

PUBLIC WORKS

Effective August, 4, 2014



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Right-of-Way Excavation & Restoration Permit Application

Permit No. _____

Date _____

It is understood that intent to cut within a City street, sidewalk, and/or curb and gutter must receive prior approval by the City of Greenville through means of obtaining a permit. Failure to receive prior approval (except for emergency repairs) will result in a \$500 fine in addition to the normal cost of the permit and repair work.

Unless otherwise noted, all cuts made into City right-of-ways must be repaired by the Greenville Public Works Street Division. Seventy-two (72) hour notice must be given prior to making cut.

Permits are valid for thirty (30) days only and must be renewed to extend approval beyond this period of time. Notification must be given to Public Works Street Maintenance Division after work is completed and backfilled for inspection before leaving job.

Applicant:

Company: _____

Address: _____

24 Hr. Contact: _____

Phone: _____

Project Information:

Location: (Include Location Map): _____

Nearest Street Intersection: _____

Description of Work and Utility Involved (Attach a plan to include sufficient detail of the work involved): _____

Date of Proposed Work: _____

Lane Closure, Road Closure and Detour Plan: If applicable, applicant shall submit plan with application. _____

ULOCO call ticket number: _____

Additional Information: _____

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Permit Approval Subject to Special Provisions as Applicable:

Specific Requirements:

- 1) _____

- 2) _____

General Requirements:

- 1) The permittee shall notify the Greenville Public Works Street Maintenance Division office at (252) 329-4344, 72 hours prior to beginning construction and upon completion of construction.
- 2) All lanes of traffic shall be open on Greenville thoroughfares from 7:00 AM until 8:30 AM and from 4:30 PM until 6:00 PM on weekdays only. Approval must be received by the Greenville Public Works Street Division at (252) 329-4344, 72 hours prior to any lane/road closure with the exception of an emergency repair.
- 3) Permittee shall provide traffic control devices, lane closures, road closures, positive protection and/or any other warning or positive protection devices necessary for the safety of road users during construction and any subsequent maintenance. This shall be performed in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendment or Supplement thereto. Notification of a lane or road closure shall also be made to the City Traffic Engineer, phone (252) 329-4066. Such closures require a plan submitted to the City Traffic Engineer for approval prior to the commencement of work.
- 4) Should excavation be within 500 feet of a signalized intersection permittee shall notify the City Traffic Engineer at (252) 329-4066. All traffic signal or detection cables must be located prior to excavation.
- 5) An executed copy of the approved permit and plans shall be present at the construction site at all times during construction. If safety or traffic conditions warrant such action, The City of Greenville reserves the right to further limit, restrict, or suspend operations within the right of way.
- 6) The permittee shall contact the appropriate Utility Companies involved and make satisfactory arrangements to adjust the utilities in conflict with the proposed work prior to beginning construction.
- 7) All fill areas/backfill shall be compacted to 95% density in accordance with AASHTO T99. All material to a depth of 8 inches below the finished surface of the subgrade shall be compacted to a density equal to 100% of that obtained by compacting a sample of the material in accordance with AASHTO T99. The Contractor shall dry or add moisture to the subgrade when required to provide a uniformly compacted and acceptable subgrade. All material placed in a maximum of 6" lifts.
- 8) All earth areas disturbed shall be graded, dressed, seeded, mulched, and tacked with liquid asphalt or other approved means within 10 days of completion of work in any area.

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- 9) All workmanship and materials shall conform to The City of Greenville Manual of Standard Design Details (MSDD).
- 10) The permittee shall comply with all applicable federal, state and local environmental regulations, and as applicable shall obtain all necessary federal, state and local environmental permits, including but not limited to, those related to sediment control, storm water, wetland, streams, endangered species and historical sites.
- 11) All existing structures, pavement, drainage or otherwise, located inside the Right of Way that are affected by this work shall be restored to meet the all specifications as directed by the City Engineer. Any and all repairs required for open pavement cuts will be completed in accordance with the MSDD. Should the thickness of the existing asphalt exceed the minimum thickness as required by the MSDD, permittee shall replace at the same standard as the existing asphalt. ABC stone will not be used to fill the pavement cuts to the finish elevation of the surface asphalt as a temporary measure. Permittee will be responsible for providing a temporary asphalt patch until the City of Greenville Public Works, Street Division can schedule the final repair.
- 12) All concrete and asphalt driveways within the public right of way shall be crossed by dry bore methods. Any deviation shall be replaced by the permittee with like materials and be warranted for three years to cover all damages resulting from the open cut.
- 13) Ingress and egress shall be maintained to all businesses and dwellings affected by the work or project.
- 14) During non-working hours, equipment shall be parked as close to right of way lines as possible and be properly barricaded in order to not have any equipment obstruction within the Clear Recovery Area.
- 15) All roadway signs that are removed due to construction shall be reinstalled as soon as possible, but at least by the end of the same workday.
- 16) Excavation material shall not be placed on pavement. Drainage structures shall not be blocked with excavation materials.
- 17) All soils located inside the Right of Way shall be considered a type "C" soil. All trenching, shoring and excavation shall follow the OSHA guidelines for this type of soil.
- 18) Trenching, bore pits and/or other excavations shall not be left open or unsafe overnight. The Contractor shall comply with all OSHA requirements and provide a competent person on site to supervise excavation at all times.
- 19) Active excavation shoring, such as sheet piling shall be installed. The design of the shoring shall include the effects of traffic loads. The shoring system shall be designed and sealed by an engineer registered in North Carolina as a Professional Engineer. Shoring plans and design calculations shall be submitted to the City of Greenville Engineer for review prior to construction. Trench boxes shall not be accepted as shoring.
- 20) All shoulder installation shall remain a minimum of 1 foot distance per 1 foot depth (1:1 slope) from the edge of pavement to the nearest inside wall of excavation.
- 21) All excavations inside the theoretical 1:1 slope from the existing edge of pavement to the bottom of the nearest excavation wall should be made in accordance with the following conditions:

