Utilities Criteria Manual

SECTION III – WORK IN OR ABOVE CITY CONTROLLED PROPERTY

Table Of Contents

SECTION III – WORK IN CITY CONTROLLED PROPERTY TABLE OF **CONTENTS** 3-1 3.1.0. GENERAL PROVISIONS3-3 3.1.4. Permitting Procedure3-4 3.1.5. Scheduling For Inspections3-4 3.1.6. Delay and Recovery Cost3-5 3.2.0. WORK IN PAVEMENT SECTIONS3-9 3.3.0. 3.3.2. Jacking, Horizontal Boring, and Directional Drilling3-9

	3.3.4. Excavation in Pavement Sections in Good Condition	3-11
	3.3.5. Excavation in Portland Cement Concrete (PCC) Pavement Sec	. 3-11
	3.3.6. Maintenance of Work Area	3-11
	3.3.7. Trench Safety	3-11
	3.3.8. Excavations Not Filled by the End of the Work Day	. 3-11
	3.3.9. Signs, Barricades, and Warning Devices	3-13
3.4.0.	BACKFILL OF WORK AREA	3-13
	3.4.1. General	3-13
3.5.0.	PAVEMENT AND SURFACE STRUCTURE REPAIRS	3-13
	3.5.1. General	3-13
3.6.0.	DRIVEWAYS, SIDEWALKS, CURB, OR CURB AND GUTTER	3-14
	3.6.1. General	. 3-14
3.7.0.	MATERIAL SPECIFICATION	3-14
	3.7.1. General	3-14
3.8.0.	MISCELLANEOUS REPAIRS	3-14
	3.8.1. General	3-14
3.9.0.	BILLING ASSURANCES AND FEES	3-14
3.10.0.	. WARRANTY	3-14
3.11.0.	. LIABILITY	3-14
	3.11.1. Insurance and Bond	3-14
3.12.0.	. CONTRACTOR ETIQUETTE	3-15
	3.12.1. Work within Easements	3-15
	3.12.2. Existing Fences	. 3-15
	3.12.3 Site Clean-up of Disturbed Areas	3-15

Utilities Criteria Manual

SECTION III – WORK IN OR ABOVE CITY CONTROLLED PROPERTY

SECTION III - WORKING IN OR ABOVE CITY CONTROLLED PROPERTY (CCP)

3.1.0. GENERAL PROVISIONS

This Section governs any work, above or below ground, on City owned or leased property, R-O-W, and public easement that causes an impact to vehicle or pedestrian traffic or safety, or causes temporary or long term liability for the City. This does not include unaccepted subdivisions, state controlled property, federally controlled property, and privately owned property. This Section outlines the procedures for obtaining permits for work, performing work, and performing restorations in CCP.

The office issuing the Excavation Permit and that is responsible for performing the inspections is the EDSD.

Detailed descriptions of the policy, procedures, specifications and standard details are included as part of or referenced in this Section. These guidelines serve as a minimum standard for work within CCP.

The following objectives must be adhered to as part of the requirements for this work within, or above the City R-O-W:

- A. Maximize protection to the public and the work force;
- B. Maintain the integrity of the facility already in place and other adjacent facilities;
- C. Provide the ability to meet unusual emergency services requirements, within, and through the work area;
- D. Minimize the inconvenience to and impact on vehicular, bicycle, and pedestrian traffic as well as to the adjacent landowners;
- E. Reduce the variations in standard utility assignments;
- F. Minimize future maintenance costs; and
- G. Minimize time of pavement section closure and interruption of the normal flow of traffic (total travel impact for the duration of the work).

3.1.1. Office Location and Working Hours

The EDSD is located at:

2008 Enterprise Drive

Round Rock, Texas 78664

Telephone Number (512) 218-5555

Fax Number (512) 218-5563

Permits can be applied for personally during normal working hours. Permit applications will be accepted during the normal working hours of 8:00 a.m. to 5:00 p.m., Monday

through Friday, except for City holidays. Permit applications may also be submitted by e-mail to DP. E-mailed permits will be reviewed during the normal working hours. Inspection requests will be accepted during normal working hours.

