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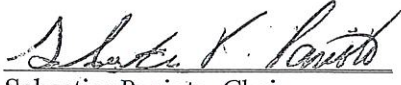
TOWN AND CITY CLERK  
BRISTOL, CT



**ORDINANCE COMMITTEE MEETING  
TUESDAY, APRIL 2, 2024 AT 5:00 PM  
MEETING ROOM 1-1, CITY HALL, 1<sup>st</sup> Floor  
111 NORTH MAIN STREET**

**AGENDA**

1. Call to Order
2. Approval of Minutes
  - a. March 5, 2024
3. Public Participation
4. Old Business
5. New Business
  - a. Discussion of Downtown Bristol Business Profile
6. Additional Public Participation
7. Committee Member Comments
8. Adjournment

  
Sebastian Panioto, Chair  
Ordinance Committee

cc: Mayor Caggiano, City Council, E. Cabiya

ZOOM INFORMATION ON NEXT PAGE

**ORDINANCE COMMITTEE MEETING**  
**Meeting Minutes**  
**111 NORTH MAIN STREET**  
**MEETING ROOM 1-1 CITY HALL, 1<sup>ST</sup> FLOOR**  
**TUESDAY MARCH 5, 2024 @ 5:00 p.m.**

**ATTENDEES:**

Mayor Jeff Caggiano, Councilwoman Cheryl Thibeault, Chairman Sebastian Panioto, Councilwoman Jacqueline Olsen, Attorney Thomas W. Conlin, Ray Rogozinski (Public Works), Maria Theam (recording secretary), Wanda Hubbard (public), Deputy Chief Matthew Moskowitz.

**1. CALL TO ORDER**

Chairman Panioto called the meeting to order at 5:02 pm which was followed by the pledge of allegiance.

**2. APPROVAL OF MINUTES**

**a. February 6, 2024**

Motion to Approve by Councilwoman Thibeault, seconded by Councilwoman Olsen, all in favor.

**3. Public Participation**

Ms. Wanda Hubbard, residing at 73 Beleden Gardens, Bristol, CT 06010, raised concerns about a persistent humming noise affecting her residence. Having been a resident of Bristol for over 30 years, Ms. Hubbard initially attributed the noise to the nearby hospital. However, upon seeing a news segment, she discovered that the source of the noise was identified as emanating from Covanta. Ms. Hubbard reached out to city hall and was informed about this meeting.

Expressing her worry, Ms. Hubbard noted that she has informed her neighbors and friends about the issue. She emphasized that the noise has seemingly intensified over time, causing distress. Ms. Hubbard expressed concern that the noise might hinder the sale of her home.

Ms. Hubbard seeks clarity on the measures being taken to address the noise issue and its potential impact on her property sale.

The meeting facilitator acknowledged Ms. Hubbard's concerns and assured her that the matters are being looked into.

#### **4. Old Business**

##### **a. Covanta – Spillover sound engineer report**

Mayor Caggiano offered that Mark Van Weelden of Covanta acknowledged the presence of acoustic sound originating from the Covanta plant, primarily from the operation of fans. He informed the Mayor that the company has implemented certain modifications to address the issue. While some residents reported a noticeable difference, others continue to experience the sound. Covanta is committed to investing in additional infrastructure aimed at mitigating the sound levels further. The company acknowledges the issue and remains responsive to community concerns.

Mayor Caggiano addressed the possibility that the disturbance may be attributed to vibrations rather than purely sound. In an effort to monitor and address these concerns, the Mayor suggested engaging Marco Palmieri from the Bristol Burlington Health Department.

It was clarified that the sound levels currently do not meet the threshold for constituting a noise ordinance violation. Additionally, concerns were raised regarding the feasibility of shutting down operations at night to alleviate the disturbance. However, due to the nature of Covanta's operations, such a measure is not practicable.

In response to inquiries about the release of the full report, it was explained that Covanta, being a private entity, has not disclosed the entirety of its findings.

Mayor Caggiano provided Ms. Wanda Hubbard with the contact information of Mr. Marco Palmieri for further assistance.

##### **b. Street Takeovers and illegal use of motor vehicles, ATV's and Dirt Bikes**

The Committee engaged in a comprehensive dialogue regarding the ongoing challenges associated with the prevalent street takeover phenomenon. There was a deliberation on the proposed bill aimed at addressing the statement of purpose concerning this matter.

Attorney Thomas Conlin provided insights into Hartford's current examination of the street takeover issue, highlighting the concerns expressed by constituents. It was emphasized that Bristol should monitor the progress of the Raised Bill No. 337 at the General Assembly in Hartford before considering the enactment of any local ordinances.

A discussion ensued regarding the logistics of where seized items would be held.

Upon thorough consideration, Councilwoman Olsen proposed to table the issue for further review, a motion which was seconded by Chairman Panioto.

## **5. New Business**

### **a. Discussion of Ordinance sections 21-23, 21-24 – Removal of snow from sidewalks, deposit of snow into public streets**

A discussion ensued regarding the responsibility placed on the city to notify residents about clearing snow from sidewalks. It was noted that the burden currently falls on the Police Department to alert residents. Deputy Chief Moskowitz elaborated on the process, emphasizing the necessity for a written warning as the initial step. Properties not in compliance after the initial warning are identified, and if they remain uncleared, Public Works (PW) issues citations. The increased responsibilities placed on the police force were acknowledged, prompting consideration for the appointment of a citation officer dedicated to handling such matters.

Inquiries were made regarding the frequency of complaints regarding unshoveled sidewalks, with an average of 12-15 complaints held during any given shift. Efforts are made to notify homeowners, and it was noted that compliance is easier to achieve with private properties compared to commercial ones. Repeat commercial offenders such as Bristol Farms Plaza and Stephen Auto Mall were highlighted, with the Route 6 corridor witnessing the highest volume of complaints.

Councilwoman Thibeault proposed the introduction of a per diem citation officer to issue tickets for offenses. Ray Rogozinski emphasized the collaborative effort involving Building Department, Public Works, and the Police Department with particular attention to ordinance 21-24 concerning snow deposition in roadways. The complaint-driven nature of these issues was underscored, and considerations were made for a streamlined process to facilitate compliance.

Discussions delved into the potential distribution of responsibilities of departments among different ordinances, with Mayor Caggiano advocating for proactive measures to address issues efficiently. Concerns were raised regarding the feasibility of hiring off-duty officers and the evolving workforce dynamics impacting such arrangements. The Comptroller's role in managing billing for off-duty personnel was acknowledged, suggesting a focus on policy and procedural adjustments rather than immediate ordinance changes.

The conversation on this matter concluded with a commitment to further deliberation and consideration of the existing framework, with plans to reconvene next month for continued discussion.

**b. Overnight parking ban – winter season section 14-32**

Residents have been reaching out via calls and emails regarding concerns related to the winter parking ban. It has been observed that the emergency ban is either being overlooked or not fully understood by the public. Mr. Ray Rogozinski emphasized that the winter parking ban has historically remained in effect. He noted that the presence of a well-enforced emergency parking ban should ideally obviate the need for a winter parking ban. However, a significant number of non-compliant vehicles on the roadways pose challenges for efficient snow plowing operations, leading to further complaints.

