



Town of North Andover Division of Public Works Policy & Procedures

Street Openings

Revised February 22, 2010

The purpose of this policy is to state the requirements that are to be met by any company or person making an excavation or other substantial change in a Town Way open to the public travel.

Town of North Andover – Policy & Procedure

Subject: Street Openings

1. Purpose

The purpose of this policy is to state the requirements that are to be met by any company or person making an excavation or other substantial change in a Town Way open to the public travel.

2. Definitions

Street Excavation Permit: Also known as a "Street Opening Permit", is a permit that shall be obtained by any company or person who intends to make an excavation or other substantial change in a Town Way open to the public travel. This permit shall be obtained before such excavation or change may proceed. This permit shall comply with Town of North Andover bylaw Chapter 161-3.

Grantee or Applicant: The person who applies for a street excavation permit and is granted such permit by the Division of Public Works.

Licensed drain layer: A company or person who is licensed by the Town of North Andover to excavate and install underground utilities within the Town of North Andover.

3. Scope

This policy applies to all street openings within the Town of North Andover.

4. Policy

4.1 No person shall make any excavation or other substantial change in a Town Way open to public travel without first obtaining a street excavation permit from the Director of Public Works or their designee.

4.2 All work shall be in conformance with the rules, regulations, and specifications of the Division of Public Works Policy.

4.3 The Grantee shall notify the Division of Public Works Director or their designee at 978-685-0950 two (2) days prior to the start of work.

4.4 The Permit is issued with the stipulation that it may be revoked at any time at the discretion of the Division of Public Works Director or their designee.

4.5 Uniformed police officer(s) shall be in attendance at all times while the work is being done.

4.6 The furnishing and erecting of all traffic safety devices shall be the responsibility of the Grantee.

4.7 Necessary signs, barriers, cones, etc. shall conform to the current Manual on Uniform Traffic Control Devices.

4.8 Free flow two-way traffic shall be maintained at all times. If a detour is necessary, the Grantee shall obtain approval from the Police Department, and proper detour signs shall be posted by the Grantee.

- 4.9 The Grantee shall remove his equipment during heavy traffic periods, if asked to do so by the Division of Public Works or Public Safety Departments.
- 4.10 The Grantee shall be responsible for any settlement that may occur as a result of his work.
- 4.11 Water jetting of the trench is prohibited unless granted by the Division of Public Works Director or their designee.
- 4.12 The Grantee shall indemnify the Town of North Andover against all claims, suits, or liability associated with the work under this permit.
- 4.13 The Grantee shall use a drain layer licensed by the Town of North Andover for all excavation, installation and backfill.
- 4.14 Except in cases of emergencies, there will be no excavation or changes allowed in roads which have been paved in the past five (5) years.
- 4.15 All excavations shall be backfilled and thoroughly compacted with a mechanical compactor in 12-18 inch lifts 95% compaction. Any material removed from the excavation and deemed to be unsuitable for backfill shall be replaced with acceptable material. The top eight (8) inches of backfill material shall be dense graded stone or processed gravel. The gravel shall be left down a minimum of four (4) inches or the depth of the existing pavement which ever is greater.
- 4.16 Upon completion of backfill and compaction, the trench shall be paved with a minimum two (2) courses of binder mix two (2) inches thick. During the next construction season, the binder shall be removed and the existing pavement cut back 12 inches, the trench will be graded and compacted. A minimum two (2) inches of binder and two (2) inches of top or match existing pavement shall then be placed after applying a tack coat to existing pavement edges.
- 4.17 If by the next construction season after the excavation, the trench has settled less than ½ inch, the Grantee may at his option cold plane the trench pavement to 12 inches outside the trench limits to a depth of two (2) inches, clean the trench pavement, apply a tack coat to the pavement edges, and place two (2) inches of top mix.
- 4.18 The Cash Bond provided with the Street Excavation Permit shall be retained for one (1) year after the permanent pavement is placed. Any repairs to the permanent pavement shall be by using the infrared method. Fifty percent of the Cash Bond shall be released upon completion of the permanent pavement and the remaining fifty percent of the Cash Bond shall be released one (1) year after completion of the permanent pavement if the pavement is in acceptable condition.
- 4.19 By applying for this permit, the Grantee acknowledges that it is aware of Massachusetts Excavations and Trench Safety Regulation 520 CMR 14.00 and Massachusetts General Law, Chapter 82A – also known as Jackie’s Law.
- 4.20 Street opening permits will NOT be issued from November 15th to April 15th, unless deemed an emergency situation by the Division of Public Works Director or their designee.

End of Policy