



Encroachment Permit Special Conditions for Temporary Surfacing & Striping

Town Council Meeting

December 9, 2025



Encroachment Permits

- Required for any work within or affecting the Public Right of Way
- Permit requires applicants to carry appropriate licenses and insurance
- Sets forth standards for work for temporary and permanent conditions
- Recent winter seasons have caused safety concerns for travelling public as it relates to quality of temporary roadway patching



Special Conditions: Temporary Trench Surfacing

- No open trenches between shifts
- Steel plates allowed in some circumstances
- Minimum thickness
- Smoothness tolerances (**NEW**)



Special Conditions: Daily and Storm Readiness Inspections

- End of Shift Inspection & Certification **(NEW)**
- Non-Working Day Storm Checks **(NEW)**
- Corrective Maintenance Triggers within 1 Hour **(NEW)**



Special Conditions: Traffic Control & Housekeeping

- Traffic Control Plan compliance
- Temporary delineation for all markings
- Sweeping and Access



Special Conditions: Documentation

- Daily Certification Log (**NEW**)
- Weekly Recaps (**NEW**)



Special Conditions: Single Point of Contact

- Single 24/7 POC for roadway issues (**NEW**)
- Response timeframes (**NEW**)
 - 30-minutes during business hours
 - 1-hour nights, weekends and holidays
- Complaint Log (**NEW**)



Special Conditions: Town Oversight & Enforcement

- Minimum Standards
- Corrections by Town forces and cost recovery
- Stop Work Orders per Public Works Call-Out (**NEW**)



Special Conditions: Final Restoration

- Recommendation for intervals of wintertime final paving (**NEW**)
- Final paving and markings timeline (**NEW**)