



TOWN OF HANOVER, NEW HAMPSHIRE
PUBLIC WORKS DEPARTMENT
PO Box 483, 194 Lebanon St
TEL. 643-3327 ♦ FAX. 643-0736

EXCAVATION PERMIT GUIDELINES

1. **Application & Permit (Page 1 & 2):**

- a. Application must be filled out by party responsible for excavation.
- b. The application fee of eighty dollars (\$80.00) is non-refundable. Check should be made payable to the **Town of Hanover**.
- c. Diagram of location and any other related materials is required for review.
- d. Bond amount will be determined by the Director of Public Works or his designee.
- e. Dig Safe Authorization Number and Effective Date is the responsibility of the contractor.
- f. Certificate of Insurance (minimum coverage requirements attached-Town of Hanover must be named as additional insured).
- g. **Please sign both the *Application* page and the *Permit* page.**
- h. **Applicant is responsible for presenting this application/permit package in its entirety and explaining scope of work to the Chief of Police and Fire Chief (or their designee), whom may require certain conditions be met (i.e.; emergency access to road, state certified flag person, etc.).**
- i. Upon approval of the Police and Fire Department, this form can be dropped off at the Public Works Department for final processing and approval.
- j. Bonds are held for twenty-four months (2 years). Bonds will be released by the Town of Hanover only and should not automatically expire. The contractor may request reduction or release of bond/monies at the end of 18 months.

**** Excavation/Obstruction Permit Conditions (Page 3):** To be filled out by Police Department

2. **Trench Excavation Specifications (Page 4 & 5):**

- a. It is the contractor's responsibility to contact Public Works if there are any questions or if unclear about what is required.

3. **Performance Bond (Page 6 & 7):**

- a. This is an example Performance Bond. Insurance companies may use their own form. Please inform your insurance company that this is a 2-year bond and that it should not automatically expire at the end of its term. The Town of Hanover authorizes the release of this bond.
- b. Irrevocable Letter of Credit is also acceptable in place of a bond.

4. **Return these Completed Forms to Public Works:**

- a. Permit Application
- b. Permit with Police/Fire Dept Signatures (*as well as Applicant's signature*)
- c. Original Performance Bond
- d. Original Certificate of Insurance

NOTE: No permit will be considered approved and work can not start until all paperwork is completed and turned in. This includes an Authorized Dig Safe Number, Original Performance Bond and Certificate of Insurance.



TOWN OF HANOVER, NEW HAMPSHIRE
PUBLIC WORKS DEPARTMENT

TRENCH EXCAVATION SPECIFICATIONS

Prior to breaking ground an Excavation Permit must be obtained. Part of that process includes discussion with the Police and Fire Department Chiefs regarding how excavation will affect vehicular and pedestrian traffic as well as length of time excavated area will be closed. You must also contact Dig Safe and submit your authorization number as proof of that contact.

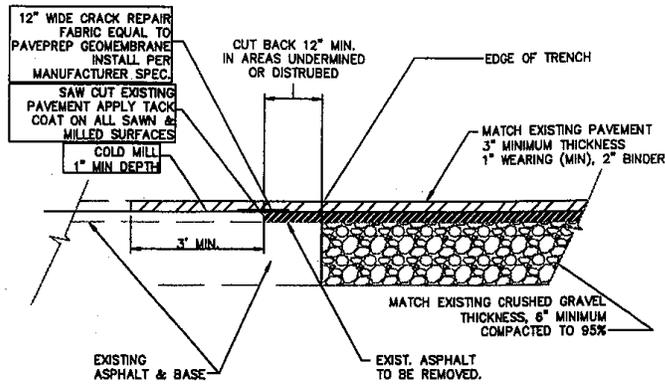
The following conditions apply to all trench work within the Town of Hanover right-of-way(s):