Mr. Rogozinski suggested that the winter parking ban serves the purpose of raising awareness among residents, thereby facilitating improved plowing efforts and enhancing the effectiveness of the emergency ban. He proposed exploring the possibility of implementing a reverse 911 system to disseminate notifications to residents, potentially rendering the winter parking ban unnecessary. While acknowledging the long-standing nature of the winter parking ban, Mr. Rogozinski highlighted concerns regarding waivers granted to certain entities, such as Hiltbrand Road, which pose logistical challenges for Public Works.

Various suggestions were put forth, including the issuance of bans preceding anticipated snowstorms and the consideration of zoned bans as opposed to a city-wide ban. Challenges related to parking availability and compliance enforcement in areas with narrow roads and multi-family residences were also discussed.

Councilwoman Thibeault emphasized an increase in complaints received during winter months, particularly regarding snow being moved inconveniently by plows and/or not being plowed close enough to the curbs. Attorney Thomas Conlin emphasized the potential hazards posed when vehicles are plowed in, which can lead to further complaints and damages.

Despite the challenges, Councilwoman Thibeault and Deputy Chief Moskowitz expressed agreement on maintaining the parking ban due to its importance in mitigating issues during storms and ensuring public safety. They emphasized the importance of residents familiarizing themselves with the ban's regulations, given its long-established presence in the community.

Mr. Rogozinski suggested enhancing communication efforts to ensure residents are adequately informed in advance of parking ban dates, particularly regarding the emergency ban's daytime enforcement. Deputy Chief Moskowitz noted improvements in communication efforts resulting in fewer complaints.

In conclusion, Chairman Panioto recommended maintaining the existing parking ban regulations.

## **6. ADDITIONAL PUBLIC PARTICIPATION**

None.

## **7. COMMITTEE MEMBER COMMENTS**

Councilwoman Thibeault raised a suggestion for the earlier distribution of the meeting agenda. No comments were provided by Councilwoman Olsen.

## **8. ADJOURNMENT**

Motion to adjourn by Chairman Panioto at 6:05 p.m. Seconded by Councilwoman Thibeault. All in favor.

Respectfully Submitted,

Maria Theam  
Recording Secretary



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: March 8, 2024

TO: Mayor Jeffrey Caggiano  
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

**RE: DPW STREET ORDINANCE PROPOSED REVISIONS – DIVISIONS 3-5:  
LICENSING, PERMITTING & PERMANENT PATCHING CITY STREETS**

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Attached please find previously submitted proposed revisions to Chapter 21- Streets, Sidewalks and Public Places, Article II, Divisions 3-5 of the City Ordinance, which specifies provisions for work by private contractors occurring within the roadway right of way. The Department of Public Works has provided the document to the utilities (Eversource Gas and Bristol Water/Sewer) for comment.

Public Works has also undated the bond and insurance requirements for PRIVATE contractors working within the City's right of way. In accordance with City Ordinance Sec 21-68, it is required to provide the City a bond in the amount of \$10,000, and also requires an insurance certificate indicating \$100,000 in coverage for personal injury and \$10,000 in coverage for property damage. The Department of Public Works is recommending that bond and insurance requirements be revised as follows:

Each contractor or person submitting an application for an excavation permit shall provide a bond of a surety company authorized to do business in the City in the minimum amount of \$20,000 (or equal to the value of the work as determined by the Department of Public Works), and conditioned substantially that the applicant, his employees, or agents shall faithfully perform such work in all respects, and shall replace and restore that portion of any street in which the applicant, his servants, or agents performed any excavation, to the original condition as before such work was performed. In accordance with the provisions of this ordinance, it is the intent of the City to authorize the Department of Public Works to set high bond limits based on the estimated value of the work as determined by the Department of Public Works.

Each contractor or person shall also file with the Department of Public Works a satisfactory public liability insurance certificate with General Liability in the minimum amount of \$1,000,000 (combined single limit), bodily injury/property damage coverage per occurrence, and \$2,000,000 aggregate coverage, to indemnify and save the City and its agents harmless from all suits and actions brought against the City or any officer thereof, on account of any injuries sustained or damage caused by any person in consequence of, or resulting from, any negligence in guarding such work, or any act or omission of the licensee.

The Board of Public Works reserves the right to modify insurance and bonding requirements as required to safeguard the public.

A copy of the previously provided existing & proposed ordinance and with a memorandum dated January 30, 2024 summarizing proposed revisions is attached.

The Department of Public Works requests the following Board of Public Works action:

**The Board of Public Works approves the proposed revisions to City Ordinance Chapter 21 Streets, Sidewalks and Public Places, Article II, Divisions 3 to 5 and authorize the Department of Public Works to submit the proposed revisions to the City Council Ordinance Committee for review and approval.**

Please feel free to contact me with any questions or concerns at 860-584-6113.



Department of Public Works | 860.584.6125

## MEMORANDUM

DATE: January 30, 2024

TO: Mayor Jeffrey Caggiano  
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

### RE: DPW STREET ORDINANCE PROPOSED REVISIONS – DIVISIONS 3-5: LICENSING, PERMITTING & PERMANENT PATCHING CITY STREETS

Chapter 21 Streets, Sidewalks and Public Places, Article II, Divisions 3-5 of the City Ordinance specifies provisions for work by private contractors occurring within the roadway right of way. The majority of the Ordinance has not been revised since 1972 & 1978, with provisions associated with patch requirements amended in 2007. A summary of the existing ordinance is provided below:

- A. Division 3 – Sec 21-66 to Sec 21-71, indicates that all work within City roads must be performed by a licensed by the Department of Public Works, which includes insurance and bonding requirements. Bonded (\$10,000) and insured (\$100,000 personal injury and \$10,000 property).
- B. Division 4 – Sec 21-77 to 21-80, indicates that a permit is required to perform work within City roads and includes permit requirements and specifications for performing road work.
- C. Division 5 – Sec 21-81 to 21-84, all permanent patches are installed by the City. Contractors requesting permits are required to submit an estimated fee determined by Public Works as a permit requirement that is sufficient to install a permanent patch. At the completion of the permanent patch, the Department records final cost and either refunds/credits the utility contractor the portion of the unused deposit, or charges the utility company the Department's additional cost to install the permanent patch.

The existing City Ordinance, Chapter 21 Streets, Sidewalks and Public Places, Article II, Division 3-5 is attached for reference.

The general requirements of the existing ordinance satisfy the Department of Public Works' needs. The provision that requires contractors to install temporary asphalt patches and provide funds that enable the City to install permanent patches after one year has been used as a model for other municipalities. The Ordinance requires all utility contractors to obtain permits; specifies excavation, backfilling, and compaction requirements; states utility contractors must temporarily patch trench; and provides a fund that allows Public Works to install a permanent patch one year after installation of the temporary patch.

The Department is proposing revisions to the ordinance to reflect existing policies/procedures such as a moratorium on newly-paved streets, City agreements with public utilities to restore roadway pavement (by milling and paving curb to curb or full lane width or funding City pavement work), and adding procedures for contractor foreman/site supervisors to acknowledge permit requirements prior to the start of any work.

