

**POLICY AND PROCEDURES FOR THE ISSUANCE
OF CHEVERLY UTILITY WORK PERMITS**

Except for the case of a need for an emergency repair to protect life and/or property, a Town of Cheverly right-of-way permit is not required at the time of the commencement of work.

In the case of an emergency repair to protect life and/or property, the utility company must obtain a permit within 72 hours of completing the work. The permit must be completed with the stated reason for the emergency and the projected date for a permanent repair to be completed.

All scheduled work performed in or on any road, street or public rights-of-way within the Town of Cheverly, requires all public service commission corporations to obtain a permit before commencing.

The applicant should provide a copy of all appropriate drawings (plats, building locations, etc.) regarding the scheduled construction effort along with a timeline for the completion of permanent repairs (weather permitting).

ISSUING TOWN BUILDING PERMITS

*APPLICATION FORMS may be obtained in the administrative office or online. Applications will be processed by the Department of Public Works between the hours of 8 am and 4 pm, Monday through Friday with the exception of holidays.

TOWN STAFF:

1. Have the utility company or contractor fill out the "Application for Right of Way Construction Permit" (see attached sample).
2. Determine the Permit Fee using the formula denoted in Section 24-15 (3), and assign the next available permit number. Complete the application and get payment for the fee.

RENEWING A PERMIT

Permits are good for 6 months and can be renewed upon expiration if significant and continuous work has been performed on the project.

The Town of Cheverly will allow a renewal if significant and continuous work has been performed on the project as determined by the Town Administrator after consultation with the Town Building Inspector.

Town of Cheverly renewal permit(s) will only be issued for 90 days. Only two renewal permits per project can be issued if the above noted criteria have been met.

RIGHTS TO STOP WORK

The Town of Cheverly reserves the right, without any liability, to stop work regarding any issued permit issued to the utility company and/or its agent if the work stoppage is in the interest of the Town of Cheverly. Furthermore, if the company and/or its agent fails to maintain and/or make the necessary repairs in a timely manner, the Town may hire a contractor to repair the damage in question.