

DARIEN DEPARTMENT OF PUBLIC WORKS

STREET OPENING PERMITS

STREET OPENING PERMIT POLICY

GENERAL INFORMATION FOR OBTAINING PERMITS

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GENERAL SPECIFICATIONS

RESTORATION DETAILS

PERMIT APPLICATION FORM

BOND FORM

TOWN OF DARIEN  
DEPARTMENT OF PUBLIC WORKS  
INSURANCE REQUIREMENTS FOR OBTAINING STREET OPENING PERMITS

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor's attention is directed to the insurance requirements below. It is highly recommended that contractors confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If a contractor does not comply with these insurance requirements, a permit will not be issued.

A. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Connecticut and Employers Liability limits of \$500,000 per accident.
4. Contractual Liability: \$1,000,000 combined single per occurrence and aggregate for bodily injury, personal injury and property damage applying to the indemnity agreement which is part of the written contract.

## B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductible or self-insured retentions must be declared to and approved by the Town of Darien. At the option of the Town of Darien, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the the Town of Darien, it's officers, officials, employees and volunteers; or the Contractor shall procure a bond to guarantee payment of losses and related investigations, claim administration and defense expenses.

## C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

### 1. General Liability Coverage

- a. The Town of Darien, its officers, officials, employees, and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town of Darien, it's officers, officials, employees or volunteers.
- b. Comprehensive Auto Liability Coverage applies to all automobiles owned, leased, hired or borrowed by the Contractor.
- c. The Contractor's insurance coverage shall be primary insurance as respects the Town of Darien, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Town of Darien, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
- d. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town of Darien, its officer, officials, employees or volunteers.
- e. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is bought, except with respect to the limits of the insurer's liability.

### 2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Town of Darien, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Town.

**TOWN OF DARIEN  
DEPARTMENT OF PUBLIC WORKS  
STREET OPENING PERMIT POLICY**

It is the policy of the Darien Department of Public Works that all contractors must obtain a Street Opening Permit for any excavation work within any Town of Darien street or right-of-way. This applies to any type of excavation work being done within the actual street or outside the street but within the right-of-way. Following are the requirements for obtaining a Street Opening Permit:

**THESE DOCUMENTS MUST BE ON FILE IN THE DPW OFFICE:**

Current Certificates of Insurance of the types and amounts specified in the Town of Darien, Department of Public Works "Insurance Requirements for Obtaining Street Opening Permits".

An Excavation Bond for the amount of three thousand dollars (\$3000.00). A larger bond may be required depending on the type of work.

**THIS INFORMATION MUST BE SUBMITTED FOR EACH PERMIT:**

A clear, concise plan showing the location and extend of work to be done.

A written description of the location and type of work to be done.

The above requirements may be waived depending on the extent of the work.

\$100.00 permit fee (made payable to Town of Darien).

The request number issued by "Call-Before-U-Dig".

**TIME SCHEDULE FOR OBTAINING PERMITS:**

Non-emergency work: Permit must be obtained at least 48 hours prior to start of work. The Public Works Office must be notified at least 24 hours prior to starting.

Emergency work: If a permit cannot be obtained prior to starting work, it must be obtained by 10:00 a.m. the following business day.

## INSURANCE REQUIREMENTS FOR LESSEES (NO AUTO RISKS)

CONTRACTOR'S ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT CONTRACTORS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE IN ADVANCE OF BID SUBMISSION THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF A CONTRACTOR DOES NOT COMPLY WITH THESE INSURANCE REQUIREMENTS, PERMIT WILL NOT BE ISSUED.

### A. MINIMUM LIMITS OF INSURANCE

Lessee shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit used, either the general aggregate limit shall apply separately to this property/location or the general aggregate limit shall be twice the required occurrence limit.
2. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of the State of Connecticut and Employers' Liability limits of \$500,000 per accident.

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### B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention must be declared to and approved by the Town of Darien. At the option of the Town of Darien, either, the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town of Darien, its officers, officials, employees and volunteers; or the Lessee shall procure a bond to guarantee payment of losses and related investigations, claim administration and defense expenses.

### 3. All Coverages

Each insurance policy required by the clause shall be endorsed to state that coverage shall not be suspended, voided cancelled by either party. Reduced in coverage or in limits except after (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town.

