



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

EFFECTIVE 05/01/2023

HIGHWAY RIGHT-OF-WAY PERMIT PROGRAM

STANDARDS TO PERFORM WORK IN

TOWN OF SIMSBURY HIGHWAY RIGHT-OF-WAY

General

The Highway Right-of-Way Permit Program is established by Town Ordinance, as adopted January 8, 1990 and is administered by the Town Engineer. A permit is required for driveway access to a lot, repair to an existing driveway, and for all other construction activity within a Highway Right-of-Way (R.O.W.) of an accepted or bounded Town Highway. This includes work done by every entity (contractor, utility, resident, etc.) with the exception of the Public Works Department.

The Town of Simsbury generally observes a winter shut-down period for all paving while local paving plants are closed for the winter season. All paving during the winter shut-down period, including temporary trench repair, may be subject to additional requirements if approved by the Engineering Department.

Permit Process and Restrictions

The Permit shall be obtained prior to beginning any work in a Highway R.O.W., and must be obtained prior to the issuance of any Building Department Permit for a new structure. If a licensed Contractor does any work within the street line of any street without a permit, the Contractor shall be subject to suspension or revocation of their right to future Right-of Way permits. This decision is determined by the Town Engineer in consultation with the Town Manager. Additionally, the Engineering Department may also reject the work and order its removal and replacement of any restoration work that does not conform to these specifications. If restoration work is not completed within a thirty (30) day period, this work will be done by the Town at the expense of the defaulting Contractor.

The general process that is to be followed to obtain an excavation permit is:

- 1) All Contractors who perform work within the Town Right-of-Way shall be licensed with the Town of Simsbury through the Engineering Department. The Request for License form may be obtained by reaching out to the Engineering Department at 860-658-3260. Additional documentation required to obtain a License with the Town are a Performance Bond and a Certificate of Insurance.
- 2) Following being licensed with the Engineering Department, Contractors may submit excavation permit applications on an online portal at: <http://www.citysquared.com/#/app/map/SimsburyTownCT> . A user guide is available at <https://www.simsbury-ct.gov/engineering-department> which contains a step-by-step procedure on how to submit a permit application.

Telephone (860) 658-3260

www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 – 7:00 Monday
8:30 – 4:30 Tuesday through Thursday
8:30 – 1:00 Friday

- 3) The applicant (contractor, developer, etc.) shall provide the required information to the Engineering Department via the online portal, which includes a sketch plan clearly showing the work to be performed, property lines, utilities, and any other pertinent information.
- 4) Line assignment approvals will require a more detailed plan as determined by the Engineering Department. A Line Assignment Plan shall be submitted to and approved by the Engineering Department ahead of submitting an excavation permit application.
- 5) The permit information is reviewed by the Simsbury Engineering Department. The Contractor shall submit the permit application at least two (2) business days prior to the anticipated start of work. The typical review process for permits is 2-3 business days. Please note that missing or incomplete information will delay approval.
- 6) If additional information is required, the Simsbury Engineering Department will contact the applicant.
- 7) Upon approval of all required documentation, the Engineering Department will approve the permit form via the online permitting portal. No work should commence until the permit is issued to the applicant.
- 8) Prior to the initiation of permit activities as described by these requirements, the contractor must notify the Town of Simsbury Engineering Department at 860-658-3260.
- 9) Upon completion of the work, the applicant should again notify the Engineering Department to schedule an inspection of the work. If the restoration is acceptable, the Town of Simsbury will accept the work under the permit. The bond for the completed work must remain in force for one (1) year following the date of acceptance. A final inspection will be completed by the Engineering Department prior to release of the bond.

Pavement restoration and trench repair relies on availability of asphalt during limited seasonal time periods and on ambient air temperature resulting in observance of a winter shut-down period for area asphalt facilities. As a result, all permits are subject to the following:

- 1) No new permits will be issued after the Wednesday prior to Thanksgiving, to ensure temporary restoration is completed by December 1st. In the case of an extenuating circumstance such as a break in utility service, the Engineering Department may approve a permit issued during the winter shut-down and prior to the spring opening date.
- 2) No permanent trench repair activities are allowed between October 1st and April 1st unless special permission is obtained from the Engineering Department.
- 3) All temporary repair permits issued after October 1st will be subject to additional requirements by the Town Engineer due to the potential for winter weather operations.
- 4) Driveway restoration activities are allowed to occur while local paving plants are open for the season.
- 5) All construction on all temporary restoration permits shall cease by December 1st. At this time, all uncompleted work shall be made safe and passable, temporary pavement restoration completed prior to winter shutdown, and all temporary repairs shall be maintained so by the Contractor. Temporary construction and maintenance during winter shutdown will be provided by the Contractor.
- 6) All emergency work during the winter shutdown period is subject to additional requirements. Cold patch shall only be utilized as a temporary restoration between the emergency repair and installation of a hot patch.
- 7) The ability to perform work during the winter shut down period is solely at the discretion of the Town Engineer. If granted, the Contractor shall comply with additional requirements regarding snow removal, use of cold patch, steel plating (if approved in advance) and inspection costs. The Contractor is required to keep the signed form with the Application for Permit at the project site.

