

VILLAGE OF EDMORE POLICIES AND PROCEDURES MANUAL

Policy No. 20 Managing Utility Cuts On Village Streets

Public law and legal decisions hold that any unit of government with jurisdiction over a public road and street system is totally responsible for them. In addition, since utility cuts are included in this responsibility, there is an increased legal exposure if utility cuts are not properly repaired or inconsistent practices are followed.

To ensure that utility cuts are properly repaired, the following procedure will be followed:

1. All persons, firms, associations, partnerships, corporations, or other legal entities will complete the attached permit for street opening before any utility cut can be made in a street, road or sidewalk within the corporate boundaries of the Village of Edmore.
2. If an emergency requires an immediate utility cut to be made and the Village offices are not open or cannot be notified, notification shall be made to the County Dispatch who will then notify the Department of Public Work's employee on standby assignment. The permit for street opening must then be completed the next business day during which the Village offices are open.
3. A performance bond or certified check in the amount of \$1,000.00 shall be required to be posted with the street opening permit for any utility cut within a street or road. A performance bond or certified check in the amount of \$200.00 is required for any utility cut on a sidewalk. (The Village Manager may increase the amount of the performance bond or certified check if it is determined the construction will be of a major nature.)
4. The trench cut should be as narrow as possible while ensuring worker's safety, repair of the utility and back filling and compaction. Cuts in the bituminous pavement must be made of saw or four-inch air spade to ensure straight-sided cuts. Utility cuts cannot be made with a backhoe bucket which create jagged edge and weaken the surrounding pavement.

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5. All street or road utility cuts shall be compacted and patched per the attached standards. All back fill material should be of a nature similar to the surrounding subsurface. If native soils are organic, silty, or of other poor types, they must be removed from site and replaced with either clean sand or clear pit-run material. (Special mixtures of sand/cement, sand/lime, or sand/bitumen can also be used for small trench openings.)

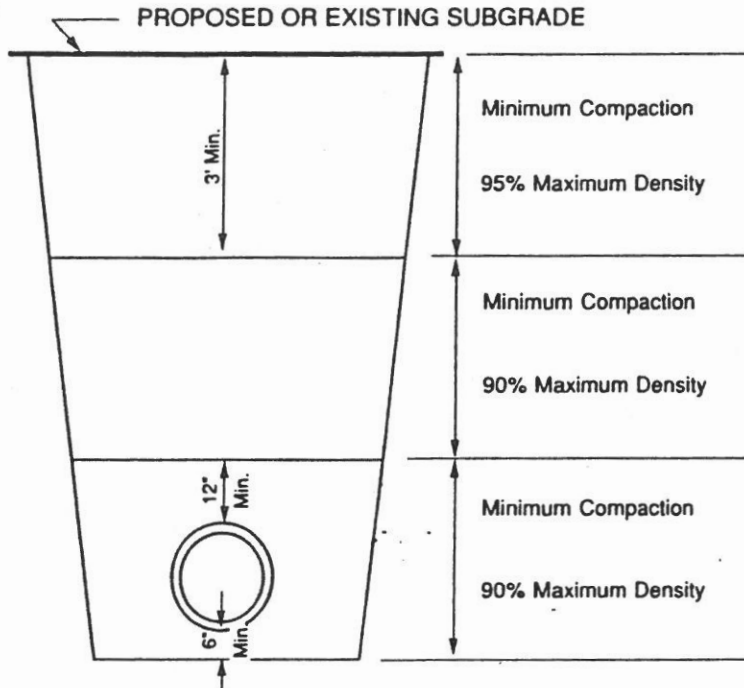
Whatever materials are used to back fill the trench, the contractor or utility personnel must use good back filling methods. Compaction should meet all the requirements for normal road construction.

The new pavement material should be the same as the adjacent pavement material. It should be blended in and sealed to the edges of the saws cut to minimize the potential for water infiltrating into the sub-grade. (The attached diagrams show standards for trench compaction and utility patches.)

6. The DPW Director shall be required to inspect the progress of the work. The person, firm, association, partnership, corporation, or other legal entity named on the street opening permit shall notify the Village as to when the work will begin. The DPW Director shall have the authority to suspend the work if it does not adhere to specifications or standards.

