



**TOWN OF LITTLETON  
HIGHWAY DEPARTMENT**  
P.O. Box 1305 • 39 Ayer Road  
LITTLETON, MASSACHUSETTS 01460  
(978)-486-3778

Permit No. \_\_\_\_\_

**APPLICATION FOR PERMIT TO CONSTRUCT WITHIN A PUBLIC WAY**

This application must be submitted not less than five (5) working days prior to any construction within a public way. A \$25.00 fee and a \$500.00 bond (unless waived) must be submitted with the application.

Drop Off or Mail Form and Fees to The Littleton Highway Department.

**SECTION I: For Applicant**

Location of Proposed Work: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

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

Description of Work: \_\_\_\_\_

Date of Work (If Known): \_\_\_\_\_

I, the undersigned, hereby declare that I have read and agree to the Town of Littleton Specifications for Regulating Construction Within Public Ways. I have deposited the required bond with the Town of Littleton, and I covenant and agree that the Town may deduct from this amount the cost of repairs to the road surface, curbs, shoulders, walls, or other features within the right-of-way including replacing bounds if not completed by me to the satisfaction of the Highway Management within the specified time.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: For Highway Department Use**

Fee Submitted: \_\_\_\_\_ Bond Submitted: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected/Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

No road surface may be cut between November 15 and April 1.

# Specifications for Regulating Construction Within Public Ways

## SECTION I: General Requirements

### A. Preface

1. Any public utility company, private contractor, builder, or any person(s) who intends to break any street or sidewalk surface, construct a driveway, or excavate any shoulder within the limits of a town way in the Town of Littleton for any reason must first obtain a permit from the Town of Littleton Highway Department.
2. This permit will be granted if the proposed work is in the best interests of the Town and its inhabitants, is appurtenant to a building permit duly issued by the Building Inspector, or is in conjunction with construction of a road shown on an approved subdivision plan. The permit is conditional upon the permittee's willingness to abide by these specifications.
3. Application forms for a permit hereunder are available from the Town of Littleton's Highway Department. The permit fee is \$25.00.
4. At the discretion of the Highway Management, plans showing the proposed work may be required to obtain a permit.
5. The Highway Management will be solely responsible for the interpretation of these specifications and all work hereunder must be done to their satisfaction.

### B. Public Safety

1. The permittee, from the time the work commences until the Highway Management has approved the work in writing, shall care for the safety of the public.
2. All highways shall be passable at all times unless the Highway Management, the Police Department, and the Fire Department have granted special permission.
3. When required by the nature of the work, lights and barricades erected at the expense of the permittee, shall be located as directed by the Littleton Police Department.
4. If the Police Chief deems it necessary for public safety, the permittee shall pay the expenses of a police officer.
5. Massachusetts Law (Chapter 82, Section 40) requires that contractors notify "Dig-Safe" (1-800-DIG-SAFE) at least seventy-two (72) hours in advance of any excavation in a public way.

## SECTION II: Excavations

### A. General

1. All excavations and other work within the limits of a town way will be conducted in a manner which will not damage or disturb such features as stone walls, trees, fences, guard rails, etc.
2. If the work requires disturbing a road bound or property bound, the property bound will be reset in its original location to the new grade of the shoulder or driveway and its new location certified in writing by a registered land surveyor.
3. The Tree Warden must be notified if the proposed work requires the removal of a tree, any part of which is within the public way.
4. The cutting of road surfaces less than three (3) years old will not be permitted, (exception: emergency repairs to utilities.)
5. No road surface may be cut between November 15 and April 1.

### B. Materials

1. All materials used on construction within public ways shall be subject to approval by the Highway Management. This will include, but not be limited to, the size, type, and quality of pipe, the type of gravel backfill, the quality of the patching material, etc. Cold patch as a patching material will not be allowed.

### C. Driveways

1. Driveways will not be allowed to enter directly onto an intersection rounding.
2. Driveway entrances should be located on the lot frontage at a location offering the maximum sight distance and safety.
3. Driveway shall be constructed in accordance with driveway detail attached to these specifications.

