

CITY OF EXCELSIOR SPRINGS

Public Works Department

Procedure for Permit Application for New Construction Within City Right-of-Way

All utility companies and contractors submitting plans for review for new utility installation within City right-of-way are required to follow the procedures outlined in the following. No utility installation projects may be constructed in the City of Excelsior Springs without prior approval of the Public Works Director.

1. The normal time for review shall be three (3) working days. In the case of abnormally large sets of prints or of extremely complicated drawings a longer time may be required for review.
2. Utility plans are approved initially for one (1) year, after which they automatically become void and must be updated and re-approved by the Public Works Department.
3. The Contractor shall have one (1) signed copy of the permit (approved by the City of Excelsior Springs) at the job site at all times.
4. Two complete sets of prints of the project drawings or schematics shall be submitted to the office of the Public Works Director.
5. The following items shall be included on the plan:
 - a) North arrow and scale (if any);
 - b) Existing and proposed streets with names and widths;
 - c) Driveway locations with approximate width;
 - d) Easement and right-of-way information recorded with the County;
 - e) Proposed utility in question showing approximate dimensions in relation to back of curb and right-of-way line;
 - f) Legend of symbols, where necessary;
 - g) Minor construction notes indicating the type of excavation under streets and driveways or other permanent structures.

CITY OF EXCELSIOR SPRINGS
Public Works Department

**Procedure for Permit Application for Maintenance
Repair Within City Right-of-Way**

All utility companies and contractors submitting permit application for review for maintenance repair of utilities within City right-of-way are required to follow the procedures outlined in the following. No utility maintenance projects shall be performed in the City of Excelsior Springs without notification to the office of the Public Works Director.

1. For unscheduled maintenance repairs no notification to the Public Works Department will be required until service is resumed. On the first working day subsequent to such repairs, the utility company shall notify the Public Works Director.
2. For scheduled maintenance repairs notification to the Public Works Director will be required prior to the work commencing.
3. Notification of maintenance repairs shall be in the form of a standard permit furnished by the City of Excelsior Springs.
4. The normal time for review shall be three (3) working days.
5. The Contractor shall have one (1) signed copy of the permit (approved by the City of Excelsior Springs) at the job site at all times for scheduled maintenance repairs.

CITY OF EXCELSIOR SPRINGS
Public Works Department

Specifications for Construction within City Right-of-Way

SECTION ONE

I. POLICY APPLICATION

A. GENERAL

1. This policy applies to the location, construction, maintenance, removal and relocation of all private, public and cooperatively owned utilities within the public rights-of-way under the jurisdiction of the City of Excelsior Springs.
2. Such utilities include lines, facilities, and systems for producing, transmitting, or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water not connected with public signal systems and street lighting and traffic control systems, which directly or indirectly serve the public or any part thereof.
3. A bond may have to be provided as a part of the Construction Permit Application to guarantee satisfactory performance of the utility work. The discretion to require bond and the amount of the bond shall vary with the type of work and past experience with the utility in question, and will be determined by the Public Works Director.

B. REPLACEMENT OF FACILITY

Replacement of existing utility facilities in a new location with the same facilities or facilities of a different type or design is to be considered as a new utility installation requiring a new permit, and all work shall adhere to this policy.

C. CHANGE IN OWNERSHIP

When a utility company changes ownership, the City shall be notified in writing of the names and addresses of the new owners.

D. AGREEMENTS

1. Highway Permit Agreements are required when utility facilities are installed, relocated, removed, or maintained on highway rights-of-way along or across existing highways which are not involved in a construction project. All such permits are approved through the District Engineer of the appropriate MHTD District Office and the Public Works Director of the City of Excelsior Springs.

II. TRAFFIC CONTROL

The flow of traffic in streets and access to private property shall be reasonably maintained at all times when possible. The Contractor shall provide a safe roadway, and shall erect and maintain warning signs, barricades and sufficient safeguards around all excavations, embankments, and construction. The Contractor shall provide suitable warning lights or flares and shall keep them lighted from one-half hour prior to sunset until one-half hour after sunrise and all other times when visibility is limited. The Contractor shall further provide such flagmen and watchmen as required by the Engineer or Inspector for the protection of the public. The roadway shall be properly maintained and the Contractor shall coordinate his operations with the Director of Public Works in order that suitable arrangements may be made for detours, parking, access to private property, etc. Whenever a street is closed the City of Excelsior Springs Police Department shall be notified of the closing, also when normal service is resumed. Every evening after construction operations have ended, the roadway shall be reopened by means of metal plats or other suitable devices placed over the excavation. In the event it is determined that the Contractor is not maintaining a safe roadway, the Engineer may improve the roadway conditions at the Contractor's expense.

