

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7004 Fax: (508) 349-5505


POLICY MEMORANDUM #48


Date: Adopted September 6, 2011, Revised January 26, 2016


Subject: CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED
PROPERTY AND/OR BEACH ACCESS

1. Said permit shall be issued by the Town Administrator.
2. Said permit issued by the Town Administrator on behalf of the Board of Selectmen must be current and valid.
3. The Town Administrator shall forward the application to the Director of the Department of Public Works, the Beach Supervisor and/or the Conservation Agent for review and comment.
4. The Contractor shall submit proof of Certificate of Liability Insurance in the amount of \$1,000,000 and/or a bond or other form of security to be determined by the Town Administrator upon approval of application and the release of permit. The Workers' Compensation Insurance Affidavit must be completed with a copy of the Workers' Compensation Insurance policy showing policy number and expiration date.
5. The parking area and beach access, if applicable, shall be inspected by the Director of the Department of Public Works and the Beach Supervisor prior to any equipment or materials being off-loaded on any town-owned property. Upon completion of the project, an inspection shall be conducted by the Director of the Department of Public Works and the Beach Supervisor. If damage to town-owned property from the scope of the project is observed by the Director of the Department of Public Works and the Beach Supervisor, the Contractor shall promptly make all necessary repairs.
6. A layer of sand or other suitable material(s) shall be deposited on areas designated by the Director of the Department of Public Works, or his designee, prior to the offloading and reloading of equipment and materials. In no case shall the equipment or materials block any access or driveways and shall be so located, as much as possible, away from any dwelling(s). Sweeping of the area, at the contractor's expense, shall be required.
7. The entrance of the beach parking and beach area, if applicable, shall be maintained daily.
8. If and where deemed necessary by the Director of the Department of Public Works poles and posts marking the edge of pavement shall be removed prior to use of the beach slope and returned to their original position upon completion of the project by the contractor. Pavement markers are to be replaced at the end of each workday.
9. Any damage to the facility shall be the responsibility of the contractor to repair to the original state, including, but not limited to, cracking or destruction of pavement, scraping, holes, destruction of concrete posts, telephone poles, or replacement of sand.


10. The contractor shall be required to pay to the Town of Truro an application fee in the amount of \$25.00.
11. A project using the town facility may be conducted during the period of October 15th through April 15th (the "season".) The permit is good for the time specified on the application.
12. The Board of Selectmen shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
13. Every contractor and property owner applying for a staging permit to use Town property shall be provided with a copy of these regulations and shall be asked to execute the acknowledgment and application which appear on the following page.
14. This permit does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights or approve or imply the approval of access over privately owned properties, including but not limited to the Cape Cod National Seashore.
15. In all cases, the Board of Selectmen may waive any of these provisions.
16. Emergency permission to use Town property may be approved by the Director of the Department of Public Works , Beach Supervisor, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Board of Selectmen.
17. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.



Paul Wisotzky , Chairman

Jan Worthington, Vice-Chairman

Maureen Burgess, Clerk

Jay Coburn

Robert Weinstein
Board of Selectmen
Town of Truro

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APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: _____

Location of Staging Area/Access: _____

Contractor: _____

Legal Mailing Address: _____

Telephone: _____ Cell: _____

Working for: _____ DEP # _____

Work Location: _____

Property Owners Legal Mailing Address: _____

Telephone: _____

Project Description: _____

Equipment and Materials to be Used: _____

Estimated Work Start & Finish Dates: _____

Contractor's Signature: _____

Date Certification of Liability Insurance and/or Security Received: _____

DPW Director Comments: _____

Beach Supervisor Comments: _____

Conservation Agent Comments: _____

Town Administrator Approval: _____ **Date:** _____

Restrictions/Conditions: _____

Project Completion Sign-Off

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

DPW Director Approval _____ **Date** _____

Beach Supervisor Approval _____ **Date** _____

For Beach Access, Conservation Agent Approval _____ **Date** _____

Town Administrator Approval of Release of Certification of Liability Insurance and/or Security:

Signature

Date