

**CITY OF WASHINGTON C.H., OHIO  
220 PARK AVENUE  
WASHINGTON CH, OHIO 43160  
740-636-2380  
RIGHT OF WAY - STREET/ALLEY APPLICATION**

DATE \_\_\_\_\_ NO. \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

ADDRESS OF TEMPORARY CURB/STREET/ALLEY CUT \_\_\_\_\_

PURPOSE OF TEMPORARY CURB/STREET/ALLEY CUT \_\_\_\_\_

DATE & TIME CUT IS TO BE MADE \_\_\_\_\_

(NOTE: FIVE (5) DAY NOTICE IS REQUIRED PRIOR TO CUT)

EXPECTED SIZE OF CUT IN SQUARE YARDS \_\_\_\_\_

DEPOSIT AMOUNT \$ \_\_\_\_\_

(MAKE CHECK PAYABLE TO CITY OF WASHINGTON)

FULL CLOSURE \_\_\_\_\_ LANE CLOSURE \_\_\_\_\_

<b>CONTRACTOR INFORMATION:</b>
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NAME \_\_\_\_\_

ADDRESS & PHONE NO. \_\_\_\_\_

INSURANCE COMPANY AND AGENT \_\_\_\_\_

AGENT PHONE NO. \_\_\_\_\_

I/We hereby acknowledge that by signing this permit I/we agree to follow the specifications for temporary curb/street/alley cut for the City of Washington.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_  
City Manager of Designee

<b>CITY OFFICE USE ONLY</b>
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DEPOSIT REFUNDED:      ☐ YES      ☐ NO

IF NO, REASON WHY RETAINED \_\_\_\_\_

**CITY OF WASHINGTON  
105 NORTH MAIN STREET  
WASHINGTON CH, OH 43160**

<b>GENERAL RULES AND REGULATIONS TEMPORARY CURB/STREET/ALLEY CUT PERMITS</b>
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**1. GENERAL PROVISIONS**

1.1 **AUTHORITY** Chapter 901.01 Codified Ordinances of the City of Washington requires any person or agency desiring to excavate in public right-of-way for any purpose whatsoever to first obtain a permit. Such permits are issued by the City Manager of his designee, in accordance with the provisions of this regulation.

1.2 **DEFINITION OF EXCAVATION PERMITS** This permit is needed when excavating within the right-of-way of any public street (including curb) or alley. The work covered by this permit includes excavations in street or alley pavement or any curb cut within the right of way for any purpose whatsoever.

1.3 **ADVANCE NOTIFICATION** Applications for excavation permits shall be submitted at least five (5) working days in advance. Advance notification for street or lane closing is required as described in Section 1.3.1 and 1.3.2.

1.3.1 **FULL CLOSURE** Prior to beginning the complete closure of a street, a minimum of five (5) working days notice shall be provided. This is to allow for proper notification of safety and emergency forces in the City as needed.

1.3.2 **LANE CLOSURE** Prior to beginning a lane closure of a street, a minimum of three (3) working days notice shall be provided.

1.4 **LIABILITY** The permittee shall be solely responsible and indemnify and save the City harmless from the liability for any damage that might occur to the roadway, public or personal property while performing any work authorized by the permit.

2. **PERMIT PLANS** Whenever full closure of a street is needed, the agency or its contractor shall provide the City with a set of plans showing the proposed traffic control signs, detour route maps, notes, etc.

3. **RESTORATION** Whenever any person or agency shall have authority to excavate in any roadway or right of way of any improved public street or alley, the person or agency causing such excavation shall restore the same in such a manner as required by the City. During any excavation as described this section, the job site should be left in a drivable condition by the end of the day (no later than 5:00 p.m.) unless otherwise authorized by the City Manager. All permanent repair work and curb cuts as described in the following paragraph should be made with 72 hours from the time of the completion of utility work, unless otherwise authorized by the City Manager. All street and alley repairs shall be made in accordance with attached standard drawings conforming to current City standards and specifications.