II. LIABILITY

- A. The utility owner assumes all risk and liability for accidents and damages that may occur to persons or property from work performed under this permit.
- B. The utility owner shall be responsible for location of underground wiring or conduits and shall assume liability for damage to same.
- C. Where City owned facilities are concerned (i.e. storm and sanitary sewers, water lines) the utility owners shall be liable for damage to such

and required to repair same at the utility owners expense to the satisfaction of the City.

III. PRESERVATION, RESTORATION, AND CLEAN-UP

A. DISTURBED AREAS

1. Areas of public rights-of-way disturbed by the installation, maintenance, removal, and relocation of utilities shall be kept to a minimum.
2. All excavations will be backfilled within a reasonable time after work is completed, or as directed by the Public Works Director.
3. Disturbed areas shall be returned to normal grade and elevation, with adequate compaction of backfill material, and all excess or undesirable material removed by the utility. Also all destroyed vegetation shall be replaced by the utility by sodding, seeding, fertilizing, and mulching as required by the Public Works Director. Generally, all established grassed areas shall be sodded and undeveloped areas shall be seeded.
4. Adequate protection against erosion shall be provided by the utility in disturbed areas that are susceptible to erosion. Such protection may be in the form of rock rip-rap, wash checks, hay cover or other material that is approved and does not interfere with street maintenance operations.

B. DRAINAGE FACILITIES

Care shall be taken to avoid disturbing existing drainage facilities. Underground utility facilities shall be back-filled with previous material and outlets provided for entrapped water. Under-drains should be provided where necessary.

C. STREET CURBING

Care shall be taken to avoid disturbing sub-grade and base under adjacent street curb, sheeting and shoring will be necessary to ensure containment of the adjacent sub-grade.

D. CLEAN-UP

Subject to a final inspection for satisfactory acceptance of work performed on a public right-of-way, the utility shall be responsible for restoring all "Disturbed Areas" as required under Section A above, removing all unused material or debris from the site of the work area, and leaving the right-of-way in a clean, presentable condition.

Specifications for Construction Within City Right-of-Way

SECTION TWO

I. GENERAL PROVISIONS

This part of the Policy applies to all public and private utilities, including electric power, telephone, telegraph, cable television, water, gas, oil, petroleum products, steam, chemicals, sewage, drainage, irrigation, and similar lines that are to be located, adjusted, or relocated, within the rights-of-way under the jurisdiction of the City of Excelsior Springs. Such utilities may involve underground, surface, or overhead facilities either singularly or in combination.

LOCATION

1. Utility installments are to be located to minimize need for later adjustment, to accommodate future street improvements and to permit servicing such lines with minimum interference to street traffic.
2. To the extent feasible and practicable, utility line crossings of street rights-of-way is to conform to the dimensions outlined in the following Sections II and III.

II. UTILITIES PARALLELING RIGHT-OF-WAY

A. OVERHEAD INSTALLATIONS

1. Ground-mounted utility installations in rural areas shall be located at the outer limits of the right-of-way, preferably within two (2) feet or less of the right-of-way line, unless otherwise approved by the Public Works Director.
2. For ground-mounted utility installations in developed areas, the dimensions from curb or right-of-way are to be as approved by the City of Excelsior Springs. In no case shall work be permitted closer than two (2) feet to the back of curb line.
3. Poles, guys, anchors, or other appurtenances shall not be located in ditches, at drainage structure openings, or on roadway shoulders. All poles, guys, anchors, or other appurtenances shall be located to

minimize interference with maintenance operations of the City Public Works Department of Excelsior Springs.

B. UNDERGROUND INSTALLATIONS

1. Underground utility installations in rural areas shall be located at the outer limits of the right-of-way where practical.
2. For underground utility installations in developed areas where such work has been permitted within two (2) to four (4) feet back of the curb line, the depth of excavation shall not exceed the distance back of curb. For work permitted within two (2) feet of the back of curb, sheeting and shoring shall be required.
3. Underground facilities with four (4) feet back of curb shall be installed at minimum depth of two (2) feet below top of back of curb.
4. Manhole tops shall be set flush with surrounding grade.
5. Open excavation of driveway, sidewalk, and other structures is not encouraged. However, when the utility company judges that conditions warrant open excavation the utility company shall replace such structures in compliance with the most current edition of City of Excelsior Springs Construction Manual, Section IV.
6. The utility company shall give 24-hour notice to local businesses, and residents prior to a driveway closing for reason of open excavation and permanent surfacing. The driveway is to be re-opened as soon as possible and the utility company is to cooperate with the occupant in this matter.