A summary of the proposed changes is provided below:

- 1. Clarify ALL contractors and persons working within the roadway right of way must be licensed and obtain a permit issued by the Department of Public Works prior to performing any work. Work shall include, but is not limited to: the disturbance, excavation, construction, and demolition of roadway pavement, curbing, sidewalks, underground utilities (sewer, water, storm water, natural gas, electric & telecommunication conduits), roadside barriers, signs, lights, and structures of any kind. The proposed ordinance also states that minor work, such as repairs to sidewalks by filling cracks with mortar, are not required to be performed by a licensed contractor, along with the installation of mail boxes and landscaping.
- 2. Increase licensed bond requirement from \$10,000 to \$20,000, and insurance requirements from \$100,000 for personal injury and \$10,000 for property, to \$500,000 and \$50,000, respectively.
- 3. Define the type of permits issued by the Department of Public Works for work within the right of way (driveway, sidewalk, excavation). Permit fees are currently \$40, the proposed ordinance states fee as determined by the Board of Public Works.
- 4. All utility boxes shall be installed flush with pavement.
- 5. Failure of the contractor to maintain the trench in a safe condition will result in the Department of Public Works performing the work and charging the contractor for said repairs.
- 6. The storage of materials or equipment within the City's right of way is not allowed, unless authorized by the Public Works Engineering Division, or the Director of Public Works. The site shall be cleaned and swept at the end of each day. The blocking of private driveways shall not be allowed.
- 7. All contractors shall be required to identify the temporary pavement trenches by spray painting the company's name at several locations based on the size of the trench as determined by the Department of Public Works. Work performed by Public Utility companies, or their contractors performing the work for the public utility, shall identify the trench using the public utility companies' name.
- 8. Public utility contractors authorized by the Department of Public Works are permitted to install their own permanent patch. However, all work must be performed in accordance with Department of Public Works requirements and specifications. Public utility companies are authorized by the Department of Public Works and passed on roadway pavement conditions may be required by the Department of Public Works to restore roadway pavement by milling and paving roadway section either curb to curb or full travel lane widths. Said pavement restoration (milling and paving) shall be paid for at the sole expense of the public utility company or the utility company may fund the City performing the work.
- 9. Permit process will include a requirement that on-site supervisors/foreman complete a form as part of the permit process acknowledging Department permit requirements.

10. The Department of Public Works may expand the permanent patch limits and increase the area of the permanent patch to correct roadway defects that existing prior to work performed in accordance with the permit. Said work shall be paid for by the City.
11. An application fee shall be charged to each contractor obtaining a Department of Public Works permit, issued in accordance with this ordinance. The application fee shall be set by the Board of Public Works. In accordance with the ordinance a separate application fee shall be established for work performed by public utility companies. Public utilities are not required to pay a permit fee.
12. Contractors shall be advised that on newly-paved roadways, the City enforces a moratorium on the issuance of excavation permits on newly-paved roads. No permit will be issued for a period of five (5) years after a roadway is paved to install main line utilities, and three (3) years to install laterals.

The existing ordinance and the proposed ordinance, along with the proposed on-site supervisor/foreman acknowledgment form, permits, and license application is attached.

The Department has submitted the proposed ordinance revisions and on-site supervisor acknowledgment form to Eversource Gas, the primary public utility impacting City streets for review and input. The proposed ordinance revisions are in draft form and the Department is seeking Board of Public Works input for potential approval at its March meeting.

Please feel free to contact me with any questions or concerns at 860-584-6113.

# **EXISTING CITY STREET ORDINANCE – EXCAVATION PERMITS AND PERMENANT PATCH REQUIREMENTS**

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## **DIVISION 3. - CONTRACTOR'S LICENSE<sup>[3]</sup>**

### **Sec. 21-66. - Required; exception.**

No person shall lay in any street any new curb or sidewalk or relay any existing curb or sidewalk unless he is licensed as a curb and walk layer; provided, however, that the provisions of this section shall not prevent the making without such license of minor repairs to an existing sidewalk by the owner of the property in front of which such sidewalk is located or by such owner's agent without remuneration.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

### **Sec. 21-67. - Application.**

The applicant for the license required by this division shall state in his application his actual place of business, together with the name under which the business is done, and shall notify the superintendent of public works of any subsequent change in either.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

### **Sec. 21-68. - Bond and insurance to be filed at time of application.**

Every person making application for a license as a curb and walk layer shall file with the superintendent of public works a satisfactory bond, of a surety company authorized to do business in the city, in the sum of ten thousand dollars (\$10,000.00), and conditioned substantially that the applicant, his employees or agents shall faithfully perform such work in all respects and shall replace and restore that portion of any street in which the applicant, his servants or agents shall make any excavation, to as good a condition as that in which the same was before such work was performed. Such licensee shall also file with the superintendent of public works a satisfactory public liability insurance certificate in the minimum amount of one hundred thousand dollars (\$100,000.00) for personal injury and ten thousand dollars (\$10,000.00) for property damage, to indemnify and save the city and its agents harmless from all suits and actions brought against the city or any officer thereof for or on account of any injuries or damage received or sustained by any person in consequence of, or resulting from, any negligence in guarding such work, or any act or omission of the licensee.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72; Ord. of 12-5-78)

**Sec. 21-69. - Issuance.**

The superintendent of public works shall issue a license as a curb and walk layer to any person believed by the superintendent to be suitable and competent, who complies with the conditions governing such license.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

**Sec. 21-70. - Licensee's duties.**

The licensee under this division shall comply in all respects with the rules and regulations established by the superintendent of public works relative to the work for which he is licensed, and with the terms of the permits therefor which may be issued to him, and shall also pay all fines imposed upon him for violation of any such rules and regulations. He shall give personal supervision to the work done under his license and shall employ thereon only competent workmen.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

**Sec. 21-71. - Suspension or revocation.**

Whenever, in the opinion of the director of public works, any licensed curb and walk layer violates any of the provisions of this article, or any of the rules, regulations and specifications adopted by the director, the director may order the suspension or revoking of the license of such curb and walk layer.

(Code 1960, § 36-17; Ord. of 5-1-62; Ord. of 7-5-72)

**Secs. 21-72—21-76. - Reserved.**

**DIVISION 3. - CONTRACTOR'S PERMITS <sup>[3]</sup>**

**Sec. 21-77. - Permit required for sidewalk and driveway apron construction.**

No work on the construction of a sidewalk or driveway apron shall be started without first obtaining a permit from the director of public works which shall be posted and available for inspection.

(Code 1960, § 36-16; Ord. of 5-1-62; Ord. of 7-5-72)

**Sec. 21-78. - Contractor's street work permit—Required.**

No curb and walk layer shall commence any work upon any street in the city until he has applied for and secured a permit to do so issued by the director of public works.

(Code 1960, § 36-18; Ord. of 5-1-62; Ord. of 7-5-72)

**Sec. 21-79. - Same—Application.**

Applications for the permit required by section 21-78 of this division shall be signed by the curb and walk layer, or his authorized agent. They shall specify the ownership and location of the property where the work is to be done, and shall contain an agreement to be signed by the curb and walk layer that he will do the contemplated work in accordance with the rules and regulations of the department of public works and the city specifications pertaining to such work, and that he will indemnify and save the city harmless from all damages caused by his acts or omissions while acting under the permit applied for.

(Code 1960, § 36-18; Ord. of 5-1-62; Ord. of 7-5-72)

**Sec. 21-80. - Same—To be kept on job during continuance of work.**

The permit required by section 21-78 of this division shall be kept on the job during the continuance of the work and shall be available for inspection by all authorized persons.