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- a. Traffic should be moved to a travel lane outside the limits of a theoretical 1:1 slope from the bottom of trench wall to the pavement surface.
 - b. The trench backfill material should meet the Statewide Borrow Criteria. The Trench should be backfilled. The backfill material to be placed in layers not to exceed 6 inches loose and compacted to at least 95% of the density obtained by compacting a sample in accordance with AASHTO T99.
 - c. A qualified City of Greenville inspector should be on the site at all times during construction. The permittee shall be required to reimburse the City of Greenville for the cost of providing the inspector. If the City of Greenville cannot supply an inspector, the permittee (not the utility contractor) should make arrangements to have a qualified inspector, under supervision of a Professional Engineer registered in North Carolina, on the site at all times. The Registered Engineer should be required to certify that the utility was installed in accordance with the permit requirements.
 - d. At the first sign of trench failure, the trench should be immediately backfilled with materials consisting of A-1, A-3, A-2-4 soils or A-4 soils having a maximum of 40% passing a No. 200 sieve and a maximum P.I. of 6. All work should cease and the City Engineer should be contacted. The encroaching party will be required to repair any damage to the pavement caused by the excavation.
 - e. All trench excavation inside the limits of the theoretical 1:1 slope, as defined by the policy, should be completely backfilled and compacted at the end of each construction day. No portion of the trench shall be left open overnight.
 - f. The length of parallel excavation should be limited to the length necessary to install one joint of pipe at a time, not to exceed twenty-five (25) feet.
 - g. A performance bond shall be provided for a period of five (5) years to cover any pavement repairs required resulting from a settlement of utility trench due to improper backfill and compaction.
- 22) For a complete road crossings or crossing of a road that has been resurfaced in the past 5 years, the installation shall be by bore only. No open cuts will be permitted unless prior approval is received by the City Engineer citing and only based on extenuating circumstances.
- a. Roadway bores shall be installed perpendicular to the centerline.
 - b. All roadway crossings that exceed 6" shall be encased.
 - c. All roadway crossings by dry bore method shall be a minimum of 3 feet below the elevation of the existing roadway and 3 feet below the existing ditch.
 - d. Pipe encasements shall extend from ditch line to ditch line in cut sections, and 5 (five) feet beyond toe of slope in fill sections, and 3 (three) feet behind curb sections.
 - e. Directional boring using jetting with a Bentonite (or equivalent material) slurry will be considered at a minimum depth of 10 (ten) feet below the roadway surface (15 feet for controlled access roadways) and 5 (five) feet below any ditch line. Any changes shall be submitted to the City Engineer for approval prior to construction.
 - f. If an open cut is approved by the City Engineer, there will be a minimum overlay required in addition to the pavement cut. The extent of the overlay or resurfacing

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will be delineated by the City of Greenville and will be included in the cost of the permit.

- 23) All utilities shall be placed in accordance with the manual on Policies and Procedures for Accommodating Utilities on the Highway Rights of Way as provided by NCDOT and adopted by the City of Greenville.
- 24) All manholes and/or vaults within The City of Greenville right of way shall be in accordance with the City of Greenville MSDD. Structures not covered by the MSDD, the permittee shall submit details and design calculations signed and sealed by a State of North Carolina registered Professional Engineer for approval prior to construction.
- 25) Manhole rings and covers, valve covers, and storm drain grates and frames shall be of the traffic bearing types in accordance with MSDD for use within the highway right of way.
- 26) Proposed traffic-bearing manholes shall be flush mounted and shall be of an approved design for HS-20 loading.
- 27) Detection tape shall be buried in the trench approximately 1 foot above the fiber optic cable. Where conduit is installed in the right of way and is not of ferrous material, locating tape or detection wire shall be installed with the conduit.
- 28) Where utility is installed in the Right of Way and are not of ferrous material, a locating tape shall be installed with the pipeline.
- 29) Any drop off greater than 2" from the edge of pavement shall be made safe by using a 6:1 slope or flatter for a width of 6 feet

APPLICANT'S CONSENT: I (we) hereby agree to be bound by the provisions of the ordinances, specifications, and regulations of the City of Greenville, the Greenville Public Works Department, and to such special conditions, restrictions, and regulations as may be imposed by the Director of Public Works.

APPLICANT'S SIGNATURE: _____

DATE: _____

CITY'S AUTHORIZATION: The applicant is hereby authorized to make an opening in or under the above named street at the location designated; provided, however all work is performed in accordance with the applicant's plans, the City of Greenville and Greenville Public Works Department's ordinances, specifications, and requirements and special conditions as noted herein _____

_____ or as may be imposed during the performance of the authorized work.

APPROVED BY: _____ **DATE:** _____

LOGGED BY: _____ **DATE:** _____

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- INVOICE INFORMATION -	
ESTIMATED COSTS	
PERMIT FEE:	\$250.00
ASPHALT:	
Square Feet:	
Unit Cost:	
Subtotal:	
CEMENT:	
Square Feet:	
Unit Cost:	
Subtotal:	
OTHER:	
Subtotal:	
Total Estimate:	
ACTUAL COSTS	
PERMIT FEE:	\$250.00
ASPHALT:	
Square Feet:	
Unit Cost:	
Subtotal:	
CEMENT:	
Square Feet:	
Unit Cost:	
Subtotal:	
OTHER:	
Subtotal:	
Total Estimate:	
- PUBLIC WORKS INFORMATION -	
DATE WORK ACCEPTED:	
DATE COMPLETED:	