

# **Right-of-Way/Street Cut/Excavation Specifications**

## **City of Winchester**

### **1. Overview**

The purpose of this chapter is to ensure the proper procedures, design and construction are followed when cutting into any public street, alley and city owned parking facility or right-of-way. These specifications serve as a guide for contractors and homeowners and are not intended to address every possible situation. Contractors and homeowners who intend to use alternative specifications and procedures are required to have such approved by the City of Winchester before construction may begin. The City understands that unique situations may require variances from these specifications and procedures and will provide the necessary guidance and assistance in the best interests of construction and design integrity, public health and public safety. In all cases, the latest edition of the Indiana Department of Transportation (INDOT) Standard Specifications will be enforced on city projects. Where there is any apparent conflict between the City and INDOT Standards, the City Standards will hold precedence.

### **2. Permit Requirements**

Before any excavation or construction may take place within the public right-of-way (street, alley, tree-row, sidewalk, driveway approaches), an application must be made in writing to the City on the Right-of-Way Use/Street Cut/Excavation Permit Application Form and approved by the City. Sketches of the proposed work shall be furnished with the application as needed. In the event of an emergency, notification will be given to the City at the time repair crews are dispatched. If work is required outside business hours, the City is to be contacted the following business day at 8:00 A.M. Permits must be kept on-site when right-of-way work is being performed. If permitting is not on site, work will be stopped and violators will be subject to fines and license suspension.

If a road closure is required a requests for road closure shall be submitted in writing to the Board of Public Works at least 10 days prior to the proposed closing date.

Permittee will be required to sign that they have received a copy of this form.

Fees for permits are detailed in § 96.34 Permit Fees of Title 9 General Regulations of the City Municipal Code of Ordinances.

### **3. License and Bond Requirements**

Contractors and Homeowners working within the public right-of-way shall have adequate liability and property damage insurance as detailed in § 96.33(B) *Insurance Requirements* of Title 9 General Regulations of the City Municipal Code of Ordinances. The City reserves to right to not allow work within the right-of-way until proof of adequate insurance is provided to the City. The City also reserves the right to require each person or entity engaged in work in the City right-of-way to produce a bond as detailed in § 96.33(C) *Bond Requirements* of Title 9 General Regulations of the City Municipal Code of Ordinances. Applicant shall furnish written *Indemnity Agreement* as required in

§ 96.33(D) *Indemnity Agreement* of Title 9 General Regulations of the City Municipal Code of Ordinances.

#### **4. Underground Utilities**

Indiana Underground Plant Protection Service (IUPPS – Indiana 811), telephone # 1-800-382-5544, must be properly notified prior to the commencement of cutting any public street, alley, city owned parking facility or right-of-way.

#### **5. Time Restrictions on Work Hours**

Adjacent properties shall have access to the abutting street between the hours of 6:00 PM and 8:00 AM unless notice has been given to the property owner and occupant at least 5 days prior to work. On major thoroughfares as designated by the City of Winchester, blocking or altering traffic may be restricted on weekdays between 6:00 AM and 8:15 AM, and between 4:00 PM and 6:00 PM, unless prior approval is given.

#### **6. Traffic Control**

The Permittee shall erect and maintain all necessary signs, barricades, and warning devices required to safely direct traffic over or around work area.

All cuts in pavement area shall be open to at least one lane of traffic at all times except when permittee is working at site. If road needs to be closed approval must be given by the City of Winchester. If cut cannot be completed with a concrete cap as noted below it shall be temporarily backfilled and covered with a steel plate of sufficient size and thickness to carry the traffic. If cut cannot be filled or plated it must be barricaded and secured to prevent accidents or injury. Asphalt restoration must be completed within 30 calendar days unless City of Winchester, in writing, approves an extension.

It is the responsibility of the permittee to provide proper plating and barricades.

#### **7. Street Repair/Street Patching**

- A. Cuts in any public street, alley or city owned parking facility must be made using a saw cut in a neat and uniform manner. Cutting public streets, alleys or city owned parking facilities in any other manner is prohibited unless the City of Winchester gives written approval.
- B. Trenches or cuts shall have a minimum of 9 inches on each side of the trench or cut at the top to allow for a stable surface for concrete and asphalt restoration (See attached sheet).
- C. Cuts and trenches must be bedded, filled and compacted to 95% every 6 to 8 inches with #8 stone within 10 inches of the top of the trench or cut in high or heavy traffic areas or within 8 inches of the top of the trench or cut in low to moderate traffic areas.
- D. Cuts and trenches in high or heavy traffic areas must have a minimum of 8 inches of concrete and 1-1/2 inches of asphalt when restoring surface.
- E. Cuts and trenches in low to moderate traffic areas must have a minimum of 6 inches of concrete and 1-1/2 inches of asphalt when restoring surface.