3.1.2. Permit Required

Except as provided in Section 3.1.3. of this Manual, a person or that person's agent (applicant) shall obtain a permit under the EDSD before starting any work, above or below ground, that is not routine work on or within CCP. Upon receiving a permit, that person or person's agent becomes the permit holder. The permit holder shall be responsible for the requesting of inspections, corrective actions, and other necessary activities associated with the work site.

Prior to submitting a request for a work permit, an owner may be required to coordinate the project through the UMC. If the applicant has signed approval on the permit application from the EDSD and/or UMC and required assurance documents are on file, the application or permit will be issued over the counter with no additional review.

3.1.3. Emergency Operations

An owner may begin emergency operations without a permit.

An owner who begins emergency operations shall apply for a permit not later than noon of the next City business day.

An owner must comply with the procedures prescribed in the City's DACS in performing an emergency operation.

3.1.4. Permitting Procedure

The permitting procedure for obtaining a permit is established by the DP. An owner may call the Office Location in Section 3.1.1. of this Manual to obtain instructions for submitting a request for a permit and payment of associated cost for the permit.

3.1.5. Scheduling for Inspections

The permit holder will provide the permit number and location of the work when calling the CID to request an inspection. When an inspection is needed, the permit holder shall make arrangements a minimum of twenty-four (24) hours in advance by phone. Each required inspection must be arranged for; all of the inspections can not be scheduled from a single phone call. When making an arrangement for an inspection, the telephone number is (512) 218-6607.

A. Routine Inspections

The permit holder shall call and schedule an inspection a minimum of twenty-four (24) hours prior to initiation of closure of any phase of work. A pre-pour inspection will be required for sidewalks and driveways. The permit holder shall call a minimum of twenty-four (24) hours prior to a pre-pour inspection. Work will not be deemed acceptable if the inspector does not have an opportunity to inspect the site before final work is started on each and every phase.

The permit holder may begin operations twenty-four (24) hours after notifying the

Chief Inspector of the CID. Operations undertaken prior to the scheduled twenty-four (24) hours notice will be deemed unacceptable.

B. Boring Inspections

The permit holder shall notify the Chief Inspector of the CID at least twenty-four (24) hours prior to initiation of the boring operations. Boring operations may not proceed until the City construction inspector has arrived at the work location.

C. After Hours Inspections

The permit holder shall make arrangements seven (7) days in advance for inspections that are necessary after normal working hours and/or on Saturdays, Sundays, and City holidays. Arrangements for inspections after normal working hours must be made during normal working hours at the location indicated in Section 3.1.1. of this Manual.

3.1.6. Delay and Damage Recovery Cost

A permit holder under this Section shall pay damages for the loss of pavement section use and reduction in pavement section life. These costs do not apply to pavement sections scheduled for restoration within the next six (6) months. Damages are due at the time the application is submitted and determined based on the City's Damages Table

3.2.0. PERMIT INFORMATION AND FORMAT

3.2.1. **General**

This Section governs the necessary information and format required for a permit application. It also includes reasons for denial of a permit and actions necessary to appeal a denied permit.

3.2.2. Seal of Professional Engineer Required

- A. All drawings, plans, specifications, including change requests, amendments, additions, deletions and as-built drawings submitted to the EDSD shall bear the seal by a Registered Professional Engineer, currently licensed to practice in the State of Texas.
- B. There are special conditions for plans for a work project that may intersect or extend into the paved portion of a residential street. Traffic control, time schedules, safety issues, and pavement repair need to be considered.
- C. This Section does not apply to:
 - 1. A franchised utility:
 - 2. Plans for work that involve structural, electrical, or mechanical engineering and for which the contemplated expenditure for the complete project does not exceed \$8,000.00:
 - 3. Plans for work that involve structural, electrical, or mechanical engineering and for which the contemplated expenditure for the complete project does not

exceed \$20,000.00;

