



*City of Lawrence*  
*Office of the City Clerk*  
*City Hall Room 107*  
*200 Common Street*  
*Lawrence Massachusetts 01840*

**WILLIAM LANTIGUA**  
MAYOR

**WILLIAM J. MALONEY**  
CITY CLERK

**CAROLE MORIN**  
ASSISTANT CITY CLERK

TEL: (978) 620-3230  
FAX: (978) 722-9190  
[www.cityoflawrence.com](http://www.cityoflawrence.com)

TO WHOM IT MAY CONCERN:

RE: Request for Petitions to Excavate or Obstruct [fees]

Dear Sir/Madam:

PETITION TO EXCAVATE and PETITION TO OBSTRUCT:

To obtain a Petition to Excavate or Obstruct, a form application must be completed and presented to the Office of the Clerk and the Office of the City Engineer. The applicant must also present an original indemnity Bond Certificate in the amount of not less than \$10,000.00 which must be in full force and effect for the time period the petition is effective. If a petition to excavate involves sewer or drainage, additional approvals from the Tax Collector and the Plumbing Inspector must be obtained in addition to the application for a Petition to Excavate.

All approvals must be obtained prior to issuance of the petition and a fee of \$30.00 must be paid for each petition issued.

Please present the application forms to the Office of the City Clerk to obtain the permit.

William J. Maloney  
City Clerk



# PETITION TO EXCAVATE/OBSTRUCT

Lawrence, Massachusetts

[Ord. Sec. 12.12.25 and 12.12.30]

PERMIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

Your petitioner \_\_\_\_\_ respectfully represents that  
NAME OF PROPERTY OWNER

public necessity and convenience requires the granting and issuance of a permit to [obstruct/excavate] the  
(Street/Sidewalk) a distance of \_\_\_\_\_ Ft. and width of \_\_\_\_\_ Ft. for the period of \_\_\_\_\_ days  
beginning \_\_\_\_\_ for the purpose of \_\_\_\_\_

Location: \_\_\_\_\_

NAME OF CONTRACTOR

NAME (OWNER/AGENT)

ADDRESS OF CONTRACTOR

ADDRESS (OWNER/AGENT)

BOND ON FILE: [YES/NO] - AMOUNT: \$ \_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_

NAME OF SURETY: \_\_\_\_\_

----- OFFICIAL USE ONLY -----

Approval Recommended

Approval Not Recommended

\_\_\_\_\_  
DIRECTOR OF ENGINEERING/CITY ENGINEER

**\*WARNING: PUBLIC UTILITIES, UNDERGROUND PIPES AND CABLES ARE LAID IN PUBLIC STREETS AND SIDEWALKS – AVOID CAUSING DAMAGE TO THEM.**

**\*PETITIONER MUST NOTIFY THE ELECTRIC CO., GAS CO., AND TELEPHONE CO., AND PROVIDE ACKNOWLEDGEMENT OF SUCH NOTICE BEFORE THE PERMIT CAN BE ISSUED.**

**\*PETITIONER IS REQUIRED TO NOTIFY THE POLICE DEPARTMENT OF THIS PETITION UPON ISSUANCE OF THE PERMIT.**

**\*THE PETITION AGREES TO COMPLY AND BE SUBJECT TO THE PROVISIONS OF "TRENCH SAFETY REGULATIONS" PURSUANT TO THE CITY OF LAWRENCE ORDINANCE SEC. 12.12.025.**

**City Ordinance Sec. 12.12.30 – RESTRICTIONS UPON ISSUANCE OF PERMITS:**

**No petition for a permit which involves excavating in any street or way, including sidewalks, or the removal or the disturbing of any pavement, or other similar thing for any purpose whatever, shall be granted, except under the following restrictions and conditions and such other restrictions and conditions as the city council may think proper:**

- A. All proposed excavations shall be saw cut prior to commencing work. Any irregular, broken, ragged or undermined edges shall be cut clean and straight before patching. All cuts made into sidewalks shall be saw cut prior to excavating. Any utility cut in a sidewalk will be patched within twenty-four (24) hours of completion of work and shall be of the same material that was excavated. If a cut occurs in the middle of a concrete sidewalk square or squares, then the entire square or squares must be replaced.**
- B. All trenches are to be backfilled with "flowable fill" from a depth of one foot above the pipe(s) to within four inches below the surface grade. This will apply to all excavations within the street area.**
- C. All cuts are to be infrared patched. The surface of the trench after compaction shall conform to the grade of the surrounding area.**
- D. All boring holes, test squares or sampling squares shall be properly filled, tamped and sealed to maintain the integrity of the roadway.**
- E. The location of any trench excavated by a public utility, or by a contractor working for said utility, or by a private contractor shall be thoroughly cleaned with any surplus material removed from the site and disposed of legally.**
- F. Any contractor working on behalf of a home owner for repaving or creating a driveway must follow the guidelines set forth by the engineering department, zoning and building departments.**
- G. All applicants shall be responsible for maintaining their trenches for a period of two years. If any settling or deterioration of the patch occurs within that time, the contractor is responsible to rectify the flaw. If the city must intervene and repair the patch, then the city will bill the contractor of record for its expense including but not limited to labor cost, material and equipment costs.**
- H. All work shall be inspected and approved by an individual designated by the director of public works.**

**(Ord. dated 9/2/08; prior code § 24-4)**



# PETITION TO EXCAVATE

[SEWER]

Lawrence, Massachusetts

## SEWER ASSESSMENT/ABATEMENT CERTIFICATION & PLUMBING INSPECTOR APPROVAL

*The following sewer assessments MUST be certified by the city tax collector as paid or abated before permit is granted:*

<u>STREET</u>	<u>DATE</u>	<u>PARTY ASSESSED</u>	<u>AMT. ASSESSED</u>

Property location/address connecting to drain: \_\_\_\_\_

Name of current owner: \_\_\_\_\_

With public sewer in \_\_\_\_\_

\_\_\_\_\_  
CITY ENGINEER

BOND ON FILE [REQUIRED]: AMOUNT: \$ \_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_

NAME OF SURETY: \_\_\_\_\_

-----OFFICIAL USE ONLY-----

I hereby certify that sewer assessments detailed above have been paid or abated: \_\_\_\_\_

TAX COLLECTOR

A permit to lay drain has been issued by the plumbing inspector: \_\_\_\_\_

PLUMBING INSPECTOR

Approval Recommended;  Approval Not Recommended

\_\_\_\_\_  
DIRECTOR OF ENGINEERING/CITY ENGINEER