4. **EMERGENCY REPAIRS** When any public agency, any private utility company or corporation or any contractor must excavate in any improved public street or alley in order to make emergency repairs necessary for the safety and convenience of the public, the same shall request a street excavation permit the following working day. All permanent repairs shall conform to Section 3 of this policy.
5. **SUPERVISION AND INSPECTION** Supervision and inspection of work performed under these permits shall be done by City personnel. The contractor shall call the phone number indicated on the permit at least four (4) hours before any backfill operation begins and after completion of work. It is the permit holder's responsibility to request inspections. Failure to do so may result in a request of digging up the filled trench at the cost of the permittee and/or in a forfeiture of any required deposit.
6. **TRAFFIC CONTROL** Traffic control devices shall be furnished, erected, maintained, and removed by the contractor in accordance with guidelines published in the manual of ODOT "Traffic Control for Construction and Maintenance Operations" current revision.  
**NOTE: Traffic cones are not permitted as traffic control devices in the City for night work.**
7. **DEPOSITS** A pavement cut deposit is required for all street excavation permits. This deposit shall be a minimum of \$1,500.00 for an open cut area of two (2) square yards or less. For cuts larger than two (2) square yards, the deposit shall be \$150.00 per square yard of pavement to be cut. The pavement cut deposit will be refunded if the work is completed in a satisfactory manner.
8. **PENALTY** Whomever violates any provision of this policy shall for the first offense be fined not less than the expenses incurred in the restoration of the street, nor more than one hundred dollars (\$100.00) in addition to the expenses incurred in the restoration of the street or curb. Each day that a violation is permitted to exist after notice in writing has been served by the City Manager shall constitute a separate and distinct offense in accordance with Codified Ordinances of the City Section 901-99.

## SCOPE OF WORK

This work shall consist of pavement removal, necessary excavation, and pavement replacement in accordance with the details shown herein. All work and materials shall conform to the requirements of the Ohio Department of Transportation (ODOT) or the current City construction and material specifications. Procedures used for the pavement removal and replacement shall not cause spalling or cracking of adjacent pavement.

### PAVING STANDARDS FOR TRENCHES OR PAVEMENT AREAS

For any street excavation, the pavement repair section shall conform to three (3") inches of Item 404 asphalt concrete on seven (7") inch Item 305 Portland cement concrete base. Otherwise, plans should reflect replacement of the pavement in accordance with City standard typical sections and subject to approval by the City Engineer. Item 413 – crack sealing, shall be applied to exposed joints once paving operation has been completed.

When a trench exceeds or equals to one hundred (100') feet in length and five (5') feet in width, the repair shall include planning an eleven (11') foot pavement width the entire length of the trench. The planned area shall then be repaved with a paver in accordance with current City standard specifications.

### SPECIAL NOTES

**Note "A":** When using CDF, the optional full area over the conduit may be backfilled with sand, granular material, or other suitable 912 material, for a distance not to exceed one (1) foot – zero (0) inch.

**Note "B":** For Type I and Type II pavement repair, the Item 404 hot asphalt or cold mix (only during winter operation, from month November through March) shall be placed in lifts not exceeding one and one half (1 ½") inches and compacted with a combination vibratory plate compactor equipment or a vibratory steel wheeled roller with a minimum certified force of 2000 pounds. Depending on weather, Item 404 asphalt can be used in winter with special authorization from the City.

**Note "C":** Cold mix shall be HPM cold mix or other cold mix approved by the City of Washington. All excavations shall require a minimum of seven (7") inches of fast setting Portland cement and three (3") inches of HPM cold mix. The cold mix is to be replaced by Item 404 asphalt as soon as possible in the spring once hot asphalt is available.

**Note "D":** For alley repairs, the proposed pavement replacement shall conform to the existing type and thickness of the pavement. Chip and seal type alleys shall require matching the existing thickness of the pavement with the appropriate combination of materials based on the size of the excavation. The minimum shall consist of three (3") inches of 404 asphalt. Finish concrete pavement is not permitted. Materials used shall conform to the requirements of the current City standards.

If more than 1/3 of the width of an alley is removed, the pavement shall be replaced as per typical and then overlaid over the total width of pavement and length of trench with a feather section at both ends.

**Note "E":** Backfill: When Item 636 CDF is used as a backfill, no pavement shall be placed until bleed water has been evaporated from the CDF surface or has been drained

or removed from the surface. Compacted granular backfill can only be used with full time City inspection.

**Note “F”:** Concrete base or pavement: Only Item 634 fast setting concrete of CMSC shall be allowed to be used.

**Note “G”:** The trench width for small pipes and conduits shall be of sufficient width to allow for proper placement of the backfill materials. The pavement portion of the trench shall be a minimum of two (2') feet – zero (0") inches in width. This is to allow for proper compaction of the asphalt pavement. If the trench for placing the conduit is narrower than two (2') feet then the pavement portion shall be cut back to provide the two (2') foot – zero (0") inch minimum for paving operations.