(Code 1960, § 36-18; Ord. of 5-1-62; Ord. of 7-5-72)

**DIVISION 5. - PERMANENT PATCHING OF CITY STREETS<sup>[5]</sup>**

**Sec. 21-81. - General provisions.**

The permanent patching of all utility trenches and other excavations in streets maintained by the City of Bristol will be by the public works department or under contract to the city.

All utility contractors shall obtain an excavating permit for any trenches in the public street.

(Ord. of 8-13-84)

**Sec. 21-82. - Excavation, backfilling and patching, general requirements.**

Pavement and/or sidewalks shall be cut or sawn to straight neat lines, excavation without cutting or sawing will not be allowed. Cut line shall be parallel and six (6) inches minimum, outside either edge of the proposed trench. Tunneling under pavement or sidewalks will not be allowed. Bituminous material, cement concrete, ledge, rock and boulders over six (6) inches in any dimension shall be removed from the job, together with any clay, silt, or organic material. The public works inspector will check the material excavated and will allow re-use as backfill, sandy and/or gravelly material. Material not approved shall be disposed of off the job. Backfill shall be approved sandy gravelly material with no stones over six (6) inches in any dimension. Backfill shall be compacted in twelve-inch layers using mechanical compaction equipment.

The trench shall be filled to within eleven (11) inches of finished grade, eight (8) inches of approved processed gravel shall be spread and compacted, then three (3) inches of bituminous concrete shall be spread and compacted with the finished material flush with the adjacent existing surface. Bituminous concrete material shall be "hot mix," except during winter season when plants are closed "cold patch" will be used. During the period between temporary patch and permanent patch, the utility contractor shall be responsible for maintaining the patch and shall promptly correct all defects upon order of the director of public works. The contractor is an agent of the utility whose pipe, conduit, etc., is laid in the trench and has ultimate responsibility for the trench. In sanitary sewer laterals this is the serviced property owner. This procedure also includes new sanitary sewer construction and the ultimate responsibility shall be the city public works department.

(Ord. of 8-13-84)

**Sec. 21-83. - Fees, deposits, records and measurements for patches.**

(a)

Annually the city may advertise and receive bids for permanent patching of utility trenches. Bids will be taken on repair of bituminous pavement, curbing and sidewalk. The lowest acceptable unit prices will be utilized with a twenty (20) per cent escalator for charging contractors, that year, for trench permanent patching. Trenches that are temporarily patched during a calendar year normally will be permanently patched the following year, the intent being that temporary patches shall go through one complete winter season.

(b)

At the time of issuance of an excavation permit, the contractor shall deposit a fee equal to the estimated cost of the permanent patch. Upon completion, the actual patch will be measured and the contractor shall be billed for any permanent patch cost to the city that exceeds the amount deposited by the contractor. If the permanent patch cost to the city is less than the amount deposited with the city, the contractor will receive credit. Calculation of estimated patch costs will be based on trench length and width, (width shall be diameter of pipe plus thirty-six (36) inches, minimum forty-eight (48) inches, plus twelve (12) inches for every foot to depth of trench). Permits will not be issued to contractors owing the city any permanent patch fees. The city may institute legal action against contractors and those responsible for nonpayment of any permanent patch costs owed the city if any permanent patch fee is not paid within ninety (90) days of the due date.

(c)

The public works department shall keep a written record of all trenches, with their dates of excavation, temporary patch and permanent patches, deposit fees received, estimated final fees and actual final fees, and the balances owed or the credits due, and the exact locations and types of utilities. The city shall maintain a separate fund for permanent patching of all city streets. All payments by contractors or others excavating in a public way shall be deposited in the fund, and payments for completed permanent patching shall be disbursed from the fund.

(d)

The board of public works may reduce or waive the deposit otherwise required of a contractor under this section for good reason shown. Good reason shall include instances where the calculations required under this section exceed what otherwise is reasonably estimated to be the cost for permanently patching the excavation or other factually-based situations that would work a hardship on the contractor. When granting any reduction or waiver of the deposit requirement, the board of public works shall state its reason(s) on the record.

(Ord. of 8-13-84; Ord. of 11-13-07)

#### **Sec. 21-84. - Detailed patching requirements.**

Permanent patching shall be performed as follows:

(a)

*Sidewalks.* Temporary bituminous material shall be removed. Existing walk faces shall be straight and true with no cracks or breaks, if not, shall be cut at next sound transverse joint. Subgrade material shall be removed to five (5) inches below finish grade one-half inch preformed full depth and width expansion joints shall be placed against existing concrete. Portland cement concrete shall be as specified in chapter 21 of the City Ordinances. Topsoil and seeding shall be repaired as specified in Chapter 21 of the City Ordinances. Bituminous concrete walks shall be repaired as specified in subsection (c).

(b)

*Curbing.* Curbing shall be replaced to conform to existing adjacent curb. Existing curb shall be cut to neat true lines. Concrete and granite curb replacement shall be not less than three (3) feet. Bituminous curb less than twenty-five (25) feet may be hand formed to proper cross section. Curbing shall conform to chapter 21 of the City Ordinances.

(c)

*Pavement.* Existing bituminous material shall be removed, existing pavement shall be cut to reasonably straight longitudinal lines, transverse jogs within ten (10) feet of each other shall not be accepted, transverse cuts shall be perpendicular to the longitudinal cut. Several small excavations shall be widened into one. If existing pavement has cracked due to trench settlement, the edge of the trench shall be cut beyond such cracks to firm true pavement. The subgrade shall be graded and compacted to three (3) inches below finished grade. The contractor shall add any necessary processed gravel to bring trench to subgrade, care shall be taken to keep processed gravel tight under adjacent pavement. Edge of existing bituminous shall be painted with hot liquid asphalt prior to paving. Transverse joints in new patch shall be cut square and painted with hot liquid asphalt. Bituminous material shall be placed in two (2) equal layers of one and one-half inches compacted. Finished surface shall meet existing surface neat and true. Edges of completed patch shall be sealed with an application of hot liquid asphalt three (3) inches minimum wide. Finish surface shall be lightly dusted

with cement or fine quarry screenings. Patch shall be barricaded and traffic kept off for at least four (4) hours. Bituminous mixes, placement compaction, etc., shall be as specified in chapter 21 article III of the City Ordinances.

(Ord. of 8-13-84)

**Secs. 21-85—21-91. - Reserved.**

## **PROPOSED CITY STREET ORDINANCE – REVISIONS**

### **PERMITS & PERMANENT PATCHES, ROADWAY RESTORATION**

DATED 2/1/24 rev 3/8/24

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#### **DIVISION 3 – Excavation & Work Within City Roadway Right of Way by Private Contractors and Public Utilities**

##### **Sec 21-65: General**

No contractor, person or public utility shall work within any portion of the City roadway right of way without obtaining an excavation permit from the Department of Public Works. Work shall include, but is not limited to: the disturbance, excavation, construction, and demolition of roadway pavement, curbing, sidewalks, underground utilities (sewer, water, storm water, natural gas, electric or telecommunication conduits), roadside barriers, signs, lights, and structures of any kind. Minor repairs to sidewalks, such as filling cracks with mortar, are not required to be performed by a licensed contractor, along with the installation of mail boxes and landscaping.

All work performed within the City roadway right of way shall be performed in a safe manner in accordance with Department of Public Works standards and specifications.

