



City of Framingham

Application for Permit to Open, Occupy or Obstruct a Street or Sidewalk (SOP)

Section 1 – Permit Instruction, Fee Table, Contact Submittal and Agreement

1.1 Instruction

The “APPLICANT” (person or company requesting said permit) shall refer to the Application Requirements and Instructions Checklist to help fill out this form. Only forms containing the proper level of information will be processed. Hence, to avoid permit rejection or delays the Applicant should accurately complete and deliver the SOP form to the City of Framingham (such submittals normally are processed in 5 Business Days). Unless requested and stated under the approved Permit the standard SOP duration coverage is granted for 30 days.

1.2 Fee Table (please note fees are nonrefundable) (*) per August 7, 2007 Board of Selectmen SOP Policy approval

Category	Coverage	Fee (*)
Type 1	Surface cuts up to 100 SF	\$ 75.00
Type 2	Surface cuts greater than 100 SF	\$ 150.00
Type 3	Borings up to 3 locations	\$ 75.00
Type 4	Borings greater than 3 locations	\$ 150.00
Type 5	Street or Sidewalk Obstructions (work zones)	\$ 50.00
Type 6	Permit Renewal	\$ 50.00

1.3 Contact Information

Blank SOP forms and Guideline Instructions can be obtained at the DPW facility at 100 Western Ave. or from the City’s web site (www.FraminghamMA.gov). The main contact telephone number you can use to direct any questions regarding SOP applications or work is (508) 532-6022. Advance 48 hour Schedule Work Notification (SWN) MUST BE MADE VIA FAX (508) 424-3428 – (508) 620-4801 or E-MAIL (SOP.DPW@FraminghamMA.gov) or Mail or Hand Delivery to the above address by the Applicant prior to start of construction, reference paragraph 1.4 b) below. The Only exception to the SWN requirement will be made for Emergency Cases – Reference SOP Policy Section 5, paragraph 4).

1.4 SOP Stipulations and Agreement

- a) Agrees to adhere and comply with the City of Framingham SOP Policy. Conform to the City’s statues and By-Laws, to protect the work and guard against accident, to be accountable/liable for the cost of any damage or injury which may result from the work, to restore the street to a condition as good as it may be in at the time the permit is granted and to the satisfaction of the City. Further, it is the Applicants responsibility to have current Insurance coverage at the limits specified by the City and a Bond if requested in place for the amount specified before the start of any work. All work must be staged such to enable streets to remain passable for Emergency vehicles (care taken regarding work zone and material storage).
- b) Obtain and maintain a valid Digsafe ticket and to provide the City with advance 48 hour Schedule Work Notification (SWN) prior to start of construction work (mandatory to coordinate Police, Fire, and DPW inspection support, as well as to ensure public safety). SWN NOTIFICATION MUST BE MADE by returning a copy of the issued Permit with the completed Schedule section filled in and delivered to the City VIA E-mail, Mail or Hand Delivered, the only exception shall be for Emergency work (Gas, Water, Sewer, Cable, and Electrical: service/outage repair or corrosion/leaks that present a safety issue to the Public). *Note: Failure to comply with the SWN policy may result in the City issuing an immediate Violation notice resulting in the cessation of work (min. 1 day) and no new permits granted until the violation is resolved, and the potential for other SOP restrictions issued against the Permittee.*
- c) Comply with the City’s work window/ moratorium of April 1st to November 15th and standard days/hours of Monday thru Friday 7:30 AM to 4:30 PM. The City will upon request review exceptions to the above working window limits (i.e. Saturday/Sunday, and off hours 7PM to 5AM) for large projects or traffic sensitive cases. However, an applicant seeking such a request must provide sufficient justification, condition details, and advance notification (minimum 15 calendar days prior to target start date) so the City can adequately evaluate and issue a decision regarding special work window limits.

I, the undersigned Permittee herby understand with the acceptance of an Approved SOP permit to the above SOP Stipulations and Agreement points.

ACCEPTANCE SIGNATURE _____

Date _____

APPLICANT MUST SIGN AND DATE



City of Framingham

Application for Permit to Open, Occupy or Obstruct a Street or Sidewalk (SOP)

Section 2a – Work Scope Information

COMPLETED BY APPLICANT

Check and furnish all information under this Section – Failure to do so may result in the Application NOT BEING PROCESSED

