

RIGHT OF WAY PERMITS:

When doing any work in the Town's Right of Way, **a permit is required**. Applications for a Right of Way Permit are submitted through our Viewpoint platform, which may be accessed here: <https://boltonct.portal.opengov.com/>

If you currently do not have a Viewpoint account, you will need to register an account using your email address and a password of your choice. The ROW application is found under the Land Use Dept category on the homepage. Once logged in, click on the Land Use Dept category:



Department of Public Works
Driveway Permit, Sewer Permit

Land Use Department
Inland Wetlands, Special Events Permit + 9 more

Then select the 'Right of Way Permit' from the application list:

Zoning Official, and not the Commission, please DO NOT submit this application. Please submit an "Administrative Zoning Permit" application [listed above].

Right of Way Permit

APPLICATION FOR APPROVAL OF ALTERATIONS ON TOWN

ROADWAY/HIGHWAY. No blasting permitted unless a Special Permit is obtained and town is provided with an acceptable certificate of insurance in favor of the town covering blasting operations.

Select

Solicitors Permit

Select

Complete the application questions and then you will need to upload a plan or sketch showing what is being done. If you need assistance with uploading your plan, feel free to come to the Building Dept. and we can assist you with that.

The application fee is \$50, and a separate bond check is also required in the amount \$500, made payable to the Town of Bolton. This bond is returnable to you once the project is completed and final approved. You may remit the application fee online using a credit card, or send a check by mail, or come into the Building Dept. and we can process it here. The bond check cannot be remitted online - that needs to be mailed or dropped off.

The Town Public Works Dept. will need to come review what you want to do prior to commencement of work and may require certain inspections. **A final inspection is required once the job is complete.** It is your responsibility to contact the Building Dept. to schedule the inspection(s).

IT IS THE RESPONSIBILITY OF THE OWNER/APPLICANT TO CONTACT 'CALL BEFORE YOU DIG' PRIOR TO ANY COMMENCEMENT OF WORK.

Please contact the Building Dept. should you have any questions regarding this process. Thank you.