



TOWN OF HOLBROOK

Application for Permit to Open, Occupy or Obstruct a Street or Sidewalk (SOP)

Section I – Permit Instruction, Fee Table, Contact Submittal and Agreement

1.1 Instruction

The "APPLICANT" (person or company requesting said permit) shall refer to the Application Requirements and Instructions Checklist to help fill out this form. Only forms containing the proper level of information will be processed. Hence, to avoid permit rejection or delays the Applicant should accurately complete and deliver the SOP form to the Town of Holbrook (such submittals normally are processed in 5 Business Days). Unless requested and stated under the approved Permit the standard SOP duration coverage is granted for 30 days.

1.2 Fee Table

Category	Coverage	Fee (*)
Type 1	Surface cuts	\$ 50.00

1.3 Contact Information

Blank SOP forms and Guideline Instructions can be obtained at the DPW facility at 50 N. Franklin St. The main contact telephone number you can use to direct any questions regarding SOP applications or work is (781) 767-1800. 48 hour advance notice via phone.

1.4 SOP Stipulations and Agreement

- Agrees to adhere and comply with the Town of Holbrook SOP Policy. Conform to the Town's statues and By-Laws, to protect the work and guard against accident, to be accountable/liable for the cost of any damage or injury which may result from the work, to restore the street to a condition as good as it may be in at the time the permit is granted and to the satisfaction of the Town. Further, it is the Applicants responsibility to have current Insurance coverage at the limits specified by the Town and a Bond if requested in place for the amount specified before the start of any work. All work must be staged such to enable streets to remain passable for Emergency vehicles (care taken regarding work zone and material storage).
- Obtain and maintain a valid Digsafe ticket and to provide the Town with advance 48 hour Schedule Work Notification (SWN) prior to start of construction work (mandatory to coordinate Police, Fire, and DPW inspection support, as well as to ensure public safety). SWN NOTIFICATION MUST BE MADE by returning a copy of the issued Permit with the completed Schedule section filled in and delivered to the Town VIA E-mail, Mail or Hand Delivered, the only exception shall be for Emergency work (Gas, Water, Sewer, Cable, and Electrical: service/outage repair or corrosion/leaks that present a safety issue to the Public). Note: Failure to comply with the SWN policy may result in the Town issuing an immediate Violation notice resulting in the cessation of work (min. 1 day) and no new permits granted until the violation is resolved, and the potential for other SOP restrictions issued against the Permittee.
- Comply with the Town's work window/ moratorium of April 1st to November 15th and standard days/hours of Monday thru Friday 7:00 AM to 3:00 PM. The Town will upon request review exceptions to the above working window limits (i.e. Saturday/Sunday, and off hours 7PM to 5AM) for large projects or traffic sensitive cases. However, an applicant seeking such a request must provide sufficient justification, condition details, and advance notification (minimum 15 calendar days prior to target start date) so the Town can adequately evaluate and issue a decision regarding special work window limits

I, the undersigned Permittee hereby understand with the acceptance of an Approved SOP permit to the above SOP Stipulations and Agreement points.

ACCEPTANCE SIGNATURE _____ Date _____

APPLICANT MUST SIGN AND DATE

TOWN OF HOLBROOK

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Section 2a – Work Scope Information

