



347 Daniel Webster Hwy., Meredith, NH 03253  
Phone 603-279-6352

## **Road Opening/Trench Opening Permit**

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Town Tax Map# \_\_\_\_\_ Lot # \_\_\_\_\_

PURPOSE: To ensure that pavement/road restoration is accomplished in an efficient manner to produce the least inconvenience to the traveling public and to protect the taxpayers' investment.

I/we request permission to disturb the road surface at the above-named location in accordance with all town ordinances, for the purpose of:

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I/We (Owner) \_\_\_\_\_

and I/We (The Contractor) \_\_\_\_\_

hereby agree to the following specifications while performing the above-described work:

1. **In areas where the pavement is to be excavated**, it shall be neatly cut with square edges by machine at each side of all trenches. Every precaution shall be used to prevent undermining of the adjacent pavement. Any undermined areas shall have the projecting pavement cut square and removed one foot (1') beyond the limits of excavation.
2. **All excavation shall be performed** in such a manner as will produce the minimum possible width of disturbed area. Sheetng shall be used as required to prevent cave-ins. Blasting shall be performed by a licensed blaster in a manner that will minimize disturbance beyond the trench limit.
3. **All backfilled materials** shall be compacted at optimum moisture content, in layers not exceeding 18 inches using pneumatic tampers, vibratory compactors or other approved means. The material shall be compacted to 95% density (AASHO-T-99). Water shall be uniformly applied during the compaction in the amount necessary for proper consolidation; puddling shall not be allowed. The compacted backfill materials shall be laid twelve inches (18") from the road surface. Nine inches (12") of crushed bank run gravel shall then be compacted in place.
4. **Backfill shall be approved materials** free of rock in excess of six inches (6") in size, free of frost and shall contain minimal organic matter and be granular in nature.

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5. **The pavement shall be sawn or cut** in a neat manner on either side of the trench to provide a one foot (1') minimum overlap of the final patch on undisturbed base material. Within the sawcut limits, any existing or temporary pavement materials shall be removed and replaced with a 3" depth of hot bituminous pavement placed in an approved manner. Pavement edges at trench cuts shall be coated with an approved binding agent before the final patch is applied. This final application shall consist of a 2" base course and a 1" wearing course and will be laid and compacted to meet the existing pavement crown and grade.
6. **In the event hot bituminous pavement is not available**, a temporary patch may be accomplished with 3" of "cold patch" compacted in place. Any temporary patches shall be replaced as specified above as soon as materials become available. The surety bond amount will not be released until a permanent patch is in place.
7. **Existing grass areas, shoulders, sidewalks, curbing** or other appurtenances shall be restored to original or better condition at the contractor's expense.
8. **Traffic shall be maintained** during the performance of the work and the work site shall be protected by suitable barricades, warning devices and signs. Uniformed traffic officers shall be provided whenever two-way traffic cannot be maintained or at the request of the Town at any time that it deems necessary for the protection of the public.
9. **On weekends and holidays**, as well as on workdays, during the hours the job site is inactive, a crew should be made available in case they are needed for maintenance of traffic. One or more telephone numbers, to contact said crew members, shall be provided to the Meredith Police Department and shall be written on this permit application.
10. **Suitable access to properties** abutting the work site shall be maintained at all times. Two-way traffic shall be maintained when the job site is inactive. Open trenches, outside of normal working hours, shall be allowed only with the expressed permission from the Director of the Public Works Department.
11. **Any future distortion along the trench lines** due to settlement or other causes attributable to the construction during a two-year period following the completion of the project shall be corrected at the owner's expense.
12. **No trenches or pavement cuts in the traveled way** shall be left unpaved for a period of more than five (5) working days unless specifically authorized by the Director of the Public Works Department.
13. **In those instances where a pavement cut or trench** travels a significant distance along the traveled way, the permittee shall, within a period of not less than twelve (12) months but no more than twenty-four (24) months, shim the entire trench limits with a 3/8" wearing course of hot plant mix bituminous material. Manhole covers, catch basin grates, etc., shall be adjusted by the permittee to be level with the new surface.