All contractors and persons performing work within the City roadway right of way shall restore all disturbed roadway pavement, curbing, utilities, and sidewalks, including lawn & seed, and any roadside barriers, signs, lights, and structures of any kind to their original condition as they existed prior to any work being performed by the contractor or persons performing the work.

##### **Sec 21-66: License**

In order to obtain an excavation permit, all contractors and/or persons shall be licensed by the Department of Public Works. To become licensed, contractors shall submit an application (prepared by the Department of Public Works) demonstrating that said contractor has the knowledge, experience, and equipment to perform work in accordance with City of Bristol requirements. In addition, the contractor shall provide to the Department a certificate of insurance and a bond. As part of the review process, contractors or persons may be required to submit for review an applicable valid trade license issued by the State or Federal government or trade organization. However, the license subject to this City Ordinance is an additional license issued by the City as part of the authorization process to work within the roadway right of way. All licensed contractors or persons require the approval of the Director of Public Works.

The Department of Public Works shall prepare and submit the license application form to the Board of Public Works for review and approval.

Each contractor or person submitting an application for an excavation permit shall provide a bond of a surety company authorized to do business in the City in the minimum amount of \$20,000 (or equal to the value of the work as determined by the Department of Public Works), and conditioned substantially that the applicant, his employees, or agents shall faithfully perform such work in all respects, and shall replace and restore that portion of any street in which the applicant, his servants, or agents performed any excavation, to the original condition as before such work was performed. In accordance with the provisions of this ordinance, it is the intent of the City to authorize the Department of Public to set high bond limits based on the estimated value of the work as determined by the Department of Public Works.

Each contractor or person shall also file with the Department of Public Works a satisfactory public liability insurance certificate in the minimum amount of General liability \$1,000,000 (combined single limit) bodily injury/property damage coverage per occurrence and \$2,000,000 aggregate coverage, to indemnify and save the City and its agents harmless from all suits and actions brought against the City or any officer thereof, on account of any injuries sustained or damage caused by any person in consequence of, or resulting from, any negligence in guarding such work, or any act or omission of the licensee.

The Board of Public Works reserves the right to modify insurance and bonding requirements as required to safeguard the public.

Whenever, in the opinion of the Director of Public Works, any licensed contractor or person violates any of the provisions of this ordinance, or any of the rules, regulations, and specifications adopted by the Director, the Director may order the suspension or revocation of the license of such curb and walk layer.

##### **Sec 21-67: Permits**

All contractors or persons shall obtain a permit issued by the Department of Public Works prior to performing work within any portion of the City roadway right of way. Work shall include, but is not limited to: the disturbance, excavation, construction, and demolition of roadway pavement, curbing, sidewalks, underground utilities (sewer, water, storm water, natural gas, electric or telecommunication conduits), roadside barriers, signs, lights, and structures of any kind. Minor repairs to sidewalks, such as filling cracks with mortar, are not required to be performed by a licensed contractor, along with the installation of mail boxes and landscaping.

Contractors or persons performing work to replace or install a driveway apron within the roadway right of way shall obtain a Driveway Permit issued by the Department of Public Works. Contractors or persons performing work to replace and install sidewalks within the roadway right of way shall obtain a Sidewalk Permit issued by the Department of Public Works. Contractors or persons performing all other work such as: excavation, construction, and demolition of roadway pavement, curbing, sidewalks,

underground utilities (sewer, water, storm water, natural gas, electric or telecommunication conduits), roadside barriers, signs, lights, and structures of any kind shall obtain an Excavation Permit.

The Department of Public Works shall prepare and submit the permit application form (Sidewalk, Driveway, and Excavation permits) to the Board of Public Works for review and approval. All contractors and/or persons shall submit the applicable permit application prior to completing work. Permit application forms shall include the following:

- A. Sidewalk and Driveway Permits:
  - 1. Name of licensed contractor or person performing work along with contact information
  - 2. Location and type of work to be performed.
- B. Excavation Permit
  - 1. Name of licensed contractor or person performing work along with contact information
  - 2. Location and type of work to be performed.
  - 3. Map indicating proposed work. Note that an A-2 survey survey may not be required by the Department of Public Works. However, the map shall indicate proposed work and existing roadway utilities and facilities. In addition, for house utility laterals, a field walk performed by the applicant and a Department of Public Works representative may be substituted for the submittal of a map.
  - 4. All utilities shall be installed in accordance with City standards with respect to size, depth, location, materials, and bedding.

All contractors or persons shall provide the Department of Public Works information regarding the impact the work will have on traffic. The Department of Public Works may require a traffic control plan. Contractors or persons are advised that all/any road closure requires authorization and approval from the Director of Public Works or the Chief of Police, no other City entity or person is authorized to approve the closure of a City Street.

No work shall be performed prior to the approval of the permit by the Department of Public Works. Public Utilities performing emergency work shall submit a permit to the Department of Public Works within 48 hours of an emergency.

An application fee shall be charged to each contractor obtaining a Department of Public Works permit, issued in accordance with this ordinance. The application fee shall be set by the Board of Public Works. In accordance with the ordinance a separate application fee shall be established for work performed by public utility companies.

Contractors shall be advised that on newly-paved roadways, the City enforces a moratorium on the issuance of excavation permits on newly-paved roads. No permit will be issued for a period of five (5) years after a roadway is paved to install main line utilities, and three (3) years to install laterals. If required, restoration shall include the milling and paving of the roadway curb-to-curb, or a full lane width at the contractor's expense, as agreed upon by the utility company and the Department of Public Works. Said work shall be performed by the Department of Public Works. Restoration of pavement for lateral installation, during the moratorium period, shall consist of milling a larger patch (2 ft. around perimeter of temporary patch) and repaving in accordance with department of Public Works specifications. Work shall include the installation of a full pavement depth (4 inch min) in the area of the temporary patch.

## **Sec 21-68: Excavation within City Streets**

Pavement and/or sidewalks shall be cut or sawn to straight neat lines. Excavation without cutting or sawing will not be allowed. Cutline shall be parallel, and six (6) inches minimum, outside either edge of the proposed trench.

Tunneling under pavement or sidewalks is not allowed. Bituminous material, cement concrete, ledge, rocks and boulders over six (6) inches in any dimension, shall be removed from the job, together with any clay, silt, or organic material. The Public Works inspector will check the material excavated and will allow re-use as backfill, sandy and/or gravelly material. Material not approved of shall be disposed of from the job site. Backfill shall be approved sandy gravelly material with no stones over six (6) inches in any dimension. Backfill shall be compacted in fifteen-inch lifts or layers using mechanical compaction equipment approved by the Department of Public Works.

The trench shall be filled to within eleven (11) inches of finished grade, nine (9) inches of approved processed gravel shall be spread and compacted, then two (2) inches of bituminous concrete temporary pavement shall be spread and compacted, with the finished material flush with the adjacent existing surface.

The limits of permanent patch shall be established/confirmed at the completion of work/installation of temporary asphalt patch. Permanent patches shall extend 6-inches beyond the temporary patch, and require the contractor to re-cut the roadway asphalt. The City of Bristol may require the installation of additional roadway asphalt patch to improve road conditions, and may extend the permanent patch limits to include older patches or road defects. If the City requires the replacement of additional roadway, the cost of the additional work will be paid for by the City, or the utility company will pay the City the application cost of the required patch (not including the additional work) and the City will install the entire/desired permanent patch that is required to repair the utilities work and the road defect. All utility boxes shall be installed flush with pavement.

