

Rocky Hill Street Excavation Permit Applicant Instructions

Revised 12/1/2023

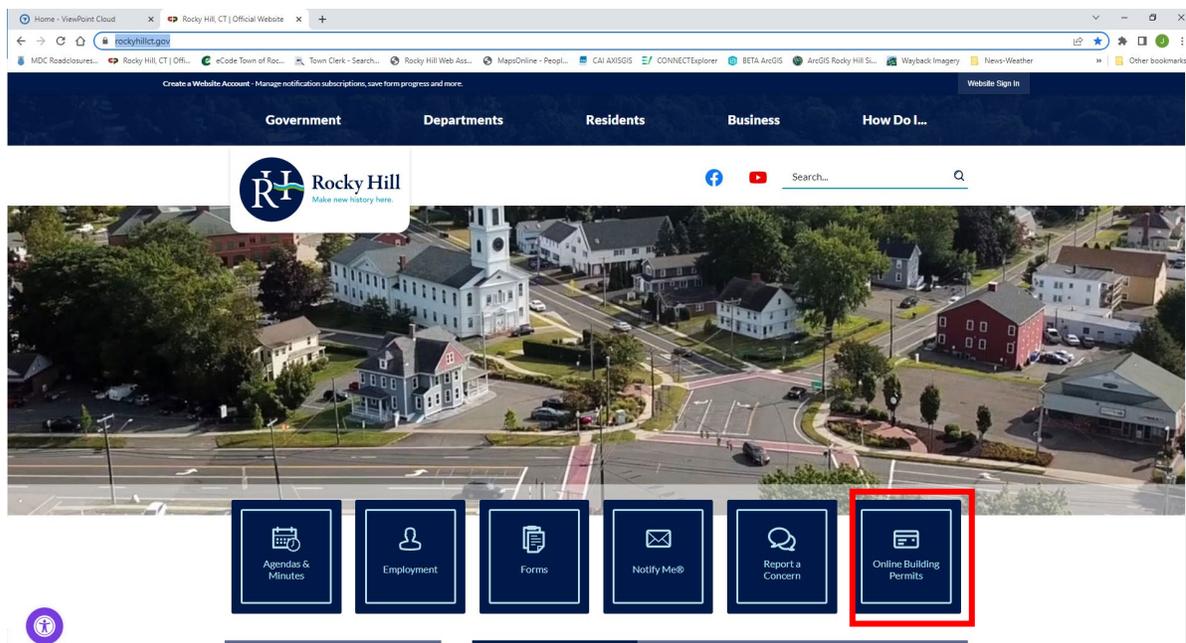
Introduction

The Town of Rocky Hill switched to online permitting for select departments through the Opengov software platform on 12/1/2023. *Opengov* is a cloud-based permitting system operating through a web browser (ie. *Microsoft Edge, Apple Safari, Google Chrome, or Mozilla Firefox*).

This document serves as a “how-to manual” for users of *Opengov* who may be unfamiliar with the *Opengov* software who wish to apply for a Street Excavation Permit with the Rocky Hill Engineering Department.

Instructions

1. Go the Town of Rocky Hill Website at <https://www.rockyhillct.gov/>
2. Click the **Online Permits** portal on the homepage.



3. Select either **Login** (if you already have an *Opengov* account) or **Sign Up** (for new *Opengov* users) to enter your user credentials (Name, password, address, email, etc.).

The screenshot shows the Town of Rocky Hill, CT website. At the top, there is a navigation bar with the town logo, the name "Town of Rocky Hill, CT", a search bar, and "Login" and "Sign Up" buttons. The main content area features a large banner with the text "How may we help?" and "Access service information and apply online - all from here." Below this is a search input field with the placeholder text "Search for something like 'Street Excavation Permit Application' or '**Building Permit'".

Under the banner, there is a section titled "Discover Online Services" with the subtext "Choose below to browse services by department". There are two department cards: "BUILDING DEPARTMENT" (with a photo of a house under construction) and "Engineering/Planning & Zoning Department" (with a photo of a road construction site). Each card lists services and has an "Explore" button.

