

## **TOWN & VILLAGE OF LUDLOW ROAD SURFACE CUT POLICY**

No one shall cut into the surface of any Municipal (Town or Village of Ludlow) road, street or sidewalk or otherwise dig or do any work within the Municipal right-of-way unless she/he has obtained prior approval from the Municipality in the form of a **Road Cut Surface Permit**. The Village of Ludlow Electric Department, Highway Department and Water/Wastewater Departments of the Municipality are exempt from the provisions of this policy. Permit fee and bond payment is due upon receipt of Road Cut Application.

Road Surface Cut Permits will be granted by the Ludlow Municipal Manager after approval by the Highway Foreman and Chief of Police as follows:

### **The Highway Foreman will approve the permit application under the following conditions:**

1. The application must be accompanied by a sketch or drawing indicating the exact location of the proposed work, the depth and width of the cut, the materials to be buried, etc.
2. Where the existing surface is gravel, backfilling materials shall be of the same type as those excavated or shall be of a type deemed suitable by the Highway Foreman.
  - a. Trenches shall be backfilled and compacted in one-foot lifts.
  - b. All ditches in the area of the construction shall be cleaned and any guard rail or culvert marking post shall be replaced.
3. Where the existing surface is paved, the same type of paving material or a type approved by the Highway Foreman shall be used for the finished surface after construction (i.e. concrete is to be replaced with concrete and asphalt is to be replaced with asphalt).
  - a. Trenches will be backfilled with materials approved by the Highway Foreman.
  - b. Trenches will be backfilled and compacted in one-foot lifts.
  - c. Where a trench is dug across the traveled and paved area, the trench opening shall be paved over. Where the trench is dug parallel to the line of traffic and in the paved area, the entire paved section of roadway shall be paved.
  - d. Re-paving shall be completed within seven (7) days of opening the pavement cut and must be inspected and approved by the Highway Foreman or other authorized Town/Village representative.**
4. Any sidewalks, storm drains, catch basins, manholes, water shut-off boxes, curbing or utilities damaged during the construction shall be repaired forthwith.
5. Any underground utilities (power, telephone, etc.) must be encased in concrete within the Municipal right-of-way.
6. The Highway Foreman may require that a member of the Highway Department or other authorized Town/Village representative be present during the work and that the permit holder reimburse the Municipality for the expense of this employee.

7. A follow up inspection is required and all work shall be done to the satisfaction of the Highway Foreman or other authorized Town/Village representative, who may require that any portion of the work be done over to his/her specifications.

**The Chief of Police will approve the permit application under the following conditions:**

1. Anyone intending to do work within the Municipal right-of-way, including sidewalks, that might in any way interfere with the normal flow of traffic must demonstrate that she/he can and will provide adequate traffic control.
2. Adequate traffic control shall mean, at a minimum, maintaining one-way traffic at all times and maintaining a roadway capable of allowing emergency vehicles to pass at all times. *Every effort will be made to assure that work is done at times that take into consideration the convenience of the traveling public.*
3. ***Proper and legal sign packages must be in place at the construction site and supplied by each applicant.***
4. Persons requesting police officers for this duty shall give at least seven (7) days advance notice to the Chief of Police and shall, on the days of service, pay the Municipality the prevailing rate of pay.

**FEE:** Each application shall be accompanied by a non-returnable fee of **\$50.00**.

**BOND:** Each application for a permit will also be accompanied by a performance bond/deposit in the amount of **\$2,500** made out to the Town of Ludlow to assure compliance with policies set forth above. Said bond will be refunded in full in no less than 60 days following satisfactory completion of repairs and inspection by the Highway Foreman.

**NOTICE:** *No application will be granted until three (3) working days after the written application, fees and bond/deposit are received by the Municipal Office.* Emergency road surface cuts will be considered on a case-by-case basis by the Chief of Police or the Highway Foreman in the Municipal Manager's absence.

Please make your check in the amount of **\$2,550** payable to:

Town of Ludlow  
PO Box 359  
Ludlow, VT 05149

Contact: Ron Tarbell  
Town of Ludlow: 802-228-2841  
Email: [ludlowhighway@tds.net](mailto:ludlowhighway@tds.net) or [village@tds.net](mailto:village@tds.net)

**TOWN & VILLAGE OF LUDLOW  
ROAD SURFACE CUT PERMIT**

Date Work Is To Be Done: \_\_\_\_\_

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

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

Daytime/Cell Phone: \_\_\_\_\_

Description of Proposed Work (Please attach a sketch): \_\_\_\_\_

\_\_\_\_\_

**HIGHWAY DEPARTMENT**

The application is \_\_\_\_\_ APPROVED with these conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ DENIED for these reasons:

\_\_\_\_\_

Date

\_\_\_\_\_

Highway Foreman Signature

**POLICE DEPARTMENT**

The application is \_\_\_\_\_ APPROVED with these conditions:

\_\_\_\_\_ DENIED for these reasons:

\_\_\_\_\_

Date

\_\_\_\_\_

Chief of Police Signature

**MUNICIPAL MANAGER**

The application is \_\_\_\_\_ APPROVED with these conditions:

\_\_\_\_\_ DENIED for these reasons:

\_\_\_\_\_

Date

\_\_\_\_\_

Municipal Manager Signature