

**SUBMITTALS TO THE ENGINEERING DIVISION
TO BECOME A
LICENSED DRAIN LAYER (LDL)
IN THE
TOWN OF READING**

1. Letter stating that you wish to become a LDL;
2. List of at least three references from companies or municipalities that similar sewer work was performed;
3. List of typical equipment that your company owns and would use to perform the sewer work;
4. Certificate of Insurance (see attached sheet for requirements for insurance coverage);
5. \$5,000.00 Street Opening Bond
6. \$100.00 fee to become LDL (this fee will be returned in the event the contractor does not become a LDL).

For each application to connect to the common sewer that is submitted to the Town, a fee is required. The amount of the fee is dependent on the type of sewer work that is required.

Licensed Drain Layer Permits are valid for one year, ending on December 31. The contractor must renew their permits with the Town by submitting up to date Insurance Certificates, Bonds, and the required \$75.00 renewal fee prior to January 1.

Town of Reading, MA
License Drain Layers (LDL)
Minimum Insurance Requirements

As of January 1, 2010

All minimum insurance requirements must be met to perform work as a License Drain Layer in the town limits.

1. **General Liability** of at least \$1,000,000 for Each Occurrence, Personal & Adv Injury, Products-Comp/OP AGG and a General Aggregate Limit of a minimum \$3,000,000 (General Aggregate Limit may be combined with Umbrella Liability to equal a minimum of \$3,000,000 see #3 below). **Products and Completed Operations** should be maintained for up to 3 years after the completion of the project. The Town should be named as an "Additional Insured".
2. **Automobile Liability** of at least \$500,000 for Bodily Injury per person, \$1,000,000 Bodily Injury per accident and \$250,000 Property Damage per accident or at least \$1,000,000 for Combined Single Limit. (If one elects to insure Property Damage per accident at a \$100,000, a minimum Umbrella Liability of \$1,000,000 is required) The Town should be named as an "Additional Insured".
3. **Umbrella Liability** when combined with General Aggregate should be equal to a minimum of \$3,000,000, as long as a minimum \$1,000,000 General Aggregate Limit is maintained.
4. **Description of Operation** should state the Town of Reading, MA listed as an additional insured and also must specifically state the policy applies to work performed as a License Drain Layer for the Town of Reading, MA.
5. **Certificate Holder** should state Town of Reading, 16 Lowell Street, Reading, MA 01867.
6. **Workers' Compensation Insurance** as required by Massachusetts law under Chapter 152 of the General Laws, as amended, and Section 34A of Chapter 149 of the General Laws.

The insurance shall remain effective for the entire year. The Town shall be notified of any changes or lapses of insurance coverage. For all insurance, cancellation notice shall not be less than 30 days.

Street Opening Permit Policy

This policy establishes requirements for performing work within road rights-of-way within the Town of Reading.

Activities Requiring a Street Opening Permit

No person shall excavate any roadway in the Town of Reading for the purposes of installing or repairing sewer, water, drainage, gas, telephone, cable television or other utilities without first obtaining a Street Opening Permit from the Engineering Division of the Department of Public Works.

In addition, any excavation within the road right-of-way for the installation or replacement of driveway aprons, sidewalk or curb, or occupancy of the sidewalk or street area will require the issuance of a street opening permit.

Permit Application Submission Requirements

Applications for Street Opening Permits must include the following information:

- A current valid DIG SAFE number;
- A satisfactory Certificate of Insurance naming the Town of Reading as an additional insured;
- A satisfactory Street Opening Bond in the amount of Five Thousand Dollars (\$5,000.00) executed to the benefit of the Town of Reading; and
- A sketch of the location and nature of the work to be done.

Permit Issuance

Permits will be routinely issued between April 1 and November 15. Between November 15 and December 15, and between March 15 and April 1, a permit may be issued at the discretion of the Engineering Division. Between December 15 and March 15, the Director of Public Works may grant a permit under emergency conditions where no other alternative exists.

Permit Compliance

The applicant must comply with the Street Opening Permit Requirements and Roadway Construction and Repair Standards or Driveway Design Requirements as established by the Department of Public Works.

Permit Fees

A fee of \$25.00 will be charged for Street Opening permits related to driveways, sidewalk, curb, and street occupancy.

A fee of \$50.00 will be charged for Street Opening Permits related to utility construction or reconstruction.