

**TOWN OF NEEDHAM, MASSACHUSETTS
UNDERGROUND ELECTRIC, TELEPHONE, AND CABLE CONDUIT
GRANT OF LOCATION INFORMATION**

A GRANT OF LOCATION hearing is required PRIOR to any excavation in the public way. A Grant of Location hearing is required for projects requiring a connection through the public way (i.e. across and under sidewalks, streets, or any land that does not belong to the property owner). The applicable sections of the General By-laws of the Town of Needham are included on the opposite side of this document.

Procedure

1. The Property Owner/Builder/Contractor will contact the appropriate utility company (Eversource, Verizon, Comcast, etc.) to start the workorder to generate the Grant of Location request to the Town. **No work can be performed in the public way until after the Select Board approves the Grant of Location at a public hearing.**
2. The utility company will work with the homeowner/builder/contractor to create plans for the proposed connection. After an established internal process, the utility company, submits a Grant of Location package to the Office of the Town Manager. The DPW will investigate the project and create an abutters list.
3. Once the DPW has reviewed the project and signed off on the paperwork, the Grant of Location hearing will be scheduled. The Select Board generally meets on the second and fourth Tuesday of each month. The Office of the Town Manager will notify abutters by first class mail at least seven (7) days prior to the scheduled hearing date.
4. The utility company representative will attend the Grant of Location hearing to present the petition and answer any questions that the Select Board may have. The Select Board will approve, deny, or continue the hearing.
5. If work has been performed on the public way prior to the Grant of Location hearing, the Property Owner/Builder/Contractor will be required to attend the hearing. Depending on the circumstances, the Select Board may authorize the issuance of a fine to the Property Owner/Builder/Contractor.
6. After the public hearing, the Office of the Town Manager will forward the Grant of Location to the Town Clerk's office for certification, after which the DPW and the Grant of Location petitioner (e.g. Utility Co.) will be notified.
7. The Utility Company or Property Owner/Builder/Contractor will hire an excavator to complete the work.

8. The excavator must obtain a Street permit from the DPW.

Street Permit Requirements

- Trench Contractor License (obtained in the Engineering Division)
- Original \$5,000 bond
- Insurance Certificate for General Liability
- Plot Plan showing proposed electric, telephone, or cable work area, Water and & Sewer utilities, and driveway.
- Dig Safe Number
- \$325 Street Permit fee (includes trench fee). The fee may be paid in cash or check made out to “Town of Needham”

9. For further information contact the Office of the Town Manager at 781-455-7500 and/or the Department of Public Works at 781-455-7550.

Section 2.2.5.1.4 Street Occupancy Permit *Except as herein provided, a Street Occupancy Permit, issued by the Director of Public Works, in such form and content as said Director may require, must be obtained before undertaking any work, including, without limitation, construction, repair, maintenance or reconstruction work, in, within or affecting a public way. The person responsible for such work or in charge of those performing such work shall review such work with the Director of Public Works and the Police Chief, or their designees, to determine whether or not such work will result in the disruption of the normal flow of traffic or cause a safety hazard to pedestrian or vehicular traffic, the person responsible for such work, or in charge of those performing such work, shall follow the safety precautions ordered by the Director of Public Works and the Police Chief, or their designees, including but not limited to, the hiring of a Needham Police Officer, under the existing regulations governing privately paid police details, to direct traffic and minimize the vehicle safety hazards connected with such work.*

No work shall be commenced in, within or affecting a public way until those persons responsible for such work comply with the requirements of Sub-section 2.2.5.1.4. The Town of Needham is exempt from these requirements of this sub-section. Whoever violates the provisions of Sub-section 2.2.5.1.4 shall be subject to a fine not exceeding one hundred dollars (\$100) each day being a separate offense.

The Chief of Police or Director of Public Works, or their respective designees, are hereby authorized to stop any work on any way conducted in violation of this sub-section.

Section 8.2.2.4 Police Regulations

V. Street Occupancy Permit/Excavation in a Public Way

Enforcement Agent: Director of Public Works

Fine Schedule: \$300 per offense