

**PUBLIC WORKS  
DEPARTMENT**  
John Marsilio  
Director of Public Works

**Town of Trumbull**  
CONNECTICUT  
[www.trumbull-ct.gov](http://www.trumbull-ct.gov)

Town Hall  
5866 Main Street  
Trumbull, Connecticut 06611  
(203) 452-5045  
Fax: 203-452-5061



**ENCROACHMENT/STREET OPENING  
CONTRACTOR LICENSE  
APPLICATION**

**TO ALL ENCROACHMENT/STREET OPENING CONTRACTORS:**

**No work may be done in the streets and the rights-of-way of the Town of Trumbull unless your Liability, Property Damage Insurance and Performance Bond are currently in effect and up-to-date.**

**Licenses will not be issued if there are any outstanding monies due to the Town of Trumbull by the Encroachment/Street Opening Contractors for permanent paving of street opening trenches, or other outstanding obligations.**

- **The ENCROACHMENT/STREET OPENING LICENSE annual fee is \$25.00.**
- **Certificates of Insurance shall be in accordance with the attached ordinance.**
- **The Performance Bond form and amount are attached herewith.**
- **ENCROACHMENT/STREET OPENING PERMIT fee is \$50.00 but, as a prerequisite and condition to obtaining such permits, an applicant must provide to the Director of Public Works a written traffic safety plan from the Police Department.**

**DIRECTOR OF PUBLIC WORKS  
TOWN OF TRUMBULL**

Attachments

ENGINEERING  
DEPARTMENT

Town of Trumbull  
CONNECTICUT  
[www.trumbull-ct.gov](http://www.trumbull-ct.gov)

Town Hall  
5866 Main Street  
Trumbull, Connecticut 06611  
Phone: 203.452.5050  
Fax: 203.452.5061



**APPLICATION FOR ENCROACHMENT/STREET OPENING CONTRACTOR LICENSE**

DATE: \_\_\_ / \_\_\_ / \_\_\_

ENCROACHMENT/STREET OPENING CONTRACTOR LICENSE NO. \_\_\_\_\_  
(Do not fill in office use only)

Application is hereby made for the issuance of a license to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

To make openings and excavations in the public streets, highways, sidewalks, and alleys within the Town of Trumbull under particular permits therefore to be issued by the Director of Public Works or his designee. The applicant has read the conditions and terms of the Town of Trumbull ordinances and the rules and regulations under and subject to which this license may be granted, and the applicant agrees that he will faithfully comply with the provisions thereof as the same may be from time to time amended.

Signed \_\_\_\_\_

\_\_\_\_\_  
(Firm)

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**CERTIFICATION**

The foregoing applicant having filed a bond as required by the ordinances of the Town of Trumbull, dated \_\_\_\_\_ and expiring upon the release by the Town of Trumbull, there has this day been issued by us to said

\_\_\_\_\_

All such LICENSES shall expire on the first day of March next following their issuance unless sooner revoked and shall not be transferable.

Expiration Date: \_\_\_\_\_

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Frank M. Smeriglio, P.E.  
Town Engineer  
Town of Trumbull

TOWN OF TRUMBULL

BOND FOR ENCROACHMENT/STREET OPENING

KNOW ALL MEN BY THESE PRESENTS, That \_\_\_\_\_

as Principal, and \_\_\_\_\_ as surety are held and firmly bound jointly and severally unto the Town of Trumbull, and the State of Connecticut, in the sum of **Ten Thousand (\$10,000.00) Dollars** to be paid to the Town of Trumbull and/or the State of Connecticut, for which payment well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT WHEREAS the Principal has made application to the First Selectman of the Town of Trumbull for Registration to make openings and excavations in the public streets, highways, sidewalks and alleys within the Town of Trumbull under permits there for which may be issued from time to time by said First Selectman and whereas said First Selectman is prepared to issue such license to the Principal pursuant to the ordinance of the Town Code of the Town of Trumbull.

WHEREAS said ordinance provides that qualified excavators and utility companies may in lieu of a cash deposit for each permit applied for, file with the First Selectman of the Town of Trumbull, an annual bond in the amount of **Ten Thousand (\$10,000.00) Dollars**.

