

**CITY OF VERSAILLES
PUBLIC WORKS DEPARTMENT
RIGHT-OF-WAY STANDARD**

2017 Edition

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RIGHT-OF-WAY STANDARD INDEX

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**CITY OF VERSAILLES
DEPARTMENT OF PUBLIC WORKS
RIGHT-OF-WAY STANDARD**

PURPOSE

This standard is established to describe the means and methods by which work may be permitted in the public right-of-way in the City of Versailles.

BACKGROUND

Work may be permitted in the right-of-way at the discretion of the City of Versailles Public Works Department. The Public Works Director is charged with the responsibility for ensuring that all work within the right-of-way complies with City of Versailles Code of Ordinances (CFCO) Chapter 97.21- 97.25.

It is recognized that there is a need to accommodate work in the right-of-way; however, the City of Versailles must ensure that the primary purpose of the roadway, passage of vehicular traffic, is maintained to the greatest extent possible and that the condition of the roadway is maintained, particularly when work has been completed. The use of the roadway corridors by utility companies and others is secondary to the movement of traffic. This standard strikes a balance between the public need for efficient, safe transportation routes and work within these routes.

The standard is intended to provide general guidance only. Specific requirements will be developed based on site-specific conditions and as with any other policy or standard, exceptions may be granted as deemed necessary in writing by the Public Works Director or designee. The City of Versailles will conduct periodic reviews of the standard and welcomes the public's input in order to make this standard an effective tool for the conduct of our mutual responsibilities to serve our respective "customers".

OBJECTIVES

This standard has four primary objectives.

1. To facilitate utility work and other work within the right-of-way through the standardization of an efficient permit process.
2. To ensure that public safety is maintained and that public inconvenience is minimized by establishing time constraints for utility work, response time for utility repairs to the pavement and standards for work zone safety and other required work.
3. To protect the City of Versailles' infrastructure investment and public convenience by establishing repair standards for the pavement when utility cuts are made, and by specifying the inspection requirements for street repairs.
4. To meet all requirements of law, including but not limited to, the Americans with Disabilities Act (ADA), the Kentucky Department of Transportation Standard Designs, The Manual on Uniform Traffic Control Devices, City of Versailles ordinances, Versailles Standards, Roadside Design Guide, AASTHO, and Public Works' Standard Utility Placement.

DEFINITIONS

A.D.A. – Americans with Disabilities Act

Applicant – means any person required to apply for a right-of-way permit.

Arterial Street – Principal or Minor Arterial as shown on the Functional Classification map prepared by the Kentucky Transportation Cabinet Division of Planning.

Cold Mix Asphalt – Any asphaltic concrete mixture designed to be placed at ambient temperature without the addition of heat.

Collector Street – Major or Minor Collector as shown on the Functional Classification map prepared by the Kentucky Transportation Cabinet Division of Planning.

Contractor – An individual, partnership, corporation, firm or joint venture contracting with an owner or permittee to do work within the street right-of-way.

Director – The Director of the City of Versailles Public Works Department, or his/her duly authorized designee.

Disturbed Area – For street cuts in pavement, the disturbed area is the actual excavated area plus the concrete, including the additional pavement repair area. Please see the appropriate detail.

Driveway – A well-defined surface providing vehicular access to adjacent property from a city-maintained street.

Emergency Work – Work that could not have been anticipated, requires immediate intrusion and is directly related to public safety and welfare.

Excavate – The removal of the surface or subsurface earth or boring or tunneling activity within the public right-of-way.

Maintenance of Traffic Plan – A Maintenance of Traffic Plan shall completely describe traffic impacts and procedures to mitigate those impacts. The plan shall conform to the latest edition of The Manual on Uniform Traffic Control Devices.

Major Project – A project that will disturb a large area or obstruct traffic for a significant amount of time. Typically if a project will last longer than 30 days or disturb greater than 300 linear feet of right-of-way or disturb greater than 1,800 square feet of right-of-way it is considered a Major Project.

Minor Project – A project that will disturb less than 300 linear feet of right-of-way and disturb less than 1,800 square feet of right-of-way and will be completed in 30 days or less. Underground boring can still be considered as a Minor Project even if boring length is over 300 linear feet.

Pavement – Flexible or rigid surfaces maintained by the city for vehicular or pedestrian traffic. This includes but is not limited to asphalt, concrete, bricks and aggregate.

Permittee – An individual, firm, contractor, corporation or company authorized by permit to work in the street right-of-way.

Residential Street – Streets and cul-de-sacs which provide direct access to adjacent property or individual homes and which are not designated as Arterial or Collector. Local roads as shown on the Functional Classification map prepared by the Kentucky Transportation Cabinet Division of Planning.

Right-of-Way – Land, property or property interest, secured and reserved to the public for transportation, utility services, drainage, sidewalks or other public purpose.

Sidewalk – The paved area in the public right-of-way intended for pedestrians.

Street Cut – Any excavation, opening or boring on or under a paved surface maintained by the City of Versailles.

SECTION 1 – PERMITTING

A. General

Before work within the right-of-way can begin, the necessary permit shall be obtained from the City of Versailles Public Works Department. This allows the City of Versailles to coordinate activities with municipal staff, to notify police and fire of possible lane closures, to ensure work is completed in a timely manner and to protect the infrastructure located in the right-of-way. Any Roadway/Right-of-way work performed inside a state owned roadway will not require a City permit. Permit applications must be submitted either electronically via e-mail or in person. The final permit must be signed by the applicant unless an alternate electronic signature authority has been approved under an Annual permit.

The Public Works Director reserves the right to require special conditions of permitted work not listed in this standard if said conditions will benefit the City of Versailles. This may include a payment to the city by a Permittee in lieu of a portion of required pavement restoration work if the city plans to resurface the entire roadway.

All contractors, subcontractors or private utilities performing work in a public right-of-way must have a current City of Versailles business license on file with the City of Versailles.

Kentucky law requires excavators to contact operators of underground utilities before performing any excavation work. Call 811 *AND* Versailles Municipal Utilities at least two business days prior to performing any excavation work.

Types of Permits

- Street Cut – Service Line
- Street Cut – Minor
- Street Cut – Major
- Street/Sidewalk Closure
- Driveway
- Sidewalk
- Storage Pod
- Dumpster
- Temporary Parking
- General
- Annual

B. What Needs to be Permitted?

Any disturbance, modification or change of primary or regulated usage within the roads, streets, rights-of-way, easements or property belonging to the City of Versailles requires a permit. Such disturbances include

- digging, boring or excavating anywhere within the right-of-way,
- installation or replacement of lines or conduits,
- erection of utility poles,
- installation of lights, transformers, switches and other appurtenances
- installation of trees, landscaping, fencing, walls and decorations,
- removing or replacing curbs, gutters, sidewalks, driveway aprons or other public improvements,
- temporary placement of dumpsters, storage pods or other structures,
- lane closures or traffic alteration on public roadways and closures of public sidewalk for any purpose.

C. Permit Application

Complete applications for permits must be submitted to the Public Works office no later than 5 working days prior to work. Applications made less than 5 days prior to commencement of work will be considered but may or may not be approved in time for work to begin as proposed. No non-emergency work shall begin until the applicable permit has been issued. Emergency work must follow the rules outlined in item G: "Work Done Without a Permit". Major Projects (see definition) will require more time for review and the Public Works Director may require that complete applications be submitted up to 30 days prior to work. A paper application is available at the Public Works office or they can be downloaded from the City of Versailles (www.versailles.ky.gov) website. In general, the information needed is;

- The identity and signature of the applicant (the person or entity to whom the permit is issued), including any affiliates who own or operate any facilities in the Public Rights-of-Way.
- The name, address and telephone number of the officer, agent or employee responsible for the accuracy of the information contained in the permit.
- A sketch or drawing of the project, including location map, north arrow and nearest cross street and the limits of the project area. Work may not be performed outside this area unless a new or revised permit is approved.
- The dates of the construction activity, the proposed start and stop times and any proposal to temporarily reopen any roadway for any "peak hour" period.
- A Maintenance of Traffic Plan when work conducted effects traffic flow.

- A list of the applicant's emergency providers, including name of company, local contact person, mailing and e-mail address, business phone number, and a 24-hour emergency phone number. This information shall be kept current by written notice to the Public Works Director.
- Name(s) and contact numbers of the Permittee performing work, as well as the name(s) and contact number for the Foreman on site.
- Name(s) and contact numbers of any subcontractors performing work on site.
- Scope of work, which should include permanent structures being placed in the right of way. Large structures such as headwalls, drainage basins, retaining walls, man-holes, etc. should provide standard drawing and should be noted on sketch as to placement of object.
- Bonding information including provider, expiration, amount and contact information.

D. Issuance of Permit and General Conditions

Each permit application will be approved or denied based on its own merits. Approval of any individual permit application shall not be construed as approval or a guarantee of approval of any other permit application submitted by an applicant. The Permittee shall be held responsible for the work it performed or that was performed on its behalf and the City of Versailles will contact the Permittee if any violation is observed regardless of whether the Permittee performed the work itself or assigned the work to a subcontractor. The Permittee shall ensure that its employees and subcontractors comply with the requirements of this Right-of-Way Standard or any conditions of the permit. The permit must be on site and available at all times.

If the permitted work begins later or ends sooner than the date given on the permit, Permittee shall notify the city of the accurate information as soon as this information is known. If work is not started within two weeks of issuance of a permit then the Permittee will need to submit to the city a notice to proceed 48 hours in advance of starting permitted work. Correspondence to the City concerning a change in the start or end date can be made electronically via email or in person.

Neither the Permittee nor its subcontractors shall park any vehicles and/or equipment on Versailles sidewalks. Any allowed variation from this Right-of-Way Standard must be included in the permit. Any new drainage problems that arise because of the right-of-way work shall be addressed and remediated by the Permittee. A video recording of the general area in the vicinity of the proposed work may be required on Major Projects, in sensitive areas if the Permittee has a history of damaging public property or where deemed necessary by the Public Works Director.

Disturbed areas shall be limited to no more than 300 linear feet of open trench before temporary repairs are initiated unless otherwise granted in the permit. Any area damaged or directly affected by utility work or encroachment will be required to be replaced with ADA compliant facilities per current standards. The pavement Disturbed Area is as defined above.

Parked vehicles and equipment shall not restrict private property access nor hinder sight distances for traffic unless addressed specifically in the traffic control plan. No vehicles shall be permitted to block any portion of the right-of-way other than that covered in their permit. Any damage occurring to the right-of-way, landscaping or sidewalk shall be repaired at the expense of the responsible Permittee.

The Permittee shall be responsible for damage to public or private property as a result of performing the permitted work. Any construction work performed in the right-of-way shall be warranted by the Permittee for a period of 2 years from completion of said work. Performing work in accordance to any specification, typical drawing or condition set forth in the permit or provided by the city does not relieve the Permittee from warranting said work.

Traffic Control and Work Hours

In order to limit the impacts of right-of-way work on the citizens of Versailles, it is necessary to provide acceptable working hours. The Director reserves the right to modify these hours if deemed reasonably appropriate.

Work in the right of way that will affect traffic will require a traffic control plan to be submitted prior to receiving a permit. All traffic control around construction sites shall be conducted in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), subject to modification in writing for specific locations by the Public Works Department. Advance notification of sidewalk closures shall be provided by the Permittee. If pedestrian movement is affected, adequate pedestrian access and walkways shall be provided. The Permittee is responsible for the maintenance and condition of all signs and their appurtenances, 24 hours a day, seven days a week. All signs are to be removed from the work site immediately after work is completed.

It is understood that certain utility companies must perform maintenance or construction during off-peak hours. These companies should submit language for approval in an Annual permit that explains the need for special work hours.

Arterial and Collector Streets

No work will be performed on arterial or collector streets during the peak traffic hours of 7am-8:30am and 4-6pm Monday through Friday, with the exception of emergency repairs and approved weekend work. Work shall not occur between 10pm and 7am without prior approval.

Approval for nighttime and weekend work shall be evaluated based on the specific location and type of work being performed. This should be requested in the initial permit application but a written request may be submitted to the Public Works Department two business days prior to the commencement of nighttime or weekend work. Noise, lighting, safety, proximity to homes and other factors will be evaluated in determining if the work will be allowed.

Lane closures will be restricted to the working lane only and two-way traffic will be maintained at all times. These roads shall be opened to traffic each night with all openings covered by a road plate or a temporary asphalt patch.

Residential Streets

Construction hours shall be limited to the hours of 7am to 10pm Monday through Friday to be sensitive to the noise impact on surrounding properties (emergency work excluded).

Approval for weekend work shall be evaluated based on the specific location and type of work being performed. This should be requested in the initial permit application but a written request may be submitted to the Public Works Department two business days prior to the commencement of weekend work. Noise, lighting, safety, proximity to homes and other factors will be evaluated in determining if the work will be allowed.

At least a single lane shall be provided for two-way traffic with a flagger(s) for control. Excavations in residential streets shall be protected each night; this may be achieved by stone backfill to grade or lighted barricades and fencing.

Permit Extension

It is the intent of the City to ensure completion all right-of-way work in a timely manner and the following factors will be reviewed prior to considering an extension.

- Burden on neighbors or the public
- Proof of need
- Danger to the public
- Impact to parking
- Number of times permit has been issued
- Proof of ongoing construction activity
- Weather delays

In the event a permit is reissued, the city may require the applicable permit fee to be paid again.

E. Permit Fees

Street Cut – Service Line	\$ 50
Street Cut – Minor	\$100
Street Cut – Major	\$300
Street/Sidewalk Closure	\$ 20
Driveway	\$ 20
Sidewalk	\$ 20
Storage Pod	\$ 20
Dumpster	\$ 20
Temporary Parking	\$ 20
General	\$ 20
Annual	\$1,500

Permit fees may be waived if the work is deemed as a direct savings to the city in the maintenance of said right-of-way. Local governmental agencies and contractors hired by these entities are exempt from the permit fee but must complete the permit application.

F. Denial of Permit

A permit application may be denied if the project is not considered to be in the public's best interest. The permit may also be denied for the following;

- Past due fees from prior permits.
- Failure to return the right-of-way to its previous condition under previous permits.
- Undue disruption to existing utilities or transportation.
- Area is environmentally or historically sensitive as defined by federal, state or local laws and regulations.
- Failure to provide required information.
- The applicant is in violation of the provisions of this standard.
- The applicant or project is in violation of City Versailles Ordinances or other laws.
- Alternate safe and reasonable methods to complete the work may be available.
- The work is deemed unnecessary.

G. Work Done Without a Permit

Emergency Work

Unless otherwise agreed, emergency work requires that a permit be obtained the next business day after the onset of work. For public safety reasons, anyone performing work beyond normal work hours must notify Versailles Police Dispatch at (859) 873-3126. During regular working hours, any emergency work must be reported to Public Works.

Non-Emergency Work

Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit and, as a penalty, pay double the normal fee for said permit, pay double all the other fees required by the city code, deposit with the city the fees necessary to correct any damage to the right-of-way, comply with all of the requirements of this standard and may also be required to remove any or all pipe, stone or other material placed in the right-of-way.

H. Revocation of Permit

The city reserves the right to revoke any permit without refund if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach shall include, but is not limited to the following:

1. The violation of any material provision of the permit
2. An evasion or attempt to evade any material provision of the permit.
3. A material misrepresentation of facts stated in the application for permit.
4. The failure to complete work in a timely manner, unless a permit extension is obtained.
5. The failure to correct, in a timely manner, work that does not conform to a condition or specification required in this standard or as a condition of the permit.

The Director reserves the right to complete, repair or restore any work left incomplete after the revocation of a permit. The Permittee shall reimburse the city for the cost of said work.

I. Pavement Repair Fee

On a typical project that disturbs city pavement, the city will coordinate, perform or have performed the final pavement repairs. The Permittee will be required to backfill and prepare the subgrade as detailed in this standard. Applicants that may damage or excavate pavement shall pre-pay a fee to the city that will be equal to the estimated cost for the city or the city's contractor to make the repairs plus an additional 10% to cover costs incurred by the city in managing this contract. This estimate shall be based on the proposed scope of work, category of road, condition of road and either the competitively bid pavement repair contract price or an engineer's estimate. During the permit approval process, the city reserves the right to require the Permittee to perform the final pavement repairs. On Major Projects only, the Permittee may submit

a request to the Director to complete their own pavement repairs. This request must include a detailed description of the methods to be used as well as an explanation of the hardship created by the City performing the repairs. The Director will make the final decision on whether an alternate paving plan is approved.

No permit shall be granted and no work shall be performed until the pavement repair fee has been paid except for emergency situations or as detailed in this paragraph. Companies that perform regular work in the right-of-way and also carry an annual bond may request permit and pavement repair fees to be paid on regular intervals (quarterly). This request must be part of an Annual permit approved by the Director. The city may stop work on any project and request additional pavement repair fees if the scope of work increases. If the final pavement repair costs more than the original assessed pavement repair fee then the Permittee or responsible party shall be required to pay the additional fee, and the city will bill the Permittee for the additional money.

The Permittee shall not be responsible for the quality or workmanship of final pavement repairs made by the City. The Permittee is responsible for trench settlement or other problems that arise in relation to a failure associated with the Permittee's work, including failures that damage or degrade the final pavement repair made by the City.

J. Bonding

The city reserves the right to require appropriate bonding on any work that damages or has the potential to damage city property, including excavation, trenching, boring or other construction work performed on or under the pavement surface. The lack of bonding or an expired bond does not release the Permittee or contractor from any liability related to work in the right-of-way. The Permittee will be the responsible party for all bonding, not the Permittee's subcontractor.

K. Construction Observation

The construction observation process allows the city to witness conditions and methods of construction. During this process the city may provide guidance or recommendations on the methods of construction but the contractor is not bound by this guidance and is not relieved of the warranty of said work if utilizing such guidance. The observer is allowed to stop work on any project if deemed in the best interest of the city but typically any unsatisfactory work will only be documented and the Permittee or construction personnel will be notified. Any documentation of unsatisfactory work may be provided to the bonding company. The city reserves the right to contract construction observation work and assign the costs associated with construction observation to the permittee.

Quality Control is ultimately the responsibility of the Permittee. The Permittee is expected to be familiar with the applicable standards, including both industry standards and those referenced herein, and to employ qualified subcontractors who

utilize these standards in the restoration of the right-of-way. Permittees and their subcontractors who fail to comply with these standards risk exclusion from performing future right-of-way work.

Except for emergency repairs, the Permittee shall notify Public Works or Construction Observer one working day before beginning any of the following work;

Starting a New Project.

Backfilling

Pouring Concrete

Placing a Temporary Asphalt Patch

The Construction Observer's concern shall be focused on restoration of the right-of-way and may address traffic control, backfilling, compaction, hazard protection, concrete bridging, storm water and repaving. Some observation services will be ongoing throughout the course of a job whereas other observation services will be made only after completion of the work. If proper notification is given, the Permittee will not have to stop work to wait on the observer. It is the intent of the City to not delay work but only to be notified when work will be performed.

L. Liability Insurance and Workers Compensation

All contractors, subcontractors and permittees performing construction work in the right-of-way must carry a minimum single limit coverage applying to bodily and personal injury and property damage of at least \$1,000,000 and aggregate coverage of at least \$2,000,000. Current copies of liability insurance certificate and proof of workers compensation insurance must be provided with the permit application or on file with Public Works. All contractors and subcontractors must carry workers compensation insurance for their employees as required by statute. The Director reserves the right to reduce liability insurance requirements to \$500,000/\$1,000,000 for very small construction projects if deemed appropriate.

SECTION 2 – CONDITIONS

A. Street Cut – Minor

A Street Cut - Minor Permit will allow the Permittee to excavate within the pavement area. It will also cover any additional work such as disturbing the sidewalk, curb, driveway apron, landscaping or trenching the shoulder of the roadway if all this work is related. Any related work will be covered under the bonding of the project. This permit may be used on projects that disturb less than 300 linear feet of right-of-way and disturb less than 1,800 square feet of right-of-way and will be completed in 30 days or less. Underground borings over 300 linear feet may be considered for a Street Cut – Minor permit. If the permitted project is not complete in 30 days the permit will be revoked or the Director may assess a fee equal to the difference in the Street Cut - Minor Permit Fee and the Street Cut – Major Permit Fee.

Pavement Repair

For any type of work that will cut, excavate or damage the existing pavement please refer to Figure 1, Pavement Repair Categories for clarification on the extent of pavement repair that will be required and the estimate of such. Typically the city will coordinate, perform or have performed all final pavement repairs on city streets after the Permittee performs the work as shown in the Trench Backfill Detail 1. Trench Backfill Detail 2 shows the finished product after the final pavement repair. Refer to the remaining drawings for examples of satisfactory repairs. The Director reserves the right to impose special conditions on excavations that may not be in the pavement but are close enough to affect the subgrade of existing pavement. The act of following the procedures and typical drawings outlined in this document does not relieve the Permittee from the warranty of said work. If the Permittee believes that the provided drawings or specifications are not sufficient then they are encouraged to submit alternate proposals for review. The Permittee is not responsible for and will not warranty the quality and workmanship of the City performed pavement repair or failures related to poor workmanship in performing the pavement repair. The Permittee will warranty and repair any failures of the surface due to settlement or other factors related to the Permittee's work.

All concrete used in any street repair shall be a minimum Class "A" (3,500 psi) reinforced with polypropylene fibers (2 lbs. per CY) with a slump between 2 and 4 inches.

Covering Excavations

It is the City of Versailles' objective to provide optimal drivability on all streets throughout the year. Avoiding damage to snow removal equipment is a seasonal issue. While the City of Versailles recognizes and encourages placing plates over roadway excavation sites to enable traffic to pass over the site when work is not proceeding, it also desires that the plates be minimally disruptive and meet all safety standards.

The Permittee shall notify the Versailles Public Works Department of the location(s) of all plates when used between November 15 and March 31. Notice shall be made weekly by emailing the Public Works Director and Assistant Public Works Director. Damage to snow removal equipment or private property caused by plates where notice of the location of the plates was not provided to the City will be the responsibility of the Permittee.

It is the intention of the city to restore the driving surface as soon as possible after completion of work. Typically the concrete cap shall be poured flush with the existing pavement immediately after the work is completed. In certain instances the Public Works Department may require the concrete cap to be poured lower than the existing pavement and also require the Permittee to place a temporary patch. Covering or filling trenches with gravel might be temporarily allowed on low volume streets for up to 3 days if justified and coordinated with Public Works. Steel plates may only be used for up to 2 weeks unless approved by the Director.

If the Permittee must delay the placement of the concrete cap they may temporarily place a temporary asphalt patch over the compacted subgrade but the final concrete must be placed within 21 days from when the temporary patch work is complete. The Permittee must notify Public Works anytime a temporary asphalt patch is placed. The project will not be considered complete until the concrete cap is placed and the Permittee should be aware that a Minor Project can only last 30 days. A temporary asphalt patch must be at least 2 inches thick. The Permittee shall maintain in good and safe condition during progress of the entire work, the surface of the paved area over the trench, and shall promptly fill all depressions over and adjacent to the trench caused by settlement of backfill. Final surface shall be of uniform texture, conforming to the existing pavement grades.

Pavement Marking

Lane striping or other painted and affixed delineators which may be removed by Permittee, or others, shall be replaced by the Permittee before restoration will be considered complete. If pavement marking cannot be restored in a timely manner the Permittee must contact Public Works. The Permittee will be responsible for matching the existing product (traffic paint, thermoplastic, raised pavement markers, lane tape) and applications and should consult with the Public Works Department concerning the same. For large areas of disturbance a drawing depicting existing striping layout must be approved by the City of Versailles prior to construction beginning.

Should damage be observed after the work has been completed, the Permittee shall be notified in writing to perform the repairs. Where sidewalk sections are removed at street corners, the sidewalk and adjacent curb shall be restored as a curb cut

handicapped ramp. Construction of the ramp shall be in accordance with KYTC standards and ADA standards, at the expense of the Permittee.

Aprons

The Permittee shall refer to KYTC specifications on aprons for instructions not shown under this heading.

Legally installed driveway aprons will be properly repaired following utility work. The apron will be repaired/replaced in a manner and with materials consistent with what was existing prior to excavation. In any event, all edges of concrete restoration shall be saw cut and the property owner's access to his/her property shall not be unreasonably restricted or denied. In the event of a repair being necessary, an apron will be repaired with the same material from which it was made (i.e. exposed aggregate aprons will be repaired with exposed aggregate concrete).

Curb and Gutter

The Permittee shall refer to KYTC specifications on curb and gutter details for instructions not shown under this heading.

When curb and gutter is replaced, it will be restored to the next controlled joint. Existing curb elevations will be matched to ensure constant grade and positive drainage. Curb and gutter is to be installed over 6" compacted crushed stone base, matching adjacent curb sections materials, i.e. concrete, exposed aggregate. Expansion material will be used at joints. Should the work include removal of a section which was finished with a dummy joint, the Permittee will saw cut the joint prior to forming and pouring the new section.

Sidewalks

The Permittee shall refer to KYTC specifications on sidewalks for instructions not shown under this heading.

Sidewalk damaged by the Permittee shall be removed and replaced in full sections. A section's size will be determined by the adjacent sections or by the Versailles Public Works Department. Restorations shall meet ADA requirements.

All edges of concrete to be removed shall be saw cut and then formed from construction joint to joint. Any sections of sidewalk, which have been undermined as work progressed, will also be cut out and replaced with new sidewalk after suitable compacted backfill has been installed.

Adjusting Manholes, Inlets and Valve Boxes to Grade

All manhole lids and valve boxes shall be placed according to the standard detail. All facilities at the pavement surface shall conform to the existing slopes and grades. Typically all lids shall be ¼" below grade to allow for snow removal and maintain ride quality. Any lids or grates that do not meet these standards will be replaced by the Permittee or utility.

Work Outside Pavement

All work areas outside the pavement shall be restored to their original condition after work completion. All pits or trenches remaining open overnight shall be barricaded or fenced on all sides to insure pedestrian and motorist safety.

Where work is interrupted, temporary repairs (i.e. stone backfill to grade) shall be made or the work resumed within seventy-two (72) hours. In no case shall any work area outside of the pavement be in a disturbed state longer than thirty (30) days. When notified of a failure in the work area (i.e. cave-in), the responsible Permittee shall respond immediately to make the situation safe and begin repairs of said work within one (1) week.

When notified by the City of Versailles of an unsafe opening in the right-of-way caused by the Permittee, the Permittee shall respond immediately to make the situation safe, and begin repairs within twenty four (24) hours.

B. Street Cut – Major

A Street Cut – Major Permit is intended for projects that will disturb a large area or obstruct traffic for a significant amount of time. If a project will last longer than 30 days or disturb greater than 300 linear feet of right-of-way or disturb greater than 1,800 square feet of right-of-way then the project will require a Street Cut – Major Permit. The Director reserves the right to escalate any right-of-way work to a higher permit classification due to an increase in scope or project length if deemed necessary. The conditions of the normal Street Cut permit will apply in addition to special conditions as deemed necessary by the Director. Special conditions may include;

- Detailed engineering plans. The plans shall show the location and area of the proposed project, the locations of all existing and proposed equipment and facilities, the height and/or depth of the proposed equipment and existing facilities, and the spatial relationship with any adjacent infrastructure, rights-of-way line, easement, utility and /or other physical features. The plans shall be prepared under the direction of and signed by a registered professional engineer.
- A copy of the engineering plans in an electronic format acceptable to the Public Works Director or his/her designee; and
- 30 day advance notice to review and approve plans.
- Project specific bonding of proposed work.

C. Street Cut – Service Line

A Street Cut – Service Line Permit will cover small jobs that will disturb less than 50 square feet of pavement and last less than 2 weeks. This permit is intended for very small projects such as single service connections or maintenance.

All requirements for the Street Cut – Minor Permit must still be followed except that bonding will not be required. The lack of bonding does not release the permittee or contractor from any liability related to work in the right-of-way. Projects in this category that are covered by a bond may be allowed special approval for a reduced pavement repair in Category 1 or 2 roadways if such repair is deemed excessive by the Director.

D. Street/Sidewalk Closure

A permit shall be required to temporarily close off traffic on a street or sidewalk even if physical work is not proposed, but is a result of Permittee's right-of-way work in the area. Closure permits will be issued for up to a two week period. Lighted barricades and proper signage may be required as a condition of the permit. Any permit extensions (if approved) will require an additional payment equal to the permit fee.

E. Driveway

The construction of a new driveway into the right of way shall require a permit in accordance with City of Versailles Code of Ordinances 97.21-97.25. The permit application shall include a plan drawing showing the location, sight distance, width, size and type of culvert (if required), driveway composition (concrete, brick, asphalt, ...), and property lines is required.

Where the physical constraints allow, parking "pull-offs" may be constructed with a permit. A plan drawing is required for this permit as well. Pull-offs shall be the responsibility of the property owner to construct and maintain. Pull-offs shall be constructed of either asphalt, concrete or approved pavers.

F. Sidewalk

The Permittee shall refer to KYTC specifications on sidewalks for instructions not shown under this heading.

The construction of a new sidewalk on the right-of-way shall require a permit from the City of Versailles. New sidewalks must meet strict ADA standards and the applicant must submit a detailed plan showing the width, length, thickness, location, slope and any other details.

Sidewalk damaged by the Permittee shall be removed and replaced in full sections. A section's size will be determined by the adjacent sections or by the Versailles Public Works Department. Restorations shall meet ADA requirements.

All edges of concrete to be removed shall be saw cut and then formed from construction joint to joint. Any sections of sidewalk, which have been undermined as work progressed, will also be cut out and replaced with new sidewalk after suitable compacted backfill has been installed.

G. Portable Storage Units

Permits are required for anyone temporarily placing portable storage units in the City's right of way. Permits can be issued for up to **30 days** from the day they are issued if the placement of the pod does not impede vehicular or pedestrian travel and/or sight distance. Portable storage units can be placed on the pavement only where on-street parking is available. For portable storage units on pavement, lighted barricades shall be required on each end of the unit. One permit extension for no more than 15 days may be approved and will require an additional payment equal to the permit fee. Public Works Director or his/her designee shall have final decision on placement of portable storage unit so it does not impede vehicular or pedestrian traffic. Permits are not required for placing portable storage units on private property not in the right of way; refer to Versailles Ordinance 151.04 for guidelines.

H. Dumpsters

Permits are required for anyone temporarily placing dumpsters in the City's right of way. Permits can be issued for up to **120 days** from the day that they are issued if the placement of the dumpster does not impede vehicular or pedestrian travel and/or sight distance. Dumpsters can be placed on the pavement only where on-street parking is available. For dumpsters on pavement, lighted barricades shall be required on each end of the unit. One permit extension may be approved for no more than **30 days** and will require an additional payment equal to the permit fee. Public Works Director or his/her designee shall have final decision on placement of dumpster so dumpster does not impede vehicular or pedestrian traffic. Permits are not required for placing dumpsters on private property not in the right of way; refer to Versailles Ordinance 151.04 for guidelines.

I. Temporary Parking

A Temporary Parking permit will be required if there is a need to occupy on street parking that would be in violation of existing regulations. Examples would include a contractor needing to stay all day in a 2-hour parking stall or the temporary use of a dedicated parking spot by a moving van. The proper permit must be obtained from the Public Works Director and properly displayed in the vehicle. The permit is void if not properly displayed or expired and fines may be assessed. Temporary Parking permits will be issued for a maximum two week period for up to two stalls. Any permit extensions (if approved) will require an additional payment equal to the permit fee.

J. General

General permits may be issued to cover work not specifically addressed by a specific permit type. A general permit may still require special conditions as required for other permits depending on the work performed. These permits will typically be issued for a period of 2 weeks at a fee of \$20.

K. Annual

Annual permits may be issued to public utility companies who can show a significant portion of their daily operations and maintenance work occur in the right-of-way. This type of Annual permit shall be issued on a yearly basis and the terms and conditions shall be approved by the Public Works Director. The fee for an Annual permit shall be \$1500. The disturbance (cutting, sawing, excavating ...) of the pavement surface will not be covered in an Annual permit and the appropriate Street Cut permit will be required. An annually renewed bond is required to be considered for an Annual permit. Work performed under this type of permit may still require prior notification if the work will impede emergency vehicle response. Work that blocks all traffic traveling in one direction on a roadway will require notification.

Companies that perform regular work in the right-of-way and also carry an annual bond may request permit and pavement repair fees to be paid on regular intervals (quarterly). This request must be part of an "Annual Permit" submitted for approval.

Annual permits may also be used to request exceptions for necessary or specific work required by the utility that may not meet the Standards. Examples could be regulatory requirements that are contradictory to the specifications or specific pipe bedding requirements required by the manufacturer.

FIGURE 1

PAVEMENT REPAIR CATEGORIES

The category of road and limits of disturbance shall be used by the City to estimate final pavement repair costs to be paid by the Permittee at the time of application. Older roads will require less overall pavement repair than roads that have been resurfaced in the last 15 years.

The Director reserves the right to reduce any pavement repair scope or to not allow a road cut in pavement 5 years old or less.

CATEGORY #1

Description:

Asphalt wear surface that **is 5 years old or less**.
This includes all excavations in the pavement surface.

Requirements:

Full road width 1.5" mill and resurfacing for the length of the affected area plus an additional ten feet (10') at the beginning and end of the trench/work limits. The Trench Backfill Details apply except additional resurfacing is required.

CATEGORY #2

Description:

Asphalt wear surface that is **15 years old or less, but greater than 5 years old**.
This includes all excavations confined to a single travel lane.
Excavations crossing the centerline or running within 3 feet of the centerline shall conform to the requirements outlined in Category #1, full width repair.

Requirements:

Centerline to edge of pavement 1.5" mill and resurfacing for the length of the affected area plus an additional ten feet (10') at the beginning and end of the trench/work limits. The Trench Backfill Details apply except additional resurfacing is required.

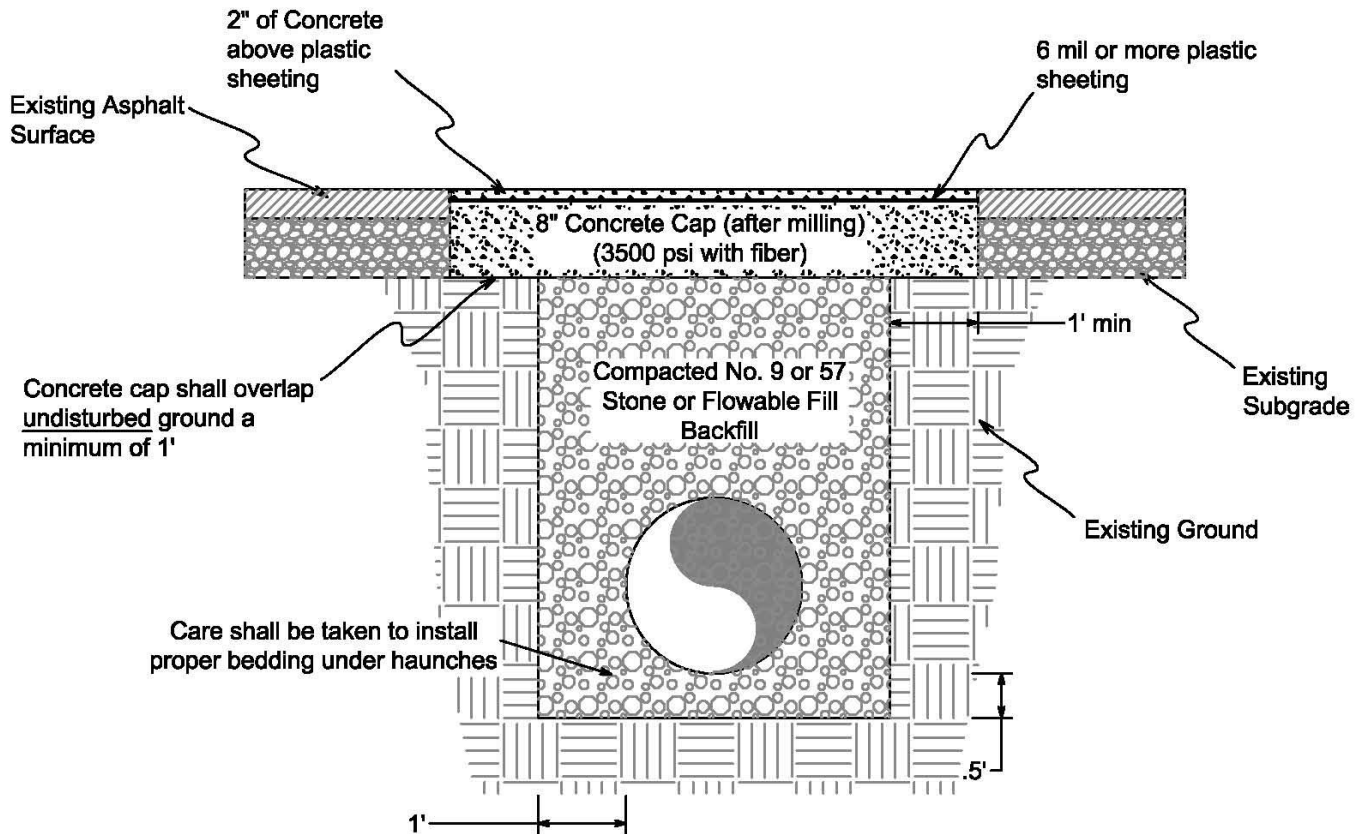
CATEGORY #3

Description:

Asphalt wear surface **greater than 15 years old**
This includes all excavations in the pavement surface.

Requirements:

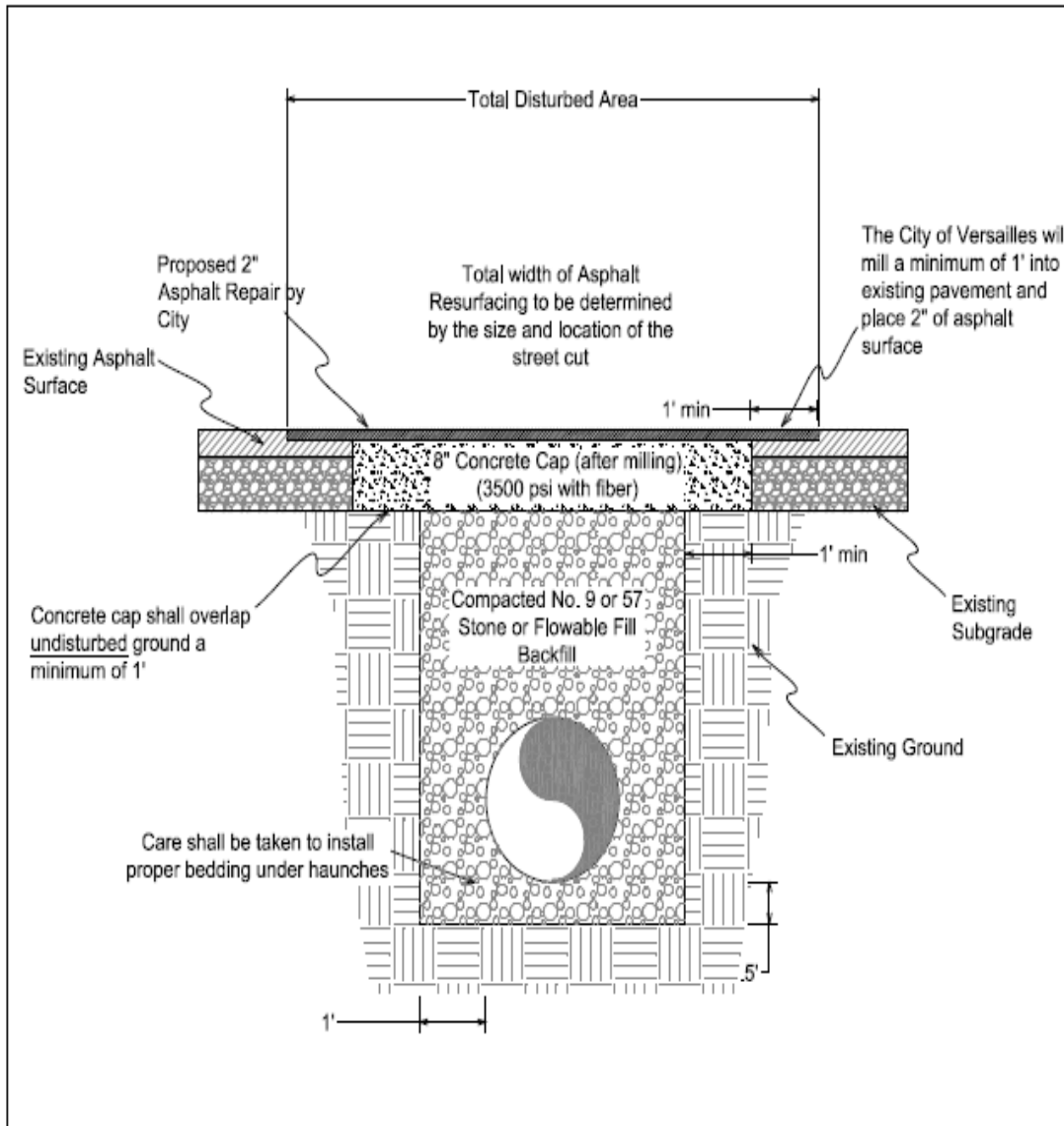
Trench repair only (see Trench Backfill Details).



1. The pipe shall be installed in accordance to the manufacturer's specifications.
2. The permittee will pour the 8" of concrete, place the plastic and pour the remaining 2" of concrete up to the existing pavement surface. All concrete shall be Class A 3,500 psi with 2lbs of polypropylene fiber per cubic yard.
5. The permittee shall perform all work shown on this drawing.
6. This is a typical drawing that may not represent all types of field conditions. The city reserves the right to modify this detail or make special requirements that are project specific.
7. The permittee shall compact #9 and #57 stone in shallow lifts per industry standards. The stone shall not be dumped into the trench without compaction efforts made.

n.t.s.

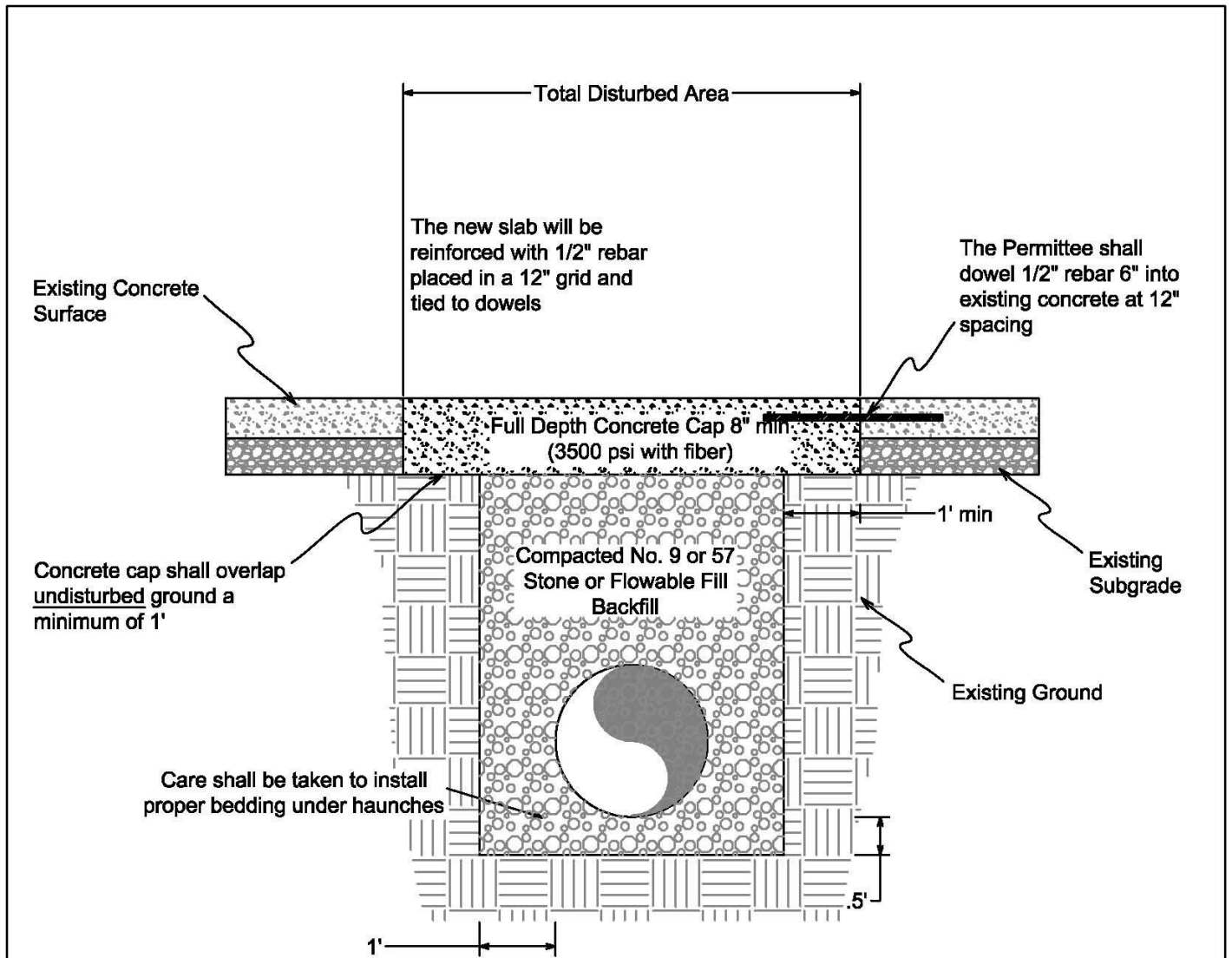
TRENCH BACKFILL DETAIL 1
Cut in Asphalt Surface with Permittee
Concrete Cap



1. The permittee shall complete backfill per Trench Backfill Detail 1.
2. The city will mill and place the new 2" surface course at the expense of the permittee.
3. All pavement damaged by permittee will be milled and replaced.
4. This is a typical drawing that may not represent all types of field conditions. The city reserves the right to modify this detail or make special requirements that are project specific.
5. The city will compute the total disturbed area as shown for the purpose of calculating the pavement repair fee and permit type.

n.t.s.

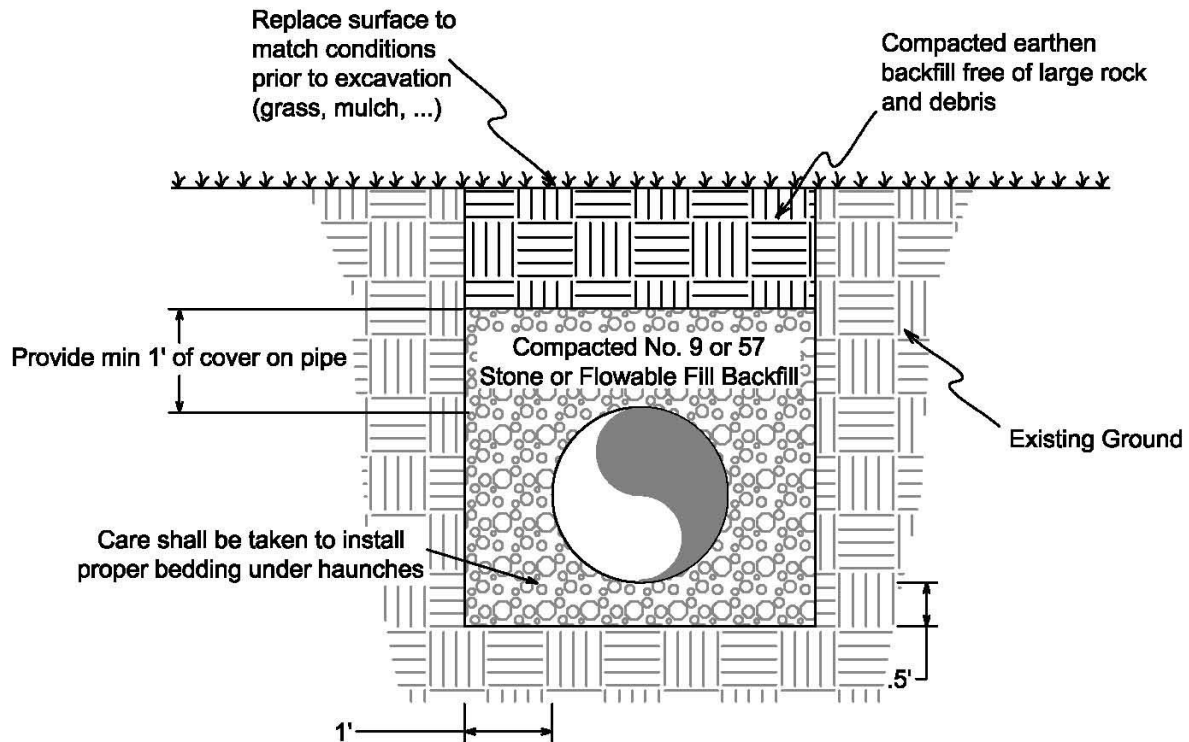
TRENCH BACKFILL DETAIL 2
Cut in Asphalt Surface with Final
Surface Course



1. The pipe shall be installed in accordance to the manufacturer's specifications.
2. The permittee shall perform all work.
3. All pavement damaged by permittee will be removed and replaced.
4. The City will require 1/2" rebar reinforcement on a 12" grid throughout the new slab and also doweled into existing slab. All concrete shall be Class A 3,500 psi with 2lbs of polypropylene fiber per cubic yard.
5. This is a typical drawing that may not represent all types of field conditions. The city reserves the right to modify this detail or make special requirements that are project specific.
6. The permittee shall compact #9 and #57 stone in shallow lifts per industry standards. The stone shall not be dumped into the trench without compaction efforts made.
7. The permittee shall perform all work shown on this drawing.
8. The city will compute the total disturbed area as shown for the purpose of calculating the pavement repair fee and permit type.

n.t.s.

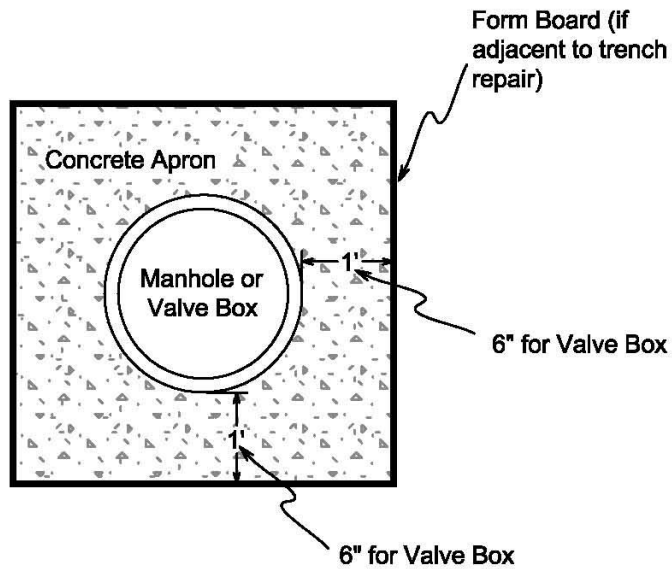
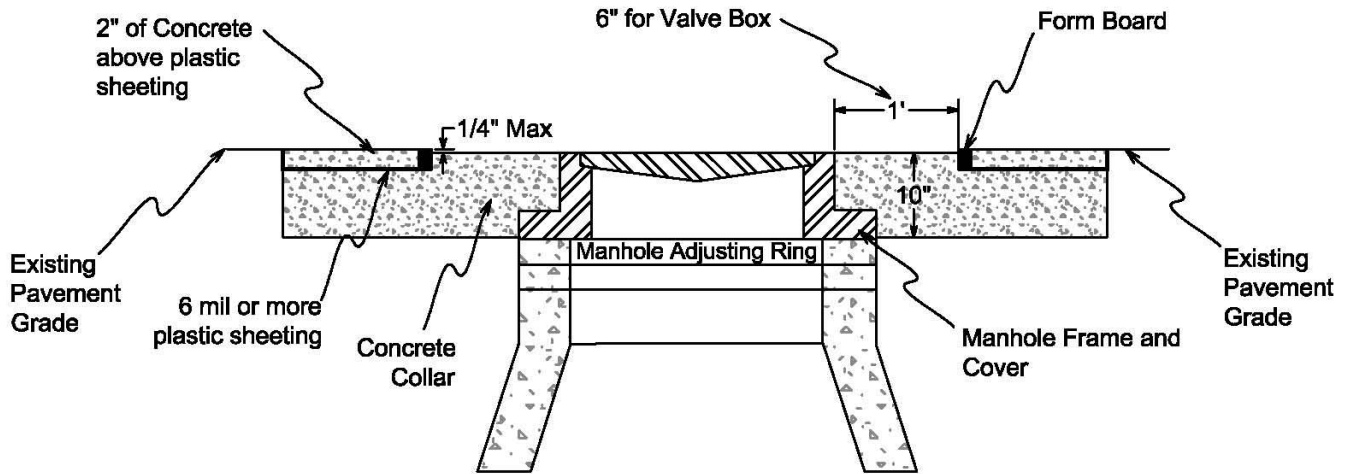
TRENCH BACKFILL DETAIL 3 Cut in Concrete Surface



1. The pipe shall be installed in accordance to the manufacturer's specifications.
2. The permittee shall compact #9 and #57 stone in shallow lifts per industry standards. The stone shall not be dumped into the trench without compaction efforts made.
3. This is a typical drawing that may not represent all types of field conditions. The city reserves the right to modify this detail or make special requirements that are project specific.

n.t.s.

TRENCH BACKFILL DETAIL 4 Cut in Earthen Surface



1. Manhole or valve box lid to sit 1/4" lower than surrounding pavement if in the roadway surface. Lids in the sidewalk area shall sit flush.
2. Adjust the manhole lid and frame to proper grade and slope before pouring concrete collar.
3. The permittee will pour a square 10" thick concrete collar around the manhole lid and frame as shown. In the path of the trench the permittee will pour the 8" of concrete, place the plastic and pour the remaining 2" of concrete up to the existing pavement surface. All concrete shall be Class A 3,500 psi with 2lbs of polypropylene fiber per cubic yard.
4. The concrete collar may butt up against existing pavement if not inside trench limits.
5. The permittee shall perform all work shown on this drawing.
6. This is a typical drawing that may not represent all types of field conditions. The city reserves the right to modify this detail or make special requirements that are project specific.
7. The permittee shall compact #9 and #57 stone in shallow lifts per industry standards around the manhole. The stone shall not be dumped into the trench without compaction efforts made.

n.t.s.

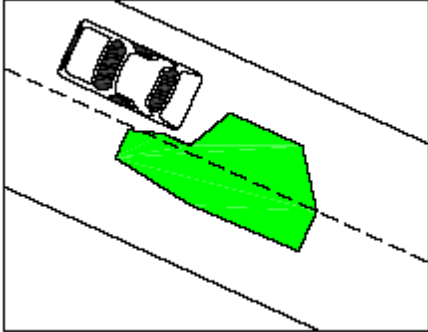
MANHOLE & VALVE BOX DETAIL

Some examples of repair methods that are not acceptable and the corresponding acceptable methods are provided in the following Figures 7 through 16.

Example 1

Existing pavements should be removed to clean, straight lines parallel and perpendicular to the flow of traffic. Do not construct patches with angled sides and irregular shapes.

NOT ACCEPTABLE



ACCEPTABLE

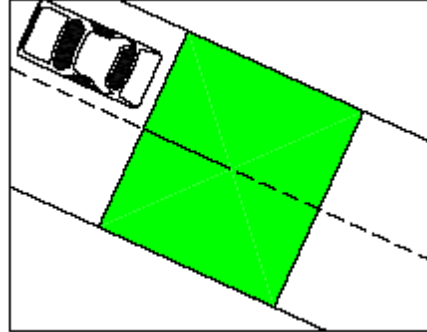
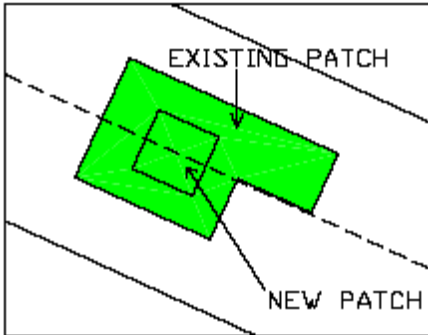


Figure 7. Example 1: Do not construct patches with angled sides and irregular shapes.