Fee Schedule:

Permit Fees for Work Performed in Right-of-Way	
Excavations	\$ 50.00
Sidewalk Replacement	\$ 50.00
Driveway / Curb-Cut	\$ 50.00
<i>Note: One fee per project. For example, a new driveway that includes sidewalk will incur a \$50 permit fee.</i>	

License Fees	
New License Issue	\$ 75.00
Renewal of License	\$ 50.00
<i>Note: One fee covers any and/or all licenses. Renewals occur on an annual basis.</i>	

Performance Bond and Certificate of Insurance

The Performance Bond must be in an amount equal to the complete construction/restoration cost of the work proposed in the Highway R.O.W. On large projects, the bond amount will be established by the Town. The Contractor shall provide an estimate of costs for backfill and restoration if requested by the Town to establish bond amount. The bond shall be in the form of a certified check, bank check, or surety company bond. The bond may be posted by the builder, developer, owner, or site contractor. The Contractor shall notify the Town Engineer upon completion of the work. The Town Engineer will inspect the work and establish the completion date. The bond will be released after a 1-year maintenance period.

The Contractor working in the Highway R.O.W. shall have in effect insurance in the amounts shown on the attached example. A certificate of insurance shall be on file in the Engineering Department.

See Exhibit A for Insurance Requirements.

Time Limits for Permits

Refer to the above section "Permit Process and Restrictions" for time of year restrictions.

If restoration work is not satisfactorily completed at the end of the permit period, the Bond will be called by the town or the work completed by the Town (or its retained contractors) and back charged to the Contractor for the work. Exceptions for permit time limits relating to building construction are as follow:

Urgent Work:

If the safety or convenience of the traveling public or public interest require that any work be performed as emergency work, the Town Engineer and/or Director of Public Works shall have full power to order that a working crew and adequate facilities be employed by the Permittee up to 24 hours a day so that work may be completed as soon as possible.

The Town Engineer shall be notified as soon as possible if the public right-of-way is in any way compromised by ice or other hazardous conditions.

Emergency Action:

Nothing in these rules and regulations shall be construed to prevent the making of such excavations that are necessary for the preservation of life or property or for the location of leakage or loss of foundation in a conduit or pipe, or for making necessary repairs, provided that the person making such excavation shall apply to the Town Engineer for such a permit on the first working day after such work commenced.

The person engaged in emergency action shall notify the Town Engineer at the start of emergency work. The Police Department should be notified for construction activities planned for after work hours, during the weekends or holidays.

Multiple Work Sites:

Projects with multiple work sites shall be evaluated on a case by case basis. In general, each new work site requires a separate permit.

Work Schedule:

With larger excavations or with longer schedules, the Applicant is requested to provide a written schedule regarding each phase of work. The Applicant is required to maintain a current schedule with the Engineering Department. In no case shall a site be left idle for more than five (5) days prior to completing restoration activities.

Site Plan Requirements

For construction of new driveways, the applicant should include a copy of the plot plan or site plan, as required by the Building Department, to the Town Engineer for review and comment.

Plans shall accurately show the scope and extent of the proposed work. For driveway access to new buildings, in addition to items required by other Departments, the plan shall show proposed driveway grades, drainage, lot corners, sight lines, and methods of restoring the R.O.W. shall be shown.

Construction Requirements

Generally, construction materials and methods shall conform to the Town of Simsbury Highway Standards posted on the Engineering Department website. During the progress of the work, the traveled way shall be kept clean of dirt and debris. Any traffic control signing shall comply with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition.

The Contractor shall conduct the work at all times in such a manner as to ensure the safety and least possible obstruction to traffic. The convenience and safety of the general public and of the residents along and adjacent to the street shall be provided for in an adequate and satisfactory manner. It is the responsibility of the Contractor to provide and perform all necessary work zone safety measures including, but not limited to, OSHA requirements, traffic control, industry standard safety measures, etc.

Materials and equipment must be stored in a safe manner within minimal impact on the Town of Simsbury property. Particular attention must be given to sight lines, traffic safety and pedestrian safety. No material or equipment shall be stored overnight in the Highway R.O.W.

Access drives shall be constructed in accordance with Highway Standards. Special attention shall be given to drainage such that gutter flow does not flow into, or pond in front of, a driveway. Runoff from private property shall generally not be directed onto the travel portion of the highway.

That portion of the driveway lying within the Highway R.O.W. shall be paved with a minimum of 2 inches, compacted depth, bituminous concrete, on 8 inches, compacted depth, processed gravel or stone. The height of the driveway lip at the edge of road must be 1.5" above the existing road pavement. All remaining portions of the drive shall be stabilized by a suitable surface treatment to prevent erosion and siltation.

Even distribution of driveway run-off water onto the lot is encouraged. Where runoff water must drain towards the highway, the water shall be retained in the highway gutter or side-swale, or picked up by a drainage pipe. Where a culvert is required under the driveway apron, the pipe size shall be large enough to accommodate storm water flow in the side-swale. The minimum pipe size is 12" diameter. Pipe may be reinforced concrete or HDPE with concrete flared ends.

New storm connections to Town-owned drainage systems are as approved by Town Engineer prior to submission of a permit application. New connections shall be determined based design and analysis by a CT licensed Professional Engineer to determine suitability. No residential connections shall be greater than 4" and must connect to a structure. Blind connections are prohibited.

Direct discharges to the Highway R.O.W. are generally prohibited in order to reduce the potential for icing conditions on the roadway. Direct discharge of stormwater runoff to the Highway R.O.W. via pipe outfall or swale must be reviewed and approved by the Town Engineer prior to the issuance of a permit.

