



## Town of Henniker

Henniker Land Use Office

18 Depot Hill Road

Henniker, New Hampshire 03242

Phone: (603) 428-3221 / Fax: (603) 428-4366 / Email: [info@henniker.org](mailto:info@henniker.org)

### TRENCH PERMIT POLICIES AND LICENSING REQUIREMENTS

The purpose of this policy is to provide a uniform procedure throughout the Town for review of submissions and issuance of trench permits. All work shall be in accordance with the provisions of Chapter 236, Section 9-12 of the NH Revised Statutes Annotated.

#### EMERGENCY EXCAVATION

In case of an emergency that requires excavation of any street or sidewalk in town, the following must be notified: Henniker Police, Fire Department, Highway Department, Cogswell Spring Water Works, Wastewater Treatment Plant, and Dig Safe. The following business day a complete Trench Permit must be filled out and all of the conditions must be met.

#### DISTURBING & RESTORING PAVEMENT

In areas where the pavement is to be excavated it shall be neatly and uniformly cut with square edges by machine at each side of all trenches. Every precaution shall be used to prevent undermining the remaining pavement, utilizing shoring procedures as required to prevent cave-in and to protect the remaining pavement. It is recommended that all trenching conform to OSHA regulations. Any undermined areas that inadvertently develop shall have the projecting pavement cut square and removed. Excavation and handling of material shall be performed in a manner which will minimize disturbance beyond the trench limits. Any blasting shall be performed only by a blasting technician licensed by the State of New Hampshire. Necessary arrangements shall be made by the requesting party for coordination of protecting overhead wires.

All other excavation shall be performed in a manner which will produce the minimum possible safe width of disturbed area. Sheet piling shall be used as required to prevent cave-in.

Within the paved areas (as described in NH Department of Transportation Standard Specifications), material equal to the existing gravel course shall be placed in layers not exceeding twelve (12) inches loose depth and thoroughly compacted. A minimum of twelve (12) inches of one and a half (1.5) inch crushed bank run gravel will be placed immediately below pavement. An approved bituminous material shall be placed and carefully graded and rolled to the adjacent pavement grade.

#### DISTURBING & RESTORING OTHER AREAS

In other areas the present surface type shall be restored by placing similar material on top of trench to a depth equal to that existing before excavation. Any existing grass land additionally shall be fertilized and re-seeded with like vegetation that must grow and flourish. Any asphalt or concrete sidewalk shall have surfaces of equal depth, kind and quality placed.

#### ACCESS DURING TRENCHING

Suitable unrestricted ingress and egress to properties abutting the highway shall be maintained at all times. Two-way traffic on nights, weekends and holidays shall be maintained at all times. Sidewalk traffic shall be provided for by means of an alternate protected route if sidewalk is blocked due to work being done.

#### RE-ROUTING TRAFFIC DURING TRENCHING

***All work zone and traffic control zone plans must be approved by the Town of Henniker prior to work starting. They must be adhered to or all work will cease as public safety is of prime importance and takes precedence.***

Traffic must be maintained during the performance of the work. Any detours must be planned and agreed to by the Town of Henniker. Work zones shall be protected by suitable barricades, standard warning and advance warning signs, flags during the day, and proper lighting at night, as described in the Manual for Uniform Traffic Control Devices.

Uniformed special traffic officers or flag persons shall be provided whenever two-way traffic cannot be maintained, and at the request of the Chief of Police, during any time that he/she deems them necessary for the protection of the public.

NOTE: Every effort should be made to route diverted traffic with well-marked lanes. Qualifications of flag persons may be required by the Chief of Police. Should a uniformed police officer be required for traffic control, arrangements must be made through the Chief of Police. All signs shall be kept in good repair at all times.

### **CONTACT PERSON FOR OFF-HOURS**

During weekends, holidays and non-work days, and during the hours the job is inactive, a standby crew shall be available in case they are needed as agreed after review with the Town of Henniker for the protection and maintenance of traffic. One or more telephone numbers, which will reach the standby crew, shall be furnished to the following people:

- Chief of Police
- Highway Superintendent
- Fire Chief

### **3-YEAR PERIOD**

Any future surface distortion along the trench lines, due to settlement or other causes attributable to the construction shall be corrected as required during the period of three (3) years following the acceptance of the project by the Owners, based upon a mutually agreed upon record of the road system disturbance (photos, measurements, etc.).

