

**RIGHT OF WAY ENCROACHMENT PERMIT APPLICATION**

**TOWN OF EAST GRANBY**

Rev. 6/26/2022

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

**FEES: Minor work and simple driveway cuts within the Town ROW \$100**  
**Major work within the Town ROW \$1500 plus Retainer: \$3,000 for Plan Review and Inspections**

Cash or Irrevocable Letter of Credit (to be determined based on the extent of the work within the Town roadway)  
Bond Amount \_\_\_\_\_

The undersigned hereby agrees to perform the described work below at the location shown in compliance with the ordinances, rules and regulations of the Town of East Granby, and to post a cash bond or irrevocable letter of credit in an amount to be determined by the Town Engineer and/or his agent to cover the cost of construction. At the discretion of the Town Engineer or his agent, the bond may be waived. Furthermore, where applicable, the undersigned agrees to complete all the work described below and understands that, if not completed to the Town's satisfaction within six (6) months of the posting of the bond, the Town of East Granby will retain the bond to ensure completion.

CALL BEFORE YOU DIG "TICKET NUMBER" \_\_\_\_\_ Contractor Lic.# \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Location of Proposed Work \_\_\_\_\_

Description of Proposed Work \_\_\_\_\_

**Please attach sketch of proposed work**

Approximate Date to Start \_\_\_\_\_ Approximate Date of Completion \_\_\_\_\_

Name, Address and Phone # of Person, Corporation, or Agency performing work of other than applicant:

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

Signed \_\_\_\_\_  
Applicant or Authorized Representative

Approved: \_\_\_\_\_ Date \_\_\_\_\_ Public Works Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**For utility installations: The Town Engineer or the Director of Public Works shall be contacted to inspect the trench prior to the installation of the Processed Aggregate. (see attached detail.)**

**For minor work and simple driveway cuts within Town ROW:** A plan must be submitted with this application showing how controls will be installed to ensure that no damage occurs to the Town road or adjoining properties. These controls will be inspected by the Town Engineer or his representative before construction commences and several times during construction. Any damage that occurs during construction must be repaired and the PORTION OF THE DRIVEWAY WITHIN THE TOWN RIGHT-OF-WAY MUST BE PAVED. A \$500 cash bond will be required before a certificate of occupancy will be issued to ensure the paving is completed.

**For major work within Town ROW:** Applicant shall submit plan to be reviewed and approved by Town Engineer. Applicant shall pay fee of \$1,500 and pay retainer of \$3,000 to cover cost of plan review and inspections. Any part of the retainer that is unused will be turned back to applicant after final approval has been given by Town Engineer. If retainer is fully expended the Town can require the applicant to submit additional funds to cover the cost of the necessary engineering services for additional plan review and/or inspection services.

Cc: Town Engineer 860-986-3617/DPW Supervisor 860-655-8470/ Building Official 860-653-3444