#### D. ACCEPTABILITY OF INSURERS

Insurance is be placed with insurers with a Best's rating of no less than a A:VII.

#### E. VERIFICATION OF COVERAGE

Contractor shall furnish the Town of Darien with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsement are to be received and approved by the Town of Darien before work commences. The Town of Darien reserves the right to require complete, certified copies of all required insurance policies at any time.

#### F. SUBCONTRACTORS

Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractors. All coverages for subcontractors shall be subject to all of the requirements stated herein.

## C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain the following provisions:

### 1. General Liability

- a. The Town of Darien, it's officers, officials, employees and volunteers are to be covered as insured as respects liability arising out of premises owned, occupied or used by the Lessee. The coverage shall contain no special limitations on the scope of protection afforded to the Town of Darien, it's officers, officials, employees or volunteers.
- b. The Lessee's insurance coverage shall be primary insurance as respects the Town of Darien, it's officers, officials, employees or volunteers. Any insurance or self-insurance maintained by the Town of Darien, it's officers, officials, employees or volunteers shall be excess of the Lessee's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town of Darien, it's officers, officials, employees or volunteers.
- d. Coverage shall state that the Lessee's insurance shall apply separately to each insured against whom claim is made or suit is bought, except with respect to the limits of the insurer's liability.

### 2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Town of Darien, it's officers, officials, employees and volunteers for losses arising from the leased premises.

### 3. All Coverages

Each insurance policy required by the clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return requested has been given to the Town of Darien.

## D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A:VII

E. VERIFICATION OF COVERAGE

Lessee shall furnish the Town of Darien with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on it's behalf.

All certificates and endorsements are to be received and approved by the Town of Darien before work commences. The Town of Darien reserves the right to require complete, certified copies of all required policies at any time.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR CONTRACTORS, LESSEES AND OTHERS

The contractor shall save, keep and hold harmless the Town of Darien it's officers, agents, employees and volunteers from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of performing work which may be occasioned by any willful or negligent act or omissions of the contractor, any of the Contractor's employees, or any subcontractor. The Town of Darien will not be held liable for any accident, loss or damage to the work prior to its completion and acceptance. Contractual liability insurance shall be required in accordance with limits to be established by the Town of Darien.

**TOWN OF DARIEN, DEPARTMENT OF PUBLIC WORKS  
GENERAL SPECIFICATIONS FOR STREET OPENINGS**

1. Unless given special instructions by the Director of Public Works, all Town construction standards must be followed.
2. All materials removed in excavating shall be placed outside the traveled portion of the road or sidewalk.
3. In back filling, the excavated materials shall be replaced in courses not exceeding eight (8) inches in depth, loose measure. Each course must be machine compacted thoroughly. When completed, the patch must conform exactly to the line and grade of the road. In no case shall the replaced materials extend above or be below the adjacent paved area.
4. It is the Contractor's responsibility to provide proper warning signs, flashers, barricades and flagmen.
5. Streets cannot be closed without the permission of the Darien Police Department.
6. The Contractor is prohibited from allowing equipment to track mud, dirt, debris or other nuisance or dangerous material onto the roads or sidewalks. The Contractor is responsible for sweeping the road is required.
7. The work area must be secured and made safe to the general public at all times.
8. If it becomes necessary to remove or relocate any existing signs, fixtures, or utilities, the Contractor must first obtain the permission of the owner.
9. Where trees or shrubs are to be disturbed, the contractor must notify the town and the adjacent property owner before processing. The Contractor may be required to replace any damaged trees or scrubs.
10. Repairs to failed patches or other defective conditions must be made within six (6) hours after notification that such repairs are required.
11. The Department of Public works must be notified at least twenty four (24) hours prior to placing final patches.
12. The permit holder is responsible for maintaining the final patch for a period of two (2) years. However, this does not limit the Contractor's responsibility for claims arising after two (2) years that are directly related to his negligence or poor workmanship.
13. The holder of this permit assumes all responsibility connected with the work. The presence of the representative of the Town of Darien shall in no way relieve him of this responsibility either for the quality of nature of said work or accidents to persons or property resulting therefrom.
14. The acceptance of the permit constitutes to the above restrictions and conditions.

