



RIGHT-OF-WAY APPLICATION

PROJECT INFORMATION		TRACKING NO: -	
Project Name:		Start Date:	End Date:
<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Tree Lawn	<input type="checkbox"/> Travel Lane	<input type="checkbox"/> Parking Space(s)
Location/Street Address:			
Description of Work:			
Number of Openings:		Size of Openings:	
PROPERTY OWNER			
Name(s):			
Address:		City:	State: Zip:
CONTRACTOR/AGENT			
Company Name:		Agent Name:	
Address:		City:	State: Zip:
Phone:	Email:		
Responsible Person On-Site:			Phone:
SUBMITTAL INFORMATION			
<input type="checkbox"/> Plans	<input type="checkbox"/> Performance Bond	<input type="checkbox"/> Proof of Liability Insurance	
Fee Paid: \$	Receipt Number:	Date Paid:	
OUPS Confirmation Number:			
ACKNOWLEDGEMENT AND AUTHORIZATION			
I hereby certify that the proposed request is authorized by the "Owner of Record" and agree to conform to all applicable laws and regulations of the City of Piqua, Ohio.			
<p>***PLEASE NOTE: Proof of liability insurance. The only accepted form of proof will be a Certificate of Insurance that can be secured from your insurance agent. This certificate must include in the description of operations section a clause stating: The Piqua City as an additional insured.</p>			
Contractor Signature:			Date: _____
_____			_____
City of Piqua:			Date: _____
_____			_____
<p>TERMS AND CONDITIONS: The contractor shall notify the city inspector 48 hours prior to work commencing and within 48 hours after the work is completed. A copy of the approved permit and plans must be in the possession of the contractor's responsible person on-site at the project location while the work is being performed within the right of way.</p> <p>This permit is valid from the begin date through the end date of the work activity as indicated above. All work done shall be under the supervision and to the satisfaction of the City of Piqua Public Works Director or his duly appointed representative, and subject to the terms and conditions of the City of Piqua Street Cut and Right of Way Opening Drawings and Specifications adopted by the Ordinance 10-03.</p>			

Street Cut and Right-Of-Way Opening Standard Drawings and Specifications 300-13

1. Permit Required

- A. A Right-of-Way permit for any digging or excavating within a public Right-of-Way for any street or alley is required 48 hours in advance of the work. In the event of an emergency, the permit approval requirement shall be waived and the proper application must be submitted as soon as possible, but no later than the end of the first working weekday after the start of work. An emergency is defined as a repair required to provide service to utility customers or to mitigate a hazard, which threatens public health or safety. Permit forms are available from the City Street Department.
- B. The permit form is to be completed by the person or firm planning the work within the Right-of-Way. All fees must be paid and approvals obtained before any work is started. A 72 working hour lead-time is recommended. A permit fee of \$25 will be required of each applicant, including city departments.

2. Performance Bond

- A. Any individual or firm who makes application for a Right-of-Way opening permit must provide a current performance bond to the City of Piqua in the amount of \$3000.
- B. No bond is required for plumbers who hold a current plumbing license in the City of Piqua and have a current performance bond on file in the health department.
- C. In the event that after notification from the City any contractor fails to correct problems associated with poor trench repair or maintenance within 24 hours of notification, the City reserves exclusive right to correct the problems and collect associated costs from the performance bond.

3. Work Requirements

- A. The applicant shall have sufficient barricades, warning signs, and lights during the entire period that work is being performed and shall adhere to applicable section of the Ohio Manual of Uniform Traffic Control Devices.
- B. all disturbed areas must be returned to a condition that is as good as or better than the condition before the work began. All repairs must meet city specifications. The City Street Superintendent will inspect and approve all repairs. The bond will be returned after all repairs are approved, if applicable.
- C. For closure of arterials or busy collectors the City reserves the right to direct contractor to close the street during off peak traffic hours. Closure may occur at night or on weekends. Contractor shall provide all traffic control associated with road closure.
- D. Efforts shall be made to minimize any disturbance to trees or roots. Excavation causing damage to trees will result in removal and replacement. If a tree is cut, it may result in property damage to the property owner, this is the decision of the City Engineer.
- E. The applicant must notify all affected property owners in writing, and provide a copy of the notification and mailing list prior to the Engineering Department issuing the permit.
- F. All contractors who perform work requiring entry into any confined space of a city-owned utility shall comply with the city's confined space entry procedures and in accordance with all osha regulations, if applicable, and approval from the wastewater superintendent or designee.