NOW THEREFORE, if the said \_\_\_\_\_ shall well truly keep and perform all the terms and conditions of the aforesaid ordinance as the same may be amended from time to time, any conditions set forth in the application filed pursuant thereto, and any conditions attaching to any permit issued pursuant to said ordinance and any applicable rules or regulations of the State Highway Department and shall forever indemnify and save harmless the Town of Trumbull and the State of Connecticut and all their respective agents for, or on account of, any damages to property or to any person or persons, or any damage to any utilities furnish in the Town of Trumbull in consequence of, or resulting from any work performed by said Principal \_\_\_\_\_ servants, or agents or of \_\_\_\_\_, or from any negligence in guarding said work, or of \_\_\_\_\_, or from any act or omission of said principal... servants or agents until the expiration of the maintenance period; shall faithfully perform said work in all respects and shall also replace and restore that portion of any street in which said applicant, his servants or agents shall make any excavation, to as good condition as that in which the same was before said work was performed, and shall also keep and maintain such street in like good condition to the satisfaction of the Town's Agent for the period of not less than two years after completing said work and, should the Town's Agent or other official within said period, and after notice to said Principal, repair said portion of such street, the Principal shall pay the cost thereof within thirty (30) days and shall comply in all respects with the rules and regulations established by the Town's Agent relative to such work, and the terms of the permits that may be issued to him, and shall also pay all fines or penalties imposed upon him for violation of any such rule or regulations, then this bond shall be void but otherwise shall remain in full force and effect.

Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_

Signed and Sealed in the Presence of: \_\_\_\_\_ (Seal)

\_\_\_\_\_ By \_\_\_\_\_ (Seal)

\_\_\_\_\_ By \_\_\_\_\_ (Seal)

TO BE COMPLETED AS PART OF EACH ENCROACHMENT/STREET OPENING  
APPLICATION

To: Director of Public Works  
Town of Trumbull, CT 06611

Re: Traffic Safety Procedures  
Road Construction

The applicant hereby agrees to comply with the traffic safety procedures set forth below by the Town of Trumbull Connecticut Chief of Police or his designee in accordance with Chapter 17, Article V, Section 17-112 of the Town of Trumbull Municipal Code.

Name of Permittee: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Type of work to be performed: \_\_\_\_\_

Location (Street): \_\_\_\_\_ (Number) \_\_\_\_\_

Time of work: From \_\_\_\_\_ To \_\_\_\_\_

Number of traffic lanes involved: \_\_\_\_\_

Dates of work to be performed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Based on information provided by the applicant it is understood that the following traffic safety precautions shall be taken:

Number of Police Officers to be assigned: \_\_\_\_\_

Number of Trained Flaggers to be assigned: \_\_\_\_\_

Safety devices needed (state type): \_\_\_\_\_

\_\_\_\_\_  
Chief of Police  
Or

\_\_\_\_\_  
Police Dept. Designate

Date: \_\_\_\_\_

## FUTURE ROAD CLASSIFICATION

### EXPRESSWAY:

Route 25  
Route 15 (Merritt Parkway)  
Route 8

### PRINCIPAL ARTERIAL:

Route 111 (Main St.)  
Route 111 (Monroe Tpke.)  
Route 25 (Main St. north of  
Monroe Tpke.)  
Route 127 (Church Hill Rd.)

Route 127 (White Plains Rd.)  
Route 108 (Huntington Tpke.)  
Route 108 (Nichols Ave.)  
Route 711 (Huntington Tpke.)

### MINOR ARTERIAL:

Madison Ave.  
Buck Hill Rd.  
Chestnut Hill Rd.  
Old Town Rd.  
Edison Rd.

Whitney Ave.  
Daniels Farm Rd.  
Reservoir Ave.  
Booth Hill Rd.

### COLLECTOR:

Tashua Rd.  
Stonehouse Rd.  
Lake Ave.  
Park Lane  
Blackhouse Rd.  
Plattsville Rd.  
Teller Rd.  
Porters Hill Rd.

