

Please submit sketch w/detail of work - including dimensions of trench.



TOWN OF HAMPTON  
PUBLIC WORKS DEPARTMENT

PERMIT # \_\_\_\_\_

# EXCAVATION PERMIT

Name of Applicant \_\_\_\_\_ Company \_\_\_\_\_ Date: \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Emergency # \_\_\_\_\_ Dig Safe # \_\_\_\_\_

Location of work \_\_\_\_\_ Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Name of Insurer \_\_\_\_\_ Policy # \_\_\_\_\_ Date Policy Expires \_\_\_\_\_

Name of Surety \_\_\_\_\_ Policy # \_\_\_\_\_ Date Policy Expires \_\_\_\_\_

This is to certify that I will ensure that all work is completed in accordance with the rules, regulations, and ordinances of Town of Hampton included but not limited to Town Ordinance Chapter 769, Streets, Sidewalks, and Public Places.

NOTE: It is understood that this Application, which will become an Excavation Permit and will, when fully executed, constitute permission for an owner of real and personal property to locate said real and personal property within public right(s) of way or grounds, has been applied for by the Applicant or his lawful representative with the full lawful authority by his/her signature to bind the owner of the said real and personal property to the conditions stated herein. Said Application is for the purpose of granting access by the Town of Hampton to the Applicant thereby allowing the Applicant to gain access to public right(s) of way or grounds in order to excavate, repair, maintain, install, relocate or remove materials and/or infrastructure owned or controlled by the applicant located in, on or above public rights of way or grounds with the consent of the Town. To the extent that applicable law provides authority for the Town to assess real and personal taxes upon the said owner, pursuant to RSA 72:23, 1 (b), 72:7, 72:8, 72:8-a, 73:10 and/or 48-B:4, or otherwise, on account of the presence of the owner's materials and/or infrastructure in or above public rights of way or grounds, the Town shall impose such tax(es) and the Applicant in behalf of the owner hereby acknowledges the owner's obligation to pay such taxes both for said materials and/or infrastructure as real and personal property and for any structures or improvements added for the owner in the future. Pursuant to RSA 72:23, 1 (c), failure of the owner to pay properly assessed real and personal property taxes by the due date shall be cause for the Town to terminate any Excavation Permit(s) authorized herein, and any then outstanding Excavation Permit(s) held by the owner, as well any permission for the owner to locate its owned and/or controlled materials or real or personal property and/or infrastructure in the public right(s) of way and for the Town to order the removal of the same.

Applicant Signature \_\_\_\_\_ Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Permit Fee \_\_\_\_\_ Check # \_\_\_\_\_

Permit approved by \_\_\_\_\_ Date \_\_\_\_\_ Insurance/Bond Approval \_\_\_\_\_

30 Day Inspection Pass \_\_\_\_\_ Fail \_\_\_\_\_ Actual Square Yardage of Excavation \_\_\_\_\_

Notes \_\_\_\_\_

Inspector \_\_\_\_\_ Date \_\_\_\_\_

1 Year Inspection Pass \_\_\_\_\_ Fail \_\_\_\_\_

Notes \_\_\_\_\_

Inspector \_\_\_\_\_ Date \_\_\_\_\_

2 Year Inspection Pass \_\_\_\_\_ Fail \_\_\_\_\_

Notes \_\_\_\_\_

Inspector \_\_\_\_\_ Date \_\_\_\_\_

**A fee of \$200 is required to be paid at time of submittal. The application will not be processed without this fee. Make checks payable to the "Town of Hampton" and indicate in the memo the address for excavation.**

**COPY OF EXECUTED JOB PERMIT MUST BE ON SITE AT ALL TIMES**

TOWN OF HAMPTON  
PUBLIC WORKS DEPARTMENT  
(Revised 01/23/2018)

Off Pavement \_\_\_\_\_

Permit # \_\_\_\_\_

**EXCAVATION PERMIT RULES AND REGULATIONS**

1. The applicant shall indemnify and save harmless the Town for any and all claims for damage and/or injury whatsoever that may arise from the encumbrance, obstruction, occupation, and/or use allowed by this permit.
2. The contractor must notify Dig Safe and the Town of Hampton Sewer and Drain Division 72 business hours in advance of the excavation to request location of underground pipes and structures. No excavation shall commence until the Sewer and Drain Division has located any underground sewer and/or storm drain pipes or structures.
3. No trees or shrubs may be cut, trimmed or otherwise injured without the prior approval of the Town Tree Warden.
4. The contractor must pre-select one of the two pavement repair methods.
5. All excavations must be in accordance with the following "Excavation Repair Specifications."
6. Contractor must inform the Public Works Office at 926-4402 that the excavation has been backfilled and ready for placement of asphalt pavement and inspection.

