



Town of Lincoln
 62 Quaker Street
 Lincoln, VT 05443-9253
 Phone (802) 453-2980
 Fax (802) 453-2975
lincolnvermont.org

Permit Authorizing Work in the Town Highway Right-of-Way (ROW)

Applicability

Any person, corporation or entity needing to work in the Town of Lincoln Highway ROW shall:

- 1) Submit the application to the Town Administrator not less than thirty (30) days before the planned work or in case of emergency as soon as possible preceding work required to protect public safety or health.
- 2) A permit application shall be approved or denied in writing by the Highway Supervisor within 20 days of the application submission.
- 3) If additional decision time is required to consider engineering, environment, safety or other pertinent issues, the applicant shall be notified within 20 days of the application submission and a revised timeline for approval will be established by the Highway Supervisor

Please fill out the following and submit via email to townadmin@lincolnvermont.org. You can also mail or drop at the Town of Lincoln, 62 Quaker St. Lincoln, VT 05443

Permit Application

Application Date:

Received Date:

Applicant Name:

Business or Corporation Name:

Applicant Address:

Phone:

E-mail:

Type and location of work required/planned:

Town Highway No.

E-911 address

GPS location

- Drainage ditch improvement/relocation
- Driveway or private road culvert, installation, replacement or repair
- Water or sewer line installation, replacement or repair
- Electric power line installation, replacement or repair
- Telephone, cable TV, internet etc. line installation, replacement or repair
- Other work not listed above

Road Crossing
 Road Crossing
 Road Crossing
 Road Crossing

Describe in detail why the proposed work is necessary, schedule for starting and completing the project, services that may be affected or interrupted. [Attach additional sheet(s) if necessary.]

DIG SAFE 888-344-7233 MUST be contacted by the applicant or his/her contractor and the work area must be fully marked and cleared BEFORE work can begin. Contacting DIG SAFE substantially reduces property owner or contractor liability if underground utilities are inadvertently damaged by the project.

Who Will Do the Proposed Work?

- Applicant
- Contractor

Contractor name:

Address:

Phone:

E-mail address:

✓ ALL WORK DONE IN THE TOWN ROW must comply with applicable federal, state, and local regulations - notably those from the Occupational Safety & Health Administration (OSHA) and Vermont Occupational Safety & Health Administration (VOSHA).

✓ CONTRACTORS are required to provide a current certificate of liability insurance with a minimum amount of \$1,000,000, naming the Town of Lincoln as an additional insured.

✓ All work done must comply with applicable town policies, specifications, and special conditions shown on page 3 of the issued permit.

✓ All costs for excavation, materials, safety signage, traffic control, installation, and restoration of road base, drainage ditches, or traveled surface will be borne by the applicant, unless explicitly agreed upon and shown on page 3 of the issued permit.

✓ Completed applications shall be mailed or dropped off to the address listed above or emailed to townadmin@lincolnvermont.org

Application APPROVED / DENIED

Date:

Signature:

Title:

COI Rec'd:

Permit Expiration Date:

Special permit conditions:

PROJECT COST WILL BE PAID ___ % BY _____ and ___ % BY _____

Final Inspection by Highway Supervisor:

Date:

Name:

Signature:

Revision April 30, 2026