1. Prior to any excavation, the following equipment and material shall be on site:
 - a. Vibratory compactor.
 - b. Trench box.
 - c. Sufficient 1" steel plates to cover all open trenches, if the trench will remain open over night. **Prior approval is required from the Director of Public Works for all trenches not backfilled at the end of each day.**
2. Pavement shall be removed a minimum of 1' beyond the edge of any trench. Paving shall be saw cut in a diamond shape (see patch detail).
3. Excavated material shall be stock piled in a manner to allow for replacement in its original state. Unsuitable material shall be replaced with material approved by the Director of Public Works or designee. All pipes shall be properly bedded as required by the Town of Hanover and pipe manufacturer.
4. All backfill material shall be placed in 6" lifts. Each lift shall be compacted to a minimum of 95% compaction in the travel way or under structure and 90% in cross country areas.
5. Pavement patch shall be replaced in two compacted lifts with a minimum of 3" total depth. Base course shall be 2" minimum. **All permanent pavement patches shall be completed within 15 days of completion of excavation.**
6. Adequate warning devices shall be installed and maintained until a permanent pavement patch is installed.
7. Trench in pavement greater than 8' in length paralleling the street center line shall be repaired with a trench patch and a full width overlay of street of a minimum thickness of 1".

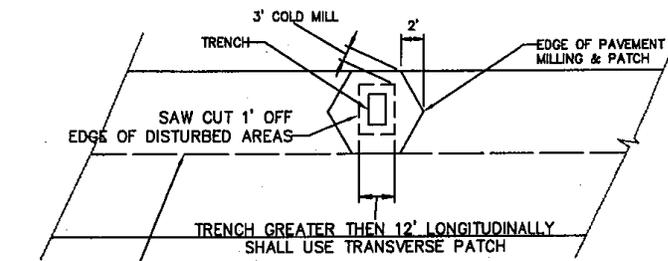
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TRENCH EXCAVATION SPECIFICATIONS - Continued . . .

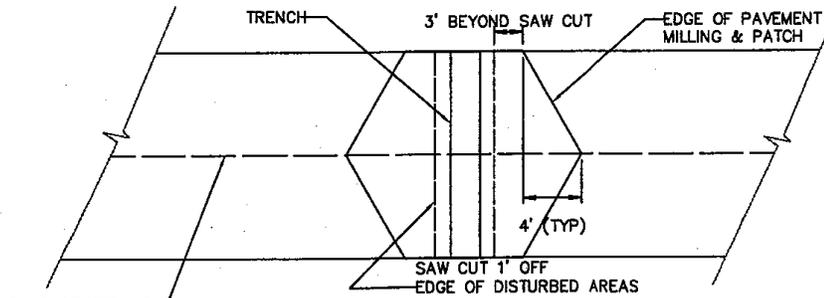
8. All transitions to existing pavement (for patches and overlays) shall be at a saw cut to obtain a clean butt joint. All butt joints shall be tack coated with an asphalt emulsion.
9. All pavements shall be patched with approved asphalt material at the end of each day.
10. **No excavation or interference with traffic shall be allowed on the following streets between the hours of 7:00 A.M. to 9:00 A.M. and between the hours of 3:00 P.M. and 6:00 P.M.:**
 1. Park Street
 2. Wheelock Street
 3. North and South Main Street
 4. North College Street
 5. Lebanon Street
 6. Lyme Road
11. All dust, soil and other debris shall be cleaned up at the end of each day.
12. Tracking of debris into and on the right-of-way shall be prohibited.
13. No materials, equipment, barricades or other items shall be allowed to remain in the right-of-way without written approval from the Director of Public Works.
14. A bond or irrevocable letter of credit shall be posted to a two-year warrantee period in an amount determined by the Director of Public Works.



TRENCH CROSS SECTION DETAIL



SINGLE LANE TRENCH
PATCH
PLAN DETAIL



TRANSVERSE TRENCH
PATCH
PLAN DETAIL

NOTE:

THIS METHOD OF PAVEMENT JOINT SHALL BE USED FOR ANY APPLICATION OR CONSTRUCTION WHERE PROPOSED PAVEMENT AND BASE WILL BE CONNECTED TO EXISTING PAVEMENT AND BASE.

ASHPALT PAVEMENT TRENCH PATCH DETAIL

TOWN OF HANOVER
STANDARD DETAIL -
TRENCH PATCH DETAIL.DWG
ADOPTED 10/99