UTILITY PERMIT REGULATIONS

GENERAL PERMIT CONDITIONS
AND
STREET EXCAVATION REQUIREMENTS

TOWN OF DERRY
DEPARTMENT OF PUBLIC WORKS
14 Manning Street
Derry, NH 03038

2015

1. GENERAL

The Permitee must complete the application form attached and submit a detailed plan of proposed work at least **72 hours** prior to conducting any work in the Town of Derry owned roadway, right-of-way or easement. All initial requests shall be submitted to the Engineering Division for review and distribution to other signatories within the Town. Each application shall be assigned to an Inspector within the Engineering Division who shall monitor all phases of the work.

Permittee must be a public utility or the Contractor who performs the work. All Permittees are responsible for Subcontractors to adhere to these regulations. A copy of the Permit shall be kept with the foreman at the place where the work is being performed.

Planned excavation permits shall only be authorized between **April 15** and **November 15** in any calendar year. Only emergency excavations shall be considered between November 15 and April 15 and no work shall be performed during periods of inclement weather or as directed by the Town of Derry Public Works (DPW). No permanent street restoration will be allowed between November 15 and April 15 unless specifically authorized by the Town.

DPW reserves the right to revoke the permit at any time.

2. INSURANCE REQUIREMENTS

Provide a certificate of insurance, naming the Town of Derry as additional insured with the following coverage:

General (Comprehensive) Liability

Bodily Injury or Death - Each Person	$ 1,000,000.
Bodily Injury or Death - Each Accident	2,000,000.
Property Damage - Each Accident	500,000.
Property Damage - Aggregate	1,000,000.
Medical Expenses – Any one person	5,000.
Fire Damage – Any one fire	50,000.

Automobile and Truck Liability

Bodily Injury of Death - Each Person	$ 1,000,000.
Bodily Injury or Death - Each Person	2,000,000.
Property Damage - Each Accident	500,000.
Property Damage - Aggregate	500,000.

Other Liabilities

Worker's Compensation Employee's Liability	$ 500,000.
Excess/Umbrella Liability	1,000,000.
Owner's Contractor's Protective Liability	1,000,000.

Insurance similar to that required of the Permittee shall be provided by, or on behalf of all independent Subcontractors used by the Permittee during the period of this Permit.

The applicant agrees to indemnify and save harmless the Town from all claims for damage or injury whatsoever, that may arise from the encumbrance, obstruction, occupation, or use of the street, highway, sidewalk, or greenbelt within the Town's public right-of-way (ROW), as well as claims for loss or interruption of business where the encumbrance or construction impedes the flow of traffic to any person or property arising out of the activities of the permit. The Town in no case assumes any responsibility by reason of granting this permit.

3. SURETY REQUIREMENTS

The Permittee must establish a permit bond, letter of credit written on a New Hampshire bank or cash deposit for a period of twenty-four (24) months after work has been completed and accepted by the Town of Derry. The financial guarantee shall be a minimum amount of Five Thousand Dollars ($5,000.00) (except that the Town may require a multiple of that amount depending upon the volume of the work being performed by the Permittee) guaranteeing the condition of the excavation and the fulfillment of the provisions, instructions, and regulations prescribed herein.

Further, if a future road restoration such as a full width mill & inlay is required, then the Permittee must establish an additional surety as noted within the moratorium section herein.

4. PLANS & OTHER SUBMISSIONS

A detailed plan (scaled & computerized) shall be submitted with the permit application depicting the subject property and adjacent properties showing existing surface and subsurface conditions including the placement of existing utilities, structures, street layouts, trees, or other vital structures within the public right-of-way or on private properties that may be affected by the work or as designated by the Town. (The Town's web based GIS mapping showing all utilities and appropriate scaling shall be the minimum standard for acceptable plan submissions).

The Permittee must provide evidence that he/she is competent and equipped to do the proposed work. In cases where work is associated with the Town's utilities such as water, sewer or drainage, the **applicant must be qualified as a Utility Service Contractor (USC).**

The Applicant must affirm that they are not delinquent in fees, fines, or payments due to the Town on prior work.

5. ROADWAY MORITORIUMS

The Town of Derry through its Roadway Management Program has established an ongoing schedule for the rehabilitation or reconstruction of public streets. The Town shall enforce a five (5) year moratorium from any open cut excavations in roadways following any placement of pavement or reconstruction. The DPW shall maintain a list identifying protected roads with updates occurring every new fiscal year (July 1).