- 4. A single-point excavation, not part of a pavement section structure project, and not exceeding five feet (5') in any dimension;
- 5. Boring or drilling underneath a driveway, a paved area of CCP that is not a pavement section, or tree and landscaping (including pedestrian walkways, retaining walls, utility lines, etc.). In addition, if the bore is parallel to CCP and the bore is no greater than twelve inches (12") in diameter, and for which the contemplated expenditure for the complete project does not exceed \$20,000.00;
- 6. Work under engineered plans or details, produced by the owner and previously approved by the EDSD;
- 7. Installation of poles, anchors, and utility service connections if they are not impacting public safety; and
- 8. A work project necessary to expose and repair facilities previously installed by the owner and for which the contemplated expenditure for the complete project does not exceed \$20,000.00.

3.2.3. Permit Application Information

- A. The applicant for a permit to work in CCP, or construct a pedestrian walkway or driveway, shall submit an application on a form and in the manner prescribed by the EDSD. An application shall include:
 - 1. The name, address, telephone, and facsimile telephone number, e-mail address, and mobile contact number (pager or cell phone), if any, of the applicant or applicant's agent;
 - 2. An emergency telephone number at which the applicant or primary stakeholder may be contacted on a twenty-four (24) hour basis;
 - 3. The proposed beginning and ending dates of the work, if either of these dates change, the permit must have a supplemental;
 - 4. A schedule for restoration of the excavated portion of CCP;
 - 5. The proposed area of excavation, method of excavation, and location, including street address, cross streets, or other applicable description of the excavation location;
 - 6. Proof of insurance and security as required by City Code;
 - 7. Proof that the owner has a franchise, City Council consent, license, or other legal right to install facilities in CCP, if the proposed activity is installation of a facility;
 - 8. A quality assurance and damage mitigation plan, if required;
 - 9. A statement that the applicant has complied with applicable state and federal laws and regulations; and
 - 10. Any other information required by the EDSD to evaluate and process the

application.

B. The preferred format for drawing documents is eight and one half inches by eleven inches (8.5" x 11"), with a second acceptable size of eleven inches by seventeen inches (11" x 17"). In either case, a scale of no smaller than one inch equals forty feet (1" = 40") in plan view, and one inch equals four feet (1" = 4") in profile view.

If applicant wishes to submit larger drawings, all sheets must have a minimum of six (6) copies folded to eight and one half by eleven inch (8.5" x 11") size, bound into a clearly labeled set.

Each document must include:

- 1. Horizontal alignment of all proposed facilities in relation to all existing public and private facilities in plan view;
- 2. Representation of the vertical alignment of the facilities in profile view, where applicable;
- 3. A note instructing the contractor to verify the location of the underground utilities at least one hundred feet (100') in advance of and one hundred feet (100') past the proposed permit action area, as well as all the area within the site;
- 4. Request that service be located, or owner assume the repair of the damage cost;
- 5. The depiction of the existing driving lane markings as they relate to the proposed excavation; and
- 6. Include a Traffic Control Plan (TCP) if any vehicle or pedestrian travel lanes or corridors are impeded.

Except as otherwise provided by law, an applicant for a permit shall pay the permit fee and delay and damage restoration cost prescribed in Section 3.1.7. of this Manual.

3.2.4. Denial of Work Permit

The EDSD shall deny an application if:

- A. The proposed traffic control procedures or devices do not comply with the requirements of the TMUTCD and the City DACS;
- B. The EDSD determines that the applicant can not perform the work as shown on the permit without partly blocking or closing the street for more than the allowable time (low traffic volume times of the day light hours),or without work impeding vehicle or pedestrian travel lanes or corridors, without an approved TCP.
- C. The proposed activity violates a City ordinance or a state law;
- D. The applicant fails to furnish the information required by the EDSD;
- E. The primary stakeholder does not have current acceptable bonding and insurance on file with the EDSD;

- F. The application contains misleading or false information;
- G. The proposed excavation conflicts with a permit previously approved by the EDSD;
- H. The proposed excavation would cause a safety hazard or impede traffic flow unless the application provides adequate protection for pedestrian or vehicular traffic at the location of the proposed activity;
- I. The owner does not have a franchise, City Council consent, license, or other legal right to place facilities in CCP, if applicable;
- J. The applicant's proposed restoration method and schedule do not meet the requirements of the City DACS;
- K. The applicant failed to restore the work at a previously permitted site as required; or
- L. The applicant owes the City unpaid fees imposed by the EDSD.