III. UTILITIES CROSSING RIGHT-OF-WAY

A. OVERHEAD INSTALLATIONS

1. Where aerial crossings are required in rural areas, all poles, guys, anchors, and appurtenances shall be located at the out limits of the right of way where practical.
2. All utilities crossing through ditches and roadways shall have a minimum depth of cover of three (3) feet below crown grade or two (2) feet below ditch grade, whichever shall govern. In fill sections, the natural ground line at the toe of the slope will be considered as ditch grade. However, in no case shall the depth of cover be less than that meeting applicable

Industry Safety Requirements.

3. If less minimum depth is necessary because of existing utilities, water table, or similar reasons, the line shall be rerouted or protected with a casing, suitable bridging, concrete slab or other appropriate means.
4. Underground installations may be made by open trenching from the right-of-way line to the toe of the fill slope in fill sections and to the toe of the shoulder slope in cut sections. (Open trenching shall comply with specifications for Open Excavation as stated below). The remainder will be tunneled, augured, or dry bored through the roadway grade.
5. Manhole tops shall be flush with ground.
6. Utility lines will not be permitted through drainage structures.

C. OPEN EXCAVATION

1. Open excavation shall not be allowed as a method of laying utilities across existing pavement. The City will, however, review open excavation of roadway upon request on a per case basis when unusual conditions warrant.
2. See attached Patch Detail.
3. When the City approves open excavation of existing pavement replacement of the pavement by the utility company shall be in compliance with the most current edition of the City of Excelsior Springs, Construction Standards and Specifications, Section IV, Street Design Standards, and other sections as they apply.

D. PROCEDURE FOR STREET CUTS

Asphalt Street

1. Street cuts must be sawed 6" larger than excavated area.
2. Backfill should be suitable backfill to obtain a maximum compaction of 95%. Backfill shall come with 9" from top of asphalt. A 7" thick concrete base poured to within 2" of asphalt and then 2" asphalt.

Concrete Street

1. Street cut to be sawed 6" larger than excavated area.
2. Backfill should be suitable backfill to obtain a maximum compaction of 95%. Backfill to be filled within 8" from top of street. An 8" thick concrete patch to be placed in street cut.

See Street Patch Detail

E. ENCASEMENT OF UTILITIES

1. Generally, casings shall be an oversized load bearing conduit or duct through which a utility is inserted to protect the roadway from damages and to provide for repair, removal and replacement of the utility without interference to street traffic.

F. BORING

1. Pits for boring, tunneling or jacking normally will not be permitted in the roadway and will not be permitted closer to the roadway than toe of fill in fill sections or toe of shoulder slope in ditch sections or two (2) feet back of curb when allowed on the right-of-way.
2. Casing and pipeline installations shall be accomplished by dry boring, tunneling, jacking, trenching, or other approved methods.
3. All voids or abandoned holes by boring or jacking shall be filled by pressure grouting. The grout material shall be a sand cement slurry with a minimum of two (2) sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.
4. Bored or tunneled installations shall have a hole diameter which shall not exceed the outside diameter of the utility pipe, cable or casing (including coating) by more than two (2) inches on pipes with an inside diameter six (6) inches or less and a hole diameter not to exceed the outside diameter on pipes with an inside diameter of greater than six (6) inches.

G. CASING MATERIAL

The following materials are acceptable for use in the casing of utility facilities:

1. Welded steel pipe, smooth wall, in sound condition with a minimum wall thickness as specified in American Petroleum Institute Code #1102 listed below:

<u>Casing Diameter</u>	<u>Minimum Wall Thickness</u>
6", 8", 10", 12", 14" & 16"	.188" – 3/16"
18", 20", 22"	.250" – 1/4"
24" & 26"	.281" – 9/32"
28", 30", 32", & 34"	.312" – 5/16"
36", 38", 40" & 48"	.344" – 11/32"
Casing Diameter Under 6"	.188" wall