No excavation permits shall be issued for roads on the moratorium list without one of the following additional options met:

1. Establish a cash escrow account (submit a bank certified check) for a minimum amount of Ten Thousand Dollars ($10,000.00) with the Town of Derry.
2. Establish a letter of credit on a New Hampshire bank for a minimum amount of Ten Thousand Dollars ($10,000.00) with the Town of Derry.
3. Negotiate a price for final mill & inlay directly with the Town's Contractor for the Roadway Management Program and pay them directly thus eliminating the need for additional escrow and relieving the Permittee of this obligation.

6. EXISTING UTILITIES

It is **the Permittee's responsibility to notify DIGSAFE** prior to any excavation. The Town of Derry is **not affiliated** with DIG SAFE and must be notified separately for the marking out of water, sewer, & storm drain related utilities and the same waiting period applies. It shall be the responsibility of the Contractor to locate all questionable utilities in the field by exploratory test pitting. Any utilities damaged by the Contractor's activities shall be repaired immediately by the Contractor at no cost to the Owner(s).

In the event of interruption to water or other utility services as a result of accidental breakage or as a result of being exposed or unsupported, the Contractor shall promptly notify the proper authority and shall cooperate with the said authority in the restoration of services. If water service is interrupted, repair work shall be continuous until the service is restored. If any utility service is interrupted for more than 4 hours, the Contractor shall make provisions for temporary service at his own expense until service is resumed.

7. TRAFFIC CONTROL & SAFETY

Proper maintenance of traffic shall be the responsibility of the Permittee at their expense.

A traffic control plan shall be submitted to DPW that maintains a minimum one lane of traffic at all times during work. The minimum width for temporary traffic lanes should be eleven (11) feet. Suitable access shall be provided to all properties and to all places of business at all times. Two-way traffic shall be maintained at night, weekends and holidays.

The Contractor shall furnish and erect road construction and detour signs and barricades as required for work zone construction. Minimum signage shall be as shown in the attachment and be performed in accordance with the State of New Hampshire Traffic Control Handbook or as directed by the Town.

The Town shall determine if uniformed police officers or certified flaggers are required to direct traffic. A minimum of two (2) certified flaggers shall be provided by the Contractor in order to maintain one lane of traffic for the duration of the project. Derry DPW or Police Department may require the Permittee to suspend work if acceptable traffic control is not maintained.

Road closures and detours may be considered on low volume roads but access for **emergency vehicles**, local residents and businesses shall be provided. Closures must be approved and coordinated through Derry DPW, Police Department, Fire Department, and School District(s).

No trenches or excavations will be left unattended or be left open overnight. All equipment and materials stored within the ROW shall be secured with lighted barriers, snow fence, or any other security measures requested by the Town for public safety. The Contractor shall not enter upon

nor occupy with men, equipment or materials any property outside of the public highways or Town easements, unless written consent of the owner is obtained prior to entry.

8. ABOVE GROUND WORK

Any above ground work associated with the trimming and/or tree removal must be reviewed and approved by DPW. Owners of above ground utilities shall also provide written notice to abutters regarding said work.

Pole owners seeking a "Utility Installation Permit" will be required to provide evidence of a current pole license as a prerequisite for permit approval. The Town's Assessing Department and Town Clerk will first review the pole license status prior to the permit being forwarded to DPW. No procedural change if you are only replacing/repairing an existing pole.

9. TRENCHING CONSTRUCTION REQUIREMENTS

All pavement shall be saw cut to the extents required to safely procure the work (utilizing shoring & sheeting) while minimizing unnecessary pavement disturbance. Pavement shall be removed & disposed by the Contractor. Excess or unsuitable excavated material must also be removed & disposed by the Contractor. The Town does not accept excavated pavement/material and it must be transported to a recycling/material processing plant.

Any ledge encountered must be removed by a hydraulic hammer mounted on an excavator. **No blasting within twenty (20) feet of any utility shall be permitted**. If suitable, existing materials shall be utilized between pipe embedment limits and bottom of roadway gravel limits. Derry DPW shall approve the material prior to backfill and may request granular backfill sand (NHDOT 209.3) in place of unsuitable material. All material shall backfilled in layers not exceeding eight (8) inches be compacted to minimum 95% optimum density by means of pneumatic or vibratory compactors and in accordance with Town of Derry Roadway Specifications, Latest Revision.

Within roadways, a minimum twenty **(20) inches of NHDOT 304.3 1-1/2" crushed gravel** shall be placed in layers not exceeding eight (8) inches and be compacted to minimum 95% optimum density by means of pneumatic or vibratory compactors and in accordance with Town of Derry Roadway Specifications, Latest Revision. A minimum of twelve **(12) inches of NHDOT 304.3 1-1/2" crushed gravel** shall be placed in areas of disturbed driveway aprons and sidewalks. If existing sand/gravel depths are greater, the gravel thickness shall be increased to match it.

A minimum two (2) inches of temporary bituminous pavement shall be placed and maintained by the Contractor for a **minimum of 60 days** following excavation and backfill.

After 60 days, saw cut back all trench edges at least one (1) foot and remove & dispose of all temporary and cut pavement. Apply emulsion on all existing pavement edges. Place minimum four (4) inch depth final trench patch consisting of 2-1/2" depth of ¾" binder course bituminous pavement and 1-1/2" depth of 3/8" finish course bituminous pavement. **Any patch that is wider than eight (8) feet shall be completed by machine method.** All finish course bituminous pavement must be compacted through a minimum two (2) ton steel drum roller. Adjust any gate boxes, or frames and covers prior to finish course bituminous pavement. Add a gate box riser to any curb stops within all pavement limits including sidewalks and driveways. All paving shall also comply with Town of Derry Roadway Specifications, Latest Revision and

Standard Specifications for Road and Bridge Construction, State of NH Latest Revision.

Sidewalk reconstruction shall be as follows:

Reinforced Concrete: The gravel base shall be uniformly fine graded to a minimum four (4) inch depth for concrete placement while possessing a cross slope of ¼" per foot toward road. The concrete shall have a minimum compressive strength of 3,000 psi and reinforced with No. four (4) steel 4" x 6" mesh and have a flat wood finish. Dividing joints shall be scored into the sidewalk every four (4) feet and expansion joints of ¾" width shall be provided every twenty (20) feet.

Bituminous Concrete: The gravel base shall be uniformly fine graded to a minimum three (3) inch depth for paving while possessing a cross slope of ¼" per foot toward road. Place minimum four (3) inch depth final trench patch consisting of 2" depth of ¾" binder course bituminous pavement and 1" depth of 3/8" finish course bituminous pavement. All finish course bituminous pavement must be compacted through a minimum two (2) ton steel drum roller. Adjust any gate boxes, or frames and covers prior to finish course bituminous pavement. Add a gate box riser to any curb stops within all pavement limits including sidewalks and driveways. All paving shall also comply with Town of Derry Roadway Specifications, Latest Revision and Standard Specifications for Road and Bridge Construction, State of NH Latest Revision.

Any disturbed markings or lines shall be repainted or thermoplastic applied at the Permittee's expense and as directed by the Town. All other disturbed features such as curbing, loam & seeding, plantings, signs, etc. shall be reset or reconstructed as directed by the Town.

Workmanship Standards: All paved surfaces must be completed in a manner that achieves the smoothest finish and matches concisely with surrounding lines and grades. If surfaces are not uniform and smooth or the ride smoothness is noticeably reduced from preexisting conditions, then work shall not be accepted and will be reconstructed accordingly.

10. FULL WIDTH MILL & INLAY REQUIREMENTS

All Mill & Inlays must be completed one winter cycle following completion of the final trench patch. Depth of all cold planings shall be a minimum of 1-1/2" for the entire width of the roadway. Minimum length of milling area shall be fifty (50) feet from the edges of trench in each direction or total of one hundred ten (110) feet whichever is greater.

Cold planing shall be completed by a Roadtec RX-700, 700hp with 12" plunge depth or equivalent-**no loader or skid steer drum grinding attachments permitted**. All milled areas shall be swept clean by a mechanical sweeper possessing a self- contained dust pan that collects the debris using a wet process-no open brushing permitted. A trimmer having a minimum width of eighteen (18) inches shall be used to "keyway" transverse square edges at all tie-ins and around structures. All millings shall be removed and disposed of by the Contractor. Prior to paving, the entire milled area shall be hot bituminous tack coated by machine method (spray bar).