3.2.5. Revocation of Work Permit

If the EDSD revokes a permit under this Section, the permit holder shall immediately restore the affected areas to their original condition. The permit holder must complete the restoration within twenty-four (24) hours after the revocation and shall remove equipment, persons, materials, and debris from CCP. The permit holder shall restore the area in compliance with the procedures contained in the City DACS.

If the EDSD determines that the owner has not restored CCP as required by this Section or that the restoration is not complete, the EDSD may restore the area to the condition that existed before the permitted activity. The City may recover from the permit holder and the owner, jointly and severally, the actual expenses incurred in the restoration, including the cost of labor, materials, overhead, contracting, rental of equipment used in restoring the site, damages incurred, administration, and legal cost. The City may institute procedures to cash bonds, pursue payment from the insurance company for damage, and legal actions to regain all City costs related to the restoration.

3.2.6. Appeal of Denial of Work Permit

An applicant may appeal the denial of a permit. Denied permits may be appealed to the EDSD. The applicant must appeal in writing to the EDSD no later than the third (3rd)business day after receiving the notice of the denial. The applicant must provide a reason for reconsideration.

The EDSD shall reconsider the denial. If the EDSD affirms the denial, the DP shall forward the appeal to the City Manager for review and action.

The City Manager shall make a decision under this Section not later than the tenth(10th) business day after receipt of the appeal from the DP. The City Manager's decision is final.

3.3.0. WORK IN PAVEMENT SECTIONS

3.3.1. **General**

This Section governs the work in pavement sections (all of the area within the ROW) and the maintenance of the work areas. Work in public pavement sections should be kept to a minimum in order to preserve the existing infrastructure and minimize the inconvenience to vehicular, bicycle and pedestrian traffic as well as adjacent landowners. If pavement structure cutting cannot be avoided, one of the following methods shall be used to remove or excavate and reinstall, replace, or repair facilities located in the public R-O-W.

The permit holder shall conduct the work with a minimum disturbance to existing facilities. It shall be the responsibility of the permit holder to coordinate all work in or near each existing facility with the facility owners.

All excavations in an existing asphaltic pavement section shall begin with a saw cut, asphalt pavement cutting wheel scoring, or wide blade (asphalt spade) jackhammer cut to assure there is minimum damage to the pavement that is to remain.

All excavations in an existing concrete pavement section shall begin with a full depth wet saw cut at the nearest joint, unless otherwise approved, to assure there is minimum damage to the pavement that is to remain. This includes pavement sections, concrete valleys, etc.

3.3.2. Jacking, Horizontal Boring, and Directional Drilling

Where facilities are to be installed in CCP by jacking, horizontal boring, or directional drilling, the facilities must be cased and the City shall inspect the operation. "Hole Hog" or any other type of hydraulic hole impact driven equipment will not be permitted. Water jetting types of boring will not be permitted.

Construction operations will be conducted in such a manner that they will not weaken or damage the existing pavement structure or other existing facilities. The permit holder is responsible for determining the vertical and horizontal location of any facilities within the jacking, horizontal boring, or directional drilling operation.

The permit holder shall verify existing underground utilities through review of record data, use of location requests from the One Call Board of Texas (1-800-344-8377), collection/observation of visible surface evidence, consultation with utility owners, and application of subsurface utility engineering techniques (e.g., pot-holing, ground penetrating radar, etc.) as applicable for the project/action. Care must be taken not to damage existing utilities.

The location of the boring and target pits shall be sufficient distance from the public owned pavement structure to prevent undermining of the curb and gutter, sidewalk, or shoulder. The CID inspector shall approve the location of the bore pits. If the boring and/or target pits require the cutting of any pedestrian walkway, a sidewalk alternative for ADA routing must be provided.

Bore pits shall be excavated to a depth sufficient to maintain a minimum depth of thirty inches (30") below the sub-grade of the pavement section. The jacking or boring shall

be in accordance with the City's DACS - Standard Specifications Manual. Clear space between the casing and the surrounding excavation shall be completely filled by pressure grouting the entire length of the installation.

The pits or trenches excavated to accomplish this operation shall be closed immediately after the work has been completed. No excavation may be left open over night. These excavations must be filled or plated appropriately for the conditions and the possible loads. The backfill shall be compacted to a density equal to the requirements in the City's DACS - Standard Specifications Manual.

When directional drilling is the approved method for the installation of underground facilities, the following information shall be required from the requestor before a permit is issued. This includes the installation of tieback systems that reach into the CCP.

- A. Proposed location of entry and exit point, access pits, equipment, and staging area.
- B. Proposed drill path alignment (horizontal and vertical).
- C. Location and distances to all existing facilities within ten feet (10') of the proposed drill alignment.
- D. Proposed depth of cover on facilities to be installed.
- E. Carrier pipe length, diameter, thickness, and material (HDPE/steel) and ream pipe diameter.
- F. A statement that proposed drilling fluid to be used meet City environmental standards.

The following information or actions shall be required at the completion of the work.

- A. Permit holder shall pay at the time of permit application, as part of the Delay and Damage Recovery cost, the estimated expense for the video surveys after the installation(s). Video surveying is to ensure that boring or tieback rods did not damage city water, wastewater, and stormwater underground facilities.
- B. All tiebacks within CCP shall be removed to a depth of twelve feet (12').
- C. Restore the area to current standards.

3.3.3. Work in New Pavement Sections

The EDSD may approve a permit to excavate a new pavement section under this Section only if the EDSD determines that an economical alternative route is not available to the applicant. The EDSD shall make a determination under this Section within seven (7) business days after receipt of an application.

The applicant shall submit in writing clear justification as to why excavation in a new pavement section cannot be avoided. The justification, must show that cutting the new pavement section is best in the long term, shall include cost comparisons for different routes and methods of construction, alternatives of supplying the need, and impact of not doing the project/action. The written justification shall also include a description of the proposed work, proposed plan for restoration of the area, and a statement as to why alternate procedures cannot be used in lieu of excavation, and the reason why the

installation was not made before the pavement was constructed.

The EDSD's determination under this Section may be appealed as provided in Section 3.2.6. of this Manual.

The work, if approved, shall be performed in accordance with the specifications of this Section, references specified in this Section and/or special provisions of the permit.

3.3.4. Excavation in Pavement Sections in Good Condition

All pavement sections that are not proposed to be reconstructed for capacity enhancement of scheduled for rehabilitation under the City Pavement Management System within six (6) months are considered to be new pavement sections in good condition and shall be subject to the review procedures of Work in New Pavement Sections in Section 3.3.3. of this Manual.

A. Collector or Arterial Pavement Sections in Good Condition

Additional justification for cutting of these pavement sections must be made by including detailed components in the justification document on the inconvenience and impact the construction work would have on the traffic, vehicular and pedestrian, local businesses, and ADA routes and safety, plus the construction of additional temporary pavement sections to avoid capacity reduction.

B. Local or Residential Pavement Sections in Good Condition

Justification shall include the impact on disabled residents of impeded properties.

3.3.5. Excavation in Portland Cement Concrete Pavement Section

If the existing pavement structure is Portland Cement Concrete (PCC), the PCC shall first be saw cut the full depth of the PCC pavement section.

The request for a pavement section cut permit with PCC pavement surface shall include a restoration plan indicating which panels to be replaced, doweling, joints, and bonding to existing surfaces.

3.3.6. Maintenance of Work Area

The permit holder shall maintain the work area in a safe and orderly manner. The CID Inspectors shall point out any deficiencies. The permit holder shall make immediate corrections. If the permit holder fails to make corrections, the EDSD may take actions to correct deficiencies and bill the permit holder for the cost.