- F. Designation of high or heavy or low to moderate traffic areas shall be the responsibility of the City of Winchester.
- G. Flowable fill may be used when needed if the City of Winchester grants proper authorization.
- H. Bedding for utilities that cannot use stone must still meet concrete and asphalt requirements.
- I. Asphalt restoration must be completed within 30 days unless the City of Winchester, in writing, approves an extension. If approval is granted the area must be filled with either hot or cold mix until asphalt restoration is complete. It is the contractors' responsibility to maintain the area at no cost to the City of Winchester until restoration is complete.
- J. When cuts occur outside the roadway, but within City of Winchester right-of-way the cut must be filled with #8 stone up to 12 inches of the top of cut. The top 12 inches of the cut must be filled with topsoil and compacted. Grass seed shall then be placed in area.
- K. When cuts occur outside the roadway, but within City of Winchester right-of-way the permittee must clean and restore the affected area within 15 days of the cut completion date or as soon as weather conditions are suitable. Reseeding shall be completed within 15 days of the cut completion date or as soon as weather conditions are suitable for sustaining growth.
- L. It is the permittee's responsibility to insure all extra trench debris is properly disposed of.
- M. Permittee is responsible for any damage caused to public or private property including but not limited to driveways, yards or streets.

## **8. Inspections**

The City of Winchester must inspect all cut repairs before permit will be closed.

## **9. Violations**

If any part of this procedure is not followed the City of Winchester may charge a fee for each day the cut or trench is not repaired as stated in City Ordinance §96 of Title 9 General Regulation of the City Municipal Code of Ordinances.

**RIGHT-OF-WAY USE/STREET CUT/EXCAVATION PERMIT APPLICATION**

**CITY OF WINCHESTER**

113 E. WASHINGTON ST.

WINCHESTER, INDIANA 47394

PHONE: (765) 584-6845 FAX: (765) 584-6171

Cut Location: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated Finish Date: \_\_\_\_\_

Description of Work to be Completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the Proposed Project Require Right-of-Way Closure YES \_\_\_\_\_

NO \_\_\_\_\_

The maintenance project located at \_\_\_\_\_, Winchester,  
Indiana, will require right-of-way closure for a period beginning \_\_\_\_\_, and  
ending \_\_\_\_\_.

**If work is performed by a company or person(s) other than stated above  
please provide the following information.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

**The City of Winchester reserves the right to revoke this permit at any time.**

Applicant agrees to meet all standards and specifications as provided by the City of  
Winchester.

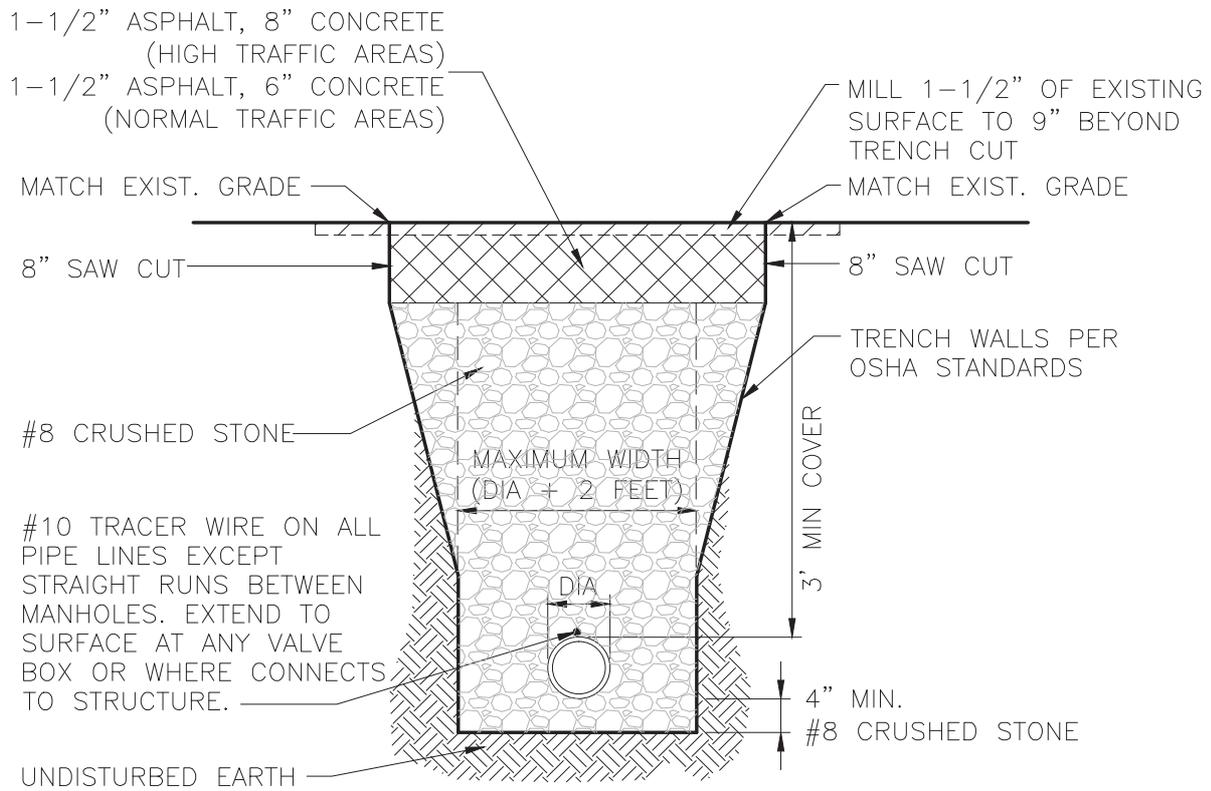
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date: \_\_\_\_\_ Approved: Yes No Permit Number: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Method of Payment: Cash Check #



## TRENCH BACKFILL DETAIL

NTS