



**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**  
**DEPARTMENT OF PUBLIC WORKS**

Medway DPW Office  
45B Holliston Street  
Medway, MA 02053  
Phone (508) 533-3275  
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dpw@townofmedway.org

DPW Director

*Peter Pelletier*

Street Opening Permit Guidelines

If said street opening/roadway access permit is granted, be certain to read and understand this in full:

1. All contractors that will be performing work in the Public Right of Way (this includes paved and unpaved areas, sidewalks, grass strip or any other area in the public right of way) will be required to carry a yearly Right of Way (ROW) License. Please note that drain layer licensees will not be required to carry both a drain layer license and a ROW.
  - a. Contractor, at its own expense, will maintain general liability, motor vehicle liability, workers' comp., Performance Bond (\$5k) and all personal licenses. (See ROW license for specific requirements)
2. Public right of way access is allowed no earlier than April 1<sup>st</sup> and no later than November 15<sup>th</sup> (weather permitting).
3. ROW Licensee/Drain Layer Licensee is to comply with all regulations and lawful orders of the Town of Medway relative to the permitted work, including the towns Street Standards available on our website. ROW licensee shall maintain all necessary signs, lights, traffic safety devices, and pavement markings. Sidewalks and curbs shall be restored to match existing material, line and grade. Failure to comply with any or all of the above will result in loss of permit rights, and is subject to fines as detailed in the noncriminal disposition law.
4. DigSafe (888-344-7233) shall be submitted a minimum of 72 hours in advance of when you plan to excavate.
5. Police details will NOT be assigned by the Medway Police Department without an approved permit number. It is the ROW licensee and Drain Layer Licensee responsibility to contact the police department (508-533-3212) to schedule all details. It will be necessary for the applicant to provide the SORA permit number when calling to set up the Detail Officer.
6. The Department of Public Works recognizes an excavation moratorium for roadways that have been reconstructed or have had pavement overlay for a period of 5 years from the date of completion. Street opening permits will not be issued for areas subject to this moratorium. **(See attached list)** Work that results in breaking through pavement, landscaping or curbing within the Right of Way of a road under a moratorium is prohibited except under special circumstances approved by the DPW Director. In such cases where work is unavoidable the following minimum standards must be met:
  - a. The contractor shall guarantee through a surety determined by the DPW for a period of one year beyond the end of the moratorium date for that section of road.
  - b. Backfill will consist of clean imported material that is suitable for roadway construction. No material from the excavation shall be used to back fill the excavation after repairs are made.
  - c. **For Temporary Patch:** A cut shall be made at least 1' beyond each side of the disturbed sidewalks of the trench. Where trench cuts or a series of trench cuts under the same permit or permitted by the same applicant are within 10' of one another, the pavement cut shall be enlarged to pave them with a single pavement patch. Pavement Patch shall be placed over 12" minimum depth of approved compacted gravel base. Permanent pavement patch shall consist of bituminous concrete Type I-1 (Hot Mix) laid in two 2" layers consisting of a base course, and a top course for a total finished pavement depth of 4-inches. The asphalt patch will be rolled accordingly. The patch shall be near, uniform and conform to the existing grade. Infra-red shall be required as determined by the DPW Director or his/her assigns.

- d. **For Permanent Patch:** Patch is to be installed prior to next permit season (April 1) after proof of non-failure of trench. If trench fails, an effort must be made to rectify the issue and no new permit requests will be approved at this time.
  - e. Full width overlay shall be required in pavement areas subject to a 5-year excavation moratorium following assurance of non-failing temporary patch. Existing pavement shall be milled to receive 1.5" minimum depth overlay of top course bituminous concrete pavement. The area subject to overlay shall extend at least 20 feet in all directions from the limits of excavation or as determined by the DPW Director. An asphalt emulsion tack coat shall be applied to the milled existing pavement prior to the placement of the overlay. Installed overlay shall be rolled to provide suitable compaction and to form a neat and uniform surface which conforms with existing grades.
7. All non-refundable and refundable fees shall be strictly enforced. Permit price is subject to change after initial submittal. No Permits will be issued until all fees and refundable deposits have been paid in full.

**Non-Refundable Fees:**

- i. Application Fee: 0-100 ft<sup>2</sup> = \$100, each additional ft = \$1 each.
- ii. Storm drain Connection Fee (MS4CD for Rules & Regulations)
- iii. Inspectional Services After Hours (if applicable) - \$55/hr (3hr minimum).

**Refundable Deposits:** (refer to Inspection Process for protocols)

- iv. Opening does not cross the road centerline = \$400 per service (\$2,000 if paved within 60 months).
- v. Opening crosses the road centerline = \$750 per service (\$3,750 if paved within 60 months).
- vi. Opening parallel to the public way = \$250 (\$1,250 if paved within 60 months) plus \$30 per linear foot per service.
- vii. Curb Cut for private driveway = \$250 per opening.
- viii. Sidewalk Opening = \$700 each opening.
- ix. Above Ground Infrastructure (stonewalls, etc.) = \$400 per structure.
- x. Horizontal Drilling below grade (without disturbing concrete) = \$250 per service.
- xi. Crossing (driving over) the Curb, Sidewalk, or Edge of Pavement to access property = \$500 per crossing.