3.3.7. Trench Safety

The permit applicant must submit an engineer sealed Trench Safety Plan for the permits where it is applicable. The Trench Safety Plan must comply with the City DACS.

3.3.8. Excavations Not Filled by the End of the Work Day

If excavations are not filled by the end of the working day, and work is to be continued the next work day, or is not over a weekend and/or holiday, the permit holder shall steel plate the excavation. Barricading and traffic control devices should be used that are suitable for night time usage.

If the area is not in a pavement section and the work is to be continued the next work day, or if it is not over a weekend or holiday, the permit holder shall install a three quarter inch (3/4") plywood plate over the excavation, fence, and barricades. Barricading and traffic control devices should be used that are suitable for night time usage. The City recommends that steel plates be used when necessary over any open excavation within a pavement section that is not actively being worked during working day hours, to maintain a safe construction site.

Where traffic must cross open excavations, the contractor shall provide suitable bridges. For excavations eighteen inches (18") or less in width, sheet steel plates having a minimum thickness of three-fourth inch (3/4") shall be used. For trench widths greater than eighteen inches (18") up to seventy-two inches (72"), sheet steel plates having a minimum thickness of one inch (1") shall be used.

The thickness of plates for trench widths exceeding seventy-two inches (72") shall be established in an analysis completed by a licensed professional engineer registered in the State of Texas. The sheet steel plating may be installed in a "surface placement" or "flush placement" configuration.

A. Surface Placement

Surface placement of the plates requires that the plate be provided with the proper ramp and if necessary secured properly to prevent movement of the plates. Transition ramping shall be provided for all "surface placement" configurations by the installation of cold mix asphalt on all sides.

B. Flush Placement

Longer-term plating installations and/or plating installations in high-traffic portions of roads/streets shall be "flush placement" of the plates (i.e. milling of the pavement surface is undertaken so that the top-of-plate elevations essentially match the existing elevations of adjacent pavement surface) to minimize the impact on vehicular traffic.

In either installation configuration, the sheet steel plates shall extend beyond the edge of the trench a minimum of eighteen inches (18") but no more than thirty inches (30") on all sides.

For safe traverse of plating installations during the term of service, the top surface of the installed plates shall be flat and free of any clips, chains, attachments, welded segments, or surface irregularities.

When the plate dimension in the direction of traffic flow exceeds six feet (6'), a non-skid coating, approved by the engineer or designated representative, should be applied to the entire surface area of all plates.

Additional methods of securing plates may be required depending on field conditions. The contractor should avoid using a long series of plates that run parallel to traffic wheel paths. If allowed, the length of a series of plates that run parallel to traffic wheel paths shall not exceed thirty feet (30').

The Transportation Services Department shall approve the use of steel plates.

3.3.9. Signs, Barricades and Warning Devices

All traffic control signs, barricades and warning devices shall conform to the requirements of Part IV "Standards and Guides For Traffic Control For Street and Highway Construction, Maintenance, Utility, and Incident Management Operations of the TMUTCD For Streets and Highways, and the information contained within the CORR City's DACS - Transportation Criteria Manual.

- A. Adequate provisions must be made to cause minimum inconvenience to traffic and adjacent property owners.
 - 1. The permitted firm shall, at all times, maintain access to properties adjacent to the work. The firm shall control the parking of employees' vehicles and equipment not in use.
 - 2. The vehicle or pedestrian traffic travel lane must be at least three feet (3') from the maximum swing of any equipment in operation or parked, any open excavation, and any materials and stockpiles on site.
 - 3. Traffic channeling must be used where needed to maintain a safety buffer, including ADA Standard sidewalk(s).
 - 4. Temporary traffic lanes must be at least twelve feet (12') in width. If these lanes are to be used at night, they must be marked with lighted panels.
 - 5. The permitted firm shall provide all traffic controls, advance warning signs, and barricades necessary to comply with the TMUTCD.
 - 6. All traffic control devices shall comply with the crash-worthiness requirements of the NCHRP Report 350.
- B. Vehicular traffic lanes may only be closed or impeded between the hours of 8:30 a.m. and 4:00 p.m. unless a City approved Traffic Control Plan has been properly implemented.
- C. The permitted firm shall maintain at least two (2) open traffic lanes at all times.
- D. Flaggers will be required when requested by the City inspector.