Bituminous concrete material shall be "hot mix," except during the winter season when plants are closed. "Cold patch" may be used with authorization and approval by the Department of Public Works. During the period between temporary patch and permanent patch, the utility contractor shall be responsible for maintaining the patch, and shall promptly correct all defects upon order of the Director of Public Works. Failure by the contractor to maintain the trench in a safe condition will result in the Department of Public Works performing the work and charging the contractor for said repairs.

The storage of materials or equipment within the City's right of way is not allowed, unless authorized by the Public Works Engineering Division, or the Director of Public Works. The site shall be cleaned and swept at the end of each day. The blocking of private driveways shall not be allowed.

## **Sec 21-68: Permanent Patching and Restoration of City Streets**

All temporary pavement patches shall be removed and replaced after one year with a permanent pavement patch or pavement restoration.

Annually, the Department of Public Works will procure the services of a paving contractor to remove temporary pavement patches installed as part of the Department of Public Works permit defined in this ordinance. The procured paving contractor will install all permanent pavement patches installed within the last year. Permit holders are not authorized or permitted to install permanent roadway patches unless otherwise approved by the Board of Public Works.

At the time of issuance of an Excavation Permit, the contractor shall deposit a fee equal to the estimated cost of the permanent patch. Upon completion, the actual patch will be measured, and the contractor shall be billed for any permanent patch cost to the City that exceeds the amount deposited by the contractor. If the permanent patch cost to the City is less than the amount deposited with the City, the contractor will receive a credit. Calculation of estimated patch costs will be based on trench length and width (width shall be diameter of pipe plus thirty-six (36) inches, minimum forty-eight (48) inches, plus twelve (12) inches for every foot to depth of trench). Permits will not be issued to contractors owing the City any permanent patch fees. The City may institute legal action against contractors and those responsible for nonpayment of any permanent patch costs owed to the City if any permanent patch fee is not paid within ninety (90) days of the due date. The Department of Public Works shall calculate the unit pavement cost based on the pavement contractor's cost with a twenty (20) percent escalator for charging contractors, that year, for trench permanent patching.

The Public Works Department shall keep a written record of all trenches including: the dates of excavation, temporary patches and permanent patches, deposit fees received, estimated final fees and actual final fees, the balances owed or the credits due, and the exact locations and types of utilities. The City shall maintain a separate fund for permanent patching of all City streets. All payments by contractors or persons excavating in a public right of way shall be deposited in the fund, and payments for completed permanent patching shall be disbursed from the fund.

All contractors shall be required to identify the temporary pavement trenches by spray painting the company's name at several locations, based on the size of the trench, as determined by the Department of Public Works. Work performed by Public Utility companies, or contractors performing the work for the public utility, shall identify the trench using the public utility companies' name.

Public utility contractors authorized by the Department of Public Works are permitted to install their own permanent patch. However, all work must be performed in accordance with Department of Public Works requirements and specifications. Public utility companies are authorized by the Department of Public Works and passed on roadway pavement conditions may be required by the Department of Public Works to restore roadway pavement by milling and paving roadway sections, either curb to curb or full travel lane widths. Said pavement restoration (milling and paving) shall be paid for at the sole expense of the public utility company or the utility company may fund the City performing the work.

All permanent pavement installation and roadway pavement restoration shall conform with City standards and specifications. Existing bituminous material shall be removed, existing pavement shall be cut to reasonably straight longitudinal lines, transverse jogs within ten (10) feet of each other shall not be accepted, and transverse cuts shall be perpendicular to the longitudinal cut. Several small excavations shall be widened into one. If existing pavement has cracked due to trench settlement, the edge of the trench shall be cut beyond such cracks to firm true pavement. The subgrade shall be graded and compacted to four (4) inches below finished grade. The contractor shall add any necessary processed gravel to bring trench to subgrade, care shall be taken to keep processed gravel tight under adjacent pavement. Edge of existing bituminous shall be painted with hot liquid asphalt prior to paving. Transverse joints in new patch shall be cut square and painted with hot liquid asphalt. Bituminous material shall be placed in two (2) equal layers of one and one-half inches compacted. Finished surface shall meet existing surface neat and true. Edges of completed patch shall be sealed with an application of hot liquid asphalt three (3) inches minimum wide.

The Department of Public Works may expand the permanent patch limits and increase the area of the permanent patch to correct roadway defects that existed prior to work performed in accordance with the permit. Said work shall be paid for by the City.

**CITY OF BRISTOL**  
**DEPARTMENT OF PUBLIC WORKS**  
**EXCAVATION PERMIT REQUIREMENTS**

Permit No. \_\_\_\_\_

Public Utility Company: \_\_\_\_\_

Date: \_\_\_\_\_

In accordance with City of Bristol Ordinance Division 5 – Permanent Patching of City Streets, all contractors performing work within the City's roadway right of way are required to obtain an excavation permit from the City's Department of Public Works. In accordance with the ordinance, the contractor shall restore all roadway pavement, sidewalks, curbing, and City facilities back to the original condition at the completion of said work.

Pursuant to City of Bristol Department of Public Works policies, public utility companies and their contractors are NOT charged a fee for Department-issued excavation permits, nor are they required to provide the City with a permanent patch fee, which would allow the Department to make repairs/install permanent patch. The utility company is responsible for compliance with ALL City permit requirements, including restoration of the City's right of way, and installation of a permanent pavement patch.

In order to ensure that work performed within the City's right of way is performed in accordance with City Ordinance and Department of Public Works requirements, the following City Ordinances/requirements require the acknowledgement of the site supervisor/foreman overseeing the work associated with this permit:

I ACKNOWLEDGE THE FOLLOWING STATEMENTS (please mark each box):