## **\*INSPECTION PROCESS\***

1. Two business days' advance notification is required to a member of the Highway Department **prior to start** of work in the public way. Approval of permit is NOT considered prior notice. (notification not needed for driveway repair or gas work)
  - a. Nolan Lynch – Highway Superintendent – 774-278-3626
2. **Prior to Backfill** – inspection is required (no inspection needed for driveway repair only permits)
3. **Completion of Backfill** – inspection is required for ALL street opening permits
4. **Permanent Pavement Repair** – An inspection will be required at the start of the next permit season (April 1<sup>st</sup>). At that time of inspection, release of your deposit or further permitting approval will be determined. (no inspection needed for driveway repair only permits)
  - a. If at this time the Superintendent requires further repair to work, contractor shall have 1 year from date of Permanent Pavement Repair inspection to complete said work. If after the 1 year the required work has not been completed, the refundable deposit(s) will be forfeited and applied to payment for services rendered by the Town of Medway.
5. Failure to have work properly inspected by the Highway Department **WILL** result in ROW License suspension, suspension of further permit approvals and possible delay in deposit refunds.
6. **Gas work inspections** – In good faith the Town of Medway expects Eversource Gas to follow all mandated guidelines according to the Street Opening Permit. An inspection will be required at the start of the next permit season (April 1<sup>st</sup>). It is then that it will be decided if further patching is required.

**REVISED 7/19/22**



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**Street Moratorium & Flowable Fill Listing**

-The DPW recognizes an excavation moratorium for roadways that have been reconstructed or paved for a period of 5 years from the date of completion. (date shown in parentheses)

Exceptions may be made on an emergency basis only. (see street opening permit guidelines)

-All streets on this list shall be required to use flowable fill guidelines.

\*Streets with asterisk contain some portions of the roadway that are under moratorium. See below for specifics.

Adams St.	Gorwin Dr. (2021)	Oakview Circle (2022)
Alexsandria Dr. (2021)	Gray Squirrel Circle (2023)	Paddock St. (2019)
Algonquin Ave (2020)	Hawthorne Rd. (2019)	Partridge St. (2019)
Applegate Rd. (2021)	Hemlock Dr. (2023)	Pine St. (2022)
Autumn Rd. (2021)	Highland St.	Pine Needle Dr. (2020)
Beatrice Ln. (2022)	Hill St. (2020)	Populatic St. (2022)*
Birch Bark Rd. (2020)	Hillview Terrace (2020)	Rainbow Dr. (2023)
Blueberry Hill Rd. (2023)	Holliston St.*	Redgate Dr. (2023)
Blue Ribbon Ln. (2019)	Homestead Dr. (2022)	Richard Rd. (2022)
Bridle Path Way (2020)	Indian Creek Rd. (2020)	River St. (2022)
Broad. St. (2021)	Jasmine Rd. (2023)	Robin Circle (2022)
Broken Tree Rd. (2021)	Karen Avenue (2021)	Rockwood Rd. (2019)
Buttercup Ln. (2023)	Lakeshore Dr. (2022)	Sanderson St. (2022)
Carole Ln. (2021)	Ledgewood Rd. (2019)	Sanford St.
Causeway St. (2021)	Lee Ln. (2021)	School St. (2022)
Cider Mill Rd. (2022)	Lewis Dr. (2021)	Short St. (2023)
Clark St.	Liberty Rd. (2023)	Spring St. (2023)
Clover Ln. (2023)	Lovering St.*	Stallbrook Rd. (2019)
Cottage St. (2023)	Main St.*	Stoney Ridge Rd. (2019)
Coffee St. (2021)	Mallard Dr. (2023)	Summer St.
Douglas St. (2021)	Mansion St. (2022)	Village St.*
Drybridge Rd. (2023)	Maple St. (2022)	Virginia Rd. (2021)
Ellis St. (2021)	Maple Leaf Ln. (2020)	Wards Ln. (2019)
Farm St. (2021)	Meryl St. (2022)	West St.*
Fisher St. (West St. to Milford St.) (2019)	Milford St.*	Wildwood Rd. (2019)
Forest St. (2023)	Nobscot Rd. (2023)	Woodland Rd. (2021)
Franklin St. (2020)	Oakland St.	Winthrop St.

\*Streets with asterisk contain some portions of the roadway that are under moratorium.

\*Holliston St –from Woodland St. to Holliston line (2019) & from 109 to 121 Lovering St. (2021) Main St. to Village St. (2022) VFW to Woodland (2023)

\*Lovering St –Holliston St. to Pond St (2021) & Winthrop St. to Summer St. (2019)

\*Main St.–Franklin St. to Bellingham Line (2020) & Holliston St to Franklin/Milford Intersection (2019) and Walgreens to Millis Line (2022)

\*Milford St. –Highland St. to Summer St. (2022)

Populatic Street – Water Treatment Plant to Franklin Line (2022)

\*Village St.–from Walker St. to Millis line (2020)

\*West St. – Main St. to Glen Brook (2023)

Updated 11/16/2023