



# TOWN OF MARBLEHEAD

Select Board

## APPLICATION TO BLOCK THE PUBLIC WAY

- Application for:**
- ☐ Ladders/Staging/Pump Jack/Scaffolding
  - ☐ Dumpster (*additional fee and permit required by Fire Department*)
  - ☐ POD/Moving Van
  - ☐ Block Party (*requires a separate completed block party sign off sheet*)
  - ☐ Other \_\_\_\_\_

**Contact Information** (*Person making the request i.e. Contractor and/or Homeowner*)

**Name** \_\_\_\_\_ **Company** \_\_\_\_\_  
(if applicable)

**Address** \_\_\_\_\_

**Tel #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Location of job/request** \_\_\_\_\_

**Description of Request/ Job / Equipment that will be on public way** (*i.e. ladders/staging/pump jacks*)  
(*Attach any additional information*)

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**Duration of request** (*List Specific Dates if known*) \_\_\_\_\_

**Submit your Application to the Select Board**, Abbot Hall, 188 Washington Street *or email* (attach request in a word document) to Kyle Wiley at [wileyk@marblehead.org](mailto:wileyk@marblehead.org). Your application to block the public way will be reviewed and you will be notified in writing once your application has been approved. **Please be advised that some applications may require a Certificate of Insurance or a Police Detail as well.**

A **Certificate of Insurance**, that names the *Town of Marblehead as additionally insured*, in the amount of \$1million/\$2million (Occurrence/Aggregate) with a \$1million/\$1million umbrella is required for work on the public way. *The Certificate should LIST the location of the Job in the Description of Operations/Locations.*

**Office use:**

**Police** \_\_\_\_\_ **Date** \_\_\_\_\_ **COI** \_\_\_\_\_

**Fire** \_\_\_\_\_ **Date** \_\_\_\_\_ **OHDC** \_\_\_\_\_

**Select Board** \_\_\_\_\_ **Date** \_\_\_\_\_

Telephone (781) 631-0000 Fax (781) 631-8571



Office of the  
**SELECT BOARD**  
ABBOT HALL  
188 Washington Street  
MARBLEHEAD, MASSACHUSETTS 01945

## **REGULATIONS TO BLOCK THE PUBLIC WAY**

Approval of the Select Board, through its Town Administrator, is required to block the Public Way and for any work that needs to be done on the public way (roads and sidewalks). This includes ladders, or other equipment and staging, moving vans/PODS and Dumpsters.

**To request permission to use the public way, please follow these steps:**

- Submit Application to Block the Public Way
- The Application should include:
  - What items will be on public way - i.e. Ladders, staging, equipment, moving vans/PODS and Dumpsters
  - Address of the public way to be impeded
  - How long job will last, include dates (if know) and hours of work
  - Specific dates requested (i.e. June 24 – 26, 2016, weather dependent)
  - Your name
  - Name/address /contact information of Company doing the work
  - Phone number /Email address of responsible individual

The Town requires a ***Certificate of Insurance*** that names the Town of Marblehead as additionally insured in the amount of \$1million/\$2million (Occurrence/Aggregate) with a \$1 million/\$1million umbrella. *The Certificate should LIST the location of the Job in the Description of Operations/Locations.*

Our Office will review your application and you will be notified in writing once your application has been approved. Work is not permitted on the public way prior to approval from the Selectmen's Office and receipt of a Certificate of Insurance (if required).

**Submit your Application to the Select Board, Abbot Hall, 188 Washington Street or email (attach request in a word document) to Kyle Wiley at [wileyk@marblehead.org](mailto:wileyk@marblehead.org)**