To the right of the main content is a "Citizen Services" login page. It features the town logo, the text "Welcome to Town of Rocky Hill, CT", and "Log In" and "Sign Up" buttons. Below this are two input fields: one for email (containing "jscott@rockyhilct.gov") and one for password (containing "*****"). There is a checkbox for "Don't remember your password?" and a blue "Log In >" button at the bottom.

4. From the Rocky Hill Online Permit Portal, select the Engineering/Planning & Zoning Department Portal. It will then take you to the three possible options.

This screenshot is identical to the one above, showing the Town of Rocky Hill, CT website. However, the "Engineering/Planning & Zoning Department" card is highlighted with a red rectangular border, indicating it is the selected option.

<p>Zoning Permit REQUIRED for all accessory structures less than 200 square feet IF AND ONLY IF the structures are detached from the primary residence AND if exempt from requiring a Building Permit per the Building Code in effect at the time of application.</p>	Select
<p>Street Excavation Permit Application REQUIRED for any work within the Town of Rocky Hill's right-of-way. Not required for work in State or private rights-of-way. See Street List for more information.</p>	Select
<p>Contractor Registration Complete this registration to have your bond and insurance on file with the Engineering Department before filling out a street excavation permit application.</p>	Select

Please note that you can also follow the following link to bring you to the same location:

<https://rockyhillct.portal.opengov.com/>

Contractor Registration

Introduction

If you are an applicant who applies for multiple Street Excavation Permits each year, click on **Contractor Registration** portal to upload your current Street Excavation Bond and Certificate of Insurance forms. Please note that digital versions (ie. pdf files) will need to be available to you at the time of registration. This data can then be referenced in the subsequent Street Excavation Permit Applications so that the information only has to be uploaded once. Otherwise, these forms will be required for each application that is filled out by the applicant. If you prefer to upload the information for each individual permit, skip to the Street Excavation Permit instructions on Page 7.

Instructions

5. Click on the **Contractor Registration** portal.

<p>Zoning Permit REQUIRED for all accessory structures less than 200 square feet IF AND ONLY IF the structures are detached from the primary residence AND if exempt from requiring a Building Permit per the Building Code in effect at the time of application.</p>	Select
<p>Street Excavation Permit Application REQUIRED for any work within the Town of Rocky Hill's right-of-way. Not required for work in State or private rights-of-way. See Street List for more information.</p>	Select
<p>Contractor Registration Complete this registration to have your bond and insurance on file with the Engineering Department before filling out a street excavation permit application.</p>	Select

6. Click on the **Apply Online** button.

Town of Rocky Hill, CT My Account Search Jason

Engineering/Planning & Zoning Department / Contractor Registration

Contractor Registration

[Apply Online](#)

7. Fill out the information for your name, address and phone number in the boxes for Step 1. Click the **Next** button to continue.

Town of Rocky Hill, CT My Account Search Jason

Have a project #? Step 1 of 3 - Save Draft and Exit

Contractor Registration

Confirm your contact information
Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name	<input type="text" value="Jason"/>	Last Name	<input type="text" value="Scott"/>
Email address	<input type="text" value="jscott@rockyhillct.gov"/>	Phone Number	<input type="text" value="8602587674"/>
Address 1	<input type="text" value="761 Old Main Street"/>	Address 2 (Optional)	<input type="text"/>
City	<input type="text" value="Rocky Hill"/>	State	<input type="text" value="CT"/>
		ZIP/Postal Code	<input type="text" value="06067"/>

[Next >](#)

Town of Rocky Hill, CT Your Profile
Your Records Resources
Search for Records
Claim a Record

8. Fill out the information on your company name, office phone number, email, and company mailing address in the boxes. Click the **Next** button to continue.

