City of Shelton

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REQUIREMENTS AND PROCEDURES
FOR STREET EXCAVATION PERMITS

Effective October 5, 1998

A. Permittee Requirements (Prior to Permit Being Issued)

1. File with the City a Surety Bond in the amount of $10,000.00 minimum. A Cash Bond or Letter of Credit may be required in lieu of the Surety Bond.
2. File with the City a Certificate (or other proof) of Insurance. The Permittee shall have general liability insurance which shall name the City of Shelton as an additional insured. The minimum requirements shall be $500,000.00 for each person, $1,000.000.00 for each occurrence and $100,000.00 property damage. All renewals must have the City named as an additional insured.
3. Submit plans of proposed underground conduit work for approval. This requirement does not apply to individual building services, only to utility mains.
4. Submit Traffic Authority Approval Form signed by Shelton Police Department.
5. Pay all required fees.

B. Procedures and Requirements (After Permit is Issued)

1. The Permittee shall notify the Engineering Department a minimum of 24 hours in advance of starting any work authorized under a permit.
2. The Permittee shall notify and obtain permission before backfilling an opening in the right-of-way. The properly compacted road subbase must be inspected.
3. Compaction equipment shall be at the site and utilized during all backfilling operations.
4. The **Permittee is responsible for maintaining the temporary pavement until all settlement has ceased and the City has installed the permanent pavement.**
5. Permits are valid for 3 months after their issue date.
6. The Permittee shall promptly reimburse the City for any additional pavement repair fee costs over the original fee paid.
7. The City reserves the right not to issue or revoke street excavation permits for just cause and non-compliance.