The Contractor shall place 1-1/2" depth of 3/8" finish course bituminous pavement (machine method). After compaction the new patch shall match exactly the line and grade of the adjacent roadway. All paving operations & compaction shall also comply with Town of Derry Roadway Specifications, Latest Revision and Standard Specifications for Road and Bridge Construction, State of NH Latest Revision.

11. MAINTENANCE & WARRANTIES

The Town shall have the right to suspend all construction activities which in its opinion are unsafe to the traveling public and are putting utilities or the road structure at risk for damage or failure.

The Town may employ the use of DPW forces or any third party to correct any unacceptable work upon failure of the Permittee to make such corrections within a reasonable time after request. Certain work such as damaged utilities or trench settlement may require immediate attention. Said corrections shall be at the expense of the Permittee.

During the construction and upon completion of the construction activities, DPW will inspect the work. Final acceptance may be withheld should the work not be completed in a workmanlike manner and in accordance with the terms of this permit.

Any future distortion along the trench, due to settlement or other causes attributable to the construction, shall be corrected as required during the period of twenty four (24) months following the acceptance of the project.

WARNING SIGN PACKAGE

02200 B

REVISED 2-96

(T)

SHOULDER WORK

500' 1000'

SHOULDER

SHOULDER

WORK AREA

1000' 500' L L 100'

(T)

500' 500' 500'

TWO-WAY TRAFFIC
LANE CLOSURE

SHOULDER

WORK AREA

SHOULDER

100'

500' 500' 500'

50' 100' 50'
MAX. 5 DEVICES

(T)

GENERAL NOTES

MATERIALS AND FABRICATION SHALL CONFORM TO CURRENT SIGN STANDARD SHEETS AND SECTION 610 OF THE STANDARD SPECIFICATIONS. OPTIONAL SIGN SUPPORT SYSTEMS ARE SUBJECT TO APPROVAL.

FOR DAYTIME USE CHANNELIZING DEVICES MAY BE CONES, CHANNELIZERS, TYPE II BARRICADES OR ALTERNATING CHANNELIZERS AND TYPE II BARRICADES.

WHEN ORDERED, CHANNELIZING DEVICES SHALL BE EQUIPPED WITH TYPE C STEADY BURN LIGHTS. EXCEPTION: THAT TYPE A FLASHING LIGHTS SHOULD BE USED AT THE FIRST AND LAST BARRICADES.

CONES WILL NOT BE PERMITTED FOR PERMANENT NIGHTTIME CLOSURES. CONES USED FOR OPERATIONAL NIGHT CLOSURES WILL BE REFLECTORIZED.

IT MAY BE REQUIRED TO EXTEND LANE CLOSURE TAPERS TO EFFECT A SMOOTH TRANSITION WHERE GEOMETRIC ALIGNMENT REDUCES SIGHT DISTANCE.

(T) ADDITIONAL SIGNING AS REQUIRED WILL BE AT THE DISCRETION OF THE ENGINEER. ARROW BOARD TO BE USED ON MULTIPLE LANE FACILITIES.

LEGEND

CHANNELIZING DEVICES — MAY BE ONE OF THE FOLLOWING:

- TYPE II BARRICADE
- 28" CONES
- CHANNELIZERS — SEE CS-2

RECOMMENDED TAPER LENGTH AND DEVICE SPACING FOR CHANNELIZING TAPERS

APPROACH SPEED OF TRAFFIC IN MILES/HOUR (S)	MINIMUM TAPER LENGTHS FOR LANE WIDTHS (FT) 10 FT.	11 FT.	12 FT.	MAXIMUM DEVICE SPACING IN FEET
20	70	75	80	20
25	105	115	125	25
30	150	165	180	30
35	205	225	245	35
40	265	295	320	40
45	450	495	540	45
50	500	550	600	50
55	550	605	660	50

L = WS /60 FOR S OF 40 M.P.H. OR LESS

L = WS FOR S OF 45 M.P.H. OR MORE

TAPER LENGTHS SHOWN ARE ROUNDED TO THE NEAREST 5 FEET.

L = LENGTH OF TAPER

S = SPEED LIMIT

W = WIDTH OF ROADWAY TO BE CLOSED