Town of Rocky Hill, CT My Account Search Jason ▾

Have a project #? Step 2 of 3 · Save Draft and Exit

Contractor Registration **Contact Information**

Company * Contact Name *

Office Phone * Email *

Company Mailing Address (include City, State, Zip) *

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Town of Rocky Hill, CT
Your Profile
Your Records
Resources
Search for Records
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Employee Login

9. Upload attachments for the Street Excavation Bond and the Certificate of Insurance. Upload anything else supplemental that may pertain to your project. Click the **Next** button to continue.
10. Confirm the data you entered is correct and edit anything necessary before submission. Click the **Confirm and Submit** button to continue.
11. The submission has now been sent to the Engineering Department for Administrative Review. Please note the Contractor Registration number has been assigned to your submission. Save this CR-* number for your records.

Town of Rocky Hill, CT My Account Search Jason ▾

Contractor Registration
CR-4

[Your Submission](#)
[Attachments](#)
Guests (0)

Review & Set Expiration Date

In progress. This step is in progress.

Please save your CR registration (top left corner) number for future use in the Street Excavation Permit Application.

Message the reviewer

Send Message

****Note:** You can look up your Contractor Registration number anytime you are logged in to *Opengov* by clicking on the “**Your Records**” link on the bottom of the screen and looking in your **Applications** list. You will find the CR-* number in the listing.

Contractor Registration

Town of Rocky Hill, CT

Your Profile

Your Records

Resources

- Search for Records
- Claim a Record
- Employee Login

Town of Rocky Hill, CT

My Account Search Jason

↶ Back Home	PP-23-3	*Plumbing Permit	144 FOREST STREET Rocky Hill, CT 06067	Nov 13, 2023	Active
Dashboard	EP-23-4	*Electrical Permit	60 WEST STREET Rocky Hill, CT 06067	Nov 13, 2023	Active
Messages	BP-23-11	*Building Permit	125 HENKEL WAY Rocky Hill, CT 06067	Nov 13, 2023	Active
Profile	CR-3	Contractor Registration		Nov 8, 2023	Active
Your Records	Z-23-2	Zoning Permit	241 BROOK STREET Rocky Hill, CT 06067	Nov 6, 2023	Active
Applications	EXC-23-5	Street Excavation Permit Application	174 Parsonage Street - 163 Parsonage Street (Segment)	Nov 2, 2023	Active
Projects	EXC-23-4	Street Excavation Permit Application	26 WELLS ROAD Rocky Hill, CT 06067	Nov 2, 2023	Active
Permits & Docs	EXC-23-6	Street Excavation Permit Application	Henkle Way @ Brook St - 382 Brook Street (Segment)	Nov 8, 2023	Complete
Payments	CR-2	Contractor Registration		Nov 7, 2023	Complete
Inspections					

Street Excavation Permit

Introduction

In accordance with Code of the Town of Rocky Hill Chapter 212 – Streets and Sidewalks, governing operations within public rights-of-way, all work performed within the Town of Rocky Hill

right-of-way requires a Street Excavation Permit issued by the Engineering Department. This includes work performed by every entity (contractor, utility, resident) with the exception of the Town Highway and Parks departments.

The purpose of the permit is to protect the Town and its residents from liability for work being done on Town property. All contractors performing work within the Town of Rocky Hill rights-of-way shall be licensed and insured and post a bond. The original certificates of such insurance and bond shall be filed with the Engineering Department and shall be subject to the approval of the Town for adequacy of protection. The certificate must name "The Town of Rocky Hill" as an additional insured.

The contractor must notify the Town of cancellation or change at least 30 days prior to the effective date of such cancellation or change. The fee is \$50 per location.