All disturbed portions of the Highway R.O.W., which are not paved, must be regraded, topsoiled, and seeded or stabilized in a method approved by the Town Engineer. Any lot pins or Highway monuments disturbed during the work shall be replaced and the location confirmed by a licensed surveyor at the Contractor's expense. Any curbing broken during construction shall be replaced. All restoration shall match or improved on the pre-construction condition.

Roadways that were resurfaced during the last three (3) paving seasons by the Town of Simsbury will require permanent restoration through the use of infrared road restoration methods. The permanent trench restoration shall be blended with the existing bituminous concrete surface adjacent to the roadway patch to a depth of 1 ½ inches through the use of infrared road restoration methods to create a monolithic pavement mat with no visible joints or seams.

The use of steel plates to protect open excavations is generally discouraged. Prior approval for this method is required by the Town Engineer.

Permanent Restoration – ADA Compliance / Curb Ramps

"DOJ's 2010 ADA Standards require curb ramps at newly constructed or altered streets, highways, and street-level pedestrian walkways to provide an accessible route for pedestrians at intersections (28 CFR 35.151(i))." The definition of an altered street as provided by the DOJ includes: Addition of New Layer of Asphalt, Cape Seals, Hot In-Place Recycling, Micro surfacing / Thin-Lift Overlay, Mill & Fill / Mill & Overlay, New Construction, Open-Graded Surface Course, Rehabilitation and Reconstruction.

If any permanent restoration requires the mill and paving of the entire travel lane and/or to the gutter of a road where an existing non-compliant curb ramp abuts, the Contractor is obligated to upgrade the existing curb ramp to the current standard for a compliant curb ramp.

Erosion Control Measures

During construction, gravel, trap rock, stabilization fabric, or other positive measures shall be taken in the driveway to prevent erosion and/or tracking of soil onto the roadway. Slopes shall be temporarily seeded and hay bales shall be placed as needed. Any special requirements of the Town of Simsbury Conservation Commission shall be adhered to. All permanent erosion and sedimentation controls shall be effectively in-place before the start of construction.

Contact Others:

It is the responsibility of the permittee to contact other agencies prior to commencing the work as required. Other agencies may include: Simsbury Police Department, Simsbury WPCA, Connecticut Natural Gas, Aquarion Water Co., Avon Water Co., Tariffville Water District, Eversource, Connecticut DOT, etc.

Call Before You Dig

Prior to any excavation, the Contractor shall call **1-800-922-4455** for utility locations' mark-out in the vicinity of the work. The Contractor shall provide the "Call Before You Dig" ticket number for the excavation permit.

HOLD HARMLESS AGREEMENT

Contractor agrees that it will indemnify and hold harmless the Town and its respective officers, agents and employees from any loss, costs, damages, expenses, judgements and liability whatsoever kind or nature howsoever the same maybe caused resulting directly or indirectly by any act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage to property directly or indirectly, including the loss of use resulting there from.

Attachments

- Exhibit A:** Insurance Requirements
- Exhibit B:** Private Duty Officer Information
- Detail 1:** Pavement Repair Detail
- Detail 2:** Typical Driveway Apron
- Detail 3:** Typical Road Cross-Section
- Detail 4:** Drainage Connection Detail

EXHIBIT A:
INSURANCE REQUIREMENTS

The contractor will carry the following insurance coverages with an insurance company licensed in the State of Connecticut and approved by the Town. The insurance company/ies must have at least an A- rating by A.M. Best Company. All policies will provide a 30 day notice of cancellation to the Director of Finance of the Town of Simsbury.

Certificate of Insurance will be presented to the Department of Engineering for their approval prior to the contractor or his subcontractors entering on to Town property or commencing any work whatsoever.

Workers Compensation:

Coverage A: Statutory

Coverage B: Employers Liability:

bodily injury by accident	\$100,000 per person
bodily injury by disease	\$100,000 per person
bodily injury by disease	\$500,000 aggregate

Comprehensive General Liability

Limits of Liability

bodily injury each occurrence	\$1,000,000
aggregate	\$1,000,000
property damage each occurrence	\$1,000,000
aggregate	\$1,000,000

Coverages

Premises/Independent

Contractors/Contractual/Completed

Operations/Products. Contractual Liability will be broad form.

XCU (explosion/collapse/under ground utilities).

Comprehensive Broad Form Liability endorsement or equivalent including Broad Form Property Damage Liability.

The Town of Simsbury shall be named as an additional named insured and so stated in the certificates of insurance.

Automobile Liability:

Limits of Liability:

bodily injury: per person	\$1,000,000
aggregate	\$1,000,000
property damage	\$1,000,000

Coverages:

All owned/non-owned/hired/borrowed.

Contractual liability to be included.

Builders Risk:

Owner shall protect the construction work against all physical loss to building, materials, and supplies while located on the site. This coverage shall include the interests of the contractor and sub-contractors as their interest may appear. Coverage will carry a \$1,000 deductible which each party will be responsible for in the event of any claim.

