

Excavation Permit Checklist

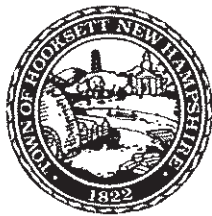
Complete application packet should include the following:

- Completed application with dig safe number.
- Completed "Application to Start construction".
- Drawing with Utility company approval.
- List of contractors with 24-hour contact info.
- Insurance Certificate
- Bond for \$5,000 (minimum) to cover 30 months' period.
- Application fee - \$100. Check payable to: Town of Hooksett.
- Escrow check to be determined by Town Engineer (usually \$800). Check payable to:
Town of Hooksett

Submit complete application packet to:

Town of Hooksett
Department of Public Works
210 West River Road
Hooksett, NH 03106
Attn: Evelyn Horn
Phone No. 603-668-8019
Fax No. 603-668-6850
E-mail: ehorn@hooksett.org

Note: No excavation on Fridays.



TOWN OF HOOKSETT

PUBLIC WORKS DEPARTMENT

ROADWAY EXCAVATION APPLICATION & PERMIT
(PER ORDINANCE 00-13)

APPLICATION DATE: _____ PERMIT NUMBER: _____

You are hereby given permission to excavate, per NH RSA: 236-9, & Roadway Ordinance 00-13
_____ for the purpose of: _____ on
(date): _____ at (time): _____. Work is to be performed in accordance with the
Town of Hooksett street opening Regulations with Special Conditions as noted below:

Check here if continued on another sheet

I hereby agree to perform the work in accordance with the Street Opening Regulations and the above-stated Special Conditions.

My Dig Safe number is: _____. Valid after _____ (date & time). I understand that this permit is not valid until then, and until signed by the Hooksett Public Works Director.

Applicant Signature _____ Date _____

Applicant Name/Company _____ / _____ E-mail _____

Applicant Address _____ Phone _____

APPROVED: _____ Date _____
Public Works Director

The following Departments have been notified of the above Street Opening and have indicated their approval below:

Police Department _____ Fire Department _____

Water Precinct _____ Sewer Department _____

* There will be monitoring and fees assessed for any digging on a town road. This monitoring will be done by the Town of Hooksett's engineering firm, the Town Engineer, or the Public Works Department. Contact Town Engineer at (603) 419-4003 prior to start of work.

TOWN OF HOOKSETT
APPLICATION FOR START OF CONSTRUCTION

Subdivision Name:

Location:

Developer name, address & phone number:

Contracted Road Builder name, address & phone:

Subcontractors name & phone:

Date of Application:

Developer's Authorized Agent name & phone:

DEVELOPER CERTIFICATION

I attest that I have read the Standard Specifications for the Town of Hooksett, and agree to perform all construction in accordance with said specifications. I agree to abide by all permanent Town Ordinances and to perform the work in accordance with all local, state and federal requirements. I agree that work will not be performed on weekends or holidays if the site is within 1,000 ft of residential dwellings, and working hours shall be limited to 7 am to 5 pm.

Developer (Printed Name)

Developer (Signature)

**ROADWAY EXCAVATION
ORDINANCE # 00-13**

Be it ordained, by the Hooksett Town Council as follows:

ROADWAY EXCAVATION PERMITS

- A. No person shall make or cause any excavation within the right-of-way of any public street without first obtaining an excavation permit from the Town of Hooksett Department of Public Works as provided in this ordinance.
- B. Application for an excavation permit shall be made two working days (at least 48 hours) prior to the start of work on a form provided by the Department of Public Works.
- C. Upon application the applicant shall pay a fee of \$100.00 to the Town.
- D. Department of Public Works shall not issue such excavation permit unless:
 - 1. the applicant shall post a bond to the order of the Town by means of cash, certified check or corporate surety licensed by the New Hampshire Insurance Department to provide against the failure of the applicant to complete the excavation as per permit. Unless, in the opinion of the Town Engineer and because of special conditions, a bond in a greater amount is required, such bond shall be in the sum of \$5,000.00 for a period of 30 months.
 - 2. the applicant shall establish an escrow account for the Town Engineer's inspection fees. Unless, in the opinion of the Town Engineer and because of special conditions, a lesser/greater escrow amount is required, such escrow shall be in the sum of \$800.00.
 - 3. the applicant shall have obtained the written consent from the Town of Hooksett's Police Department, Fire Department, Sewer Department and Water Department which has mains or other underground structures in the vicinity to which the permit pertains.
 - 4. the applicant shall submit with his permit form, a suitable traffic maintenance plan and shall verify that it has arranged for any police traffic control, traffic control devices and warning lights as shall be deemed necessary by the Police and Fire Departments.
 - 5. except in emergency and with proper provisions for warning lights, no excavation in a Town street right-of-way shall be open earlier than 7:30 am nor closed later than dusk or 5:00 pm, whichever is earlier.
 - 6. in the case of emergency, a municipal or public utility may excavate within the right-of-way of a public street without prior application provided it gives notice to the Department of Public Works and to the superintendents of any affected municipal utilities as soon as practicable but, in any case, before closing the excavation.
 - 7. any violation of this ordinance shall be punishable by a fine not to exceed \$1,000.00. Each day a violation continues shall be deemed a separate offense. Fines assessed hereunder shall be payable to the Town for the benefit of the general fund.

**ADOPTED: 03/02/88
AMENDED: 05/24/23**