STREET EXCAVATION PERMIT BOND

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_, of the Town  
of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, As  
Principal and the \_\_\_\_\_, State of \_\_\_\_\_, having an office and place of business at

\_\_\_\_\_, as Surety, are held and firmly bound unto the TOWN OF DARIEN, CONNECTICUT, in  
the penal sum of **Three Thousand Dollars (\$3,000)** lawful money of the United States of America, to be paid to the  
said TOWN OF DARIEN, CONNECTICUT, for which payment well and truly to be made, we bind ourselves, our  
heirs, executors, administrators and successors, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, THE ABOVE NAMED PRINCIPAL HAS RECEIVED, OR MAY UPON HIS APPLICATION,  
RECEIVE A PERMIT OR PERMITS FROM THE TOWN OF DARIEN, CONNECTICUT TO PERFORM WORK  
ON, ABOUT OR ADJACENT TO A HIGHWAY WITHIN SAID TOWN OF DARIEN, CONNECTICUT AS IS  
OR MAY BE PARTICULARLY SPECIFIED IN SAID TOWN OF DARIEN, CONNECTICUT AS IS OR MAY  
BE PARTICULAR SPECIFIED IN SAID PERMIT OR PERMITS, TO WHICH PERMIT OR PERMITS  
REFERENCE IS HEREBY MADE AND ARE MADE PART HEREOF: AND

WHEREAS, THE SAID PRINCIPAL HAS UNDERTAKEN AND DOES HEREBY AGREE TO COMPLY WITH  
ALL THE RULES, REGULATIONS AND RESTRICTION OF SAID TOWN OF DARIEN, CONNECTICUT IN  
REGARD TO THE SAID PEMIT OR PERMITS.

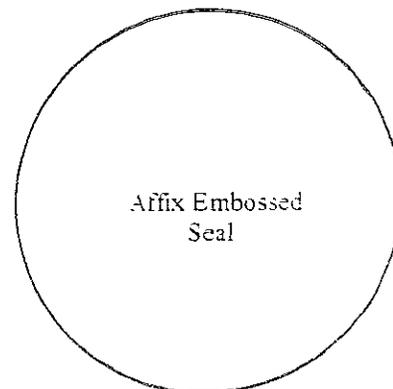
NOW THEREFORE, IF THE SAID PRINCIPAL SHALL WELL AND TRULY PERFORM AND FULFILL ALL  
THE UNDERTKAINGS, COVENANTS, TERMS, CONDITIONS AND AGREEMENTS SPECIFIED IN SAID  
PERMIT OR PERMITS, AND SHALL WELL AND TRULY SAVE HARMLESS AND INDEMNIFY THE SAID  
TOWN OF DARIEN, CONNECTICUT FROM ALL DAMAGES AND COSTS THAT THE TOWN OF DARIEN,  
CONNECTICUT MAY SUFFER, BE LIABLE FOR, OR BE COMPELLED TO PAY, OR IN FACT DOES PAY,  
FOR ANY INJURIES OR DAMAGES WHICH MAY BE CAUSED BY ANY ACTION OR WORK BEING  
CARRIED ON EITHER BY THE SAID PRINCIPAL, HIS SERVANTS, AGENTS OR EMPLOYEES, UNDER  
ANY PERMIT OR PERMITS ISSUED OR WHICH MAY BE ISSUED BY SAID TOWN OF DARIEN,  
CONNECTICUT OR ITS AUTHORIZED AGENT, BY REASON OR NEGLIENCE OR VIOLATION OF ANY  
LAW ON THE PART OF SAID PRICIPAL, HIS SERVANTS, AGENTS OR EMPLOYEES, AND SHALL  
FURTHER INDEMNIFY SAID TOWN OF DARIEN, CONNECTICUT FOR ANY EXPENSES THAT SAID  
TOWN OF DARIEN, CONNECTICUT MAY SUFFER, BE LIABLE FOR, OR COMPELLED TO PAY, OR IN  
FACT DOES PAY, IN REFILLING OPENINGS OR EXCAVATIONS, IN REMOVING CABLE GUARD  
RAILINGS, IN REPLACING DRAINAGE INVOLVING PUBLIC OR PRIVATE ROADS OR DRIVEWAYS  
OPENED OR EXCAVATED BY SAID PRINCIPAL, HIS SERVANTS, AGENTS, OR EMPLOYEES TO A  
CONDITION SATISFACTORY TO THE DIRECTOR OF PUBLIC WORKS, THEN THIS OBLIGATION  
SHALL BE VOID, OTHERWISE, TO REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS AND SEALS

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

WITNESS \_\_\_\_\_ BY \_\_\_\_\_

WITNESS \_\_\_\_\_ BY \_\_\_\_\_



NOTICE OF AMENDMENT TO THE CODE OF ORDINANCES OF THE TOWN OF DARIEN

MODIFICATIONS RE: CHAPTER 47  
STREETS AND SIDEWALKS

Sec. 47-1. Permit to excavate in or obstruct public ways.

