



Town of Wenham STREET OPENING / CURBCUT PERMIT

(Approved by Action of the Selectmen – 8-04-03) (Last Amended 9-15-09)

All work within a public way in the Town of Wenham must first be reviewed and approved by the Board of Selectmen and the Highway Department. Permits are required in the following situations:

Board of Selectmen

Placement of any structure or facility, or alteration, temporary or permanent, of the existing surface within the public Right of way, including, but not limited to, telephone/utility poles, cable boxes, and utility huts. Removal or cutting of any trees in excess of 2” in caliper are also included.

Highway Department

Any digging, backfilling any excavation, grading, leveling any area, or hot topping, patching or otherwise surfacing any area within the Town owned street layout.

Street Opening Restrictions

NO work within the public R.O.W. will be permitted between the dates of November 15th –April 15th of each year (EXCEPT FOR EMERGENCY REPAIRS).

Prior to the commencement of any work related to activities listed above, the proponent must complete this application, submit it to the Permitting Office for processing, and receive and have in hand the completed, approved form. The Town shall make every effort to process all submitted Street Opening / Curb cut Permits as soon as possible, but in no situation longer than 14 calendar days after the submittal date.

APPLICATION PROCESS:

All applications must be submitted to the Permitting Office for determination of completeness and routing. Any inquiries related to the process, status of applications, or requests for information can be directed to Mary Crowley by calling (978) 468-5520 X4. The Permitting Office is located in the Wenham Town Hall and office hours are 9:00-1:00 p.m., Monday thru Thursday, closed on Fridays. An application fee of \$50.00 will be assessed.

The Permitting Office will internally route all applications to the appropriate Town departments for their review and approval. In order to expedite all applications, Applicants should review and incorporate the attached “*Wenham Street Opening Standards*.” If you should have any questions regarding the standards and how they apply to your project, please feel free to contact the Director of Public Works and/or the Highway Foreman at the Wenham Highway Department at 978-468-5520 ext. 6.

Applicants will be contacted by the Permitting Office when the applications is approved, approved with conditions, or denied. **Permits must be picked up and bonding posted (if required in the attached standards) prior to commencement of work.**

APPLICANT INFORMATION

Applicant (Owner/Contractor/Company): _____

Contact Person (if different from above): _____ Tel. (____) _____ - _____

Address: _____

Dig Safe should be contacted at 1-888-344-7233.

I acknowledge that I have read and understand the terms of this permit and by signing below, I agree to the requirements set forth in the attached Street Opening Specifications.

Applicant Signature: _____ **Date:** ____ / ____ / ____

PROJECT INFORMATION

Project location: _____

Property Owner(s): _____

Map: _____ Lot: _____ Application Date: __/__/__ Work Start Date: __/__/__

Description of Work (Attach plans & detail sheets as needed):

DEPARTMENT REVIEW

Applications will be routed as appropriate and as determined by the Permitting Office, to the following Departments, Boards, and Committees for review and comments:

<u>Letter Recv'd</u>	<u>DATE</u> <u>Notified</u>	<u>Responded</u>	<u>Comments</u> (attach additional comments)
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<u>Conservation Commission:</u> Emile Cademartori, Coordinator				
<u>Department Public Works:</u> William Tyack, Director				
<u>Superintendent of Water:</u> Eric Mansfield				
<u>*Fire Department:</u> Robert Blanchard				
<u>*Police Department:</u> Ken Walsh				
<u>Town Hall - Building Dept.:</u> Mary Crowley				

***Sent to departments for notification purposes ONLY. Comments appreciated, but not mandatory.**

