



TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Engineering Department

Tanya D. Lane
Acting Town Manager

Christopher Greenlaw
Town Engineer

May 24, 2016

TO ALL CONTRACTORS:

This will summarize the permit process in the Town of Newington. Should you have any questions please call this office and we will help you.

The permit process is separated into two categories as follows:

1. Excavation
 2. Driveway, Curb and Walk Layers.
1. The Excavation permit covers all operations that will require excavation within the Town's rights-of-way, backfilling, and requiring restoration of the surface.
 2. Driveway, Curb and Walk Layer permit covers work associated with the installation and/or repair of Driveways, Curbs and Sidewalks, also on Town owned property.

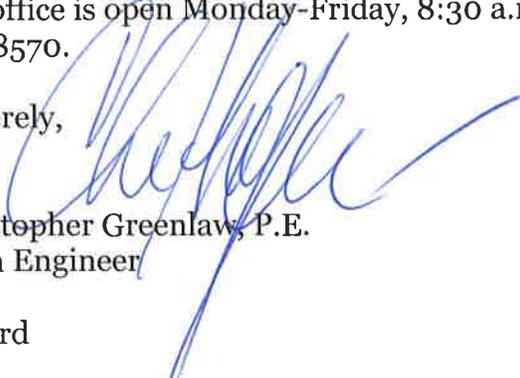
Prior to a permit being issued by this office, contractors must be licensed by the Town and an original bond and insurance certification must be approved and on file in our office. The accompanying letter to contractors explains the limits of the bond and insurance requirements.

In an effort to make your permit application process as smooth as possible, I advise you to call ahead to make sure your bond and insurance certificate are up to date, have been approved, and are on file.

Your cooperation in this matter is greatly appreciated.

Our office is open Monday-Friday, 8:30 a.m. to 4:30 p.m. Our telephone number is 665-8570.

Sincerely,


Christopher Greenlaw, P.E.
Town Engineer

CG/crd

Phone: (860) 665-8570 Fax: (860) 665-8577
www.newingtonct.gov

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To All Contractors Working in Newington:

In an effort to avoid lost time on both of our sides, we have prepared a list of required items. These items must be up to date and properly executed in order for us to issue a permit. If you are not sure about any item, call ahead. Your cooperation will improve the efficiency and is greatly appreciated.

The following information and documentation is required from all contractors performing work on Town property.

The documents listed below must be submitted and approved by the Town Attorney's Office and Risk Manager prior to the issuance of any permits. The approval process will require a **minimum of forty-eight (48) hours.**

1. CERTIFICATION OF INSURANCE

- a. The **original certificate** of insurance form must be on file in the Engineering Department.
- b. The certificate must contain the following language: **"The Town of Newington is named as an additional insured as respects all liability arising out of the activities of the business identified on this certificate"**.
- c. The certificate must contain the following liabilities limits:

Broad Form CGL: \$1,000,000

Auto Liability: \$1,000,000

Worker's Compensation: As required by State Law

2. BOND

- a. The contractor must file with the Engineering Department a surety Bond of \$10,000 made out on a form provided by said office and will cover the current calendar year with an expiration date of December 31 of the same year. **Original form** must be filed with the Engineering Department.

Note: A separate \$10,000 bond must be provided for each calendar year that the contractor will be working within the boundaries of the Town of Newington.

RENEWAL CERTIFICATES AND CONTINUATION BONDS ARE NOT ACCEPTABLE.

***** Blank "Town Bond Forms" are available in the Engineering Department or online.***

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**** This authorization letter must be on file in the Engineering office at the start of every new year. Only the person named on the license will be issued permits if this updated letter is not on file.**

LETTER OF AUTHORIZATION

To the Engineering Department – Town of Newington:

_____ of	_____
Print	Title
_____	_____
Company Name	Address
_____	_____
Authorized Signature	Date

Do hereby authorize the following person(s) to obtain permits for the above company.