2.1 DPW CITY PROJECT <input type="checkbox"/> (YES) <input type="checkbox"/> (NO) <input type="checkbox"/> Note _____	2.2 DIGSAFE TICKET <input type="checkbox"/> Number: 2020 - _____ <input type="checkbox"/> Valid to: _____ / _____ / 2020	2.3 FEE PAYMENT <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Note _____																								
2.4 WORK TYPE <input type="checkbox"/> Utility <input type="checkbox"/> Main <input type="checkbox"/> Service <input type="checkbox"/> Electric <input type="checkbox"/> Cable/Telcom/Conduit <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> New <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curbing <input type="checkbox"/> Well/Boring/Pole <input type="checkbox"/> Dumpster/Obstruction <input type="checkbox"/> _____ <input type="checkbox"/> _____	2.5 WORK LOCATION <input type="checkbox"/> Street Number _____ or Range _____ <input type="checkbox"/> Street Name _____ <input type="checkbox"/> Cross Street(s) _____ <input type="checkbox"/> Location Note _____ 2.6 WORK DESCRIPTION <input type="checkbox"/> _____ _____ _____ _____ _____																									
2.7 WORK DRAWING <input type="checkbox"/> Sketch (included under App Sec 2.15) <input type="checkbox"/> Oversize Plan Attached <input type="checkbox"/> Traffic Plan Attached <input type="checkbox"/> _____ _____ _____	2.8a DRAIN LAYER LICENSE <u>Water/Sewer Work ONLY (Required Info)</u> <input type="checkbox"/> Need to Obtain <input type="checkbox"/> Have Existing License <input type="checkbox"/> License No _____ <input type="checkbox"/> Expire Date _____/_____/_____ 2.8b WATER TAP WO (DPW obtained) <input type="checkbox"/> # _____	2.9 GRANT OF LOCATION <u>Utility Company ONLY</u> New Easement and/or Facility Extension <input type="checkbox"/> (YES) <input type="checkbox"/> (NO) 2.10 UTILITY WO INFORMATION <input type="checkbox"/> Company _____ <input type="checkbox"/> # _____																								
2.11 WORK CATEGORY/TYPE <input type="checkbox"/> Scheduled <input type="checkbox"/> Emergency <input type="checkbox"/> Demo Building-C/C Services <input type="checkbox"/> New Install <input type="checkbox"/> Retire Exist & Relay New <input type="checkbox"/> Repair Existing <input type="checkbox"/> Work Zone/Obstruction <input type="checkbox"/> Other _____ _____ _____	2.12 SURFACE CUTS/OPENINGS <table border="0"> <thead> <tr> <th></th> <th>Number</th> <th>Cut Sizes (LxW)</th> <th>Overall SF</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Street</td> <td>_____</td> <td>_____ x _____</td> <td>= _____</td> </tr> <tr> <td><input type="checkbox"/> Sidewalk</td> <td>_____</td> <td>_____ x _____</td> <td>= _____</td> </tr> <tr> <td><input type="checkbox"/> Boring</td> <td>_____</td> <td>_____ x _____</td> <td>= _____</td> </tr> <tr> <td><input type="checkbox"/> Pole</td> <td>_____</td> <td>_____ x _____</td> <td>= _____</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>_____</td> <td>_____ x _____</td> <td>= _____</td> </tr> </tbody> </table> TOTAL # CUTS <input type="text"/> TOTAL SF <input type="text"/>		Number	Cut Sizes (LxW)	Overall SF	<input type="checkbox"/> Street	_____	_____ x _____	= _____	<input type="checkbox"/> Sidewalk	_____	_____ x _____	= _____	<input type="checkbox"/> Boring	_____	_____ x _____	= _____	<input type="checkbox"/> Pole	_____	_____ x _____	= _____	<input type="checkbox"/> Other	_____	_____ x _____	= _____	2.13 WORK WINDOW REQUEST Standard 30 Day Duration SOP Coverage <input type="checkbox"/> (YES) <input type="checkbox"/> (NO) ID Below <input type="checkbox"/> 60 Day <input type="checkbox"/> 90 Day <input type="checkbox"/> 120 Day <input type="checkbox"/> _____ Initial Schedule Projection <input type="checkbox"/> Start Date _____ <input type="checkbox"/> End Date _____
	Number	Cut Sizes (LxW)	Overall SF																							
<input type="checkbox"/> Street	_____	_____ x _____	= _____																							
<input type="checkbox"/> Sidewalk	_____	_____ x _____	= _____																							
<input type="checkbox"/> Boring	_____	_____ x _____	= _____																							
<input type="checkbox"/> Pole	_____	_____ x _____	= _____																							
<input type="checkbox"/> Other	_____	_____ x _____	= _____																							
2.14 CONTACT INFORMATION CONTRACTOR and PROPERTY OWNER (Property Owner if applicable) <table border="0"> <thead> <tr> <th></th> <th>CONTRACTOR</th> <th>PROPERTY OWNER</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Company Name</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Contact Person</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Address</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Town/State/Zip</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Telephone/Cell</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Email</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				CONTRACTOR	PROPERTY OWNER	<input type="checkbox"/> Company Name	_____	_____	<input type="checkbox"/> Contact Person	_____	_____	<input type="checkbox"/> Address	_____	_____	<input type="checkbox"/> Town/State/Zip	_____	_____	<input type="checkbox"/> Telephone/Cell	_____	_____	<input type="checkbox"/> Email	_____	_____			
	CONTRACTOR	PROPERTY OWNER																								
<input type="checkbox"/> Company Name	_____	_____																								
<input type="checkbox"/> Contact Person	_____	_____																								
<input type="checkbox"/> Address	_____	_____																								
<input type="checkbox"/> Town/State/Zip	_____	_____																								
<input type="checkbox"/> Telephone/Cell	_____	_____																								
<input type="checkbox"/> Email	_____	_____																								



City of Framingham

Application for Permit to Open, Occupy or Obstruct a Street or Sidewalk (SOP)

Section 2b – Work Scope Detail Drawing

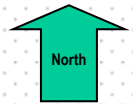
COMPLETED BY APPLICANT

To avoid permit rejection or delays the Applicant should reference the **Application Submittal Instructions and Checklist** guidelines to ensure completion of the required drawing level and information content necessary to process the application request.

The Detail Drawing can be supplied using the area below or by attaching a self generated drawing sheet that **must** contain a title box, scale, company name, address/location, key, a north arrow, **outlined limits/dimension size shown for all proposed surface openings including the TOTAL SF of work openings**, driveway resurfacing or overlays, etc. **NO EXCEPTIONS.**

2.15 DETAIL DRAWING

- (BELOW)
- (ATTACHED)



Large dotted area for drawing content.

2.16 SCALE

- 1" = _____
- Not to Scale

2.17 APPLICANT/COMPANY NAME

2.18 WORK SITE ADDRESS/LOCATION

2.19 KEY (any symbol or notes)