Moose Hill Rd.  
Hurd Rd.  
Strobel Rd.  
MacDonald Rd.  
Mischa Hill Rd.  
Unity Rd.  
Shelton Rd.

**ARTICLE V. STREET EXCAVATIONS<sup>4</sup>**

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- Sec. 17-111. Permit Required.
- Sec. 17-112. General Requirements.
- Sec. 17-113. Public Service Companies.
- Sec. 17-114. Requirements if closing of Highway required.
- Sec. 17-115. Tunneling or Jacking.
- Sec. 17-116. Backfilling.
- Sec. 17-117. Inspections.
- Sec. 17-118. Maintenance of work by contractor.
- Sec. 17-119. Contractor responsibilities for permanent repair.
- Sec. 17-120. Bituminous concrete.
- Sec. 17.121. Liability of permittee for unsafe conditions or abandonment.
- Sec. 17.122. Town's right to not issue, revoke permits.
- Sec. 17-123. Termination of permit and release of Contractor's obligations.
- Sec. 17-124. Call before you dig.
- Sec. 17-125. Non Liability of Town.
- Sec. 17-126. This Ordinance shall not apply to work being done on behalf of the Town.

**Section 17-111 - Permit Required**

No person shall make any opening, excavation, or construct any walk, curb, pavement, or perform other construction work within, on, through, or under any public street, highway or public right-of-way (Highway) located in the Town of Trumbull (Town) including a State highway, for any purpose whatsoever, unless an Encroachment/Street Opening Permit (Opening Permit) has been obtained pursuant to this Article from the Director of Public Works or his designated representatives. Any Ordinance Permit issued shall be valid for a period of ninety (90) days from the date thereof. Any work performed pursuant to such Opening Permit shall be subject to approval by the Director of Public Works or his designated representatives.

On State highways located within the Town, the Opening Permit must be obtained prior to the issuance of a permit by the Connecticut Department of Transportation (DOT). This article does not supersede any regulations as set forth by the DOT with regard to excavation in State highways.

**Section 17-112 – General Requirements**

Opening Permits will not be issued until an applicant has done the following:

- (1) Obtained a Town Excavating License.

- (2) Submit a fully completed Opening Permit Application on a form approved by the Director of Public Works.
- (3) Paid to the Town a permit fee of fifty (\$50.00) Dollars for each opening, excavation, etc.
- (4) If required by the Director of Public Works or his designated representatives, permittee shall pay the Town a fee for the cost of permanent patching of the street as calculated on a cost of per square yard basis by the Director of Public Works or his designated representatives.
- (5) Unless exempted as provided in this Article, filed with the Town a surety bond in an amount which is sufficient, in the opinion of the Director of Public Works or his designated representatives, to secure the adequate restoration of the highway as required by this Article. In lieu of a surety bond the Director of Public Works or his designated representatives may require a cash bond.
- (6) Unless exempted by this Article, provide the Town with the following minimum insurance coverage:

(a) Commercial General Liability Insurance:

(1)	Each Occurrence Limit	\$1,000,000
(2)	Damage to Rented Premises	\$50,000 each occurrence
(3)	Medical expense	\$5,000 Any one person
(4)	Personal & Adv injury	\$1,000,000
(5)	General Aggregate	\$2,000,000
(6)	Products – Comp/Op Agg	\$2,000,000

(b) Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos)

(1)	Bodily Injury and Property Damage Liability	
(2)	Combined Single Limit	\$1,000,000 each accident

(c) Workers Compensation and Employers' Liability

(1)	E.L. Each Accident	\$100,000
(2)	E.L. Disease – EA Employee	\$100,000
(3)	E.L. Disease – Policy Limit	\$500,000

The Town shall be named as an additional insured on said policies unless waived by the Director of Public Works.

- (7) Provide the Town with the full name and business address and telephone number of the applicant, and the name, address and telephone number of two (2) persons with authority

from the applicant to take action in case of emergency and who will be available on a twenty-four hour basis.