EXHIBIT B:

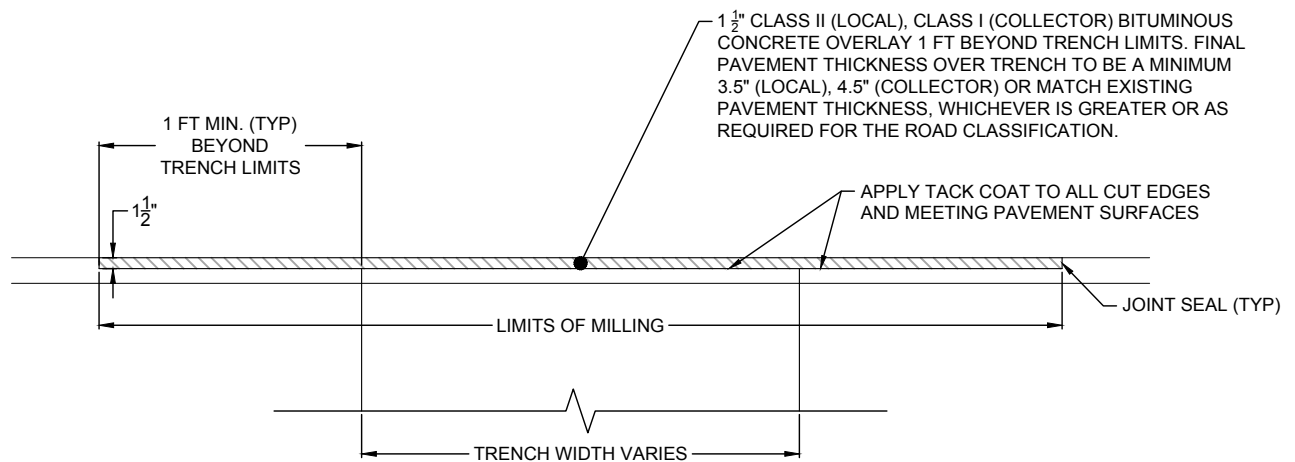
Private Duty Officer Information

Current Cost per hour per Officer: \$100.00

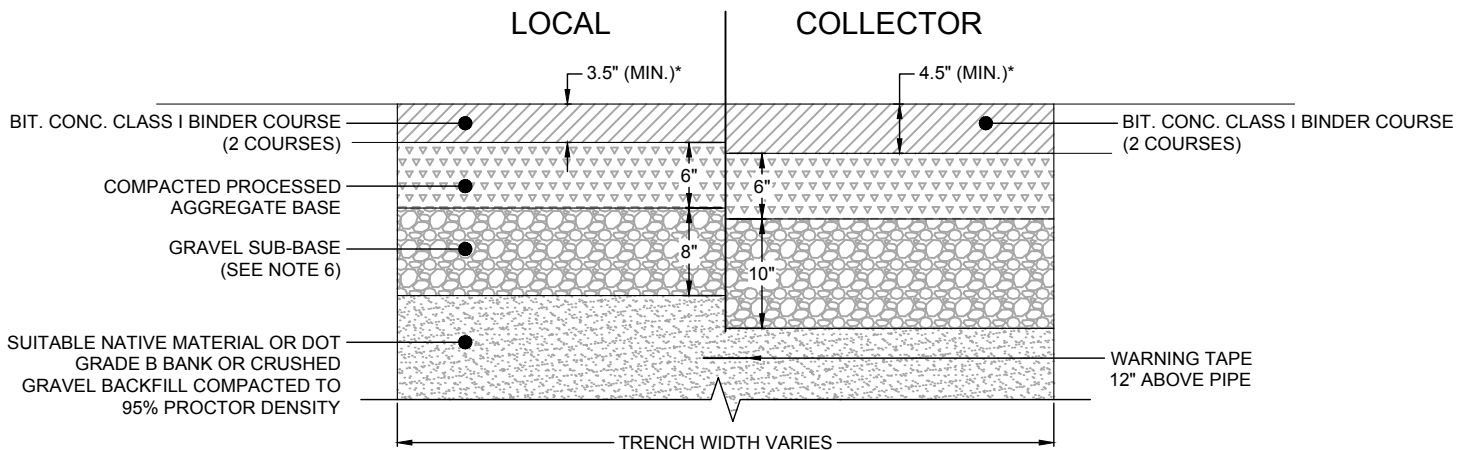
- There is a four (4) HOUR MINIMUM CHARGE
- If a scheduled job is cancelled less than 8 hours before the start of the job the requestor will be charged the minimum of four (4) man hours

Current Cost per hour for police vehicle use: \$10.00 (no minimum applies)

Scheduling is accomplished by calling the Police Non-emergency Dispatch line (860) 658-3100



TYPICAL PERMANENT TRENCH IN PAVEMENT



TYPICAL TEMPORARY TRENCH IN PAVEMENT

* MATCH EXISTING PAVEMENT THICKNESS (WHICHEVER IS GREATER)

GENERAL NOTES:

1. PAVEMENT SHALL BE SAW-CUT UPON COMPLETION OF BACKFILL AND COMPACTION. TACK COAT SHALL BE APPLIED AND TEMPORARY PAVEMENT PLACED AND COMPACTED.
2. PERMANENT PAVEMENT PATCH TO BE COMPLETED DURING THE NEXT CONSTRUCTION SEASON AFTER CONSTRUCTION OF TEMPORARY PAVEMENT PATCH. THIS WORK SHALL BE COMPLETED UNDER A SEPARATE PERMIT AND COORDINATED WITH ENGINEERING DEPARTMENT.
3. FOR PERMANENT PATCH, EXISTING ROAD (AND TEMPORARY PATCH) SHALL BE MILLED TO A DEPTH OF 1 1/2" FOR THE WIDTH OF THE TRENCH AND DISTANCE OF 1 FT OUTSIDE OF SAW-CUT EDGE. IF THE MILLING LIMIT IS WITHIN 3 FT OF THE EDGE OF ROAD, LIMITS OF MILLING SHALL EXTEND TO EDGE OF ROAD. NEW PAVEMENT THICKNESS TO BE 3 1/2" MIN. (4.5" ON COLLECTOR ROADS) OR MATCH EXISTING PAVEMENT THICKNESS - WHICHEVER IS GREATER.
4. WITHIN LIMITS OF CONNECTICUT STATE HIGHWAYS, CONNDOT REQUIREMENTS SHALL GOVERN FOR PAVEMENT, BASE AND RELATED SPECIFICATIONS.
5. THE TOWN WILL REQUIRE INFRARED METHODS FOR PERMANENT TRENCH RESTORATION IF ROADWAY HAS BEEN RESURFACED WITHIN THE LAST THREE (3) YEARS.
6. PROCESSED AGGREGATE CAN BE SUBSTITUTED FOR GRAVEL SUBBASE.
7. CALL BEFORE YOU DIG: 811 OR 1-800-922-4455.