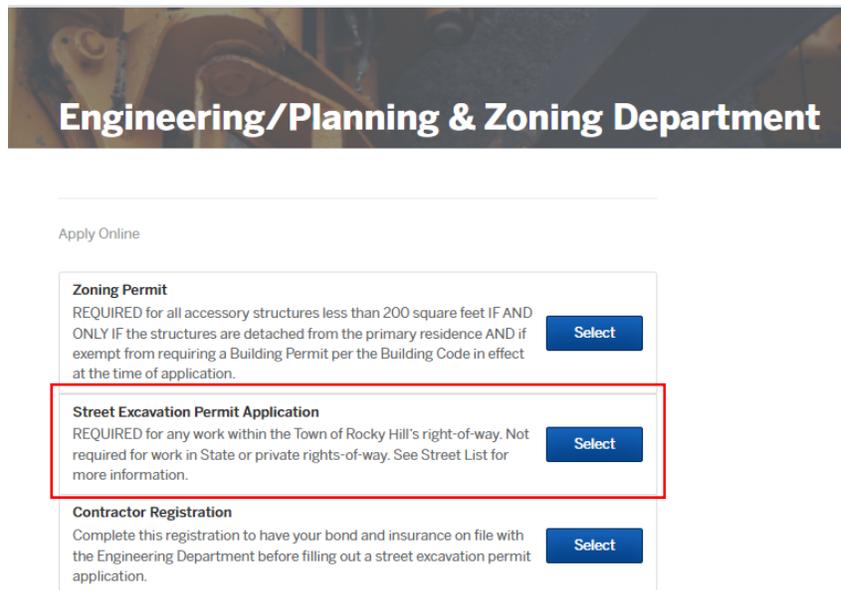
The paper form used previously by the Engineering Department will no longer be accepted. The applicant is expected to enter this data into the new Opengov online permit system as outlined below.

If you are unsure if you are working in a Town of Rocky Hill right of way, see the Street List link at the start of the permit process. If you need assistance in determining if your work is within the right of way, please contact our office at 860-258-2766 for assistance.

Please note that prior to the issuance of a permit, the permittee must provide a "Call Before You Dig" number on each individual permit application. Call 8-1-1 or go to www.cbyd.com.

Instructions

1. Click on the **Street Excavation Permit Application** portal.



2. If unsure if you are working within a Town right-of-way, applicants can click the **Street List** link. Download and complete any of the necessary waivers if your project requires one by clicking on the

desired link on the page. Scan the completed documents and save them on your device, there will be a chance to upload them into the permit later in the application process.

Town of Rocky Hill, CT

My Account Search Jason

Engineering/Planning & Zoning Department
/ Street Excavation Permit Application

Apply Online

Street Excavation Permit Application

All work performed by a contractor or an individual within the Town of Rocky Hill's right-of-way requires a Street Excavation Permit issued by the Engineering Department.

All contractors performing work within the Town of Rocky Hill rights-of-way shall be licensed and insured and post a bond, all of which shall be filed with the Engineering Department and shall be subject to the approval of the Town for adequacy of protection. The insurance certificate must name "The Town of Rocky Hill" as an additional insured. Both bond and insurance must be valid and in effect for the permit application to be processed. [Bond and Insurance Requirements.](#)

Street Excavation Permits are only required if the work is to be performed in the Town of Rocky Hill's right-of-way. If your project is in or along a state highway or a private road, a Street Excavation Permit from the Town of Rocky Hill is not required. If you are unsure, please contact our office before filling out an application.

The permit fee is \$50 per location. A permit application will not be processed until payment is made.

- Street List.pdf
- Drive Grade Waiver.pdf
- Hold Harmless - Driveway Apron 2021.pdf
- Hold Harmless Irrigation Form_1.pdf

3. Click the **Apply Online** button to continue.

4. Fill out your contact information. Click the **Next** button to continue.

Town of Rocky Hill, CT

My Account Search Jason

Have a project #? Step 1 of 6 - Save Draft and Exit

Street Excavation Permit Application

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name: Jason

Last Name: Scott

Email address: jscott@rockyhillct.gov

Phone Number: 8602587674

Address 1: 761 Old Main Street

Address 2 (Optional):

City: Rocky Hill

State: CT

ZIP/Postal Code: 06067

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Town of Rocky Hill, CT

Your Profile
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Portal powered by **OpenGov**

5. Add location information either by one address through the **Address or Parcel** option or a range of addresses via the **Segment** option. Click the **Next** button to continue.

Town of Rocky Hill, CT My Account Search Jason

Have a project #? Step 2 of 6 Save Draft and Exit

Street Excavation Permit Application Location for Street Excavation Permit Application Select a primary location for this record. If needed, you can add additional locations later.