- (8) Provide a general statement of the scope of the proposed work in such detail as may reasonable be required by the Director of Public Works, or his designated representatives, including the number of days that the work is estimated to take and specific plans for safeguarding the work and any condition left prior to the final completion of work. These plans shall be subject to review and approval by the Director of Public Works or his designated representatives who may make such reasonable requirements as are necessary in order to insure safe passage on the Highway and to protect the public health, safety and welfare. Such requirements may include, but are not limited to, provisions for lights, barricades, warning signs and the like depending upon the nature of the work. Sketch shall be provided depicting the permanent patch repair limits. Patch limits shall be as required by the Director of Public Works or his designated representative.
- (9) If required by the Director of Public Works or his designated representative, permittee shall provide a letter from the Town's Chief of Police or his designee, acting as the Traffic Authority, setting forth such measures as the Chief of Police or his designee requires in order to insure the health, safety and welfare of the public and to maintain adequate traffic flow and control.

The letter shall specify the type of traffic control, if any, that is required to maintain traffic flow and public safety, to wit: (1) Police Officers; (2) Flag Persons; (3) Signs and/or warning devices; or (4) Exempt (no traffic control required) or any combination of the foregoing.

If a letter is not required in advance of the issuance of the permit, Permittee shall coordinate with the Town's Chief of Police or his designee all traffic requirements prior to roadway excavation.

Utility company service vehicles, such as electric, gas, water, telephone and or cable companies stopping for a short period of time on the traveled portion of the Highway in order to complete repairs or to render certain service may be exempt from providing traffic control of the type and form described above, at the sole discretion of the Chief of Police or his designee in order to maintain traffic flow and public safety.

Any party working on a Highway will be required by the Chief of Police or his designee to post warnings in both directions as required by Section 9.71 of the State of Connecticut Department of Transportation 816 Manual, Street Opening Permit Specifications and General Conditions and any and all State or Local requirements. .

All flag persons and Police Officers shall be properly trained in accordance with evidence of same provided to the Chief of Police or his designee and equipped at all times with the proper safety equipment.

The Director of Public Works and the Trumbull Police Department shall be notified at least twenty-four (24) hours in advance of actually starting any work authorized under a permit. Failure of the permittee to notify the city may result in the revocation of the permit.

### **Section 117-113 – Public Service Companies**

Nothing in this Article shall be construed to prevent making of any necessary excavation or the performance of any work related thereto by any public service company in the event of an emergency. In the event of an emergency, the public service company shall notify the town immediately or if after hours the start of the next town hall business day at which time application for a permit shall be made.

Any public service company which has complied with the provision of Section 16-230 of the Connecticut General Statutes shall be exempted from the requirement of posting a bond as hereinbefore set forth and may be further exempted from the requirement of paying a fee for the cost of permanent patching of the street opening as hereinbefore set forth, provided that the utility shall place on file with the Town a written agreement constituting a continuing obligation binding the utility to permanent repair required by this article at its own expense and in such a manner as is required by this article as if the work were to be done by the city contractor as further guaranteeing the quality of the workmanship and materials to the same extent as would the city contractor and agreeing to complete the work at the times required by the city engineer. The utility shall warranty all their permanent repairs until the roadway is completely paved by the Town, but minimum of 2 years. .

### **Section 17-114 – Requirements if closing of Highway required**

No Highway may be closed without the approval of the Traffic Authority.

### **Section 17-115 – Tunneling or Jacking**

Tunneling or jacking shall be permitted only when plans prepared by a registered engineer are submitted to an approved by the Director of Public Works or his designated representative.

### **Section 17-116 – Backfilling**

The material used for backfill shall be subject to the inspection and approval of the Director of Public Works, or his designated representatives, and if in his opinion, the excavated material is unsuitable for backfill, the Contractor shall be required to dispose of the unsuitable materials in the amounts and proportions specified by the Director of Public Works or his designated representatives.

When backfill has been completed within the fifteen (15) inches of the finished pavement or surface grade, the next eleven (11) inches shall be filled and compacted using an approved grade of bank-run or processed gravel. The last four (4) inches shall be covered with adequate temporary hot bituminous paving material (when available) and in such a manner as shall be approved by the Director of Public Works or his designated representatives.

Backfill in trenches within paved areas shall be placed in layers not more than twelve (12) inches thick and shall be thoroughly compacted by tamping or other approved means to the satisfaction of the Director of Public Works or his designated representatives. Compaction equipment must be at the excavation site and shall be utilized during all backfilling operations.

