



City of Attleboro, MA DEPARTMENT OF PUBLIC WORKS

SOP

Application for Permit to Open, Occupy or Obstruct a Street or Sidewalk (SOP)

Section 1 – Permit Instruction, Fee Table, Contact Submittal and Agreement

1.1 Instruction

The “APPLICANT” or “PERMITTEE” (company requesting said permit) shall refer to the City of Attleboro Department of Public Works “**Rules and Regulations Governing Street and Sidewalk Openings Within Public Ways**” prior to filing this application. Only forms containing the proper level of information will be processed. Hence, to avoid permit rejection or delays, the Applicant should accurately complete and deliver the SOP form to the DPW (such submittals normally are processed in 5 Business Days). Permits expire 60 days after issuance, subject to winter moratoriums, as stipulated in the City’s Ordinances.

1.2 Fee Table (please note fees are nonrefundable) - per Chapter 16 of the City’s Ordinances:

Category	Coverage	Fee(*)
Type 1	Road Opening Permit	\$ 325.00
Type 2	Sidewalk Opening Permit	\$ 150.00
Type 3	Installing a Driveway Permit	\$ 150.00
Type 4	Occupying the Sidewalk Permit	\$ 150.00 (first 3 days), \$20 each day after
Type 5	Installation of Test Pit Borings Permit	\$ 150.00
Type 6	Installation of Monitoring Wells Permit	\$ 150.00
Type 7	Columbia Gas Utility Permit	\$ 100.00

1.3 Contact Information

Blank application forms and assistance can be obtained at the DPW’s administrative office at City Hall (77 Park Street, 2nd Floor) or from the City’s web site (www.cityofattleboro.us). The main contact telephone number to direct any questions regarding SOP applications or work is (508) 223-2222, ext. 3160.

1.4 SOP Stipulations and Agreement

- a) Applicant agrees to adhere and comply with the City of Attleboro SOP Policy. Applicant agrees to conform to the City’s statutes and Ordinances, and to protect the work and guard against accident, to be accountable/liable for the cost of any damage or injury which may result from the work, and to restore the street to a condition as good or better as it may be in at the time the permit is granted to the satisfaction of the City. Further, Applicant agrees to carry current Insurance coverage at the limits specified by the City and a Bond, as required, in place for the amount specified before the start of any work, and for the duration of the work. Applicant agrees that all work shall be staged such to enable streets to remain passable for Emergency vehicles (care taken regarding work zone and material storage), as well as provide access to neighboring streets, sidewalks and driveways an drainage structures, hydrants, signals, and related City property.
- b) Applicant shall obtain and maintain a valid Digsafe ticket and provide the City with advance 48 hour notification **PRIOR** to the start of any work within the right-of-way. Applicant understands that Applicant is responsible for scheduling Police Details for the Work. Further, Applicant understands that Applicant is responsible to notify abutting property owners, schools, and other entities of any traffic impacts resulting from work.
Note: Failure to comply with these requirements may result in the City issuing an immediate cessation of work, fines (as required by the City’s Ordinances), additional restrictions on this application and future applications, and/or the City’s refusal to issue future permits.
- c) Applicant agrees to comply with the City’s work window/ winter moratorium as outlined in the “**Rules and Regulations Governing Street and Sidewalk Openings Within Public Ways**”.

I, the undersigned Permittee/Applicant have reviewed the Department of Public Works **Rules and Regulations Governing Street and Sidewalk Openings Within Public Ways**, and do hereby understand the procedures, policies, and restrictions of the Department of Public Works.