Choose a location type:

- Address or Parcel Location of Excavation in the Town of Rocky Hill
- Segment Location of Excavation in the Town of Rocky Hill

Back Next

Town of Rocky Hill, CT Your Profile Your Records Resources Search for Records Claim a Record Employee Login

Portal powered by OpenGov

6. Enter an address (you can enter a number or street name) or you can type in and address/click on the map provided (if entering a location through the segment function).

Town of Rocky Hill, CT My Account Search Jason

Have a project #? Step 2 of 6 Save Draft and Exit

Street Excavation Permit Application Location for Street Excavation Permit Application Select a primary location for this record. If needed, you can add additional locations later.

Back to Location Types

Search for Address or Parcel Location of Excavation in the Town of Rocky Hill

Q 2025

- 153 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 433 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 372 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 438 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 209 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 52 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 68 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 154 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 135 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 380 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 365 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 308 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 57 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 216 PARSONAGE STREET, Rocky Hill, CT Choose Location
- 299 PARSONAGE STREET, Rocky Hill, CT Choose Location

Town of Rocky Hill, CT My Account Search Jason

Back to Location Types

Select a Segment Selected length: 1360.42 feet

Confirm Location Selection

Starting Location Clear 100 Bailey Rd, Rocky Hill, CT 06067, USA

Ending Location Clear Silas Deane Hwy @ Parsonage St, Rocky Hill, CT 06067, USA

Map showing a segment between 100 Bailey Rd and Silas Deane Hwy @ Parsonage St. Search bar and map controls are visible.

Back Next

7. Click the **Choose Location** button or the **Confirm Location Selection** button to select your location. Click the **Next** button to continue.
8. Enter any additional information about the property owner, if needed. Click Next to continue.

PRIMARY LOCATION

The main location associated with the record.



153 PARSONAGE STREET
Rocky Hill, CT 06067

Change Location ▲

Unit
No Unit ▼

Property Owner Information

Name
URENA WILVIN + WILSON

Phone Number Email

Street # Street Name Unit

City State Zip Code

Property Data

Year built	1959	MBL	04-374
Lot Area	0.52	Zoning	R-20
Occupancy	RESIDENTIAL	Book Page	69268
Water		Building Type	RANCH
		Sewage	

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9. Enter information about your project, including a valid Call Before You Dig number and your current Street Excavation Bond and Certificate of Insurance. If you have already registered with our Contractor Registration on Opengov, enter your Contractor Registration number (ie CR-33). Click the **Next** button to continue.

Have a project #?

Step 3 of 6

Save Draft and Exit

Street Excavation Permit Application

Excavation Information

Are you working for a Utility company? *

Yes

Which type of Utility? *

MDC Water

Specify Utility company name *

Scottop

Utility company contact person *

John Smith

Contact person phone number *

5555555555

Description of Work *

final trench paving (4" thickness minimum)

Start Date * @

10/18/2023

End Date (approx) *

11/01/2023

CBYD # *

2023555555555

Is your Bond & Insurance on file with the Town of Rocky Hill through our online registration? *

No

You will be required to provide a copy of your Bond & Insurance on the last step of this application. Apply here if you would like to have your Bond & Insurance on file for future applications.

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10. Enter additional applicant information. Click the Next button to continue.

Have a project #?

Step 4 of 6

Save Draft and Exit

Street Excavation Permit Application

Additional Applicant Information

Office Phone *

5555555555

Emergency Phone # *

5555555555

Field Contact *

5555555555

Field Cell *

5555555555

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11. Read the permit Conditions and digitally sign the Applicant Certification. Click the Next button to continue.