- a. No person except duly authorized officers, agents, or employees of the town shall make any opening or excavation, place any obstruction or substruction within, over, upon or under any public street or sidewalk, install or remove curbing or perform other construction which will alter any sidewalk, street or public square in the town without having previously obtained from the director of public works a permit, for the issuance of which the board of selectmen may establish and, from time to time, revise a reasonable fee.
- b. The director of public works is authorized and directed to establish regulations for the issuance of such permits, including in such regulations, requirements for the restoration of any disturbed sections of the public street or sidewalks.
- c. The director of public works is authorized and empowered to require, as a condition of issuing a permit under the authority of this Section, that a permittee arrange for and bear the expense of such traffic control services and/or devices as the chief of police may deem appropriate pursuant to subsection (d) hereof.
- d. In order to protect the public from accidents and to minimize the impediment of vehicular and/or pedestrian traffic when work or other obstructive activity are to take place within the limits of any town or state roadway within the geographic limits of the town of Darien, the chief of police or his/her designee may require that traffic control services and/or devices be employed by the person or entity conducting such work or responsible for such activity consistent with such rules and regulations as the traffic authority of the town may enact. The cost and expense of such traffic control measures shall be borne by the person or entity conducting or responsible for such work or activity. In the event that traffic direction services are required, such services shall be obtained from the Darien police department, provided that, if the Darien police department is unable within a reasonable time to furnish the officer or officers that may be required, a qualified traffic flag person or persons may alternatively be employed until a police officer is available to be assigned.

(The remainder of Chapter 47 is left unchanged)

The foregoing amendent to the Code of Ordinances becomes effective ten (10) days after this publication, being July 22, 2001.

By direction of the Representative Town Meeting held July 9, 2001.

