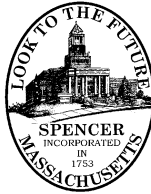


TOWN OF SPENCER

Office of Utilities & Facilities

Steven J. Tyler, P.E.
Superintendent
styler@spencerma.gov



3 Old Meadow Road
Spencer, MA 01562
Phone: 508-885-7515
Fax: 508-885-9416

REQUIRED NOTIFICATION & PERMIT PROCEDURES FOR EXCAVATIONS

Minimum required steps to performing an excavation (includes any/all soil disturbances) in the Town of Spencer pursuant to Massachusetts Dig Safe Laws and Town of Spencer Bylaws.

1. The excavator visits the site, marks out every place he may be excavating with white paint, flags, or stakes.
2. The excavator fills out all the information about the excavation on a Locate Request Form (available for download at www.digsafe.com) then calls in the stake-out request to Dig Safe (call "811").
3. The Dig Safe Customer Service Representative takes the information, gives the excavator a Dig Safe Ticket Number and a list of member facility owners notified. The Dig Safe Customer Service Representative then informs the excavator that pursuant to state law he/she must also notify non-member utilities at least 3 business days in advance of excavation. The Town of Spencer is NOT a member utility therefore; **all excavators are required to notify the Spencer Utilities & Facilities Office at least 3 business days in advance of an excavation** includes all excavations of any kind or depth on all private and/or public property.
4. The excavator then completes a Driveway/Street Occupancy/Trench Permit Request Appendix B of [Attachment #1 Rules and Specifications for Excavation within the Town of Spencer](#) and available from the Spencer Utilities & Facilities Office or online at:

http://www.spencerma.gov/Pages/SpencerMA_Highway/StreetOpeningDriveways&TrenchesPermit.pdf

Permit Request for private and public excavations should be completed to include the excavation Dig Safe No., location of excavation/project, project start date and all other required information. A valid Certificate of Liability, see page 8 of [Attachment #1 Sec 3.03](#), documenting that the minimum insurance requirements are met should be included with the completed Permit as applicable.

Trench Permit Fee is required on an annual basis for the total cost of \$100.00 for all trench excavations of more than 3 feet in depth. Permit Fees can be found on page 27 of [Attachment #1](#).

5. Each utilities department of the Town of Spencer then marks out the facilities it maintains in the area of excavation.
6. While working, the excavator takes care to find and maintain any markings that have been placed. When digging near a buried facility, the excavator observes the tolerance zone around that facility.
7. If exposing a facility, the excavator provides proper support and protection for it so that the facility will not be damaged.
8. When the excavation is complete, the excavator provides proper backfill for any facilities that have been exposed, and removes all utility markings.