



# 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, November 14, 2017; rev 9/13/2022

*\*This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

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

1. Said permit shall be issued by the Town Manager.
2. Said permit issued by the Town Manager on behalf of the Select Board must be current and valid.
3. The Town Manager shall forward the application to the Director of the Department of Public Works, the Recreation/Beach Director 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 Manager 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 Recreation/Beach Director 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 Recreation/Beach Director. 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 Recreation/Beach Director, 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. Conditions may be included in approval of the application and should be adhered to. In certain cases, coordination with the Health/Conservation Agent or his/her designee may be required prior to or during access/ staging/ construction. Failure to abide by conditions may result in revocation of permit.
11. The contractor shall be required to pay to the Town of Truro an application fee at the time the application is submitted.
12. A project using the town facility may be conducted during the period of October 15<sup>th</sup> through April 15<sup>th</sup> (the "season".) The permit is good for the time specified on the application.
13. The Town Manager shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
14. 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. A copy of these regulations shall be available on the job site at all times.
15. 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.
16. In all cases, the Select Board may waive any of these provisions.
17. Emergency permission to use Town property may be approved by the Director of the Department of Public Works, Recreation/Beach Director, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Town Manager.
18. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.



Kristen Reed, Chair



John Dundas, Clerk



Robert Weinstein, Vice-Chair



Susan Areson



Stephanie Rein, Truro Select Board

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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: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Working for: \_\_\_\_\_ DEP # \_\_\_\_\_

Work Location: \_\_\_\_\_

Property Owners Legal Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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 Manager 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 Manager Approval of Release of Certification of Liability Insurance and/or Security:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**