Dated at Darien, Connecticut this 10<sup>th</sup> day of July 2001

Donna E. Rajczewski  
Town Clerk

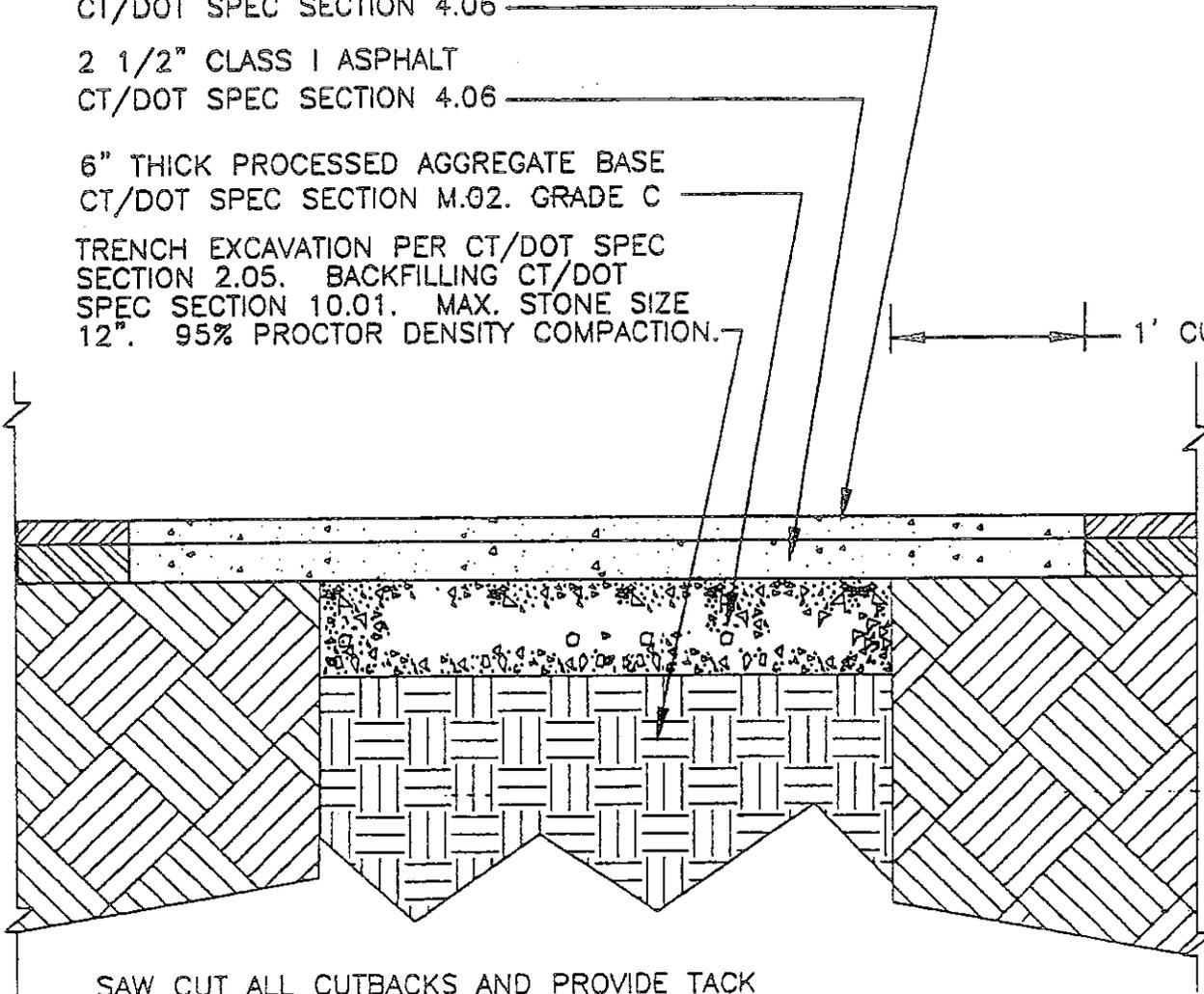
1 1/2" CLASS I ASPHALT  
CT/DOT SPEC SECTION 4.06

2 1/2" CLASS I ASPHALT  
CT/DOT SPEC SECTION 4.06

6" THICK PROCESSED AGGREGATE BASE  
CT/DOT SPEC SECTION M.02. GRADE C

TRENCH EXCAVATION PER CT/DOT SPEC  
SECTION 2.05. BACKFILLING CT/DOT  
SPEC SECTION 10.01. MAX. STONE SIZE  
12". 95% PROCTOR DENSITY COMPACTION.

1' CUTBACK (TYP)



SAW CUT ALL CUTBACKS AND PROVIDE TACK  
COAT EMULSION ON ALL COLD JOINT SURFACES.

PERMANENT PAVING  
TOWN OF DARIEN STANDARD

TITLE: TRENCH REPAIR

DATE: 2/16/1  
DWN BY: DJO  
SCALE: 1" = 1'