ACCEPTANCE SIGNATURE:

Applicant’s Signature

Application Date

APPLICANT MUST SIGN AND DATE PRIOR TO DPW PROCESSING



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Section 2a – Work Scope Information

Completed by Applicant

Check/furnish all information under this Section – Failure to do so may result in the delays to this Application

2.1 CITY OF ATTLEBORO PROJECT <input type="checkbox"/> (YES) <input type="checkbox"/> (NO) Dept. ordering work: _____	2.2 DIGSAFE TICKET <input type="checkbox"/> Number: _____ <input type="checkbox"/> Valid to: _____ / _____ / 2019	2.3 FEE PAYMENT PROJECT <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Note _____
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2.4 WORK TYPE <input type="checkbox"/> Utility <input type="checkbox"/> Main <input type="checkbox"/> Service <input type="checkbox"/> Electric <input type="checkbox"/> Cable/Telcom/Conduit <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Drainage _____ <input type="checkbox"/> Type I – Road Opening <input type="checkbox"/> Type II - Sidewalk <input type="checkbox"/> Type III - Driveway <input type="checkbox"/> Type IV - Occupying <input type="checkbox"/> Type V – Test Pit <input type="checkbox"/> Type VI – Monitoring Well <input type="checkbox"/> Type VII-Columbia Gas Other: _____	2.5 WORK LOCATION <input type="checkbox"/> Street Number _____ or Range _____ <input type="checkbox"/> Street Name _____ <input type="checkbox"/> Assessor's Map and Lot (if applicable): _____ <input type="checkbox"/> Builder's Lot number (if applicable): _____ 2.6 WORK DESCRIPTION <input type="checkbox"/> _____ _____ _____ _____ _____ _____
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2.7 WORK DRAWING <input type="checkbox"/> Sketch (see next sheet) <input type="checkbox"/> Oversize Plan Attached <input type="checkbox"/> Traffic Plan Attached _____ _____ _____	2.8a DRAIN LAYER LICENSE <u>Water/Sewer Work ONLY (Required Info)</u> <input type="checkbox"/> Need to Obtain <input type="checkbox"/> Have Existing License <input type="checkbox"/> License No _____ <input type="checkbox"/> Expire Date ____/____/____ 2.8b WATER TAP WO (DPW obtained) <input type="checkbox"/> # _____	2.9 GRANT OF LOCATION <u>Utility Company ONLY</u> New Easement and/or Facility Extension <input type="checkbox"/> (YES) <input type="checkbox"/> (NO) 2.10 UTILITY WO INFORMATION <input type="checkbox"/> Company _____ <input type="checkbox"/> # _____
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2.11 METHOD OF CONNECTION <input type="checkbox"/> Scheduled <input type="checkbox"/> Emergency <input type="checkbox"/> Main to Foundation <input type="checkbox"/> Main to Curb-box <input type="checkbox"/> Foundation to Property Line <input type="checkbox"/> Other: _____ _____ _____	2.12 SURFACE CUTS/OPENINGS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Number</th> <th style="text-align: right;">Overall SF</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Street _____</td> <td style="text-align: right;">SIZE OF ALL = _____</td> </tr> <tr> <td><input type="checkbox"/> Sidewalk _____</td> <td style="text-align: right;">OPENINGS = _____</td> </tr> <tr> <td><input type="checkbox"/> Boring _____</td> <td style="text-align: right;">MUST BE = _____</td> </tr> <tr> <td><input type="checkbox"/> Pole _____</td> <td style="text-align: right;">IDENTIFIED = _____</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td style="text-align: right;">ON DRAWING = _____</td> </tr> <tr> <td><input type="checkbox"/> TOTAL</td> <td></td> </tr> </tbody> </table>	Number	Overall SF	<input type="checkbox"/> Street _____	SIZE OF ALL = _____	<input type="checkbox"/> Sidewalk _____	OPENINGS = _____	<input type="checkbox"/> Boring _____	MUST BE = _____	<input type="checkbox"/> Pole _____	IDENTIFIED = _____	<input type="checkbox"/> Other _____	ON DRAWING = _____	<input type="checkbox"/> TOTAL		2.13 WORK WINDOW <input type="checkbox"/> Anticipated Start Date _____ <input type="checkbox"/> Anticipated End Date _____ <p style="color: red; text-align: center; font-weight: bold;">**All Permits expire during the City's winter moratorium.**</p>
Number	Overall SF															
<input type="checkbox"/> Street _____	SIZE OF ALL = _____															
<input type="checkbox"/> Sidewalk _____	OPENINGS = _____															
<input type="checkbox"/> Boring _____	MUST BE = _____															
<input type="checkbox"/> Pole _____	IDENTIFIED = _____															
<input type="checkbox"/> Other _____	ON DRAWING = _____															
<input type="checkbox"/> TOTAL																

