



Town of Pittsford
 PO Box 10 * 426 Plains Road
 Pittsford, VT 05763
 (802) 483-6500
 www.pittsfordvermont.com

ENCROACHMENT APPLICATION

(electric underground service, water, and sewer lines)

Name: _____

Mailing Address: _____

Address of Property for Connection: _____

Phone Number/Email Address: _____

Parcel ID#: _____

The undersigned requests an encroachment permit to allow _____ to construct an _____ or to make changes (including but not limited to signs and fences) in accordance with Vermont Department of Highway Standards to serve the applicant’s property located on the _____ side of _____ (road). The proposed access or changes will be located approximately _____ feet from the intersection of this road with _____. The applicant agrees to maintain said access/changes and adhere to the directions, restrictions, and conditions forming a part of this permit.

The following fees apply:

Application fee: \$100 with a \$1,000 bond or check. The bond will be returned one year after work is completed if the work completed meets the standards required.

The following are required guidelines:

- Encroachment applications will allow work to be done only May 15 through October 15 of a calendar year unless it is an emergency situation and the highway supervisor approves the work to be done
- Town Highway department will be contacted at least five (5) days before work will be started on a project. The Town Highway Garage number is (802) 483-6886 or email highway@pittsfordvermont.com.
- Dig Safe must be contacted before work starts.
- In a Town water and/or sewer service area, the Town Water department must be contacted at (802) 483-6778 or water@pittsfordvermont.com.
- All underground power lines must be taped with proper burial tape.
- No powerlines can be laid in the water or sewer service ditches.
- Any power line crossing a municipal service must be run in conduit.
- Any work done in the water and/or sewer service areas need to be warned and completed during town business hours. Please see the Town website for working hours.
- Backfilling must be done in lifts with compaction. The compaction needs to be done every 12” lift and the top 18” must meet state specification 1 ½” crushed gravel.

- If the road area is a paved surface that needs to be cut, paving to repair the road surface must include a 2" base coat using ¾" mix and a 1" top coat using ½" or 3/8" mix.
- The Highway superintendent is to approve the base before paving occurs.
- The area must be paved within 30 days of trench work being done.
- The landowner is responsible for repair work to the highway for one year after installation of any road related problem or ditches that occur from the work performed in the Town right of way.
- The Town is not responsible for any signing, marking, traffic control, or damages during or after construction.
- If a subcontractor is used, a certificate of insurance is required to be on file at the Town Offices prior to the start of the project.
- You may require permits and specifications from other Town Departments, state and federal agencies.

This permit is issued in accordance with Title 19, Section 1111, V.S.A. relative to all highways within the control and jurisdiction of the Town of Pittsford. The issuance of this permit does not release the applicant from any requirements of statutes, ordinances, rules and regulations administered by other governmental agencies. The permit will be effective upon compliance with such of these requirements as are applicable and continue in effect for as long as the present land use continues. Any change from the present land use will require a new permit. This permit is issued subject to the directions, restrictions, and conditions contained herein and on any attachments hereto, and covers only the work described in this application and then only when the work is performed as directed. Violations are subject to the penalties set forth in Title 19, Section 1111, V.S.A. of fines not less than \$100 not more than \$10,000 for each violation.

Signature of Property Owner: _____ Date: _____

Office Use Only:

Date Received: _____ Date Fees Received: _____

Approved Not Approved Highway Superintendent: _____

Approved Not Approved Town Manager: _____