**TOWN OF GROTON**

**HIGHWAY DEPARTMENT**

 **ROAD USE POLICY**

##  Telephone 978-448-1162

 **Email highway@grotonma.gov**

**Monday-Friday 7:00AM – 3:30PM**

#### Closed Holidays

**Contact Information:**

***R Thomas Delaney Jr***

**DPW DIRECTOR**

1. Purpose

This policy establishes the requirements for performing work that impacts town roads, including tree removal, trimming, stump grinding, or any other activities that may affect public safety, traffic flow, or road conditions. This does not apply to activities related to the road opening permit.

Permits will be taken out by the contractor doing the work.

2. Permit Requirement

A permit is required for any work conducted on, near or within the Town right of way, including but not limited to:

• Tree removal or trimming that extends over the roadway

• Use of heavy equipment such as bucket trucks, cranes, or chippers in or on the road

• Temporary road closures or lane restrictions due to tree work

3. Application Process

Applicants must submit a email request to the Town of Groton at least 10 days before starting work. The application must include:

• Description of the work in the road

• Dates and duration of the project

• Equipment to be used and impact on traffic

• Safety measures and traffic control plans

4. Inspection Requirement

• A town official will inspect the site before and after the work to ensure compliance with road safety and environmental concerns and road conditions.

• The permit holder is responsible for cleaning up debris and restoring any damage to the roadway, curbs, or sidewalks.

5. Bond Requirement

• Depending on the scale of the work and potential road impact, the town may require a financial bond before permit approval.

• The bond amount will be determined based on the estimated cost of potential repairs.

• The bond will be refunded upon verification that no damage occurred or after necessary repairs have been made.

6. Compliance & Penalties

• Failure to obtain a permit will result in work stoppage orders.

• Any damage to town property must be repaired at the permit holder’s expense.

• The town reserves the right to revoke permits if safety violations or non-compliance issues arise.

7. Insurance

The contractor shall provide proof of insurance to the Town before the work can begin.

For more information contact the Groton DPW 978-448-1162