2.14 CONTACT INFORMATION CONTRACTOR and PROPERTY OWNER (Property Owner if applicable)		
	Contractor	Property Owner
<input type="checkbox"/> Company Name	_____	_____
<input type="checkbox"/> Contact Person	_____	_____
<input type="checkbox"/> Address	_____	_____
<input type="checkbox"/> Town/State/Zip	_____	_____
<input type="checkbox"/> Telephone/FAX/Cell	_____	_____



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Section 2b – Work Scope Detail Drawing

Completed by Applicant

To avoid permit rejection or delays the Applicant should reference the **Rules and Regulations Governing Street and Sidewalk Openings Within Public Ways** to ensure completion of the required information necessary to process the application request.

The Detail Drawing may be supplied using the area below or by attaching a self generated drawing sheet that **must** contain a **title box, scale, company name, address/location, key, a north arrow, outlined limits/dimension size shown for all proposed surface openings including the TOTAL SF of work openings within the public right-of-way.**

2.15 DETAIL DRAWING

(BELOW) (ATTACHED)

2.16 SCALE	2.17 APPLICANT/COMPANY NAME	2.18 WORK SITE ADDRESS/LOCATION	2.19 KEY (any symbol or notes)
<input type="checkbox"/> 1" = _____ <input type="checkbox"/> Not to Scale	<input type="checkbox"/> _____ _____	<input type="checkbox"/> _____ _____	<div data-bbox="1174 237 1273 310" style="border: 2px solid red; display: inline-block; padding: 2px;">4' x 6'</div> <i>(example)</i> Limit of Surface Cut



City of Attleboro, MA
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STREET OPENING PERMIT

SOP

Section 3 – Application for Certification of Restoration

3.1 PERMIT NUMBER

Completed by DPW

Permit # _____

3.2 WORK LOCATION

Street Number _____

Completed by Applicant

Street Name _____

3.3 DATE OF RESTORATION

Date of Temporary Restoration _____

Completed by Applicant

Date of Permanent Restoration _____

The undersigned has complied with DPW's [Rules and Regulations Governing Street and Sidewalk Openings Within Public Ways](#) for completion of this work. The undersigned also agrees that the restoration indicated only applies for Work associated with the address and permit number listed above.

Signature of Applicant _____

Date of Signature _____

3.4 DPW REVIEW

Completed by DPW

Reviewed by: _____

Date of Review: _____

EXCERPTS FROM CITY OF ATTLEBORO ORDINANCES

16-6.9 Certification of Restoration

Upon completing the work under the permit and restoring the area disturbed, the permit holder shall apply in writing to the Superintendent for a certification that the area has been restored in accordance with the requirements of this section and of any condition imposed by the Superintendent. If the Superintendent finds that the area has been properly restored, he shall so advise the permit holder in writing and shall specify what action the permit holder must take in order to properly restore the area. The permit holder shall have a reasonable period of time, not to exceed ten (10) days, in which to properly restore the area. If after such period of time, the Superintendent determines that the area has not been properly restored, he may proceed to restore the area and enforce the performance bond to the extent of the City's expense in restoring the area.

16-6.11 Penalties (Amended 12/5/95)

Anyone who violates any provisions of this ordinance shall be punished by a fine of two hundred (\$200.00) dollars for the first offense and four hundred (\$400.00) dollars for any subsequent offense, said penalties to be assessed in

accordance with the provisions for the non-criminal disposition of violation in General Laws Chapter 40, Section 21D as amended. Each day of continuing violation shall constitute a separate offense.