



CITY OF  
**SOUTH  
PORTLAND**

Department of Public Works  
City of South Portland  
929 Highland Ave  
South Portland, Maine 04106  
**(207) 767-7635**  
publicworks@southportland.gov

**Excavation Permit Application – *(pursuant to Sec. 23-41 – 23-79)***

<b>For Office Use:</b>		
Date: _____	Application #: _____	Fee Paid: _____
Permit #: _____	Date Issued: _____	Invoiced: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied

**EXCAVATION SHALL NOT BEGIN WITHIN A 12-HOUR PERIOD FROM THE TIME THE PERMIT IS ISSUED. PERMIT SHALL BECOME NULL AND VOID 60 DAYS FROM ISSUANCE OF DIG SAFE NUMBER UNLESS RENEWED BY THE APPLICANT PRIOR TO THE EXPIRATION DATE**

Location of Excavation (Address): \_\_\_\_\_

Licensed Excavator: \_\_\_\_\_ Phone Office: \_\_\_\_\_ Phone Mobile: \_\_\_\_\_

24 Hour Contact Info: Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Dig Safe No. (1-888-344-7233): \_\_\_\_\_ Date Issued: \_\_\_\_\_

Type of Excavation: (check all that apply)  Gas  Power  Sewer  Water  Drainage  Driveway  Pole  Oil  
 Other (describe) \_\_\_\_\_

Scope & Purpose of Excavation (give detailed explanation):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What company will do the paving work? (Include company, contact name & phone): \_\_\_\_\_  
\_\_\_\_\_

Is this a moratorium street?  Yes  No

All road moratoriums can be viewed using the [city's GIS Public Viewer](#). Please select the "Roads in Moratorium" layer.

Is this an "emergency" situation?  Yes  No

If yes, please explain the nature of the emergency: \_\_\_\_\_  
\_\_\_\_\_

Anticipated start date: \_\_\_\_\_

Has the work been completed?  Yes  No Date work completed: \_\_\_\_\_

How much of the road will be affected/disturbed by the excavation? (all, 1 side etc.) Please describe: \_\_\_\_\_

Will the excavation take up almost all of the paved area where traffic may not be able to travel by excavation?

Yes  No If yes, please contact the Police Department

I understand that the approval of this application will ultimately require that the applicant make accommodations to allow for the travel of emergency vehicles and apparatus through the construction area. Steel plates may be required.

Is the excavation located at/or within 100' of an intersection?  Yes  No

If yes, please check for signal loops diagrams on the City website and describe the method for getting emergency vehicles and apparatus around the excavation site.

Is the excavation on a bus route ([bus routes on Metro website](#))  Yes  No

If yes, please contact Metro 207-774-0351 | Email [info@gpmetro.org](mailto:info@gpmetro.org)

Is the excavation located on an arterial street?  Yes  No

If yes, contact the Police Department

Dimensions of excavation area: \_\_\_\_\_

Distance from nearest intersection: \_\_\_\_\_ ft. Side of street (i.e., north): \_\_\_\_\_

Are any street trees being affected by the excavation?  Yes  No Private trees?  Yes  No

Will any street light poles be affected by the excavation?  Yes  No

Will the sidewalk be affected by the excavation?  Yes  No

If yes, please replace affected section(s)

Expected amount of time to be spent at this excavation location: \_\_\_\_\_  day(s)  month(s)

**Please submit engineering plan, google earth, aerial map (or similar) from like program to identify location and allow for administrator to completely understand what is exactly being done at the site with dimensions.**

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**IMPORTANT NOTES:**

Must have a valid excavator license in order to obtain a street opening permit to excavate within the city right-of-way (Ordinance 23-42). The annual excavator license is valid from January 1 to December 31 and contains no prorated provisions.

Each Street Opening permit may be assessed two (2) fees; an administrative charge, and a permanent pavement restoration (Ordinance 23-45). While it is the permittee's responsibility to perform permanent pavement restoration, the City reserves the right to do this work itself in certain instances. Such instances include but are not limited to failure by the permittee to complete work in a timely manner or performing work that does not meet the city requirements.

Roads under moratorium, shall pay a fee to the City in an amount set by the City Council order for permanent pavement restoration for moratorium streets. This fee will be held in escrow by the city as a performance guarantee and will be returned, without interest, to the permittee upon a determination by the Administrator that the permanent restoration work has been completed according to the city requirements.

The final pavement repair must be completed by August 31<sup>st</sup> of the year following the excavation (i.e., an excavation done before December 31, 2025 must have the final pavement installed by August 31, 2026). Contractors are responsible to maintain the trench after permanent restoration until the road is paved by the city. Should the permanent pavement repair fail the contractor will be responsible for repair.

One open travel lane in the area of the excavation must be maintained at all times to ensure two-way travel. Contact dispatch at 207-874-8575 if this provision cannot be maintained each day.

***I hereby acknowledge that I have read this application and state that the above as completed is correct to the best of my knowledge and agree to comply with all City Ordinances regulating excavations.***

**Signature of Applicant:** \_\_\_\_\_ Date: \_\_\_\_\_

Street Opening Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send the completed excavation permit to: [publicworks@southportland.gov](mailto:publicworks@southportland.gov)**

**For Office Use:**

**Required City Department Approvals:** (for your information only, office staff will contact the below Departments)

**Public Works:** Approved: Yes Yes – with conditions (see below) No

Approved By: \_\_\_\_\_

**Conditions:**

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**Police Department:** Approved: Yes Yes – with conditions (see below) No

Approved By: \_\_\_\_\_

**Conditions:**

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**Fire Department:** Approved: Yes Yes – with conditions (see below) No

Approved By: \_\_\_\_\_

**Conditions:**

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**Advisory Comments:**

**Field Technician** Approved: Yes No

Approved By: \_\_\_\_\_

**Comments:**

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