



PUBLIC RIGHT OF WAY PERMITTING AND CONSTRUCTION MANUAL

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ATTACHMENTS

Public Service Provider Registration Form
Public Right-of-Way Construction Permit Application
City of Corinth Insurance Requirements

1. INTRODUCTION

Because of the increasing number of facilities in the public right of way, the City has adopted a Right of way Ordinance and developed this manual in order to guide and manage the use of the public right of way. This manual is intended to provide technical criteria and details necessary to implement the provisions of the Right of Way Ordinance.

2. CONSTRUCTION PERMITTING PROCEDURE

2.1 Permitting Process

Prior to obtaining a permit to perform construction within the public right-of-way, a public service provider must first register with the City of Corinth in accordance with Article IV of the Right of Way Ordinance. A copy of the registration form is included with this document. Additional information regarding registration for construction within the public Right of Way may be obtained by contacting the City Engineer at (940) 498-3265.

Prior to performing construction within the public Right of Way, the public service provider, or its authorized representative, is required to obtain a permit from the City in accordance with the Right of way Ordinance. Additional information regarding permitting may be obtained by contacting the City Engineer at (940) 498-3265.

All new submittals for permit shall contain a completed application, construction plans, and a digital file of the permit submittal in .pdf format. In addition, a storm water pollution prevention plan (SWPPP), traffic control plan, and trench safety plan may also be required. All submittals shall be in accordance with the subsections below.

Revised plans addressing review comments shall be resubmitted with a copy of the original permit application and shall be clearly marked as “resubmittal”.

2.2 Permit Application

The permittee is required to complete the Public Right of Way Construction Permit Application. A copy of the application is included with this document.

Construction must begin no later than ninety (90) days after the permit has been issued, or as otherwise extended. Otherwise, the permittee will need to resubmit a new permit application.

For any work within the State Right of Way, the public service provider shall provide evidence of permit from the State within one week of receipt of permit. In all cases, evidence of permit must be provided a minimum of 48 hours prior to construction.

2.3 Construction Plan

The construction plans shall show the following:

1. The location of the facility being permitted.
2. The limits of the proposed work at no less than 1" = 100', unless otherwise approved.
3. The location of all existing and proposed public facilities, including City water lines, storm drainage facilities, and sanitary sewer lines in relation to all proposed utilities, if there is a potential for conflict. Construction drawings for existing and proposed public facilities may be obtained from the City of Corinth in digital format if records are available. The elevation of the existing and proposed public facilities shall be noted, or a profile shown, in relation to the proposed utility line, if there is a potential for conflict. The plans shall indicate how potential conflicts will be avoided.
4. The location of the City's underground electric and communication lines for streetlights and traffic signals. The permittee shall contact the Public Works Department at (940) 498-7501 for streetlight information and signal information.
5. Detail of proposed facility installation, i.e., pipe size, depth and dimensions of occupied space. If a utility structure is proposed, dimensions, type, and location shall be indicated on the plans.
6. Pavement removal and replacement limits for street cuts, when allowed.
7. The length and depth of all bores.
 - A. All concrete driveways and streets shall be bored. The length of the bore must be sufficient for meeting the fully improved (ultimate) roadway width as specified in the City of Corinth Thoroughfare Plan, unless Right of Way to do so is not available.
 - B. No pavement cuts in newly constructed, reconstructed or resurfaced (greater than one inch) asphalt streets shall be made for 60 months after the

completion of the street work.

9. Detailed drawings of any bores, trenches, hand holes, manholes, vaults, switch gears, transformers and pedestals, including depth.
10. The location of all trees and shrubs within the Right of Way and the landscape protection measures.
11. Complete legend of drawings.

Exceptions may be requested in accordance with the Ordinance.

2.4 Storm Water Pollution Prevention Plan

The permittee shall submit two sets of a Storm Water Pollution Prevention Plan in cases where stream/creek crossings are open cut. A four-foot vertical clearance below the bottom of the proposed stream bed or drainage facility is required. The permittee shall contact the City Engineer for future improvements of the stream/creek, which may impact the proposed alignment.