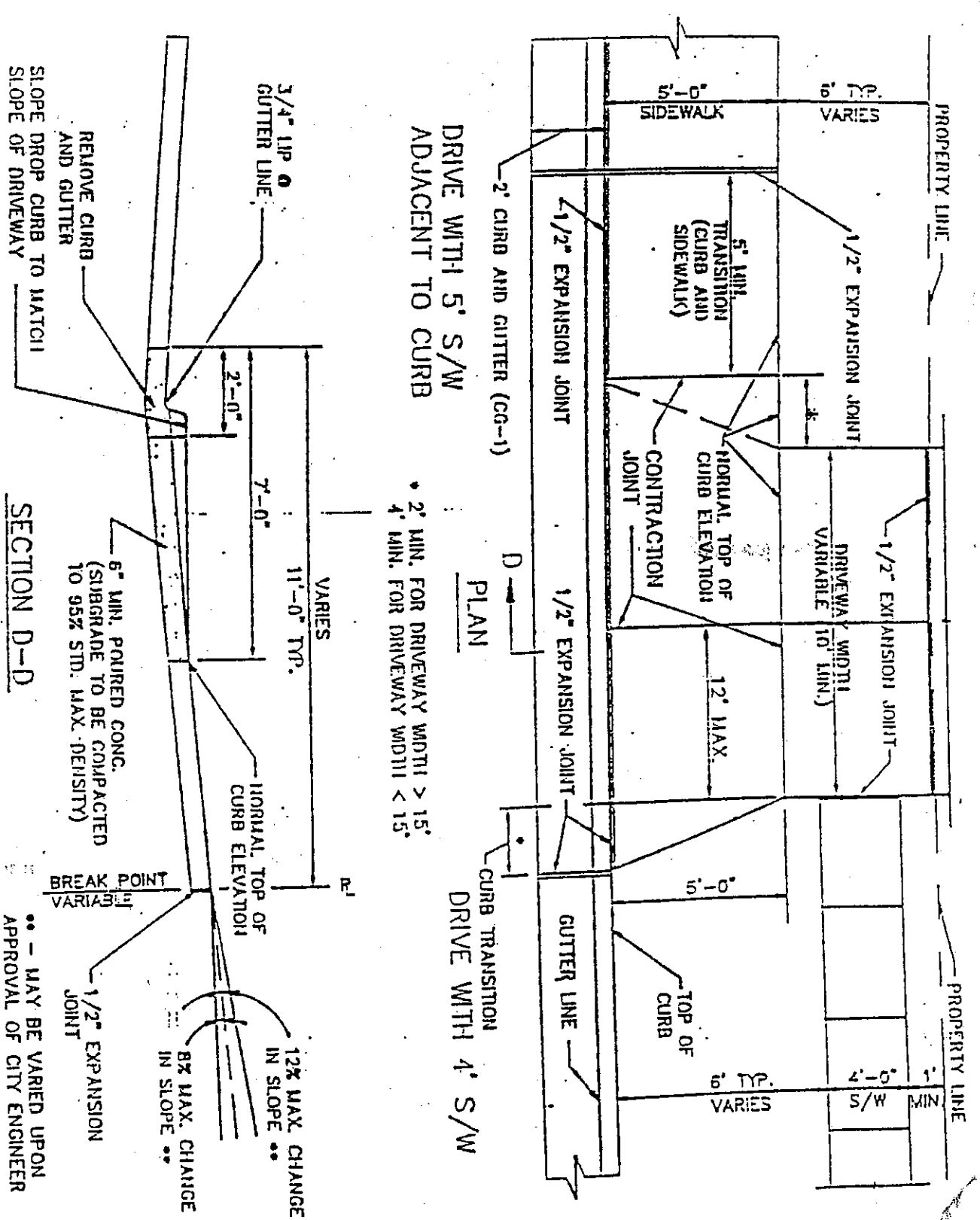
2. Corrugated metal pipe and coupling band meeting the requirements of the current City of Excelsior Springs Technical Specifications for Public Improvement Projects.
3. Polyvinyl Chloride (PVC) and Chlorinated Polyvinyl Chloride (CPVC) providing it meets the minimum ASTM Specifications and all applicable laws and codes. PVC, types PSP and PSM sewer pipe, ASTM specifications D 3033 and D 3034 respectively to be in accordance with the listing below.

