

TOWN OF MANSFIELD, CONNECTICUT
DEPARTMENT OF PUBLIC WORKS

INSTRUCTIONS FOR FILLING OUT A RIGHT-OF-WAY PERMIT

When any work is performed in the Town of Mansfield's Right-Of-Way, a permit is required. The Town of Mansfield's Code of Ordinances authorizes the Public Works Director, by Chapter 143, Article III to require all individuals who complete work within the Town of Mansfield to obtain a permit. The permit is the means by which the Town of Mansfield maintains the integrity of its infrastructure. Infrastructure includes roads, sidewalks, drainage, drainage structures, sanitary sewers, sanitary sewer structures, and water supply lines. To maintain the integrity of the infrastructure it is necessary that when work is completed in the Right-Of-Way that the work meets particular specifications. The Specifications are available on the Town's Web Site and from the Town's Engineering Office, located at 4 South Eagleville Rd, Mansfield, CT. If you are in doubt about whether you need a permit for your work or not, please feel free to call The Mansfield Engineering Office. We will be more than happy to advise you. We may be reached by calling 860 429-3331.

THE APPLICATION

- 1 The first box on the permit application is the LOCATION AND TYPE OF WORK box. This should be filled in completely by the Permittee.
- 2 The Work Schedule section is to be filled out completely by the Permittee. Don't forget to provide a sketch or drawing(s) and the start date and completion date.
- 3 The Permittee Information and Contractor Information boxes are to be filled out completely by the Permittee. Make sure all information is provided.
- 4 The Wavier of Claim box is to be signed and dated by the permittee.
- 5 The Permit Closeout Box is for Office use. This section will be completed when the work is done and has been accepted by the Town of Mansfield.

WHAT YOU WILL NEED TO BRING WITH YOU TO OBTAIN YOUR PERMIT

- 1 The Fee for a Right-of-Way Permit is Fifty Dollars (\$50). This fee can be paid by check, money order or cash. A receipt will be provided. (Checks and money orders should be made out to the Town of Mansfield.)
- 2 A Permit Bond will need to be provided. Many local contractors already have a bond on file with our Office. If you or your contractor do not already have a bond on file with us, the Roadway Permit Bond Form should be used, without any change to the wording. Our Bond minimum is Two Thousand Dollars (\$2,000) per active permit.
- 3 Any work performed in the Town's Right-of-Way requires insurance. The Certificate of Insurance must include the Town of Mansfield as also insured. There is no exception.
- 4 The Permit will not issued until a Call Before you Dig Number has been provided to the Engineering Division and the worked area marked. CBYD is not just a good idea, it's the Law. (1-800-922-4455, or 8-1-1)