### **PERFORMANCE BOND OR SURETY**

Said permission may be conditioned upon the filing with the Selectmen of a Performance Bond or acceptable surety to secure the repair of said roads, streets or highways damaged as a result of said operations in any amount and surety sufficient to cover the estimated costs of repairs as determined by the Town of Henniker. Said bond shall be approved by the Town and conditioned upon the completion and guarantee of said repairs within a period specified by the Selectmen and expressed in said bond.

### **LICENSING REQUIREMENT FOR POLES, STRUCTURES & UNDERGROUND SUPPORTED CONDUITS & CABLES**

In accordance with the provisions of NH R.S.A. Chapter 231, Sections 160-182, and amendments thereto, any person, co-partnership or corporation desiring to erect or install any telegraph, television, telephone, electric, light and electric power poles and structures, and underground or pole supported conduits and cables, must also obtain a license from the Henniker Board of Selectmen through the Town Clerk's Office.

### **FINES**

NOTE: Any repairs, replacements or corrections to traffic control zones required for public safety will be made by the Town of Henniker at a cost to the applicant of 125% for materials, labor, and any and all other costs incurred by the Town of Henniker. Work will not continue until payment has been received in full and accepted by the Town of Henniker, or unless allowed to proceed for safety reasons by the Board of Selectmen.

### **DISCLAIMER**

I/we, the contractor/owner, agree to save harmless the Town of Henniker from any and all claims arising from the construction of the work, or from trench settlement or other deficiencies of the construction attributable to the said construction for a period of three (3) years following the acceptance of the project by the owners.

I/we, the contractor, agree to assume such additional cost as the Town of Henniker may incur by reason of failure to perform this work in the manner prescribed above and in accordance with said plans and specifications, and are familiar with the penalty imposed by NH R.S.A. Chapter 236, Section 14, and amendments thereto.

I/we, the contractor/owner, agree to save harmless the Town of Henniker from any and all claims arising from the construction of applied property and its appurtenances. A certificate of insurance shall be provided to the Town of Henniker. It must be in full force throughout work scheduled and must name the Town of Henniker as an additional insured party for any claims that may arise from the work/actions resulting from the area covered by this permit.

Permission for the above-described construction is granted, subject to the instructions, regulations, conditions and agreements above. It is void and to no effect pending filing of said Surety Bond with the Selectmen of Henniker.

**TRENCH PERMIT APPLICATION**  
Town of Henniker, New Hampshire  
**For the Excavation or Disturbance of the shoulders, ditches,  
embankments or surfaces of any highway within the town (Per RSA 236:9)**

Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone number: Business Hours \_\_\_\_\_ Emergency off-hours: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Certificate of Insurance to be provided before work begins. The Town of Henniker is to be named as an additional insured for each location as it applies to this project.

Company Affording Coverage: \_\_\_\_\_

In accordance with the provisions of Chapter 236, Section 9-12, of the NH Revised Statutes Annotated, and amendments thereto, permission is requested to disturb the: \_\_\_\_\_  
in the Town of Henniker for the purpose of: \_\_\_\_\_

Location of work to be done: \_\_\_\_\_

Maximum length of trench to be open at one time shall not be more than \_\_\_\_ feet and not more than \_\_\_\_ feet left open at night.

An attachment of the location sketch of the work to be done is necessary.

Work to begin: \_\_\_\_\_ Work to conclude: \_\_\_\_\_

Dig Safe Approval No. \_\_\_\_\_ Date approved: \_\_\_\_\_

In signing the following you the said contractor/owner \_\_\_\_\_ (name)  
\_\_\_\_\_ (address) agree to conform to  
the terms, provisions, instructions, and regulations issued by the Town of Henniker in the previous policies.

Signature of approved representative/owner: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Highway Superintendent** \_\_\_\_\_

**If performance bond/surety required, list amount:** \_\_\_\_\_

Cogswell Spring Water Works Superintendent \_\_\_\_\_

Wastewater Treatment Plant Superintendent \_\_\_\_\_

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

Uniformed officer required: Y\_\_\_ N\_\_\_ at a rate of \$ \_\_\_\_\_

Flag person required: Y\_\_\_ N\_\_\_

Fire Chief \_\_\_\_\_

Town Administrator \_\_\_\_\_

Permit # \_\_\_\_\_ Date issued \_\_\_\_\_

**COPY OF ISSUED PERMIT TO HIGHWAY SUPERINTENDENT**