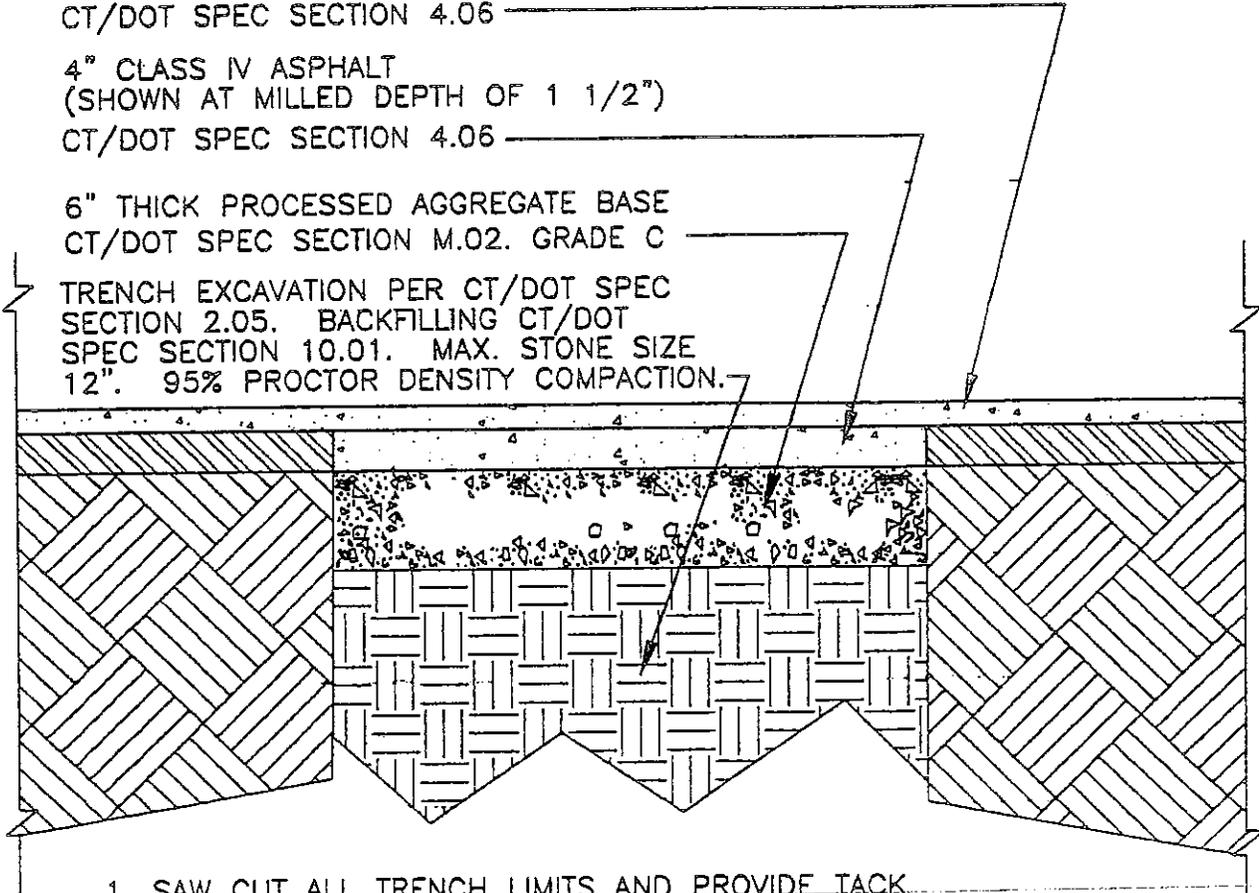
TOWN OF DARIEN  
DEPARTMENT OF  
PUBLIC WORKS

1 1/2" CLASS I ASPHALT  
FULL WIDTH OF ROAD  
CT/DOT SPEC SECTION 4.06

4" CLASS IV ASPHALT  
(SHOWN AT MILLED DEPTH OF 1 1/2")  
CT/DOT SPEC SECTION 4.06

6" THICK PROCESSED AGGREGATE BASE  
CT/DOT SPEC SECTION M.02. GRADE C

TRENCH EXCAVATION PER CT/DOT SPEC  
SECTION 2.05. BACKFILLING CT/DOT  
SPEC SECTION 10.01. MAX. STONE SIZE  
12". 95% PROCTOR DENSITY COMPACTION.



1. SAW CUT ALL TRENCH LIMITS AND PROVIDE TACK COAT EMULSION ON ALL COLD JOINT SURFACES.
2. INSTALL 4" OF CLASS IV BINDER TO EXISTING PAVEMENT SURFACE, & MILL PRIOR TO OVERLAY.

PERMANENT PAVING OVERLAY  
TOWN OF DARIEN STANDARD

TITLE: TRENCH REPAIR

DATE: 2/16/1  
DWN BY: DJO  
SCALE: 1" = 1'