**General Backfill**

- Backfill from the bottom to 6 inches above the pipe or excavation with densely compacted clean sand.
- Backfill from the top of sand to within 22 inches of final grade shall be the natural material excavated during construction but shall exclude debris, pieces of pavement, organic material or other material approved by the Public Works Director or his designee. Compact to 95% density in 12 inch or less lifts.
- Backfill from the 22 inches of final grade to within 10 inches of final grade with material described in Division 300, Section 304.2 of N.H. Spec. for Road and Bridge Construction compacted to 95% density.
- No excavation is permitted to be left for the work day without placement of permanent or temporary asphalt unless a waiver is granted by the Highway General Foreman.

**Pavement Repair – Select Optional methods #1 or #2**

Option #1

- Placement of 4 inches of cold patch or hot asphalt as temporary repair.
- Within 14 days of excavation:
  - Saw cut a minimum of one foot around perimeter of excavation, remove temporary patch of pavement. All cuts must be straight and at 90 degree angles.
  - Apply a 3 inch base course of "Type B" asphalt, leaving 1 inch reveal
- After 14 days of excavation and prior to 30 days of excavation:
  - Clean surface and apply asphalt emulsion sealant along perimeter joint and to base course.
  - Apply a 1 inch top course of "Type E" asphalt to grade; apply light sand or stone dust.

Option #2

- Placement of 4 inches of "Type B" to finished grade.
- After 14 days and no later than the last day of the next month of April: surface grind a minimum of one foot (straight cuts) around perimeter joint minimum of 1 inch deep; including the entire surface of excavation.
- Clean surface and apply asphalt emulsion sealant along perimeter joint and to base course.
- Apply a 1 inch top course of "Type E" asphalt compacted to grade, apply light sand or stone dust.

**Warranty, Maintenance & Insurance Requirements**

- All work and repairs must be fully warrantied against settlement, depressions and crack development by the contractor for a full 5 year period.
- Prior to issuance of an excavation permit, a performance guarantee (cash or letter of credit) is required in the amount of: \$5000 for 1-5 excavation permits or \$15,000 for 5 or more excavation permits.  
\*Performance guarantee to remain in place for a period of five years from completion of the excavation. (Ref. 769-66)
- Prior to issuance of an excavation permit, insurance requirements must be met in full with the Town of Hampton named as the insured. (Ref. 769-65)

As the Contractor performing work covered by this permit I agree to abide by all permit rules and requirements stated above and Town Ordinances Chapter 769, Streets, Sidewalks, and Public Places and to fully warranty the work for a full 5 year period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## CONDITIONS

1. This consent may be revoked at any time.
2. Encumbrances or obstructions shall at all times be properly guarded, barricaded or fenced and lights shall be maintained throughout the night giving warning thereof.
3. The applicant shall indemnify and save harmless the Town issuing permit, for all claims for damage or injury whatsoever that may arise from the encumbrance, obstruction, occupation or use of said highway.
4. Shade trees shall not be cut down, trimmed or otherwise injured except as the excavation requires, and with specific permission in each case.
5. The highway shall be left in as good a condition of repair and cleanliness at the expiration of this consent as existed when this consent was granted with all backfill made and compacted as required by the Town.
6. The applicant shall restore the highway or cause the same to be restored for the following five (5) years by reason of such work.
7. Advertisements, notices, and signs shall not be displayed on or attached to any barricade or fence in any highway.
8. The applicant shall indemnify and save harmless the Town for all claims for damage or injury whatsoever that may be done to any public or privately owned utility in connection with the work contemplated under this application.
9. This consent shall be kept with the foreman of the applicant having the work in charge at the place where the work is being performed and shall be produced for examination upon request of any authorized representative of the Town.
10. Backfill from bottom trench to within 21" of finish grade must be a material acceptable to the Director of Public Works or his designated agent compacted to 95%. Lifts of fill not to exceed 12" loose. Fill to be compacted with a mechanical compactor.
11. The next 12" will be a gravel equal to material described in Division 300, Section 304.2 of N.H. Standard Spec. for Road and Bridge construction compacted to 95%. Fill to be compacted with a mechanical compactor.
12. The next 6" will be a gravel equal to material described in Division 300, Section 304.3. Fill to be compacted with a mechanical compactor.
13. Pavement will be saw cut 12" beyond excavated area. Cuts to be square.
14. 2" binder course will be installed as described in Division 400, Section 403. Joints shall receive a coating of emulsion before patching.
15. 1" wearing course will be installed as described in Division 400, Section 403. Joints shall receive a coating of emulsion before patching.
16. After one (1) year has passed since the installation of the 1" wearing course, the trench shall receive "infrared patch treatment" by a contractor approved by the Dept. of Public Works. In lieu of infrared treatment, the Highway foreman may allow crack sealing of the joints with an approved product. The applicant shall be responsible for the cost of this work.
17. To the extent possible, the Dept. of Public Works shall not allow excavation in new or reconstructed areas for a period of up to five (5) years.
18. A five (5) year escrow account shall be established with the Town in the amount of: \$5000, 1-5 trench permits; \$15,000, 5 or more, prior to the issuance of a trench permit.