



Town of Thompson Selectmen's Office
815 Riverside Drive, P.O. Box 899
North Grosvenordale, CT 06255
Phone: 860-923-9561 Fax: 860-923-3836
Email: selectmensoffice@thompsonct.org
www.thompsonct.org

APPLICATION TO EXCAVATE OR CONTRUCT WITHIN TOWN ROADS LIMITS (ROAD WORK ON EXISTING AND PROPOSED STREETS)

PART I: (to be completed by the Applicant)

A) Applicant: _____ Contractor: _____
Address: _____ Address: _____
Telephone: _____ Telephone: _____

B) Check One: Existing Road _____ Proposed Road _____ Between Pole # _____ & Pole # _____ Map # _____
Lot # _____
Starting Date: _____ Completion Date: _____

LOCATION & DESCRIPTION OF PROPOSED WORK; (Describe fully & attach sketch or plans)

C) Before permit is issued, I agree to contact Call Before You Dig: 1-800-922-4455 or 811. I agree to furnish a surety bond and certificate of insurance for bodily injury liability and property damage liability in the type and the amount required in accordance with Sec. 4 of the Town of Thompson Road Ordinance. Insurance Requirements Attached.

APPLICANT'S SIGNATURE: _____ DATE: _____

Name and Address of Surety Company:

Party to Whom Bond is Issued:

Print Name: _____

Signature: _____

Address: _____

Party to Whom Insurance is Issued:

Print Name: _____

Signature: _____

D) The owner of the property for whom this work is being performed agrees to accept all future maintenance responsibility for the work as described herein.

Owner's Signature: _____ Date: _____

FEE: \$100.00 (\$25.00 Application & \$75.00 Final Inspection Fee) payable at time of application.

Make check payable to : Town of Thompson

FEE REC'D BY _____ DATE: _____ CHECK # _____

ROAD ORDINANCE

December 20, 1988

Vol. 10, Page 163

At a Special Town Meeting of December 20, 1988, the following ordinance was brought before the legal voters, voted upon and adopted: an Ordinance to regulate road work on existing and proposed streets to assure safety and structural adequacy.

Section 1 – Definitions

Applicant: The term applicant refers to the person proposing a new street or work on an existing street.

Board: The Board of Selectmen for the Town of Thompson, Connecticut or their authorized representative.

Commission: The Planning and Zoning Commission of the Town of Thompson, Connecticut.

Driveway: An access onto or an egress from a street.

Person: Includes corporations, partnerships, firms, associations, or any other entity.

Road Standards: Shall mean the standards and specifications set forth in the Public Improvement Specifications prepared by the Northeastern Connecticut Council of Governments.

Street: Any Town owned way constructed for and dedicated to movement of vehicles and pedestrians. The word shall not include private driveways and right-of-ways.

Town: The Town of Thompson, Connecticut.

Section 2 – Purpose

It is the declared purpose of this ordinance to regulate road work on existing and proposed streets to assure safety and structural adequacy.

Section 3 – Procedure

1. Application shall be made to the Board on a form provided by the Board. A plan and fee, see Ordinance Fee and/or Fine Schedule, shall accompany the application. The Board may require additional information from the applicant or changes in the plan.
2. The Board will categorize the proposed work and take the appropriate action.
 - a. New Street – shall be referred to the Commission for conformance with the Town's Subdivision regulations requirements of new streets.
 - b. Upgrade Existing Street – Shall be referred to the Commission for conformance with the Town's Subdivision Regulations requirements for upgrading existing streets.
 - c. Minor Road Work – projects of up to two hundred (200) feet will be evaluated by the Board. The Board may refer the application to the Commission or decide upon the application alone.
 - d. Road Work – Projects of two hundred (200) feet shall be referred to the Commission for review and comments. The Board will decide upon the application after receipt of the Commissions comments.

Section 4 – Construction Permits

Construction Permits will be issued by the Board only after approval of the application, proof of liability insurance, posting of a cash security, and an inspection fee. The proof of liability insurance and the cash security must be of a type and in a form approved by the Town Counsel.

The amount of the cash security shall be equal to the value of the proposed work. The inspection fee will be based upon the Town cost of inspection services. No work will start until the issuance of the construction permit. The construction permit shall be valid one (1) year from date of issue for work in existing streets and five (5) years for new streets and upgrading existing streets.

Section 5 – Inspections

Inspections by the Board shall be scheduled two (2) full working days in advance of starting work activities. The Board will determine which work activities will need inspection before issuance of construction permit. A final inspection and acceptance of completed work by the Board is required before the Board will return the cash security.

Section 6 – Town Acceptance

After approval of the application for a new road by the Board and Commission, the proposed road may be present to a Town Meeting for acceptance into the Town Road System, subject to final completion of all work and acceptance by the Board. Final acceptance of all roads by the Board shall be recorded in the minute book of the Town Clerk as proof of acceptance.

Section 7 – Standards

1. Applications referred to the Commission shall conform to the requirements of the Town's Subdivision Regulations, the Road Standards, and the Road Ordinance.
2. Applications not referred to the Commission shall conform to the requirements of the Road Standards and the Road Ordinance.
3. Safety precautions shall be the responsibility of the applicant. Warning signs, flag men, warning lights, barricades, braces, covers, and other appropriate measures shall be taken by the applicant during any road work.
4. Pavement cuts and trenches shall have square cut edges. Only suitable material, approved by the Board, will be used for backfill material. The backfill shall be compacted in six (6) inch layers up to eighteen (18) inches below the top of the finished surface. A compacted twelve (12) inch layer of gravel sub-base shall be placed on the fill. A compacted four (4) inch processed gravel base shall be placed on the sub-base. A three (3) inch thick compacted bituminous concrete layer shall be placed on the base. Layer materials shall conform to the standards of Connecticut Department of Transportation, Form 813. Pavement patches shall smoothly blend with the existing pavement.

Section 8 – Violation

Any person violating any provision of this ordinance shall be fined, see Ordinance Fee and/or Fine Schedule for each such offense. Each day of any such violation shall constitute a separate offense and be subjected to separate punishment.

Town of Thompson, CT

Application to Excavate or Construct Within Town Limits

Surety Bond Requirement

A cash or bank check Surety Bond must be provided and be valid for 3 years. If you are doing multiple jobs there must be a Surety Bond for each job.

The Surety Bond amount is equal to the value of the job or \$10,000., whichever is higher.

Insurance Requirements-Town of Thompson Road Contractor

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Town of Thompson as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. The Additional Insured Endorsement shall be written on ISO Form 2010 and 2037 or its equivalent and shall include coverage for Products/Completed Operations after the work is complete.

Insurance shall be written with Carriers approved in the State of Connecticut. In addition, all Carriers are subject to approval by Town of Thompson.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town of Thompson to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Town.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE COMPANY NAME ADDRESS	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:
INSURED BUSINESS NAME ADDRESS	INSURER(S) AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X X				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X X				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X X				EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N A X				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is listed as an additional Insured on a primary and non-contributory basis on all policies except workers compensation. All policies include a waiver of subrogation

Sample

CERTIFICATE HOLDER

CANCELLATION

Town of Thompson, CT
815 Riverside Drive
North Grosvenordale, CT 06255

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE