

INSTRUCTIONS
REVISED ROAD OPENING PERMIT

THE 2 PAGE PERMIT WILL BE PICKED UP BY THE LANDOWNER OR CONTRACTOR AT THE NORWAY TOWN OFFICE.

THEY WILL FILL OUT THE "UPPER HALF" OF THE PERMIT, UP TO AND INCLUDING THE "DIG SAFE PERMIT #". THEY WILL THEN RETURN THE PERMIT TO THE TOWN OFFICE, GIVE US THEIR CONTACT TELEPHONE #, AND WE WILL TELL THEM THAT THEY WILL BE CONTACTED WITH A DATE AND TIME TO MEET WITH HIGHWAY, SEWER, AND WATER AT THEIR SITE.

AFTER THE REVIEW HAS BEEN MADE, THEY WILL RETURN THE PERMIT TO THE TOWN OFFICE, ALONG WITH THE LANDOWNER PERMIT FEE OF \$350 AND THE CONTRACTOR FEE OF \$650. A COPY OF THE PERMIT WILL BE GIVEN TO THEM ALONG WITH THEIR RECEIPT FOR THE FEES.

UPON COMPLETION OF THE PROJECT, THEY WILL CONTACT THE HIGHWAY DEPARTMENT TO SETUP A TIME FOR A FINAL REVIEW.

AFTER ALL 3 DEPARTMENTS HAVE "SIGNED OFF" THE PROJECT, THE CONTRACTOR PERMIT FEE WILL BE REFUNDED.

**TOWN OF NORWAY
HIGHWAY DEPARTMENT**

APPLICATION TO OPEN ROAD/STREET/ HIGHWAY

Name of Applicant _____ Date of Application _____

Address of Applicant _____

Road/Street Name _____ Purpose for Opening _____

Work to be performed by _____ Completion Date _____

UTILITIES:

Are there any utilities in the area of this opening Yes ___ No ___
If yes, has the utility been advised by written notice Yes ___ No ___
Has DIG SAFE been contacted (1-888-344-7233) Yes ___ No ___

DIG SAFE PERMIT# _____

PERMIT FEE: \$350.00 Non-refundable (To be paid by the landowner)
(Payable to the Town of Norway)

Landowner Signature

CONTRACTOR PERMIT FEE: \$650.00

(Payable to the Town of Norway) This fee is refundable to the contractor when the road is accepted by the Road Commissioner/ or Foreman of the Town of Norway. It is the liability of the contractor to maintain the opening until it is paved.

Contractor Signature

ALL PAYMENTS ARE DUE AND PAYABLE UPON SUBMISSION OF APPLICATION

NOTICE TO APPLICANT

1. A person to give a minimum of 48 hours notice, in writing, to utility companies or districts prior to excavating the highway
2. A person to file copies of all notices with the Town of Norway before any required permit is issued or certifies that such notices have been given
3. A person must notify the highway, water, and waste water utilities of Norway and schedule on-site meeting with the contractor.
4. Must have a copy of certificate of liability insurance at the on-site meeting
5. No weekend road opening unless emergency
6. Notify the following:
 - o Fire Department 743-5300
 - o School Buses 743-5621 or 743-8914
 - o Pace 743-5933
 - o Police 743-5303 or 5306
7. **PROPER SIGNS AND TRAFFIC CONTROL INCLUDING A CERTIFIED FLAGGER(S) MUST BE KEPT AT ALL TIMES TO THE SATISFACTION OF THE ROAD COMMISSIONER OR HIS REPRESENTATIVE.**
8. **COMPACTION MUST BE AT 95% AND ALL PAVEMENT WILL BE**
9. **SAW CUT.**
10. **NO PERMITS ISSUED AFTER OCTOBER 15th THRU MAY 15th** unless it is an emergency situation. If there is an emergency situation, between October 15th and May 15th, the hot top will be replaced by using **cold patch** thru the winter and until May 15th when the hot top plants open. The contractor shall be responsible for the site thru the winter, which would include the application of cold patch when **necessary.**

I AGREE TO BE RESPONSIBLE FOR ALL RESTORATION OF THE AFFECTED AREA TO THE SATISFACTION OF THE ROAD COMMISSIONER OR HIS REPRESENTATIVE.

Representative of Norway Highway Dept _____

Representative of Norway Water District _____

Representative of Norway Waste Water _____