4. Material Specification

- A. All work shall be in accordance with the attached drawings and specifications and approved by the Engineering Department prior to commencement of work.
- B. Street openings- the material used to fill in a ditch or a hole shall be granular material (#304, #411) or ODOT item 613 low strength mortar backfill. Other approved granular materials may be used only upon the contractor receiving prior written approval from the Engineering Department if extenuating circumstances exist. Contractors concerned with the contact of the low strength mortar backfill with the fittings and the pipe may place a maximum of 12 inches of granular backfill above the top of the pipe.
- C. For Right-of-Way openings beyond the limits of the pavement the backfill shall be in accordance with 300-14 (2) Backfill.
- D. Asphalt surface- asphalt surface shall be placed to a depth as stated in 300-14 (3) Pavement Restoration.

5. Construction

- A. Repair areas shall be rectangular in shape with dimensions as required to envelop the surface deterioration. At the direction of the City, the limits of the repaired replacement may be extended as deemed necessary. Pavement shall be removed by methods that will not damage adjacent pavement.
- B. All joints and vertical faces shall be saw cut, cleaned and coated with bituminous material (tack coat) prior to placement of bituminous concrete.
- C. All joints shall be sealed with asphalt sealer after the final surface material is placed.
- D. If low strength mortar backfill is used, low strength mortar backfill shall be brought up uniformly to the fill line shown on the plans or the bottom of the existing pavement.

Street Cut and Right-Of-Way Opening Standard Drawings and Specifications 300-14

1. **Bedding**

- A. Granular bedding material shall be crushed stone or gravel complying with type 2 bedding (#57 or #67). Bedding shall extend 6 inches below the conduit. Bedding material shall extend 12 inches above the top and to each side of the conduit.
- B. Use shovel slicing and spud bars in conjunction with the compaction operations to compact the material and to manipulate the material under the haunch of the pipe.

2. **Backfill**

- A. All trench edges within the street Right-of-Way, under or within 5 feet of proposed or existing pavement, curb, driveways alleys, or walks shall be backfilled with either granular backfill material (#304, #411) or ODOT item 613 low strength mortar backfill.
 - I. Granular material shall be placed in maximum 8-inch lifts. For granular embankment and structural backfill, compact each lift of material using mechanical devices, hoe rams, jumping jacks, hand devices, vibrating plates, or other similar equipment. Compaction requirements shall be 98% of standard proctor curve.
 - II. Low strength mortar backfill shall be furnished and placed as per ODOT item 613.
- B. All trench edges not within the street Right-of-Way, not under or within 5 feet of proposed or existing pavement, curb, driveways, alleys, or walks can be backfilled with clean native material compacted in 12-inch lifts. Material shall be compacted to 85% of the original compaction. No material shall be used for backfilling that contains granular material rock or stone greater than 4 inches in diameter.

3. **Pavement Restoration**

- A. In paved areas within the street Right-of-Way the pavement and aggregate base composition shall be provided equal to the existing pavement but in no case shall the composition be less than the following:
 - I. 1-½ inches of ODOT item 448, surface course, type 1
 - II. 2-1/2 inches of ODOT item 448 intermediate course, type 2
 - III. 10 inches of ODOT item 304 aggregate base.
- B. In alleyways and driveways outside of the street Right-of-Way, the replacement of pavement and/or aggregate shall be equal to the existing alleyway or driveway composition.
- C. If the permanent asphalt cannot be applied within 48 hours of the initial repair, cold patch shall be applied to the trench surface.

Minimum thickness of the cold patch material shall be 4 inches. Said material shall be removed prior to the placement of ODOT item 448.

4. **Concrete Restoration**

- A. All concrete driveways, drive approaches, and sidewalks within the street Right-of-Way, shall be replaced with ODOT class QC1 or QCMS concrete for the following:
 - I. Sidewalks - minimum thickness of 4 inches of concrete.
 - a. Match original width of sidewalk
 - b. Minimum width of 4 feet required
 - c. Minimum thickness of 4 inches
 - II. Driveways and drive approaches
 - a. Residential: minimum thickness of 6 inches of concrete
 - b. Business: minimum thickness of 8 inches of concrete
 - c. Industrial: minimum of thickness 10 inches of concrete
- B. All concrete driveways, drive approaches, and sidewalks outside of the street Right-of-Way shall be replaced equal to the existing material composition.

5. **Compaction Guidelines**

- A. The contractor may operate small compaction equipment with less than a total weight of 1 ton over the conduit to compact the backfill. Do not use hoe rams on top of the conduit until 2 feet of backfill is compacted on top of the conduit. The contractor may operate compaction equipment with less than a total weight of 8 tons, but more than 1 ton, over the conduit after placing and compacting 2 feet of backfill. Do not operate equipment with a total weight of 8 tons or more until placing and compacting a cover of 4 feet over the top of the conduit. The above restrictions apply when working within one span on each side of the conduit, or 6 feet, whichever is less.
- B. All trenches and excavation shall be backfilled immediately after the placement of the conduit. Unless directed otherwise by the City Engineer. Under no circumstances shall water be permitted to rise in unbackfilled trenches after the conduit has been placed.