- ☐ 1. The Department of Public Works is responsible to oversee all work performed within the City's right of way, including traffic control and coordination with Bristol Police Department.
- ☐ 2. The location of proposed utilities shall be provided to the Department of Public Works prior to issuance of a permit by the Department. Said map shall not be limited to proposed utilities specifically associated with this permit, and shall indicate all existing underground utilities (sanitary sewer main/laterals, water main/laterals, gas main/laterals along with traffic, and electrical conduits (if applicable)). City GIS mapping can be used as a base map to indicate proposed work.
- ☐ 3. The contractor shall provide an emergency 24/7 contact number, traffic control plan, and a schedule of the proposed work, including permanent restoration.
- ☐ 4. Prior to the start of any work, Eversource and/or the contractor performing the work shall walk the project limits with DPW Engineering staff.
- ☐ 5. No main line utilities (gas, water, electrical/communication, or sanitary sewer) shall be located within 5 feet of the edge of road, in order to avoid conflict with future City storm drainage.
- ☐ 6. Minimum saw cutting of pavement shall be 3 ft. Utilities shall be located in the center of the excavation area. The undermining of existing roadway asphalt shall result in the removal of additional asphalt and roadway asphalt patching.
- ☐ 7. Tunneling/jet/direction drill of utilities under City roadway pavement is not allowed, including traffic loops.
- ☐ 8. All utilities shall be set in bedding material and installed at a depth required by the utility company and in accordance with City standards, specifications and approved by the Department of Public Works.
- ☐ 9. The permanent asphalt patch shall consist of 4 inches of Class 2 asphalt (installed in two 2-inch lifts) over 8 inches of process gravel.
- ☐ 10. The temporary asphalt patch shall consist of 2-inches of Class 2 asphalt over 9 inches of process gravel. Each temporary pavement patch shall be marked with spray paint, indicating the utility (company) that performed the work.
- ☐ 11. Contractors shall have earth-compacting equipment on site at all times during construction. Contractors shall compact, in 15-inch lifts, to 95% compaction. Unless unsuitable and/or wet soil material is encountered, trench shall be back-filled with native/existing soil material. Excess fill shall be removed from site.
- ☐ 12. The storage of materials or equipment within the City's right of way is not allowed, unless authorized by the Public Works Engineering Division, or the Director of Public Works.
- ☐ 13. No road closures or detours will be permitted unless approved by the Director of Public Works or the Public Works Engineering Division.
- ☐ 14. The site shall be cleaned and swept at the end of each day. The blocking of private driveways shall not be allowed.
- ☐ 15. The limits of permanent patch shall be established/confirmed at the completion of work/installation of temporary asphalt patch. Permanent patches shall extend 6-inches beyond the temporary patch, and require the contractor to re-cut the roadway asphalt. The City of Bristol may require the installation of additional roadway asphalt patch to improve road conditions, and may extend the permanent patch limits to include older patches or road defects. If the City requires the replacement of additional roadway, the cost of the additional work will be paid for by the City, or the utility company will pay the City the application cost of the required patch (not including the additional work) and the City will install the entire/desired permanent patch that is required to repair the utilities work and the road defect.
- ☐ 16. All utility boxes shall be installed flush with pavement.
- ☐ 17. Utility companies shall be advised that on newly-paved roadways, the City enforces a moratorium on the issuance of excavation permits on newly-paved roads. No permit will be issued for a period of five (5) years after a roadway is paved to install main line utilities, and three (3) years to install laterals. If required, restoration shall include the milling and paving of the roadway curb-to-curb, or a full lane width at the utility company's expense, as agreed upon by the utility company and the Department of Public Works. Said work shall be performed by the Department of Public Works.

- [ ] 18. Utility companies shall be responsible for utility trenches for a period of one-year after installation of temporary patch or if the utility company is responsible for the permanent patch the utility shall be responsible until a permanent patch is installed.
- [ ] 19. The Department of Public Works shall notify the utility company of unsafe temporary patches. If the utility company is NOT responsive within 24 hours, DPW shall document conditions and make necessary repairs at the utility company's expense.
- [ ] 20. Utility companies shall be responsible to repair/replace "as new" all disturbed or damaged public facilities located within the roadway right of way, including sidewalks, curbing, pavement markings, and loam & seed. Said public facilities shall include, but not limited to, streetscape improvements (brick & ornamental lights/ conduit), if applicable. Restoration shall also include the replacement of private driveway aprons and mailboxes within 30 days of installation of temporary pavement.
- [ ] 21. Utility companies performing emergency utility work shall obtain a permit from the Department of Public Works within 48 hours of the start of said work.

The Director of Public Works, City Engineer, or their agents are authorized to waive requirements based on field conditions.

Contractor/Construction Firm/Co. \_\_\_\_\_

Address (No. & Street): \_\_\_\_\_

(Town & State): \_\_\_\_\_

Project On-site Foreman/Supervisor:

- a. Name (Print): \_\_\_\_\_
- b. Signature: \_\_\_\_\_
- c. Date: \_\_\_\_\_
- d. Emergency Contact No. \_\_\_\_\_

If the original on-site is replaced, the City of Bristol requests the following information:

Project On-site Foreman/Supervisor (if required):

- e. Name (Print): \_\_\_\_\_
- f. Signature: \_\_\_\_\_
- g. Date: \_\_\_\_\_
- h. Emergency Contact No. \_\_\_\_\_

The on-site supervisor shall keep this document on-site and available for the Department of Public Works inspection at all times.

Please contact the Department of Public Works Engineering Division with any questions or concerns at 860-584-6125.



**City of Bristol DEPARTMENT  
OF PUBLIC WORKS BRISTOL,  
CONNECTICUT 06010**

860-584-6125 – Front Desk  
860-584-6295 – Sanitary Sewer Inspector

**Contractor's License & Bonding Information Package**

**License & Bonding Narrative**

This Contractor's License and Bonding Information Package includes the following:

- License & Bonding Narrative
- Excavation Contractor's License Application (to be completed & returned to DPW)
- Excavating Contractor's Permit Bond Form (to be completed & returned to DPW along with bond & Power of Attorney Form)
- List of streets requiring uniformed City of Bristol Police Officer for Traffic Control. Call 860-584-3000 48 hours prior to work to schedule Police Officers. Contractor is responsible for cost of officers.
- Sanitary Sewer Connection fee schedule.

**Requirements and procedures to become a licensed and bonded Excavation Contractor in the City of Bristol**

- Contractor must be licensed by the State of Connecticut as a P1, P7 or W-9 Contractor
- Complete and return the Excavation Contractor's License Application to the Bristol Public Works Department.
- Complete and return to the Bristol Public Works Department the Excavation Contractor's Permit Bond Form and supply a bond for ten thousand dollars (\$10,000.00) with a Power of Attorney Form.
- Provide a Certificate of Liability Insurance with the following coverage;
  - Personal Injury - \$100,000 Minimum(300,000)
  - Property Damage - \$10,000 Minimum(300,000)

Submit the above listed information as one package to the Bristol Department of Public Works office during regular office hours (M-F, 8:00-5:00). This information will be reviewed by the Sanitary Sewer Inspector.

After you become a licensed and bonded Contractor you must obtain an Excavation Permit from the City of Bristol Sanitary Sewer Inspector prior to conducting any work within a City of Bristol street and/or right of way.



City of Bristol DEPARTMENT  
OF PUBLIC WORKS BRISTOL,  
CONNECTICUT 06010

**License & Bonding Narrative (Continued)**

**Excavation Permit & Permanent Patch Information**

All excavation and utility work conducted within any City of Bristol street and/or right of way can only be conducted by Contractors licensed and bonded *by the City of Bristol*.

To become a licensed and bonded Contractor in the City of Bristol obtain a "Contractor's License & Bonding Information Package" from the City of Bristol Department of Public Works office located in City Hall at 111 North Main Street, Bristol Connecticut.

An excavation permit must be issued by the City of Bristol Sanitary Sewer Inspector (584-6115) a minimum of 48 hours prior to any excavation work within any City of Bristol street and/or right of way.

All *utility connection fees* for the subject property must be paid prior to issuance of an excavation permit.

Excavation permits are issued Monday thru Friday from 8:00 a.m. to 9:00 a.m. and from 3:30 p.m. to 4:30 p.m. and at other times as arranged with the Sanitary Sewer Inspector.

**Fees**

**Excavation permit fee** = \$40.00 each. Separate excavation permits are required for each utility.

**Permanent Patch fee** – At the time of issuance of an Excavation Permit the Contractor shall pay the estimated cost of the permanent patch to the City of Bristol. During the period between temporary patch and permanent patch, the Contractor shall be responsible for maintaining the patch and shall promptly correct all defects upon order of the Director of Public Works or his designated agent. The intent is that temporary patches shall go through one complete winter season prior to being permanently patched by the City of Bristol. Prior to issuing a Certificate of Occupancy, the City of Bristol will measure the total area of the temporary patch, to assure the funds collected will cover the total permanent patch cost. If additional funds are needed to cover permanent patch cost they will be collected before a Certificate of Occupancy is issued.