### D. Trenches

1. After excavation is commenced, the bituminous or concrete street or sidewalk surface, shall be cut vertically in a line parallel to the centerline of construction and approximately one foot wider on all sides than the excavation, using an approved hand or power tool to allow for trench excavation without further disturbing the road or sidewalk surface on either side of the trench.
2. The backfill will consist of the excavated material if it is declared suitable by the Highway Management. Backfill will be placed in successive layers of not more than six (6) inches of compacted depth. If, in the opinion of the Highway Management, the excavated material is unsuitable, the entire rejected material shall be removed and disposed of by the applicant and replaced with suitable fill

material consisting of approved gravel or borrow. After thorough tamping around and beneath the utility, the six (6) inch layers of backfill will be thoroughly compacted by tamping with mechanical rammers, or by hand tampers having a tamping face not exceeding 25 square inches in area. The final 12 inches of backfill will, in all cases, consist of crushed gravel thoroughly tamped and made even with the surrounding surface.

3. After backfill is in place and satisfactorily compacted, the applicant shall apply at once a 1-1/2 inch temporary patch course over the entire excavated area (Bituminous-Concrete Type I-1 Hot Top) to be left in place for at least one month and no more than three months, until further settling can be reasonably expected. At that time, the applicant shall remove the temporary patch course. For oil treated roads, the permanent patch must be three (3) inch Bituminous-Concrete (Type I-1) in layers of 1-1/2 inches each. For Bituminous-Concrete surfaced roads, the permanent patch must be four (4) inch Bituminous-Concrete (Type I-1) laid in two (2) courses, a 2-1/2 inch binder course and a 1-1/2 inch top course. If existing pavement is of greater depth, the patch should be of the same depth. At no time should Bituminous-Concrete be laid in layers greater than 2-1/2 inches. When the patch has been completed, the joints should be painted with an RC-2 and sealed with sand.
4. No more than 100 feet of trench shall be opened overnight and all trenches must be closed over weekends and holidays.
5. All driveways to homes and places of business shall be bridged and open to travel overnight.
6. All trench excavations within the street pavement shall be patched with a temporary hot bituminous concrete surface for one (1) freeze thaw cycle (one winter). After a minimum of one (1) winter cycle the temporary patch shall be excavated by cold planer, one and one half inches (1 1/2") in depth and one (1) foot larger than the original excavation and then repaved by machine with a new permanent bituminous concrete surface.

#### E. Shoulders

1. All road shoulders will be carefully returned to their original condition
2. Lawns will be rebuilt with a minimum of four (4) inches of loam, fertilized, rolled, and seeded.

### SECTION III: Performance Bonds

#### A. General

1. All permits issued hereunder shall require a certified check in the amount of five hundred dollars (\$500.00) to be posted with the Town Treasurer as a guarantee to fulfill this agreement. An insurance bond may, at the discretion of the Highway Management; guarantee permits involving construction of driveways to existing buildings.

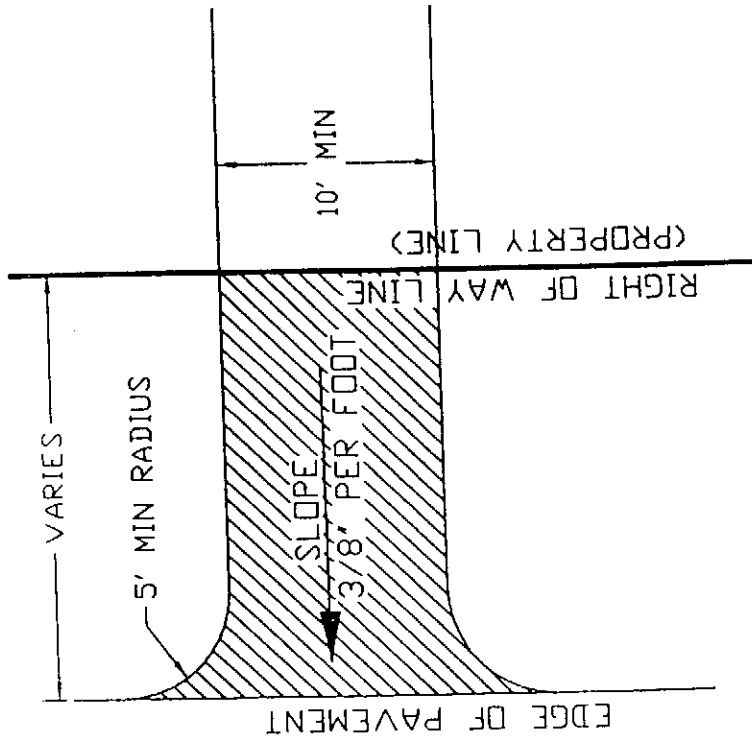
2. Street cuts over twenty-six (26) feet in length or significantly larger in scope than usual, shall be bonded by a larger amount determined by the Highway Management. Minimum bond shall be five hundred dollars (\$500.00)
3. When permanent patching, regrading, and seeding, and all work required by the permit issued hereunder has been completed and approved by the Highway Management, the Town will refund to the applicant the amount of the bond posted.
4. The Highway Management, in their judgment, may extend any time limit in these specifications if weather or other similar conditions have hindered the proper completion of the work.