In all other cases, the permittee is required to implement erosion control measures for construction activities in accordance with the Storm Water Pollution Control Ordinance of the City Code, as amended, and other City ordinances, state laws, and federal regulations. The following pollution prevention measures shall be used where applicable:

1. Avoid placing structural pollution prevention controls in the floodway.
2. Trap/contain boring “mud” or waste material to prevent flow in the street and/or storm drain system through the use of a vacuum excavator, or equivalent method.
3. Remove construction debris and trash daily.
4. Place erosion control matting, hydro mulch seeding or sod on bare ground as soon as possible, but no later than 14 days after completion of construction work.
5. Clean sediment from streets and other paved surfaces. Sediment shall be removed by sweeping and not by washing into the storm drain system.

2.5 Traffic Control Plan

Any work that may impact traffic flow or result in lane closures in streets will require a traffic control plan and the closures shall comply with the most current edition of the *Texas Manual on Uniform Traffic Control Devices*. The permittee shall indicate on the permit application if a lane closure is required. It is the permittee’s responsibility to submit and obtain approval of a site specific traffic control plan from the Department of Public Works and Transportation Traffic

Engineering Division. In addition:

1. A permittee shall not cause or allow interference with traffic flow on any street included in the Thoroughfare Development Plan during the hours of 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. Monday through Friday. If construction on a partially closed street stops for the day, all lanes must be reopened to traffic, unless an extended time of closure is expressly granted by the City.

2.6 Trench Safety Plan

Trench safety systems shall meet or exceed U.S. Occupational Safety and Health Administration Standards.

3. CONSTRUCTION REQUIREMENTS

3.1 Notification to the City and Work Hours

1. Once a construction permit is issued, permittee shall give the City Engineer a minimum notice of 48 hours prior to commencing work so that a City of Corinth inspector may be assigned.
2. Except in the case of an emergency, no work involving excavation, trenching or boring in the right of way shall be permitted during the following times unless authorized in writing by the City:
 - a. Prior to the hours of 7:00 am. Central Standard Time. Monday through Friday
 - b. Between the hours of 4:30 p.m. and 7:00 a.m. Monday through Thursday
 - c. Between the hours of 11:30 a.m. Friday until Monday morning 7:00 a.m.
3. The City may require that the work occur overnight when necessary to expedite construction and minimize disruption to traffic.

3.2 Notification to the Public

The following notification procedures apply if it is necessary to close, in whole or in part, a public Right of Way:

1. For any closure of a traffic lane or blocking of a sidewalk or alley lasting one day or less, the person performing the work on behalf of the public service provider shall conspicuously mark their vehicle with the company name and telephone number.

2. Any closure of a traffic lane or blocking of a sidewalk or alley lasting longer than one day must be identified by a 3 foot by 3 foot sign that is clearly legible to the traveling public. The sign must be posted at or in close proximity to the work site and must contain:
 - A. The name of the public service provider;
 - B. The name of the company performing the construction; and
 - C. A local 24-hour contact person and telephone number.
3. The requirements above are in addition to any signs, barricades, or warning devices required by law or ordinance. The sign information listed above may be included on barricades or warning devices.
4. When permitted construction will last longer than two weeks, the permittee will give written notification to all adjacent property occupants by conspicuously posting the notification on each adjacent property at least 72 hours before commencement of construction, unless the City determines that an emergency exists.

3.3 Existing Facility Locates

Prior to construction, the contractor shall obtain utility locates by utilizing the following: Texas One Call System 811 or 1-800-344-837

3.4 Street Cuts and Excavation

1. The removal of portions of existing pavement, drives, slabs, and sidewalks shall require full depth saw cut by the use of a power driven saw. Where concrete removal is approved, locations of the removal shown on the plans are indicative only of the need for a saw cut. The removal shall coincide with an existing sawed joint, construction joint, or expansion joint, removal shall be to existing joint. Replacement of pavement shall comply with the city's construction standards.

