



City of Rockland, Maine  
PUBLIC SERVICES DEPARTMENT  
270 Pleasant Street • Rockland, ME 04841  
(207) 594-0320 Fax (207) 594-9481  
[www.ci.rockland.me.us](http://www.ci.rockland.me.us)

## Excavation Permit Application

Permit Fee \$60

### **(A) CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Telephone # \_\_\_\_\_ Cell/Business # \_\_\_\_\_

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

Utility or Purpose: \_\_\_\_\_

### **(B) PROPERTY INFORMATION (If applicable):**

Property Address: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone # \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

### **(C) EXCAVATION INFORMATION:**

- Purpose for which the permit is sought: \_\_\_\_\_
- Nature of occupancy of building to be served by proposed excavation: \_\_\_\_\_
- Start date for proposed excavation: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_
- Total area of street or sidewalk to be disturbed: \_\_\_\_\_
- Volume of excavated material: \_\_\_\_\_ Trench width, length and depth: \_\_\_\_\_
- Type of utility connection: \_\_\_\_\_
- Accurate estimate of the total cost of the excavation including inspections, testing, and repaving: \$ \_\_\_\_\_
- Detailed narrative description of the proposed excavation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant must provide the following:**

- Evidence of Applicant's notification of, and (where applicable) permission from, the owner or operator of underground facilities in the proposed excavation area. Evidence of notification may be satisfied by providing the Applicant's Dig Safe number: \_\_\_\_\_
- Provide Certificate of Liability Insurance **naming the City of Rockland as an additional insured** for liability.
- A required "Performance Guarantee" bond, letter of credit, cash security deposit, good for two years from final completion of permitted project. To be used in the event of a partial or full failure in the condition of the excavated way, sidewalk or other public property. The "Performance Guarantee" for each permitted excavation shall be the amount of two times the project estimate stated in the application (Estimate x 2 = Performance Guarantee) Licensed contractors may annually post a "Performance Guarantee" in the amount of \$25,000 to guarantee their performance under street opening permits for that calendar year.
- At the completion of the project, a drawing denoting the installation of utility line or service lines within the right-of-way of streets shall be filed with the Director of Public Services within sixty (60) days of completion of construction.

**(D) SKETCH OF EXCAVATION SITE:**

- Provide a diagram of the proposed excavation showing the location of proposed utility installations/connections, and the size of the street or sidewalk excavation. Please show nearby landmarks (e.g. building w/ address, utility pole, fire hydrants, streets, sidewalks, trees, fences, etc.) Additional sheets or plan may be attached. **If you would like to have the City print you a GIS aerial photo showing the location and all of these items, call or email the Code Office at 207-594-0308 or rocklandcode@rocklandmaine.gov.**

**(E) PERMANENT PATCH COMPLETION:**

Type of Patch Material: \_\_\_\_\_

Number of Lifts and Thickness: #1 \_\_\_\_\_ #2 \_\_\_\_\_

Permit Procedure

- Applicant must obtain a signed and numbered permit before starting any work in the field.
- Contractor shall provide 24-hours prior notice before work is to begin so adequate inspection can be arranged.
- Contractor shall provide notice to Public Services prior to backfilling.
- All excavation shall be properly backfilled, compacted, and areas that were formerly paved need to be temporarily patched at the completion of work.
- In no case shall an open excavation be left overnight unless specifically waived by the Department of Public Services.
- All temporary patches shall be of an acceptable cold patch material, and all permanent patches shall be of an acceptable hot asphalt concrete mix.
- The Director shall grant, grant with conditions, or deny each application for a street opening permit within five (5) working days of submission of a complete application. All such permits shall be subject to the conditions stated therein, and to the requirements set forth in Rockland ordinance Chapter 15 STREETS, effective 9/7/16 and the Public Services Technical Manual.
- City requires that a Performance Guarantee be provided prior to the start of project.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For office use only**

**ADMINISTRATIVE INFORMATION:**

Permit # \_\_\_\_\_ Permit fee \$60.00 Account # 3254 Receipt # \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: PERMIT NOT VALID WITHOUT AUTHORIZED SIGNATURES AND PERMIT NUMBER**

City Clerk \_\_\_\_\_  
(Authorized signature) Date \_\_\_\_\_

Police \_\_\_\_\_  
(Authorized signature) Date \_\_\_\_\_

Public Services \_\_\_\_\_  
(Authorized signature) Date \_\_\_\_\_

**COMPLETION INSPECTION**

Inspector \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_

Reason (if denied) \_\_\_\_\_

**30-DAY INSPECTION**

Inspector \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_

Reason (if denied) \_\_\_\_\_

**2-YEAR INSPECTION**

Inspector \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_

Reason (if denied) \_\_\_\_\_