



## **LICENSE AND PERMIT REQUIREMENTS**

Prior to a R.O.W. permit being issued by this office, the Certificate of Insurance (COI), Letter of Authorization and Bond must be approved and on file in our office. Then the Town of Newington license form needs to be completed and paid, before R.O.W. permit can be reviewed.

### **LICENSING:**

#### **1. CERTIFICATE OF INSURANCE (COI)**

a. Provide **original Certificate of Insurance** with the Engineering Department.

- List the **The Town of Newington is named as additional insured.**
- Minimum limits:
  - Broad Form CGL: \$1,000,000
  - Auto Liability: \$1,000,000
  - Worker's Compensation: As required by State Law

#### **2. LETTER OF AUTHORIZATION** form must be completed.

#### **3. BONDS**

a. Complete **Town of Newington Bond Form.**

- File Town bond form with the Engineering Department. Provide a \$10,000 Surety Bond for the current calendar year with an expiration date of December 31 of the same year.
- For principal, bond must be signed by a corporate officer (i.e. President or Secretary) and signature witnessed.
- For surety, bond must be signed by Notary with a witness signature and power of attorney form attached.
- For corporations, affix corporate seal. Provide Power of Attorney form (with same date as bond).
- All signatures including witnesses must have printed names and titles below signatures.
- The bonding company must be approved to do business in the State of Connecticut.

#### **4. LICENSE AND INDEMNITY AGREEMENT** (Apply for in person, once Bond and Insurance are approved)

- Complete the License Application. The Indemnity Agreement is at the bottom of the page for contractor to sign.
- Pay annual license fee(s): \$25.00 for each. **Note:** licenses expire on December 31 of the year issued.

### **R.O.W. PERMIT:**

#### **1. R.O.W. PERMIT APPLICATION FORM**

- Complete and sign the permit application at the Engineering Department.
- Pay permit fee:
  - **Driveway and Sidewalk Permits** - \$25 per location
  - **Street Excavation Permits** - \$75 per cut
- Permits require an 811-system (Call Before You Dig) number.
- **\*\*Contractors working for the utility companies shall provide a work order number for the project.**



# TOWN OF NEWINGTON

200 Garfield Street, Newington, Connecticut 06111

## Engineering Department

***\*\* 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 Name Title

\_\_\_\_\_  
Company Name Address

\_\_\_\_\_  
Authorized Signature Date

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

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_



Bond Number: \_\_\_\_\_

**DRAIN LAYER, STREET EXCAVATION, DRIVEWAY, CURB AND WALK LAYER'S BOND**

KNOW ALL MEN BY THESE PRESENTS, That, \_\_\_\_\_

\_\_\_\_\_ as principal, and \_\_\_\_\_

\_\_\_\_\_ as surety,

are held and firmly bound unto THE TOWN OF NEWINGTON, in the sum of Ten Thousand Dollars (\$10,000), lawful money of the United States of America, to be paid to the said THE TOWN OF NEWINGTON, its successors or assigns, for which payment, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that whereas the above bound principal may cut an improved pavement or any other portion of a highway or highways, including driveways, or install pipe in the Town of Newington and/or may install driveways, curbs, and walks and

**WHEREAS**, in the course of the performance of said work, the said principal must excavate and otherwise disturb the existing pavement, earth or any other portion of said highways or highways, and

**WHEREAS**, the said Town of Newington requires that said principal on the completion of said work shall restore said pavement or any other portion of the highway or Highway Right-of-Way to the condition in which it was before said work was undertaken.

**NOW, THEREFORE**, if said principal shall well and truly restore said pavement and any other portion of said highway or highways or Highway Right-of-Way as aforesaid and shall indemnify and save harmless the Town of Newington and its Town Manager and his agents from all suits and actions of every name and description brought against said Town or any officers of said Town for and on account of any injuries or damages received or sustained during the performance of said work or in consequence of or resulting from any work performed hereunder or of, or from any negligence in guarding said work, or of or from any act or omission of said principal, His servants or agents: shall faithfully perform said work in all respects and in accordance with all rules and regulations of the Town of Newington and of the Town Manager; and shall guarantee said work in like good condition to the satisfaction of the Town Manager **for a period of not less than one (1) year after completion** against failure caused by defective workmanship or materials and within said period with or without notice to the Principal, repair any portion of such street, shall pay the cost thereof within 30 days, and shall also pay all fines imposed upon him for violation of any such rules or regulations then this obligation shall be void otherwise it will remain in full force and effect.



It is understood that no further permits will be issued under this bond, # \_\_\_\_\_,  
after the current calendar year ending on December 31, 20\_\_\_\_.

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.  
(Town) (Day) (Month) (Year)

SIGNED, SEALED AND WITNESSED IN THE PRESENCE OF:

**Witness**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

**Principal**

BY \_\_\_\_\_ (SEAL)  
(Signature)

\_\_\_\_\_  
(Printed Name)

ITS \_\_\_\_\_  
(Title)

**Witness**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**SURETY**

BY \_\_\_\_\_ (SEAL)  
(Signature)

\_\_\_\_\_  
(Printed Name)

ITS \_\_\_\_\_  
(Title)