Town of Simsbury

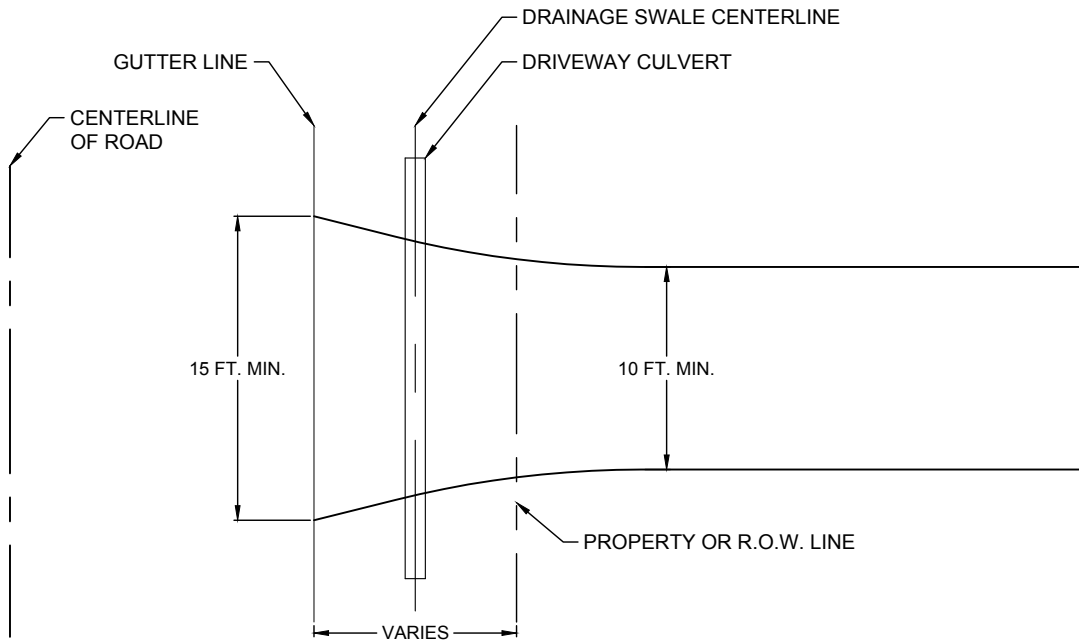
ENGINEERING DEPT.

Pavement Repair Detail

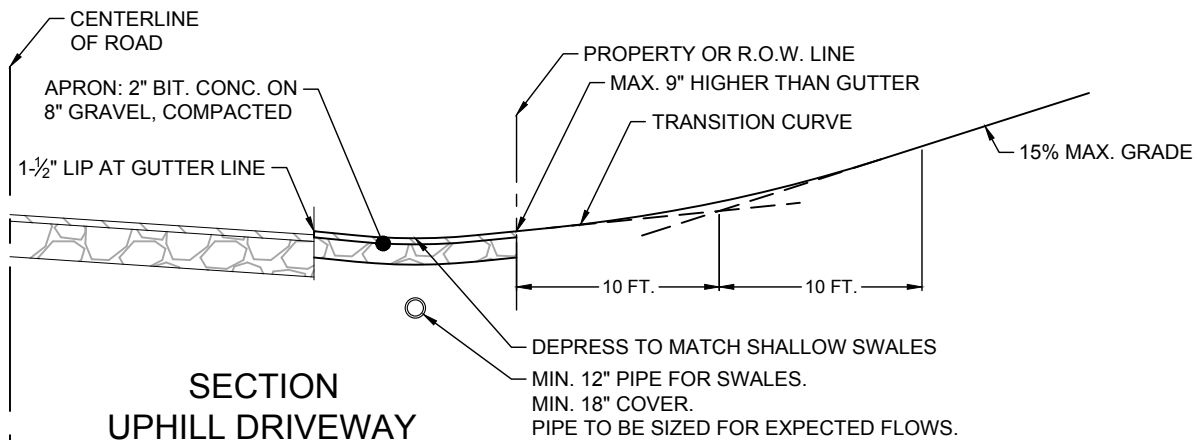
SCALE: NTS

DATE: 01/01/2022

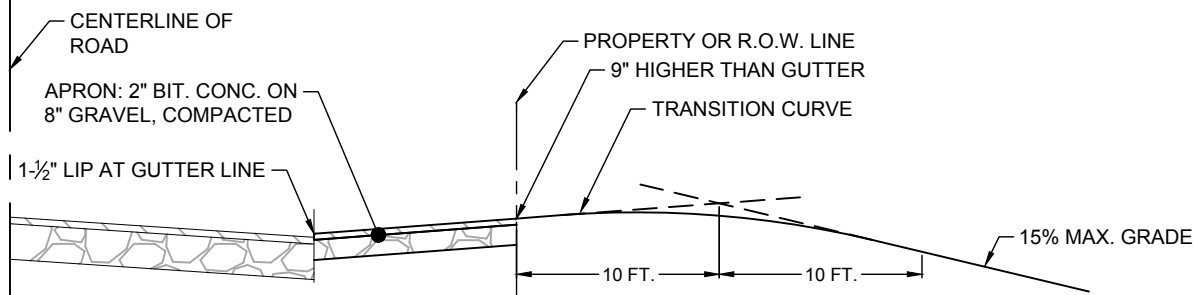
DETAIL 1



PLAN VIEW



**SECTION
UPHILL DRIVEWAY**



**SECTION
DOWNHILL DRIVEWAY**

GENERAL NOTES:

1. WITHIN LIMITS OF CONNECTICUT STATE HIGHWAYS, CONNDOT REQUIREMENTS SHALL GOVERN FOR PAVEMENT, BASE AND RELATED SPECIFICATIONS.
2. CALL BEFORE YOU DIG: 811 OR 1-800-922-4455.

Town of Simsbury

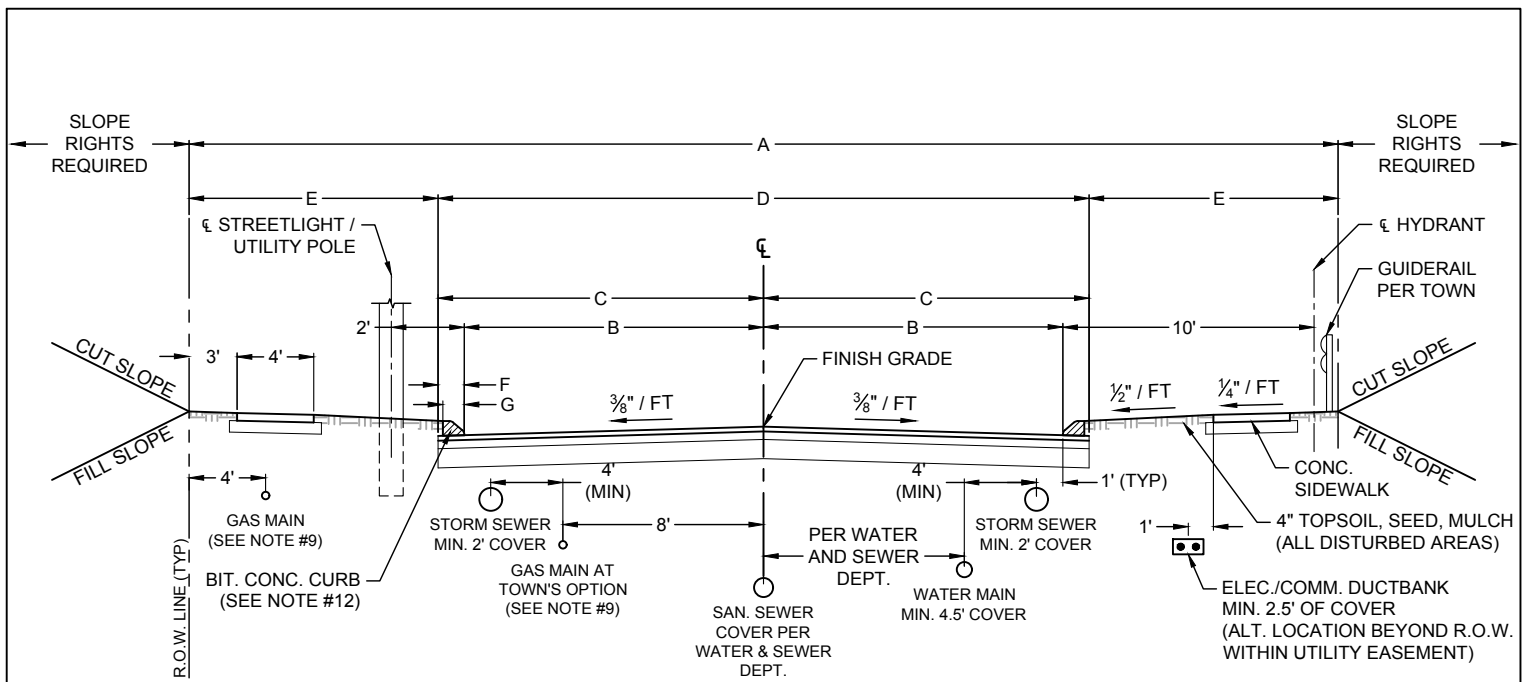
ENGINEERING DEPT.