TOWN OF DARIEN  
DEPARTMENT OF  
PUBLIC WORKS

1 1/2" CLASS I ASPHALT  
FULL WIDTH OF ROAD  
CT/DOT SPEC SECTION 4.06

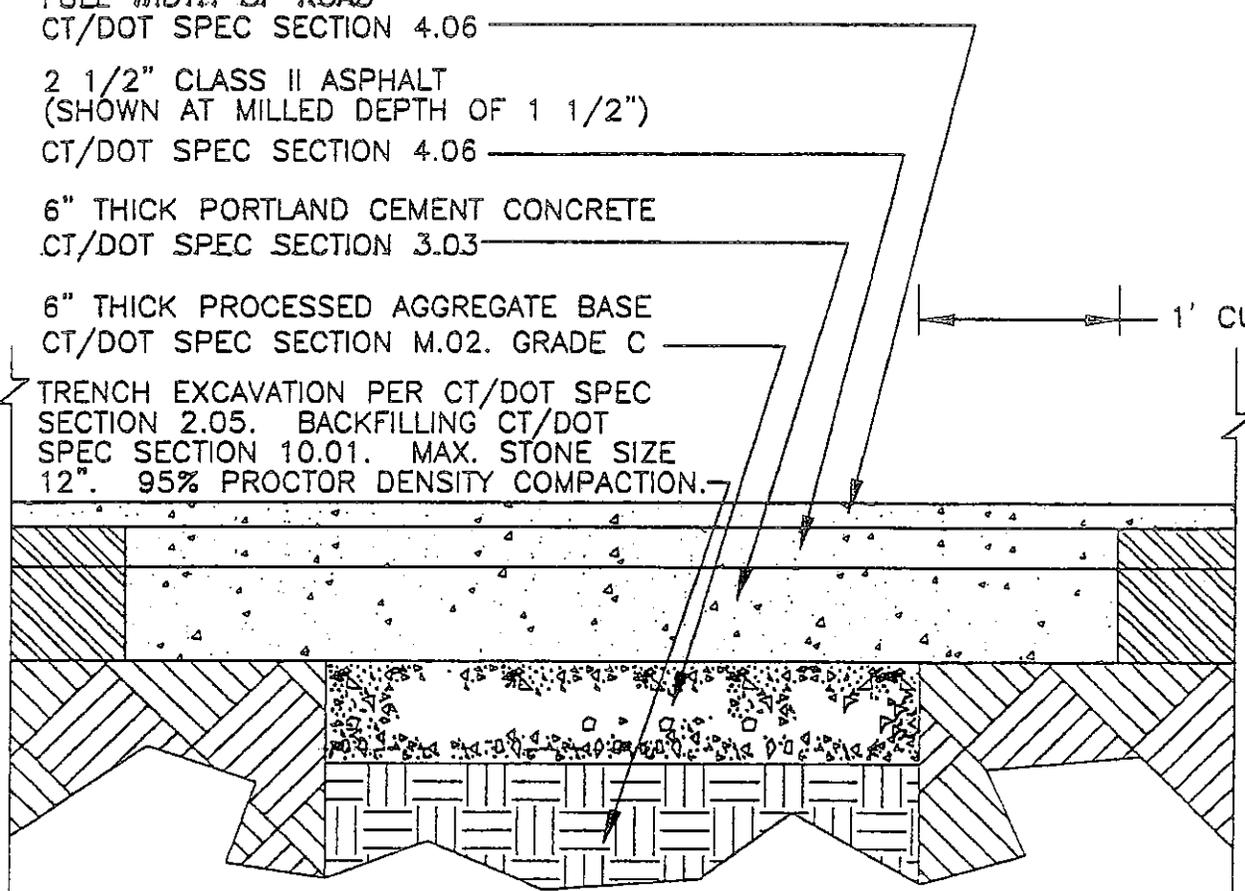
2 1/2" CLASS II ASPHALT  
(SHOWN AT MILLED DEPTH OF 1 1/2")  
CT/DOT SPEC SECTION 4.06

6" THICK PORTLAND CEMENT CONCRETE  
CT/DOT SPEC SECTION 3.03

6" THICK PROCESSED AGGREGATE BASE  
CT/DOT SPEC SECTION M.02. GRADE C

TRENCH EXCAVATION PER CT/DOT SPEC  
SECTION 2.05. BACKFILLING CT/DOT  
SPEC SECTION 10.01. MAX. STONE SIZE  
12". 95% PROCTOR DENSITY COMPACTION.

1' CUTBACK (TYP)



1. SAW CUT ALL TRENCH LIMITS AND PROVIDE TACK COAT EMULSION ON ALL COLD JOINT SURFACES.
2. ALTERNATIVELY, 12" CLASS IV ASPHALT MAY BE USED IN LIEU OF 6" PORTLAND CEMENT CONCRETE.

