



City of Medford

Department of Public Works

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Owen Wartella, PE
City Engineer

TRENCH PERMIT NON-EMERGENCY MORATORIUM SPECIAL EXCEPTION (MSE)

- 1) Non-emergency trench permits for work in the public right of way will not be granted during the time period between November 15th and April 1st without a Moratorium Special Exception (MSE).
- 2) Submission of this completed signed form will open an MSE under the name of the Licensed Drain Layer performing the work. A MSE is not a permit. Once the MSE is filed with the Engineering Division, a Trench Permit may be requested through the usual process.
- 3) This MSE must be endorsed by the Department of Public Works Commissioner before endorsement by the City Engineer.
- 4) This form must be submitted to the City Engineer for endorsement within 48 hours of construction start date.
- 5) All trenches during the moratorium must be patched with hot mix asphalt. All trench patches are considered temporary during the moratorium. Temporary patches must have A-tags. If a water service tie card is required, size of patch and A-tag markings shall be noted on the tie-card.
- 6) MSE's can only be closed when final paving is completed. Final paving must be completed after April 1st and before April 30th.
- 7) After April 30th, licensed drain layers will not be issued new permits with an open MSE.
- 8) MSEs must be closed with an inspection from the Permit Officer in the Engineering Division.

Engineering Division Project #: _____

Date Range of Work: Start: _____ End: _____ DigSafe #: _____

Reason for MSE: _____

Licensed Drain Layer:
Company Name: _____ phone: _____

Listed Contact: _____ email: _____

Licensed Drain Layer Signature: _____ License No. _____ Date: _____

DPW Commissioner signature: _____ Date: _____

City Engineer Signature: _____ Date: _____

To be completed by Permit Officer: Trench Permit #:

To be completed by Clerk: Date filed: _____ MSE #: _____