**Typical Driveway
Apron Detail**

SCALE: NTS

DATE: 01/01/2022

DETAIL 2

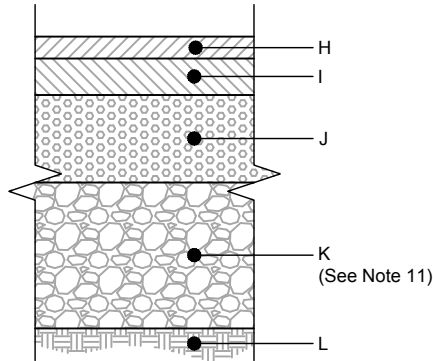


ITEM	LOCAL	COLLECTOR	ARTERIAL
A	50'-0"	60'-0"	80'-0"
B	13'-0"	16'-0"	18'-0"
C	14'-0"	17'-0"	19'-0"
D	28'-0"	34'-0"	38'-0"
E	11'-0"	13'-0"	21'-0"
F	1'-0"	1'-0"	1'-0"
G	0'-9"	0'-9"	0'-9"
H	1.5" Bit. Conc. Surface Course (Class II)	1.5" Bit. Conc. Surface Course (Class I)	1.5" Bit. Conc. Surface Course (Class I)
I	2" Bit. Conc. Binder Course (Class I)	2.5" Bit. Conc. Binder Course (Class I)	2" Bit. Conc. Binder Course (Class I)
J	6" Processed Aggregate Base	6" Processed Aggregate Base	4" Bit. Conc. Base (Class IV)
K	8" Gravel Subbase (See Note 11)	10" Gravel Subbase (See Note 11)	12" Gravel Subbase (See Note 11)
L	Subgrade	Subgrade	Subgrade

FILLS OR CUTS	SIDE SLOPES (MIN.)	
	EARTH	ROCK
0' - 5'	4 : 1	1 : 1
5' - 15'	3 : 1	8 : 1
GREATER THAN 15'	2 : 1	8 : 1

GENERAL NOTES:

- SEE DESIGN STANDARDS AND DETAIL SHEETS FOR GUIDE RAIL REQUIREMENTS.
- ALL MATERIAL THICKNESSES ARE FOR COMPACTED DEPTH.
- IF BINDER COURSE IS LEFT AS TOP COURSE FOR AN EXTENDED PERIOD, THE TOWN ENGINEER MAY REQUIRE THAT A TACK COAT OF BITUMINOUS MATERIAL BE APPLIED BEFORE LAYING THE BITUMINOUS CONCRETE SURFACE COURSE.
- SUBBASE (K) IN ROCK CUTS TO BE INCREASED TO 18".
- COARSE AGGREGATE SHALL BE BROKEN STONE FOR PROCESSED AGGREGATE BASE.
- REFER TO CONNECTICUT DOT FORM 816/817 FOR MATERIALS SPECIFICATIONS.
- ALL UNDERGROUND UTILITIES, INCLUDING SERVICE LATERALS SHALL BE INSTALLED BEFORE THE BITUMINOUS BINDER IS PLACED. SHOULD THE BINDER BECOME DISTURBED BECAUSE OF UTILITY OR OTHER CONSTRUCTION WORK/PROBLEMS, THE CONTRACTOR SHALL:
 1. PROVIDE COMPACTION TEST RESULTS ON ALL BACKFILLING OF TRENCHES AND/OR;
- FINAL TRENCH RESTORATION SHALL BE POSTPONED FOR 6-9 MONTHS OR UNTIL SUCH A TIME AS THE TEMPORARY TRENCH RESTORATION AREA SHOWS NO EVIDENCE OF SETTLEMENT.
- GAS MAIN LOCATION: THE GAS MAIN SHALL BE PRIMARILY INSTALLED IN THE GREEN BELT AREA. THE GAS MAIN SHALL BE LOCATED FOUR (4) FEET FROM THE ROW LINE.
- SEPARATION DISTANCES BETWEEN UNDERGROUND UTILITIES AS SHOWN ON THE DETAIL ARE FOR UTILITIES WITHIN A 26 FOOT WIDE PAVEMENT AND MUST BE ADJUSTED FOR OTHER PAVEMENT WIDTHS. IN ALL CASES, THE UTILITY AUTHORITY STANDARDS SHALL GOVERN.
- PROCESSED AGGREGATE CAN BE SUBSTITUTED FOR GRAVEL SUBBASE.
- BITUMINOUS CONCRETE CURB SHALL BE APPLIED TO BASE COURSE.
- CALL BEFORE YOU DIG: 811 OR 1-800-922-4455.



PAVEMENT SECTION

Town of Simsbury

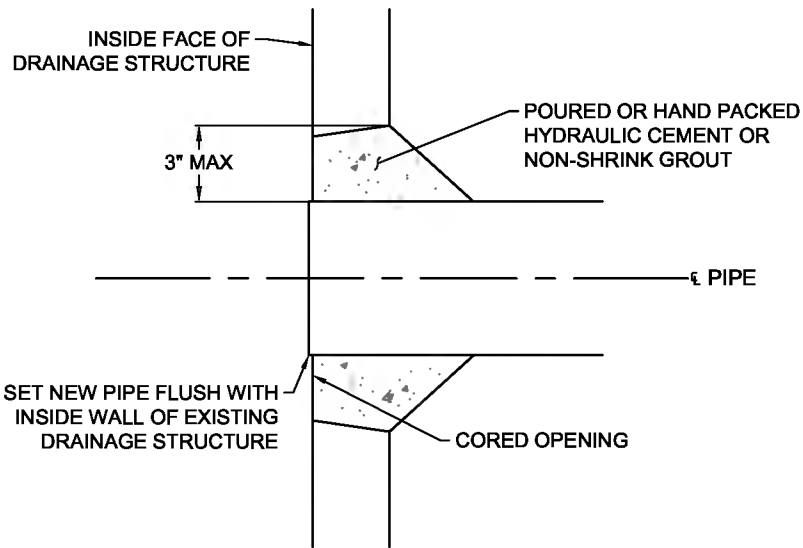
ENGINEERING DEPT.