PERMANENT PAVING PORTLAND  
CEMENT CONCRETE SUBBASE  
TOWN OF DARIEN STANDARD

TITLE: TRENCH REPAIR  
DATE: 2/16/1  
DWN BY: DJO  
SCALE: 1" = 1'

TOWN OF DARIEN  
DEPARTMENT OF  
PUBLIC WORKS

PROCESSED AGGREGATE BASE  
CT/DOT SPEC SECTION  
3.04 & 3.05

PORTLAND CEMENT  
CONCRETE SIDEWALK  
CT/DOT SPEC SECTION 9.21

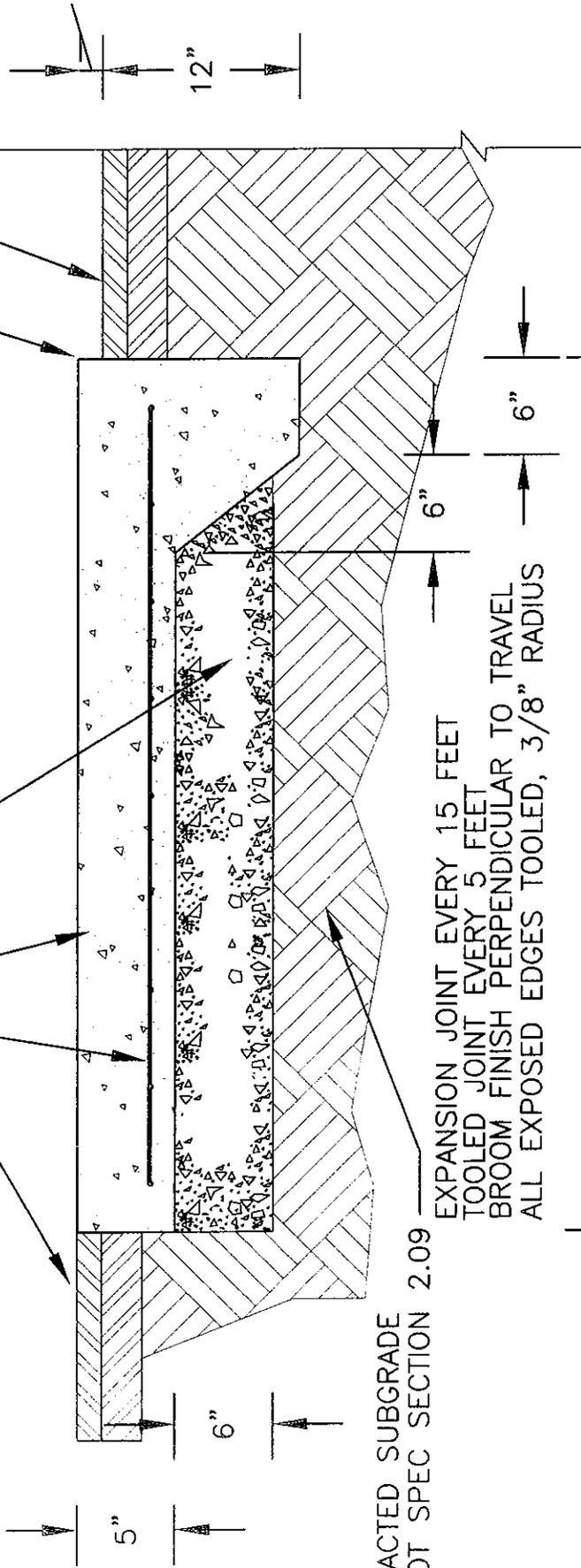
6"X6", #10:#10  
WWM, PLACED 1" FROM  
BOTTOM OF CONCRETE.

CT/DOT SPEC SECTION M.06.01

EXISTING DRIVEWAY  
SURFACE TREATMENT

PAVING IN ACCORDANCE WITH  
TOWN OR STATE STANDARDS

1 1/2" LIP REVEAL



COMPACTED SUBGRADE  
CT/DOT SPEC SECTION 2.09

EXPANSION JOINT EVERY 15 FEET  
TOOLED JOINT EVERY 5 FEET  
BROOM FINISH PERPENDICULAR TO TRAVEL  
ALL EXPOSED EDGES TOOLED, 3/8" RADIUS

TITLE: PORTLAND CEMENT CONCRETE  
DRIVEWAY APRON  
BID ITEM # 4 & 6

DATE: 10/6/6  
DWN BY: DJO  
SCALE: N/A

TOWN OF DARIEN  
DEPARTMENT OF  
PUBLIC WORKS