Have a project #? Step 5 of 6 Save Draft and Exit

Street Excavation Permit Application

Conditions & Applicant Certification

1. All contractors working with in the Town's Right of Way shall be licensed, bonded and insured. The bond shall be in the amount of \$10,000 and shall be a **2 year bond, to be renewed by continuation certificate at ONE year intervals at the option of the Surety.** The certificate of insurance shall be in the amount of \$1,000,000.
2. The conditions of this permit are that every person acting under the same shall at all times, and in every respect, carefully and truly observe the ordinance, rules, regulations, and specifications governing the work herein contemplated. It may be revoked at any time for breach of its conditions.
3. The permit shall be kept at the work being done under the authority, and shall be shown upon the request of any authorized person. Notice shall be given at the Engineering Department not less than 24 hours before any work begins. An additional notice of 2 hours shall be given before placing concrete for sidewalks and curbs.
4. And the undersigned hereby agrees to become responsible to the Municipality for any and all damages that may result to said Municipality to any person or property in said Municipality, which said Municipality would be liable by reason for the construction of such work.
5. All work shall be in conformance with the Town of Rocky Hill Public Works Manual.
6. The permittee agrees to abide by and perform all work in accordance with "Standards, Specifications and Procedures for the Installation of Utility System within Municipalities Belonging to the Metropolitan District Commission and any requirements made by the Municipality there under."
7. The refilling of all trenches shall be done in a manner approved by the Town Engineer or his agent, **and the applicant herein assumes all liability for any damage or faulty construction which may occur in connection with the work herein stated, within a period of 2 years from date of FINAL INSPECTION.**

I certify that I have read & understand the conditions stated above and agree to all of those conditions.

Applicant Signature *

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12. Upload a sketch or plan of the project, valid Street Excavation Bond and Certificate of Insurance (unless already submitted through the Contractor Registration in *Opengov*), and any additional files you wish to attach to the permit. Note that you can "drag & drop" files or navigate to them on your computer or mobile device. Click the **Next** button to continue.

Have a project #? Step 6 of 6 Save Draft and Exit

Street Excavation Permit Application

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File	
Sketch/Plan Required	No file uploaded	Upload
Bond Required Bond and Insurance Requirements	No file uploaded	Upload
Certificate of Insurance Required	No file uploaded	Upload
Add attachment		

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13. Review your submission and edit data if necessary. Click the **Confirm and Submit** button to continue.

14. Please pay the Street Excavation Permit fee by credit card, electronic bank account, cash or check. Please note that payment must be received before the permit can be issued. Service fees may apply.

Town of Rocky Hill, CT My Account Search Jason

Street Excavation Permit Application
EXC-23-10

Your Submission
Attachments
Guests (0)

Street Excavation Fee
Administrative Review
Engineering Review
Permit Issuance
Inspections

Street Excavation Fee

Due Now. Please make a payment in order to continue.

After payment is received, Engineering Department staff will review your application. You will be notified through OpenGov if any more information is needed and whether your application is approved or denied. Thank you for your patience.

Street Excavation Permit Application	
Street Excavation Fee	\$50.00
Total Fee Amount	\$50.00

Payment Method

Pay with a Credit Card
\$2.49 processing fee

Pay using your bank account
No processing fee

Pay with check, cash, or another method
No processing fee

Amount Due	\$50.00
Total Payment Amount	\$50.00

Ask a question about this

15. After payment is made, print and/or save the receipt for your records.

Street Excavation Permit Application
EXC-23-10

Your Submission
Attachments
Guests (0)

- Street Excavation Fee
- Administrative Review
- Engineering Review
- Permit Issuance
- Inspections

Payments

Date	Method	Amount
Nov 21, 2023 at 1:42 pm	Credit Card	\$50.00

Print Receipt

Ask a question about this

Send Message

11/21/23, 1:43 PM
Payment Receipt



Town of Rocky Hill, CT

\$52.49 Paid

via Credit Card ending in 4242

Thanks for using the Online Service Center

Jason Scott
Street Excavation Permit Application #EXC-23-10
November 21, 2023

Street Excavation Fee	\$50.00
Processing Fee	\$2.49
Total Paid	\$52.49

Powered by the ViewPoint Cloud platform
Receipt number #35

about:blank
1/1

Print 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options:

- Headers and footers
- Background graphics

Save
Cancel

16. Your **Street Excavation Permit Application** is now complete and has moved to the Administrative Review phase, which will be performed by Engineering Department staff. You will be contacted through *Opengov* if any additional information is needed and if the permit application is **Approved** or **Denied** (notifications will also be made by *Opengov* to the email address you provided).

17. If the **Street Excavation Permit** is issued, you can print it out through *Opengov*.