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- 14. I/We the permittee agree to save the Town of Meredith** from any claims arising from the performance of the work, or from trench settlement or other deficiencies attributable to said construction for a period of two (2) years following the acceptance of the project by the owners. Copies of the applicable certificates of insurance shall be provided to the Town prior to construction.
- 15. I/We the permittee agree to assume such additional cost** as the Town may incur by reason of failure to perform this work in the manner prescribed above.
- 16. Permission for the above-described construction**, maintenance or operation is granted subject to the instruction, conditions and agreements herein. Failure to comply with the provisions of this permit will serve as a reason for revocation of this permit. In the event this permit is revoked, any resulting costs incurred by the Town, including overhead, shall be assumed by the permittee.
- 17. I/We agree to comply with the above requirements** as part of the performance of the work.
- 18. I/We, the owners, agree to obtain additional Roadway Opening Permits** from the Town before performing any future excavations or for maintenance or renewal of the said cuts or other appurtenances thereto within the highway limits.
- 19. It is understood and agreed that this permit** is for the right of construction, occupancy, operation and maintenance of the said cuts and appurtenances. The Town reserves the right to require, in the event of future alterations of the highway, certain alterations, relocations, or complete removal of said cuts and appurtenances and I/We, the owners, agree to perform such work promptly and at our own expense.
- 20. During the period of November 1<sup>st</sup> through April 15<sup>th</sup>**, Roadway Opening Permits shall not be issued without surety being provided by the applicant in an amount acceptable to the Town.
- 21. NH RSA 374 requires that DIG SAFE be notified before any excavation is allowed to begin.** Call **1-888-344-7233** to obtain the required **DIG SAFE** number and provide the number to the public works office.

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**PROPERTY OWNER:**

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

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

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

**CONTRACTOR:**

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

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

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

DIG SAFE AUTHORIZATION: \_\_\_\_\_

**APPLICANT: (if different from owner)**

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

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

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

**CONSTRUCTION DATES:**

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**EMERGENCY CONTACTS:**

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

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

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

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

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Revised 2025*

**FOR OFFICE USE ONLY**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Public Works Director, Town of Meredith*

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Administrative Services Director, Town of Meredith*

Insurance Certificates: \_\_\_\_\_

Access Fees: \_\_\_\_\_

Requested Surety Bond Amount: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Bond Amount: \_\_\_\_\_ Bond Received By: \_\_\_\_\_

Check #/Name: \_\_\_\_\_ Date: \_\_\_\_\_

Letter of Credit to Town from: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

I/we, \_\_\_\_\_ *(Contractor/Property Owner)*  
do hereby agree to indemnify and save the Town of Meredith harmless from any claims, liability, loss, damage, costs and expenses of any nature made against the Town or its representatives arising out of the development and/or construction activities of

\_\_\_\_\_ *(Contractor/Property Owner)*

and of any of its sub-contractors on this project at *Tax Map* \_\_\_\_\_ *Lot Number* \_\_\_\_\_

I hereby acknowledge that I am the \_\_\_\_\_  
*Title of Contractor/Property Owner*

of or for \_\_\_\_\_, and I have the authority on behalf of the  
above named Owner/Company/Corporation to execute this Indemnification Agreement.

DATED: \_\_\_\_\_ BY: \_\_\_\_\_ (name)

FOR: \_\_\_\_\_ *(company/agent of owner)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Printed name of signer:* \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The above \_\_\_\_\_, proven to be or known to me to be  
the person listed above, personally appeared before me and signed this document on  
this date: \_\_\_\_\_

*(Signature)* \_\_\_\_\_

*(Printed Name)* \_\_\_\_\_  
*Notary Public/Justice of the Peace*

*My commission expires:* \_\_\_\_\_