<p>2.1 DPW CITY PROJECT</p> <p><input type="checkbox"/> (YES) <input type="checkbox"/> (NO)</p> <p><input type="checkbox"/> Note _____</p>	<p>2.2 DIGSAFE TICKET</p> <p><input type="checkbox"/> Number: 2019 - _____</p> <p><input type="checkbox"/> Valid to: _____ / _____ / 2019</p>	<p>2.3 FEE PAYMENT</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check # _____</p> <p><input type="checkbox"/> Note _____</p>																												
<p>2.4 WORK TYPE</p> <p><input type="checkbox"/> Utility <input type="checkbox"/> Main <input type="checkbox"/> Service</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Cable/Telcom/Conduit</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Sewer</p> <p><input type="checkbox"/> New</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Driveway</p> <p><input type="checkbox"/> Sidewalk</p> <p><input type="checkbox"/> Curbing</p> <p><input type="checkbox"/> Well/Boring/Pole</p> <p><input type="checkbox"/> Dumpster/Obstruction</p> <p><input type="checkbox"/> _____</p> <p>_____</p> <p>_____</p>	<p>2.5 WORK LOCATION</p> <p><input type="checkbox"/> Street Number _____ or Range _____</p> <p><input type="checkbox"/> Street Name _____</p> <p><input type="checkbox"/> Cross Street(s) _____</p> <p><input type="checkbox"/> Location Note _____</p>																													
<p>2.7 WORK DRAWING</p> <p><input type="checkbox"/> Sketch (included under App Sec 2.15)</p> <p><input type="checkbox"/> Oversize Plan Attached</p> <p><input type="checkbox"/> Traffic Plan Attached</p> <p><input type="checkbox"/> _____</p> <p>_____</p> <p>_____</p>	<p>2.8a DRAIN LAYER LICENSE <u>Water/Sewer Work ONLY (Required Info)</u></p> <p><input type="checkbox"/> Need to Obtain</p> <p><input type="checkbox"/> Have Existing License</p> <p><input type="checkbox"/> License No _____</p> <p><input type="checkbox"/> Expire Date _____ / _____ / _____</p> <p>2.8b WATER TAP WO (DPW obtained)</p> <p><input type="checkbox"/> # _____</p>	<p>2.9 GRANT OF LOCATION <u>Utility Company ONLY</u></p> <p>New Easement and/or Facility Extension</p> <p><input type="checkbox"/> (YES) <input type="checkbox"/> (NO)</p>																												
<p>2.11 WORK CATEGORY/TYPE</p> <p><input type="checkbox"/> Scheduled <input type="checkbox"/> Emergency</p> <p><input type="checkbox"/> Demo Building-C/C Services</p> <p><input type="checkbox"/> New Install</p> <p><input type="checkbox"/> Retire Exist & Relay New</p> <p><input type="checkbox"/> Repair Existing</p> <p><input type="checkbox"/> Work Zone/Obstruction</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p> <p>_____</p>	<p>2.12 SURFACE CUTS/OPENINGS</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Number</th> <th style="text-align: left;">Cut Sizes (LxW)</th> <th style="text-align: left;">Overall SF</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Street _____</td> <td>_____ x _____ = _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sidewalk _____</td> <td>_____ x _____ = _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Boring _____</td> <td>_____ x _____ = _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Pole _____</td> <td>_____ x _____ = _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td>_____ x _____ = _____</td> <td></td> </tr> <tr> <td>TOTAL # CUTS <input style="width: 40px;" type="text"/></td> <td>TOTAL SF <input style="width: 40px;" type="text"/></td> <td></td> </tr> </tbody> </table>		Number	Cut Sizes (LxW)	Overall SF	<input type="checkbox"/> Street _____	_____ x _____ = _____		<input type="checkbox"/> Sidewalk _____	_____ x _____ = _____		<input type="checkbox"/> Boring _____	_____ x _____ = _____		<input type="checkbox"/> Pole _____	_____ x _____ = _____		<input type="checkbox"/> Other _____	_____ x _____ = _____		TOTAL # CUTS <input style="width: 40px;" type="text"/>	TOTAL SF <input style="width: 40px;" type="text"/>								
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<p>2.13 WORK WINDOW REQUEST Standard 30 Day Duration SOP Coverage</p> <p><input type="checkbox"/> (YES) <input type="checkbox"/> (NO) ID Below</p> <p><input type="checkbox"/> 60 Day</p> <p><input type="checkbox"/> 90 Day</p> <p><input type="checkbox"/> 120 Day</p> <p><input type="checkbox"/> _____</p> <p align="center">Initial Schedule Projection</p> <p><input type="checkbox"/> Start Date _____</p> <p><input type="checkbox"/> End Date _____</p>																														
<p>2.14 CONTACT INFORMATION CONTRACTOR and PROPERTY OWNER (Property Owner if applicable)</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;"></th> <th style="width:50%; text-align: center;">CONTRACTOR</th> <th style="width:50%;"></th> <th style="width:50%; text-align: center;">PROPERTY OWNER</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Company Name</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Contact Person</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Address</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Town/State/Zip</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Telephone/Cell</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Email</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				CONTRACTOR		PROPERTY OWNER	<input type="checkbox"/> Company Name	_____	_____	_____	<input type="checkbox"/> Contact Person	_____	_____	_____	<input type="checkbox"/> Address	_____	_____	_____	<input type="checkbox"/> Town/State/Zip	_____	_____	_____	<input type="checkbox"/> Telephone/Cell	_____	_____	_____	<input type="checkbox"/> Email	_____	_____	_____
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Section 2b – Work Scope Detail Drawing

To avoid permit rejection or delays the Applicant should reference the **Application Submittal Instructions and Checklist** guidelines to ensure completion of the required drawing level and information content necessary to process the application request.

The Detail Drawing can be supplied using the area below or by attaching a self generated drawing sheet that **must** contain a title box, scale, company name, address/location, key, a north arrow, **outlined limits/dimension size shown for all proposed surface openings including the TOTAL SF of work openings**, driveway resurfacing or overlays, etc. **NO EXCEPTIONS.**

2.15 DETAIL DRAWING

(BELOW)

(ATTACHED)



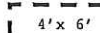
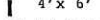
2.16 SCALE

1" = _____
 Not to Scale

2.17 APPLICANT/COMPANY NAME

2.18 WORK SITE ADDRESS/LOCATION

2.19 KEY (any symbol or notes)

 (Example)
 4' x 6' Limit of Surface Cut