Calculation of estimated patch cost will be based on length and width, (width shall be diameter of pipe plus twelve (12) inches, minimum twenty-four (24) inches, plus twelve (12) inches for every foot to depth of trench.) Permanent patch fees are calculated by the City of Bristol and subject to payment by the contractor.



**City of Bristol**  
DEPARTMENT OF PUBLIC WORKS  
BRISTOL, CONNECTICUT 06010

**Excavation Contractor's License Application**

Date Filed: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Denied: \_\_\_\_\_

**1. APPLICANT:** (Person completing this application)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ [ ] home [ ] work

**2. COMPANY:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ [ ] home [ ] work

**3. STATE LICENSES HELD:**

Classification & Number: \_\_\_\_\_  
\_\_\_\_\_

**4. REFERENCES:** List a minimum of three (3) references (other than material suppliers) who are familiar with your work and the information contained within this application. Attach another sheet if necessary.

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City of Bristol  
DEPARTMENT OF PUBLIC WORKS  
BRISTOL, CONNECTICUT 06010

Sidewalk, Driveway and Curb Contractors License Application

Application for License

Received \_\_\_\_\_, 20\_\_

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

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

Person to be examined: \_\_\_\_\_

General Information: Note – If local license of a different classification is now held by the applicant, state number and classification of such license. If no license is now held, give full information including where training was obtained, what work has been done, names of former and present employers and other facts pertinent to this application.

Experience:

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I hereby certify that all of the statements herein are true and correct.

Signed: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D.

Notary Public



Department of Public Works | 860.584.6125

**CURB, SIDEWALK, AND DRIVEWAY PERMIT APPLICATION**

| YOUR INFORMATION                      |         |             |           |                 |          |                      |                           |
|---------------------------------------|---------|-------------|-----------|-----------------|----------|----------------------|---------------------------|
| COMPANY NAME                          |         |             |           | EMAIL ADDRESS   |          | TELEPHONE NUMBER     |                           |
|                                       |         |             |           |                 |          |                      |                           |
| COMPANY ADDRESS                       |         |             | CITY      | STATE           | ZIP      | Bond Expiration Date | Insurance Expiration Date |
|                                       |         |             |           |                 |          |                      |                           |
| ADDRESS WHERE WORK IS TO BE PERFORMED |         |             |           | WORK TO BE DONE |          |                      |                           |
|                                       | HOUSE # | STREET NAME | CONSTRUCT |                 | REPAIR   |                      | REPLACE                   |
|                                       |         |             | CURB      |                 | DRIVEWAY |                      | SIDEWALK                  |
| PAYMENT INFORMATION                   |         |             |           |                 |          |                      |                           |
|                                       |         |             |           |                 | Check #  | TOTAL DUE:           |                           |
|                                       |         |             |           |                 |          | \$40.00              |                           |

Contractor Signature

Date

In accordance with the specifications of Chapter 21 of the Code of General Ordinances relation to the construction and maintenance of sidewalks, driveway aprons, and curbs. Particular attention is directed to Sections 21 - 51 through 21 - 53 thereof requiring compliance with minimum specification standards as well as the Regulations issued by the Director of Public Works pursuant to said Ordinance.

**By Appointment Only**

**Please make checks payable to: City of Bristol**

**Mail to: DPW 111 N. Main Street**

**\*\*Work shall not be performed until final approval by DPW and permit is issued\*\***

**OFFICE USE ONLY**

|             |  |              |        |                       |  |             |  |
|-------------|--|--------------|--------|-----------------------|--|-------------|--|
| CBYD NUMBER |  | Service Type |        | Check #               |  | TOTAL PAID: |  |
| PERMIT #    |  | APPROVED     | DENIED | APPROVER: Sean Harris |  | DATE:       |  |
| Notes       |  |              |        |                       |  |             |  |
|             |  |              |        |                       |  |             |  |

City of Bristol  
Department of Public Works  
111 North Main Street  
Bristol, CT 06010  
www.bristolct.gov



Department of Public Works | 860.584.6125  
Excavation Inspector 860.584.6114

## EXCAVATION PERMIT

| YOUR INFORMATION                                                                                      |        |             |      |                                              |            |                      |          |                           |            |
|-------------------------------------------------------------------------------------------------------|--------|-------------|------|----------------------------------------------|------------|----------------------|----------|---------------------------|------------|
| COMPANY NAME                                                                                          |        |             |      | EMAIL ADDRESS                                |            |                      |          | TELEPHONE NUMBER          |            |
|                                                                                                       |        |             |      |                                              |            |                      |          |                           |            |
| COMPANY ADDRESS                                                                                       |        |             | CITY | STATE                                        | ZIP        | Bond Expiration Date |          | Insurance Expiration Date |            |
|                                                                                                       |        |             |      |                                              |            |                      |          |                           |            |
| ADDRESS WHERE WORK IS TO BE PERFORMED                                                                 |        |             |      | WORK TO BE DONE Please select all that apply |            |                      |          |                           |            |
| LOT #                                                                                                 | HOUSE# | STREET NAME |      | Repair or Replace                            |            | New Service          |          |                           |            |
|                                                                                                       |        |             |      | Water Service                                | Sewer Line | Gas                  | Electric | Storm                     | Other      |
|                                                                                                       |        |             |      |                                              |            |                      |          |                           |            |
| PAYMENT INFORMATION                                                                                   |        |             |      |                                              |            |                      |          |                           |            |
| A Permanent patch may be required. You will be contacted to determine size and scope of patch/patches |        |             |      |                                              |            |                      |          | Check #                   | TOTAL DUE: |
|                                                                                                       |        |             |      |                                              |            |                      |          |                           | 0          |

Contractor Signature

Date

Repair roadway in accordance with City standard & ordinance. Install at least 12 inches of bank run gravel topped with 8 inches of processed gravel. Pavement thickness shall match adjacent pavement. Use of cold patch is only permitted under emergency conditions. All cold patch shall be replaced with hot patch by the end of the next business day. Failure to maintain trench / patch or comply with City requirements may result in City repairing trench and back charging applicant. If permanent patching is required contractor is responsible for patch until the City contractor performs work.

**Inspector Available by Appointment Only**

**Please make checks payable to: City of Bristol**

**Mail to: DPW 111 N. Main Street**

**\*\*Work shall not be performed until final approval by DPW and permit is signed and issued\*\***

### OFFICE USE ONLY

|                                                          |               |           |              |           |             |
|----------------------------------------------------------|---------------|-----------|--------------|-----------|-------------|
| PERMIT #                                                 |               | APPROVED  | DENIED       | APPROVER: | DATE:       |
| <b><u>IF A PERMANENT PATCH IS REQUIRED SEE BELOW</u></b> |               |           |              |           |             |
| Type of Patches:                                         | Size of Patch | Patch Fee | Patch Amount | Check #   | TOTAL PAID: |
| Pavement                                                 |               |           |              |           |             |
| Sidewalk                                                 |               |           |              |           |             |
| Other(See Note)                                          |               |           |              |           |             |
| Notes                                                    |               |           |              |           |             |

City of Bristol  
Department of Public Works  
111 North Main Street  
Bristol, CT 06010  
www.bristolct.gov