

Town of Springfield Highway Department Residential and Field Access Road Work Permit Application

Use this form for access to a town road, work within the town right of way, proposed changes to a town road, or request for any upgrade or maintenance to a town road.

Applicant Name: _____

Phone Number: _____

Address: _____

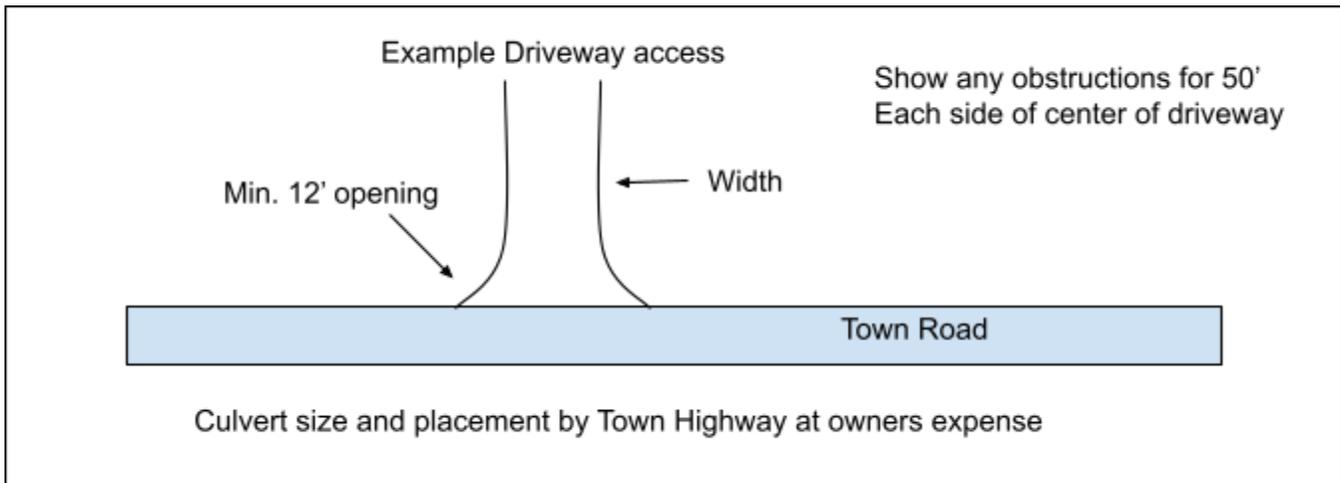
Email: _____

Tax Parcel ID: _____

Location of Project: _____

Description of project: _____

Sketch Plan fill in the box or Attach Drawing



Application Date: _____

Start Date of proposed action: _____

Completion Date: _____

Highway Superintendent Approval: _____ Date: _____

Any signage required at discretion of the Highway Superintendent: _____

Land Use Approval of Lot: _____ Date: _____

Insurance information Back of form

Insurance Requirements

1) In most cases, Permittee must provide proof of Commercial General Liability insurance coverage with limits of liability not less than \$1,000,000 per claim/occurrence, unless any of the following circumstances exist, in which case the limits of liability shall not be less than \$5,000,000 per claim/occurrence:

(a) The estimated value of permitted work in Town right-of-way is \$250,000 or more (see line 6 below);

(b) The permitted work requires or includes the construction, alteration or maintenance of underground features at any depth five feet or more below grade;

(c) The permitted work requires or includes the construction, alteration or maintenance of overhead features that include, but are not limited to, traffic signals, overhead sign structures, retaining walls or other grade separation structures.

2) Exceptions to the above liability limits include: (a) Annual maintenance permits require limits of liability not less than \$5,000,000 per claim/occurrence; (b) Permits for vegetation control activities require limits of liability not less than \$1,000,000 per claim/occurrence; (c) Residential driveway permits require limits of liability not less than \$500,000 per claim/occurrence.

3) ACORD 25 with ACORD 855 (New York Construction Addendum) shall be submitted as an acceptable proof of liability coverage. Town of Springfield should be named as Additional Insured and as the Certificate Holder at the address of the issuing office.

4) Municipalities, public utilities, public authorities and railroads may elect to provide a fully executed Undertaking Agreement as a substitute for providing proof of insurance coverage, or any other financial security otherwise required.

5) **Landowners** may Self Insure in lieu of providing proof of insurance, however any contractor performing on behalf of a Landowner and who is named on the permit must provide proof of insurance as outlined above.

6) When the estimated cost of work being performed in the right-of-way equals or exceeds \$250,000, Permittee must additionally provide proof of a Protective Liability (OCP) insurance policy with a minimum liability limit of \$1,000,000 per occurrence, with Town of Springfield as Named Insured.

Permittee agrees to maintain liability insurance in full force and effect throughout the term Of permit. Expiration of, or lack of, liability insurance coverage automatically terminates the Permit.

Applicant Initials: _____