#### SECTION IV: Violations

##### A. General

1. If after six (6) months from the date of the permit, the repair to the Town Way is not completed according to these specifications and to the satisfaction of the Highway Management, the permittee will be notified in writing by the Highway Management that the permit has expired. The Town of Littleton will then complete the necessary work in any manner they may deem appropriate and deduct from the amount of the bond all costs of completion of the work.
2. If at any time during the life of the permit the permittee allows the construction to exist in a way dangerous to users of the road, then the Highway Management may, upon 24 hours written notice to the permittee, make the necessary arrangements to correct the unsatisfactory condition. The cost of such work will be deducted from the bond at the time the bond is refunded.
3. Failure to obtain a permit prior to the start of any construction within a public way shall be subject to a fine of not more than two hundred dollars (\$200.00) per offense.

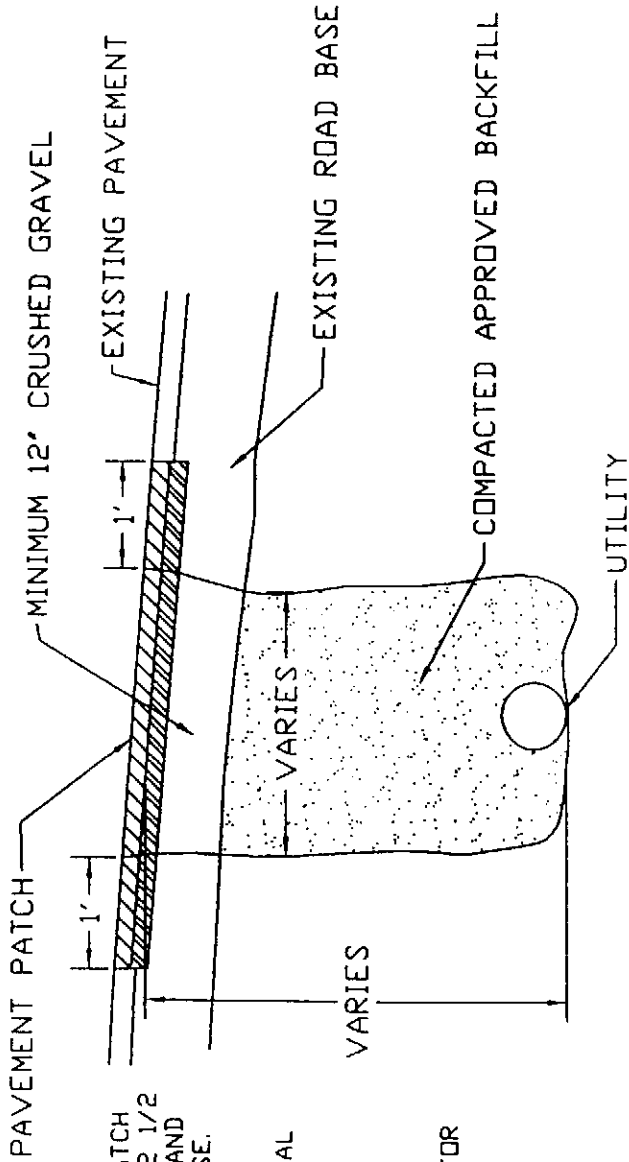
Approved and adopted by the Littleton Board of Selectmen  
November 30, 1982



AREA BETWEEN EDGE OF PAVEMENT AND PROPERTY LINE SHALL BE PAVED WITH MINIMUM OF 3 INCHES OF BITUMINOUS CONCRETE ON A SIX INCH GRAVEL BASE AND SLOPED AS SHOWN.

# DRIVEWAY ENTRANCE DETAIL

< NO SCALE >



MINIMUM PAVEMENT PATCH  
 4" IN TWO COURSES; 2 1/2  
 INCH BINDER COURSE AND  
 1 1/2 INCH TOP COURSE.

JOINTS SHALL BE CUT  
 STRAIGHT AND VERTICAL  
 PRIOR TO PAVING AND  
 SAND SEALED AFTER  
 PAVEMENT PATCH IS  
 INSTALLED.

SEE SPECIFICATIONS FOR  
 OTHER REQUIREMENTS.

# TRENCH DETAIL

(NOT SCALED)