3.4.0. BACKFILL OF WORK AREA

3.4.1. General

The backfill, bedding, and stabilized backfill for the restoration of work areas shall comply with City DACS.

3.5.0. PAVEMENT AND SURFACE STRUCTURE REPAIRS

3.5.1. **General**

The restoration of the pavement, driveways, sidewalks, pavers, curb and gutter, and all other public owned facilities shall comply with City DACS.

3.6.0. DRIVEWAYS, SIDEWALKS, CURB, OR CURB AND GUTTER

3.6.1. **General**

The construction of new driveways, sidewalks, curb, or curb and gutter shall comply with City DACS.

3.7.0. MATERIAL SPECIFICATION

3.7.1. General

All materials shall comply with City DACS.

3.8.0. MISCELLANEOUS REPAIRS

3.8.1. **General**

Miscellaneous repairs shall conform with the special provisions contained within the permit.

3.9.0. BILLING, ASSURANCES, AND FEES

All fees, and assurances are due with the submittal of the permit application.

3.10.0. WARRANTY

A permit applicant shall maintain repairs in CCP. In addition to the permit bond, the EDSD may require a permit applicant to enter into a maintenance agreement for a period not to exceed one (1) year and provide a surety bond in the amount up to \$10,000.00 for maintenance of the repair.

A permit applicant shall have a bond on file with the EDSD to warrant, and by acceptance of a permit does warrant, for a period not to exceed one (1) year pavement repairs made by the permit holder until the City or another permit holder reconstructs the pavement section or overlays the repair. An owner shall warrant backfill for the lifetime of the facility.

The EDSD shall notify a permit holder of repairs required under this subsection.

- A. A permit holder shall make the repairs within one (1) week of notification.
- B. If repairs are not made by the permit holder within one (1) week of notification, the City may repair the pavement section, and the permit holder, by accepting the permit, agrees to pay the City's actual cost of making the repair.

3.11.0. LIABILITY

3.11.1. Insurance and Bond

Before the EDSD grants a permit, the applicant must have original forms of Bond and Insurance on file with the EDSD before a permit to work within CCP will be issued.

The following coverage for Insurance and Bonds must be submitted with the application:

- A. Insurance Aggregate \$2,000,000.00
- B. Insurance for each occurrence or primary \$1,000,000.00

C. Permit Bonds

- 1. \$5,000.00 for three (3) or less active permits
- 2. \$10,000.00 for more than three (3) active permits

The insurance must name the City as insured on a City form, and the Bond must be executable by the City and may be submitted on an acceptable surety firm's form or the City form. These forms will be on file and renewed, as needed, before any permit(s) are requested. The amount of Bond posted by a firm will increase as the amount of active work a firm performs within the City increases. Certification of Insurance must be submitted on the City form, and Bond may be submitted on an acceptable surety firm's form or the City form.

3.12.0. CONTRACTOR ETIQUETTE

3.12.1. Work within Easements

The applicant must coordinate all of the work within an easement with the owner of the property where the easement is located. Treat property owners with respect.

3.12.2. Existing Fences

The limits of the proposed construction area will be temporarily fenced by the contractor, and acceptable to the owner for the full duration for the construction. The contractor will not open any gaps in fences without notifying the property owner, and all gaps or gates will be closed at the end of each work day. After the completion of the work, existing fence that has been damaged will be replaced with materials that are similar to the original fence materials.

3.12.3. Site Clean-up of Disturbed Areas

Site clean up shall include dress-out to pre-existing grades, erosion control, fertilizer, grass seeding or sodding, removal and disposal of spoil, and sweeping and washing of the pavement.

Grassy areas disturbed by the operation of equipment during construction or directly disturbed by the excavation will be included in the site clean up.