2. In the event that it is necessary to place a temporary surface on any cut opening, the temporary surface shall be composed of hot mix asphalt or cold mix paving materials. Gravel or flex base surface material shall not be used as a temporary surface on any cut. Temporary surfaces shall be adequately compacted to prevent deterioration of repair during the temporary period.
3. If a pavement cut is to be covered, the permittee shall use steel plates, or equivalent plates, of sufficient strength and thickness to support all traffic. Plates must be sufficiently secured in place so as not to become dislodged or in any way cause a hazard to traffic. Asphalt transitions must be placed as required to provide a smooth riding surface. Plates must be marked with the name of the person performing the construction and with a local 24 hour contact number that can be used in case of an emergency, unless a sign identifying the contractor is posted at or in close proximity to the work site.
4. Any temporary riding surface that deteriorates or fails to meet the requirements of these specifications shall be removed and replaced at the City's discretion and at the permittee's expense.

3.5 Installation

1. All facilities installed under pavement shall be buried to a minimum depth of 48 inches under top of pavement for the fully improved ultimate roadway width. This measurement shall be made from the existing or proposed top of pavement, whichever is lower. For this section, proposed improvements are defined as any facility with a designated location and elevation as shown on available construction plans. In the parkway, the facilities shall be buried a minimum of 24 inches. These stipulations are with the condition that additional depth may be necessary due to other constraints or utilities. Requirements for utility structures are provided in Section 5.04 of this Ordinance. Upon written request, an exception may be granted.
2. All facilities that cross existing drainage facilities, sanitary sewer, or water mains shall either be buried under the existing pipes with a two foot minimum vertical clearance at the underside of the existing pipes, or be placed above the existing pipes with a two foot vertical clearance at the top of the existing pipe. In either case, the proposed facility must be 48 inches under top of pavement. The location and elevation of all crossed existing utilities must be potholed prior to installation of new facility and verified by a Public Works inspector.
3. All facilities that cross proposed storm sewer, sanitary sewer or water mains shall have a galvanized steel or PVC (not less than Schedule 40) encasement, or approved equivalent, and have a two foot minimum clearance on any side of the proposed facility. In lieu of the encasement, the facility may be buried five feet below the proposed pipe.
4. All facilities that run parallel to an existing or proposed drainage facility, sanitary sewer, or water main shall have a three foot minimum horizontal clearance from the exterior face of the pipes or manholes. Please note that the elevation of the individual lateral services of these pipes may vary. All conduit must be two feet below all lateral service pipes.

5. Landscape Protection Requirements

The proposed facility route shall be designed to minimize damage to trees or landscaping.

- A. All trees within street medians must be bored 48 inches below the existing ground. Boring shall enter and exit at least 24 inches outside of the drip of the tree. The drip line is an imaginary line that extends from the tree's outer branches and leaves, directly to the ground.
- B. Should work need to be performed near a tree, a temporary construction fence shall be erected 12 inches outside the drip line of the tree. The fenced area shall not be entered during the time of construction and the fence shall not be removed for any reason until the work is complete.
- C. Permittee shall be responsible for any damage to public or private landscaping and sprinkler systems.

6. Trenchless Technology/Boring Requirements

In using trenchless technology or boring, the following applies:

- A. Prior to construction, all existing public facilities shall be physically located in the field when crossing over or under water lines, sanitary sewer, or storm drains or where the existing facility is running in the same direction and is within 5 feet of the proposed facility.
- B. Construction shall be made in such a manner that will minimize interference with vehicular traffic and shall not weaken or damage the existing street.
- C. The location of the boring pits shall be a minimum of five feet from the roadway to prevent undermining of the curb, gutter, or shoulder section.

- D. The pit shall be dug to a depth sufficient to maintain a minimum boring depth of 48 inches below the traffic surface. Jetting types of boring equipment and missile type boring equipment are not allowed.
- E. All overcutting shall be remedied by pressure grouting the entire length of the installation.
- F. The pits or trenches excavated to facilitate this operation shall be backfilled and compacted immediately after work is completed.
- G. The contractor shall be able to locate the bore head at all times in accordance with the latest technologies and provide the location of the bore upon request.
- H. All directional boring shall have the locator place bore marks and depths while the bore is progress. Locator shall place a mark at each stem with a paint dot and indicate the depth at every other stem.

