TOWN OF SUSSEX POLICY

Subject		Number
PRIVATE WORK APPLICATION		WD-9
Date FEBRUARY 17, 2009	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* JULY 18, 1994
Signature Michael W. Hemming	*Date of Revision* FEBRUARY 16, 2009	PAGE 1/1

1. Private work application forms shall be signed by the owner or owner's agent and witnessed by the Town's representative and initialed by the Works Officer or Superintendent of Works.

2. All private work applications shall be approved by the Works Officer or Superintendent of Works prior to the start of the work.

3. The Foreman shall place on the Works Department work order sheet the number of hours, the type of equipment, manpower and material used to complete the work and sign the work order form.

4. The Superintendent of Works shall cost the work completed and sign the work order form by Monday of the following week after the work is completed.

5. The Works Officer shall review the completed work form, initial and forward the work order form to the Town Treasurer by Tuesday of the following week after the work is completed.

6. The Town Treasurer shall issue an invoice for the work completed.