Typical Road Cross-Section

SCALE: NTS

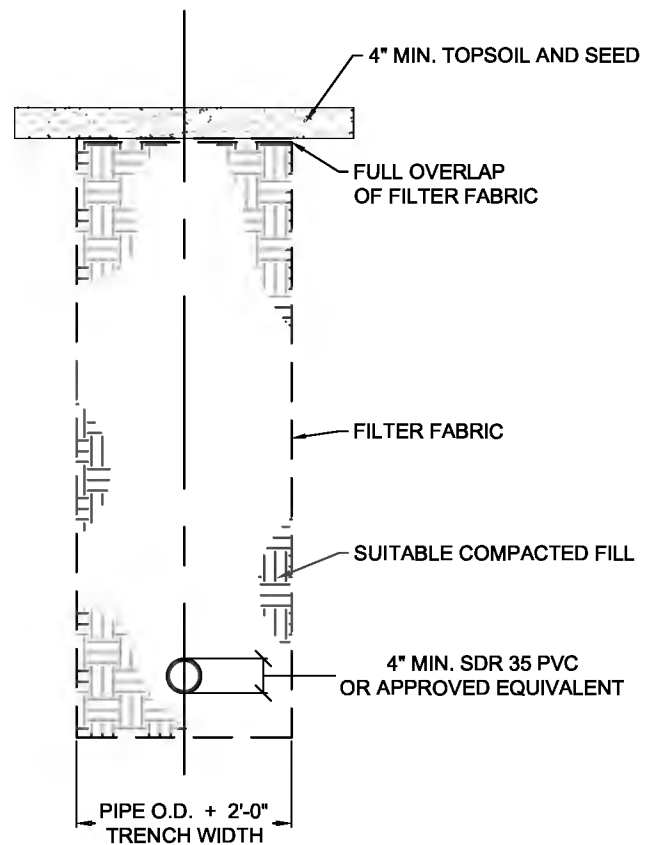
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DETAIL 3



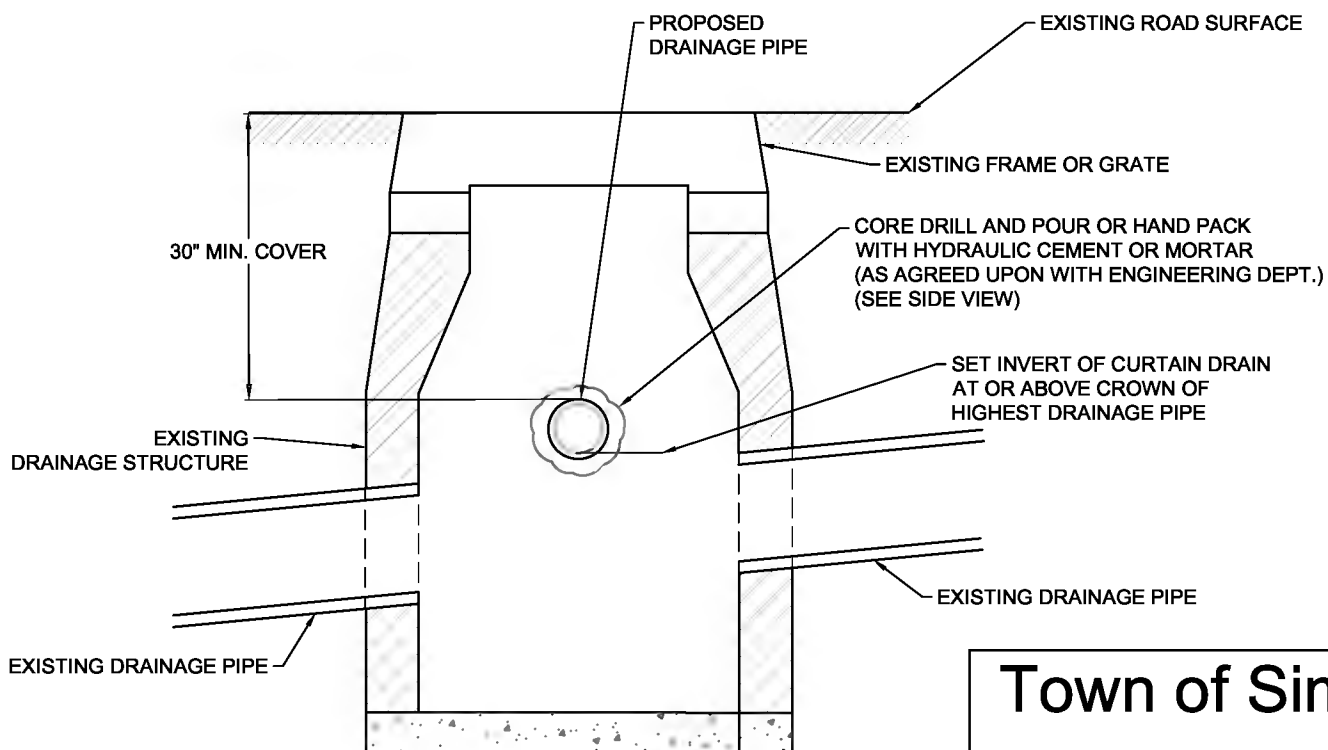
**SIDE VIEW EXISTING
DRAINAGE STRUCTURE**

NOT TO SCALE



PRIVATE DRAINAGE TRENCH SECTION

NOT TO SCALE



**FRONT VIEW EXISTING
DRAINAGE STRUCTURE**

NOT TO SCALE

Town of Simsbury

ENGINEERING DEPT.

**Private Drain Connection to
Existing Town Drainage Structure**

SCALE: NTS

DATE: 09/23/2021

DETAIL