### **Section 17-117 Inspections**

The Director of Public Works or his designated representatives are empowered to inspect all excavations for workmanship and materials. The Town may require the permittee to excavate and expose for inspection any portion of the excavation backfilled without inspection or authorization to backfill. The Director of Public Works or his designated representatives may require the permittee to hire an independent inspector to inspect all construction activities.

### **Section 17-118 – Maintenance of work by contractor**

The Permittee will be required to maintain his work (temporary patch and permanent patch) for a minimum of 2 years or until the roadway is permanently paved by the Town. During this period he shall inspect the trench at such regular intervals as may be necessary to maintain the area in satisfactory condition. The Contractor shall make all necessary repairs, and in the event that the Contractor fails to make such repairs as are deemed necessary and the Town must perform any work, the Contractor shall pay the cost of this work. Failure on the part of the Town to give notice that repairs are needed shall not relieve the Contractor of any of the duties set forth herein.

### **Section 17-119 – Contractor responsible for permanent repair**

Unless otherwise specified by The Director of Public Works or his designated representatives, the permanent repair of street openings shall be the responsibility of the Contractor. If the Town performs the permanent patch, The Town shall charge each permittee a fee for cost of the permanent repair based on the area of the final repair as calculated by the Director of Public Works or his designated representatives. .

In the event the size of the actual permanent repair exceeds the estimated size of permanent repair, the permittee shall pay the additional fee to the Town within ten (10) working days. Failure to pay the additional fee will result in the Permittee forfeiting any rights to future permits until the outstanding balance is received.

### **Section 17-120 – Bituminous Concrete**

Hot-laid bituminous concrete shall be as specified by the State Department of Transportation in their specification and as required by The Director of Public Works or his designated representatives. .

**Section 17-121 – Liability of permittee for unsafe conditions or abandonment**

Any person, firm or corporation who violates any provision of this ordinance shall be subject to a fine of not more than \$100.00 for each violation. Any person, firm or corporation who receives a permit and leaves an excavation in an unsafe condition in violation of any of the provisions of this ordinance or abandons a street opening, shall be subject to a fine of not more than \$100.00 for each violation and shall be liable for all costs incurred by the city to correct any condition.

**Section 17-122 - Town’s right to not issue, revoke permits**

Any permit may be revoked by the Director of Public Works or his designated representatives for just cause including, but not limited to, defective workmanship, trench settlement, failure to notify or nonpayment of additional fees. The Director of Public Works or his designated representatives may refuse to issue a permit to any person, firm or corporation which has not paid to the Town any fees incurred under the provisions of the ordinance prior to making such permit application.

The Director of Public Works or his designated representative may refuse to issue a permit to any person, firm or corporation for proposed work on a roadway recently paved.

**Section 17-123 – Termination of permit and release of Contractor’s obligations**

The Contractor will be required to maintain his work (temporary patch and permanent patch) until the roadway is permanently paved by the Town, but minimum of 2 years. If in the opinion of the Director of Public Works or his designated representatives the work is not satisfactorily completed or settlement is occurring, necessary repairs shall be undertaken by the contractor and an additional period of liability established by the Director of Public Works or his designated representatives will be established before release.

**Section 17-124 – Call before you dig**

Section 16-345 thru 355 of the Connecticut General Statutes describes contractor responsibility with respect to any proposed excavation, discharge of explosives or demolition at or near the location of any public utility facility. The contractor should call 1-800-922-4455 or otherwise notify the Department of Public Utility Control or central clearing house of such act at least 48 hours, excluding Saturdays, Sundays, and holiday of said excavation explosion or demolition, but not more than one month before commencing same.

**Section 17-125 – Non Liability of Town.**

No permit issued, inspection made or approval given by the Director of Public Works or his designated representatives pursuant to this Article shall be construed as imposing any liability whatever upon the Town for injury to any person or damages to any property which may occur by reason of any wrongful or negligent act or omission during the progress of any work under this article.

**Section 17-126 – This ordinance shall not apply to work being done on behalf of the Town.**