

# Utility Location / Construction Permit Requirements

## **A. Application**

The application is required for all Utility location permits. It must include the following information:

- Information about the applicant
- Work Location and Phasing Plan
- Facility Type
- Dig Safe #
- Start & Completion Date
- Work Type
- Service Type
- Proposed work method
- Utility Orientation
- Location Description
- Work Zone Requirements
- Paving Impacts
- Pedestrian Traffic impacts
- Tree and Vegetation Impacts
- RR and Bridge / Culvert Impacts
- Environmental Permitting
- Contact Information
- Certification

## **B. Application Fee**

Administrative application fees shall be established by each Municipality.

## **C. Permit**

The permit is granted to the applicant once the application has been approved.

## **D. Certification**

Certification of inspection and location will be provided to the Utility Company once a final inspection has been completed and all work within the bounds of this permit have met the required municipal standards.

If an inspection deems the work unsatisfactory, the contractor will have 30 days to make corrections. Failure to do so will delay certification and potentially impact future permits.

The certification only certifies that the permit conditions have been met. It does not lessen the warrantee responsibilities of the applicant or any future action required.

### **E. Location Description**

The actual location of the proposed utility will be determined on a case by case basis. The Municipality will work with the applicant to locate the most suitable location, taking into consideration the current condition of the street, existing utilities and future plans.

Once the location has been determined, the applicant will provide a map, sketch or plan showing the final location.

### **F. Pavement & Trench Restoration.**

All open trenches are required to be cut wide enough to accommodate compaction equipment that will achieve 95%. Third party testing will be provided by the Municipality. All failed test will require a second test at the contractors expense.

All trench excavations will require that existing material be reused unless found unsuitable to do so. Approved replacement material will be at the direction of the Municipal Engineer or PW Director.

All pavement cuts require smooth straight saw cut edges and will swept and coated with tack prior to paving. If the condition of the street is such that smooth straight edges cannot be obtained, the Municipal engineer or PW director will agree on a suitable treatment.

Pavement thickness shall match existing conditions or a total of 4", what ever is greater. Paving shall be done in two lifts - 2-1/2" binder (19MM) and 1-1/2" of Surface (9.5MM)

After the restored pavement has completed one freeze thaw cycle, the restored area will be milled out, including an area 12" in width, both sides of the existing trench seam, to a depth of 3/4". Edges will be tacked and a 3/4" overlay of 9.5MM will be installed and compacted.

If, in the event that a newly reconstructed, rehabilitated, and/or repaved road (within the last 5 years) must be excavated or disturbed as a result of the work under this permit, the permittee shall restore said road by the standards set forth in M.R.S.A Title 23, Part 3, Chapter 307, Section 3351-A.

### **G. Warrantee Period.**

The applicant is responsible for the trench and all associated work for a period of 12 months, beginning after final inspection and certification has completed. During that time the contractor is responsible for defects or problems associated with the utility trench - including but not limited to:

- Paving, gravel shoulders, curb or concrete work required by permit,
- Trench Settlement,
- Vegetation - grass restoration required by project.

Contractor will have 24 hrs to address emergency defects or the Municipality will respond and invoice the contractor for the repairs.

Other non-emergency issues must be addressed within 14 days. Depending on the time of year, a temporary fix may be allowed until permanent repairs can be made.

### **H. Contact Information**

Contact information of the Utility Company and the Site Contractor must be provided. Must also include a list of emergency numbers to address issues that may arise after hours

### **I. As-Builts**

Electronic as-builts will be provided to the municipality showing the installed location of the utility.

The utility shall provide each municipality with ongoing annual as-builts to indicate changes to their infrastructure.

### **J. Pavement / Trench Restoration Details**

Trench and pavement restoration shall consist of the following standards:

16" Sub-base (MDOT 703.06 spec.) 'D" Gravel, 4" Base "A" Gravel, and 4" of hot mix asphalt (2.5" of 19.5 mm, 1.5" of 9.5mm).

All layers shall be compacted in accordance with MDOT construction standards.

### **K. Location of Structures**

Each Municipality, and any existing utility that is legally located within the Town's right-of-ways, shall reserve the right to review and approve any applicable separation distances for their respective utility.

#### ***L. Performance and Defect Guarantees***

The permittee shall submit to each Municipality a performance guarantee to cover the costs associated with the trench restoration for the new utility. Said guarantee will cover 100% of these costs, and shall be submitted in a format that is approved by each Municipality. Examples include: letter of credit, escrow account, and/or bond.

The permittee shall submit to each Municipality a defect guarantee to warranty the trench restoration work associated with the new utility. Said guarantee will cover 25% of these costs, as calculated on each Street Excavation Permit, which is attached. The defect guarantee shall remain in place for one frost cycle and for a minimum of 12 months.

#### ***M. Insurance***

Certificate of liability insurance meeting the requirements of each municipality's ordinances shall be submitted with this permit application and shall be kept on file with each municipality.

#### ***N. Inspection Fees***

Inspection fees shall be based on the work areas and related areas that will be disturbed during construction. The fee amount shall be 8% of the total cost of disturbed area, as calculated on each Street Excavation Permit, which is attached.

#### ***O. Inspections***

The Municipality will provide on site inspections for the following items:  
(Including, but not limited to)

- Pavement Cuts
- Trench Backfill
- Gravel and Pavement Compaction
- Paving of Trenches
- Utility Location
- Work Zone Requirements - traffic control plans

#### ***P. Public Notification***

The permittee shall provide to each municipality and abutting properties, public notice that shall include timing, sequencing, work zone updates, and schedule of proposed work. Public Notifications shall occur on an ongoing basis as needed.