7. The Village shall give final inspection of the utility cut within seven calendar days after being informed by the contractor that the back filling, compaction and patch work is completed. After final approval has been granted by the Village, the certified check and/or performance bond will be returned after the six month warranty period is completed.

Trench Compaction Standard



NOTES

Standard Trench Compaction

All backfill material shall be placed in lifts not to exceed 12" before compaction unless authorized by the engineer due to the character of the material and the compacting equipment. Each lift shall be mechanically compacted to the required density prior to placing succeeding lifts of backfill material.

Compaction of backfill material shall not begin until the depth of backfill material is two feet above the top of the pipe.

TYPICAL SECTION
TRENCH COMPACTION

Utility Trench Patches

TYPE I UTILITY TRENCH PATCH

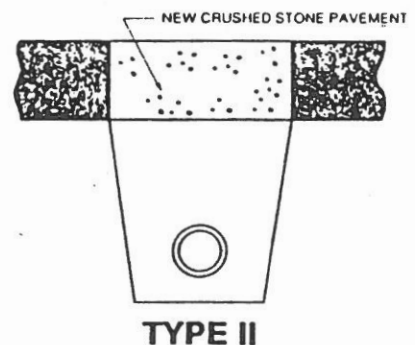
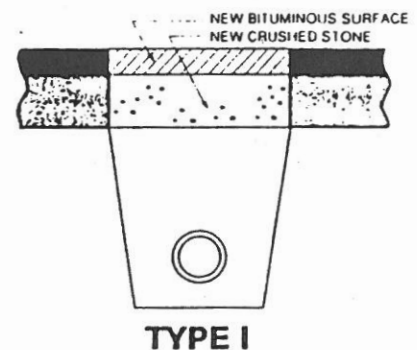
The patch shall be 8" crushed stone base course, gradation No. 2, overlaid with bituminous surface course equal in thickness to the existing bituminous pavement, 3" minimum thickness.

The pavement along the patch shall be sawcut, minimum 3" deep. The edges of the existing bituminous pavement shall be free of loose stones or pavement material.

The crushed stone base course shall be installed in two lifts. The lower lift shall be thoroughly mechanically compacted prior to placing the upper lift.

The bituminous surface course shall be laid in two lifts. The bituminous surface course shall be machine laid where directed by the engineer. Where the bituminous surface course is machine laid and is not more than 3" thick, the bituminous surface course may be laid in one lift.

Prior to placing the bituminous surface course, the edges of the patch and the surface of the crushed stone base shall be tacked and primed with liquid asphalt.



TYPE II UTILITY TRENCH PATCH

The patch shall be 9" crushed stone base course, gradation No. 2.

The crushed stone base course shall be installed in three lifts. Each lift shall be thoroughly mechanically compacted prior to placing succeeding lifts.

VILLAGE OF EDMORE

PERMIT TO OPEN & EXCAVATE STREET AND/OR SIDEWALK

(Zoning Permit must be approved prior to this permit application.)

Purpose of Opening:

- Install New _____ Main
- Install New _____ Service
- Cut Off _____ Service
- Repair _____ Service / Main
- Other _____

Location: _____

Contractor (or person doing job):

Name: _____

Address: _____

Telephone: _____

Date started: _____

Date completed: _____

In consideration of being permitted to make such excavation, I hereby agree that I will faithfully comply with the terms of this permit, including the special provisions; that I will comply with all applicable statutes, rules and regulation of the State of Michigan and the Village of Edmore; that I will indemnify and hold the Village of Edmore harmless from any and all claims, liability, loss, damage or expense incurred by the village of Edmore on account of any injury or death of any person or any damage to property caused by or resulting from activity or work performed under this permit; that I will at all times keep the place where such excavation is made properly guarded by day and lighted by night; that I will leave the street, road, sidewalk, alley or terrace in as good or better condition than existed when the work was commenced, that I will have all finished concrete and asphalt work within the right-of-way performed by a qualified contractor; that all restoration work shall be completed within twenty (20) calendar days of completion; that all restoration work shall be guaranteed for a period of six (6) months from the date of completion; that I agree this permit may be voided by the Village if the work is not started within a reasonable length of time after the above stated starting date.

Signature: _____ Date: _____

Special Provisions: _____

OFFICE USE ONLY

Approved by: _____ Date: _____

() Performance Bond \$ _____ () Certified Check \$ _____