



Town Administrators Office
PO Box 748
802-888-5147
Morrisville, VT 05661
www.morristownvt.org

Application for Right of Way Permit

Copies of the Town of Morristown Right Way Excavation and Obstructions Policy are available from the Select Board Office.

Tax Map Number: Permit Number:

Applicant Name:

Mailing Address:

911 Location:

Phone Number: Day Evening:

Work Commencement Date: Estimated Date of Completion:

Description of Work to be Performed:

The undersigned request a permit to work within the Town Right of Way in accordance with the Town of Morristown Right of Way Excavations and Obstructions Policy to serve the Applicant's property, located on the side of the Town Highway number. The name of this road or street is. The proposed work will be located approximately feet or miles from the intersection of this road/street with road. The Applicant agrees to adhere to requirements of the TOWN OF MORRISTOWN RIGHT OF WAY EXCAVATION AND OBSTRUCTIONS POLICY and the directions, restrictions, and conditions forming a part of this permit application. Dated at, VT this day of, 20.

Signature of Applicant: or Agent:

Instructions: in addition to completing this application, a site visit must be scheduled with the Highway Superintendent or their designee. The Superintendent can be reached at 888-6369/371-9103.

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RIGHT OF WAY EXCAVATION AND OBSTRUCTIONS PERMIT

All work within the right of way must be conducted in accordance with the Town of Morristown Right of Way Excavation and Obstructions Policy. Prior to final approval, all work must be inspected by the Highway Superintendent or their designee. This permit may be revoked at any time in the event of misrepresentations on this application or failure to meet the directions, restrictions or conditions of this permit.

This application is DENIED:

This Application is APPROVED:

Restrictions, directions and/or conditions:

Dated at, VT this day of, 20.

Signed Title Expirations date if Right of Way work is not completed and has not received final inspection by the Highway Superintendent.

**TOWN OF MORRISTOWN**  
**TOWN RIGHT OF WAY EXCAVATION AND OBSTRUCTIONS**  
**POLICY**  
**Adopted January 22, 2001**

**Article I. Permits**

- A) No person, firm, corporation, committee, organization or department shall disturb the ground or pavement in any road, sidewalk or curb within the Town of Morristown right of way without first obtaining a written permit therefor from the Superintendent of the Highway Department or their designee.
  
- B) All work shall be conducted by a professional contractor. The contractor shall supply a current certificate of insurance before work commences. The contractor shall have proof of general liability coverage in a minimum amount of \$500,000.00. This insurance shall include coverage for owned, non-owned and hired vehicles. The Superintendent or their designee will accept satisfactory evidence of self-insurance in lieu of the above coverage. During work in the right of way the above-referenced insurance shall not be canceled without thirty (30) days written notice to the Superintendent of the Highway Department or their designee.

Proof of a proper permit or license to do the work shall be provided, if such license or permit is required under the laws of the State or ordinances of the Town.

The contractor shall provide proof of a Dig Safe number.

The contractor shall provide a plan for protection of shade and ornamental trees and the restoration of turf.

Final inspection shall be conducted one year from completion of project construction.

- C) The Superintendent of the Highway Department or their designee reserves the right to withhold the issuance of permits when:
  - 1) Paving materials are unavailable; or
  - 2) A satisfactory traffic, pedestrian, or utility diversion plan cannot be implemented; or
  - 3) Unsatisfactory compliance with Article I, sections A through B.

- D) Emergencies: Nothing in this article shall be construed to prevent the making of excavation as may be necessary for the preservation of life or property, provided that the person, firm, corporation, committee, organization or department making such excavation shall apply to the Superintendent of the Highway Department or their designee for a permit on the first working day after such excavation is commenced. Even in emergency situations, notice shall be given by phone to the Highway Department and Police Department/Dispatch. All provisions of this article shall apply to such emergency.
- E) Where an excavation is for the limited purpose of planting a tree or erecting a sign within the public right of way, the Superintendent of the Highway Department or their designee may waive any of the requirements contained in Article I, sections A-D.
- F) Where an excavation is for the limited purpose of constructing a driveway, the rules and regulations for Access Permits shall apply.

## **ARTICLE II. Contents of permit for excavation; fee.**

- A) Application for an excavation permit or for improvements to unimproved portions of the public right of way shall be made on forms furnished by the Town of Morristown.
- B) Generally, a permit shall cover only contiguous construction and work performed as one continuous operation, except as otherwise determined by the Superintendent of the Highway Department or their designee.
- C) A permit shall contain a commencement date and estimated date of completion. Completion date as used in this section means the date upon which the permanent pavement resurfacing is finished and accepted by the Superintendent of the Highway Department or their designee. Any portion of the work affecting the traveled portion of the right of way shall be completed within eight hours unless otherwise approved by the Superintendent or their designee.