TYPE PSP AND PSM PIPE DIMENSIONS

<u>Casing Diameter</u>	<u>Minimum Wall Thickness</u>	
	<u>PSP</u>	<u>PSM</u>
4"	.120"	.120"
6"	.253"	.153"
8"	.199"	.205"
9"	.230"	.230"
10"	.249"	.256"
12"	.299"	.305"

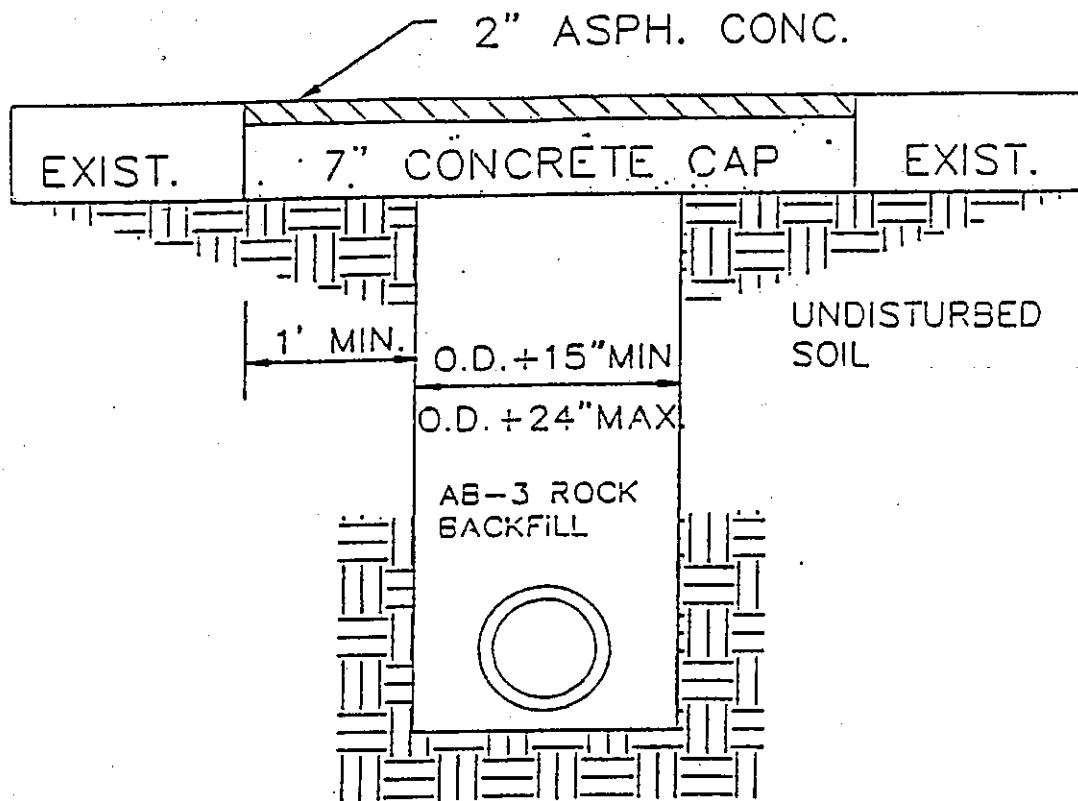
The use of PVC pipe for casing is acceptable up to a maximum diameter of twelve (12) inches.

4. Concrete encasement providing the minimum twenty-eight (28) day compressive strength of concrete used shall be 4000 psi, and the slump shall not exceed four (4) inches. Material and construction requirement shall conform to the most current edition of the City of Excelsior Springs Technical Specifications.



SECTION D-D

** - MAY BE VARIED UPON APPROVAL OF CITY ENGINEER



NOTE:

1. THE 1 FT. ON EITHER SIDE OF ACTUAL TRENCH WIDTH SHALL NOT BE REMOVED UNTIL THE TRENCH HAS BEEN FILLED AND COMPACTED.

**STREET PATCH
DETAIL**

NOTES:

1. Inspection by the City of Excelsior Springs Building Inspection Department is required.
2. No street cuts to be done without prior notification and issuance of permits.
3. Alternate locations must have prior approval by the Director of Public Works.
4. Meter wells shall not be located in driveways, walkways or cast-in concrete without prior approval. Traffic model rings and lids shall be installed when required for these instances.
5. All meter wells shall be set plumb, backfilled and compacted with earth.
6. Each meter well shall be centered directly over the meter that it serves.
7. The top of the meter well cover shall be flush with the finished grade.
8. In cases where the sidewalk is located (or is to be located) adjacent to the curb, the centerline of the meter well shall be a minimum of 2' 0" from the back edge of the sidewalk.
9. The City of Excelsior Springs Water Department(630-0755) requires 24 hours notice for scheduling of a water tap.