3.6 Backfill

Backfill of all trenches and bore pits shall begin immediately following installation of the new facility in accordance with the attached detail and the following requirements:

1. All loose concrete, rocks, roots, trash and other debris shall be removed from the excavation prior to any backfill being placed.
2. Backfill material shall consist of the native material obtained from the street excavation unless, in the opinion of the City, this material is unsuitable for use.
3. All backfill material shall be compacted in lifts of loose depth not exceeding 5 inches and compacted to at least 95% of Standard Proctor Density at optimum moisture content, \pm two percentage points, as determined by ASTM D698.
4. Instead of backfilling with excavated material, the contractor may backfill with flowable backfill material. In addition, the City may require any entity or contractor to use flowable fill to backfill an excavation in the public right of way in the interest of protecting the public convenience or safety. Flowable type backfill shall have a compression strength of 1500 PSI.
5. The City may perform, or have performed, any material test on compaction. The permittee shall notify the city inspector 24 hours prior to completion of backfill.
6. If the tests on the backfill do not meet the above requirements, the backfill shall be considered unacceptable and shall be removed and replaced. The permittee shall bear the cost of all corrections and subsequent testing if the backfill is deemed unacceptable.

3.7 Restoration

The requirements of this section govern the restoration of public Right of Way surfaces within the City. For those restoration activities not covered here, the applicable provisions of the *Standard Specifications for Public Works Construction - North Central Texas Council of Governments* will govern.

A permittee performing construction in the public right of way shall restore the public Right of Way to a condition that is equal to or better than the condition prescribed in this manual or other applicable City design and construction standards. Restoration work must be performed to the satisfaction of the City.

Restoration work to the public right of way must include, but is not limited to, the following:

1. Shrubs damaged by the permittee shall be mitigated and offset by planting the same species and size of shrub. Mitigation of canopy and ornamental trees will be assessed by the City Engineer and cost of damages will be based on the International Society of Arboriculture's *Guide for Plant Appraisal*. Cost of damages shall be paid to the City.
2. Sod shall be used for turf replacement and shall match existing adjacent type. Ruts shall be removed and the topsoil shall be prepared to provide a smooth surface free of rock and gravel. Irrigation systems shall be repaired to pre-construction condition and extent.
3. The permittee shall provide construction details and specifications for landscaping and irrigation repair or replacement to be approved by separate permit to the Building Official. Irrigation repairs must be performed by a licensed irrigator in accordance with TCEQ regulations and City ordinances.
4. Installation or reinstallation of all manholes and hand holes, as required by the City.
5. Backfilling and compaction of all completed bore pits, potholes, trenches, or other holes must be performed on a daily basis, or provide proper protection according to the Occupational Safety and Health Administration (OSHA) standards.
6. All subgrade, streets, sidewalks and alleys shall be restored as provided in the attached detail. A daily public inconvenience fee will be charged for incomplete work or repairs after the expiration of the permit.
7. Leveling of all trenches and disturbed areas.
8. Restoration or reimbursement to the city for repairs of any damaged traffic control devices, including but not limited to, imbedded loop detectors, pavement markings, underground conduits and signs.
9. All location flags must be removed during the cleanup process at the completion

of the work.

10. Restoration of special street, sidewalk, or drive approach surfaces must be done so that the restoration matches the color, texture, and pattern of the surrounding special surfaces.
11. Restoration must be made in a timely manner. If restoration is unsatisfactory or not performed in a timely manner, then all of the permittee's work on the project in question will be halted, and no additional permit will be issued until the restoration is completed to the satisfaction of the City. Any hold on the permittee's work will include work previously permitted but not completed.

3.8 Exceptions

The City Engineer must approve any exceptions to these provisions. Failure to construct facilities in accordance with the ordinance may result in correction of the defects by the City, with all restoration and repair performed at the permittee's expense.

ATTACHMENTS:

Public Service Provider Registration Form

Public Right of Way Construction Permit Application

*Please contact the City of Corinth for the most current
Insurance Requirements.