Example 2

Avoid patches within existing patches. If this cannot be avoided, make the boundaries of the patches coincide.

NOT ACCEPTABLE



ACCEPTABLE

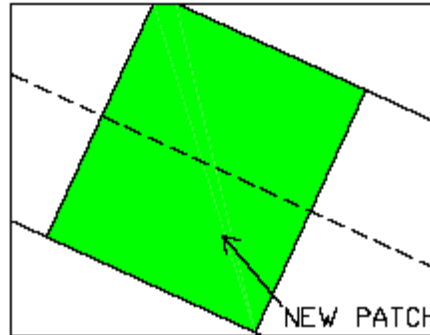
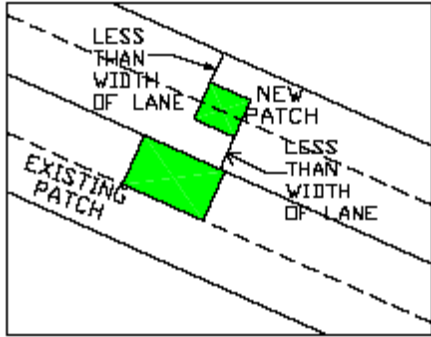


Figure 8. Example 2: Avoid patches within existing patches.

Example 3

Do not leave strips of pavement less than one-half lane in width from the edge of the new patch to the edge of an existing patch or the edge of road.

NOT ACCEPTABLE



ACCEPTABLE

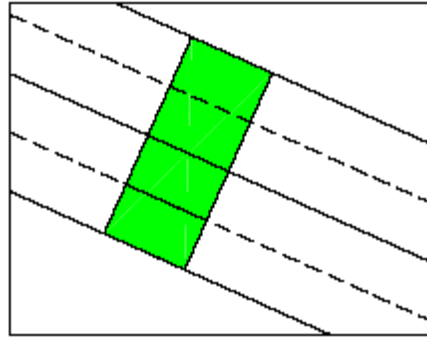


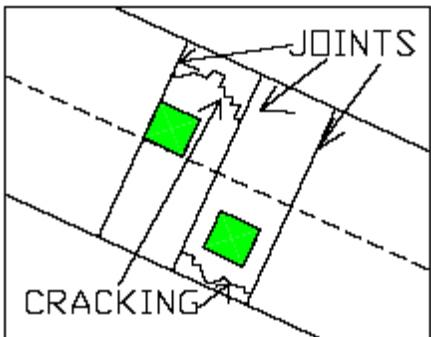
Figure 9. Example 3: Do not leave strips of pavement less than one-half lane in width.

Example 4

In concrete pavements, remove sections to existing joints, or new saw cut joints at midslab, that are in good repair. In damaged concrete, the limits of removal should be determined in the field by a representative of Public Works.

CONCRETE PAVEMENT

NOT ACCEPTABLE



ACCEPTABLE

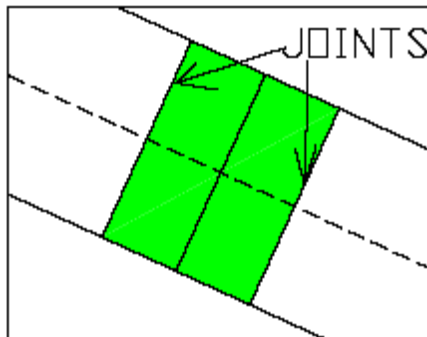
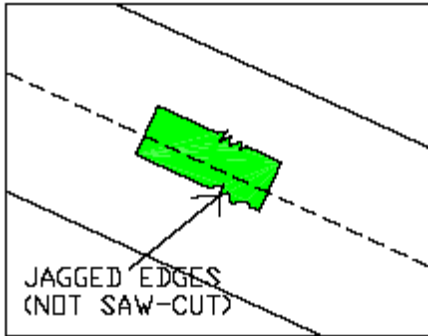


Figure 10. Example 4: In concrete pavements, remove sections to existing joints.

Example 5

Asphalt and concrete pavements should be removed by saw cutting or grinding. Avoid breaking away the edges of the existing pavement or damaging the remaining pavement with heavy construction equipment.

NOT ACCEPTABLE



ACCEPTABLE

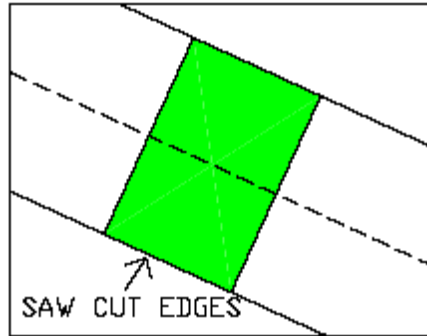
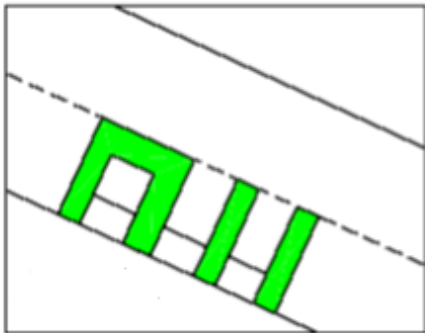


Figure 11. Example 5: All edges shall be saw cut.

Example 6

In the case of a series of patches or patches for service lines off a main trench, repair the pavement over the patches by grinding and overlay when the spacing between the patches is less than 10 feet.

NOT ACCEPTABLE



ACCEPTABLE

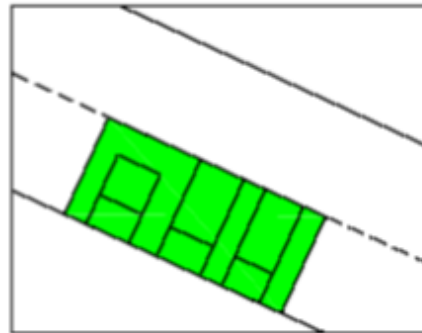


Figure 12. Example 6: The patched area must include any existing patches within 10 feet.

Example 7

Completed street repairs should have a pavement surface at least as good as, if not better than, the pavement prior to the repairs. A driver may be able to see a street repair, but in the case of a quality repair, should not be able to "feel" it in normal driving. A patch should provide a smooth ride with smooth transitions on and off the repair and all joints should be located outside the wheel path. Overlays should be placed by first removing the existing pavement to the desired depth by grinding or milling, and then placing the pavement flush with the adjacent surfaces. Overlays with feathered edges are not acceptable.

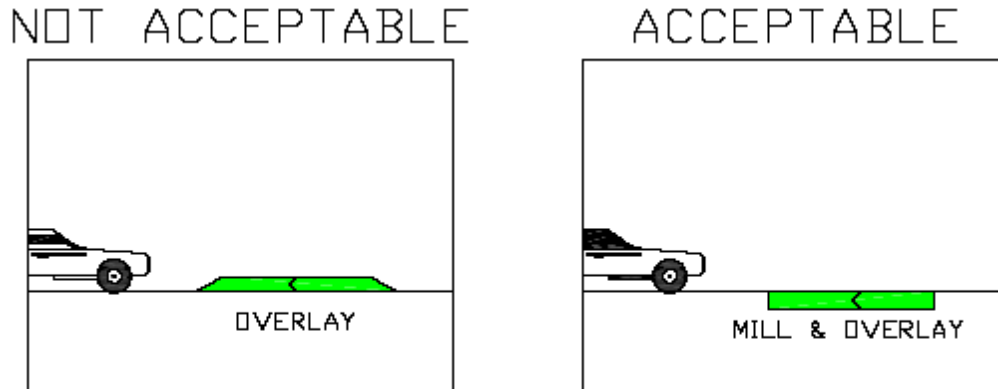


Figure 13. Example 7: Patches may not decrease ride ability.

Example 8

Surface tolerances for street repairs should meet the standard for new construction. That is, the finished surface of the street repair should be tested with a 10' straightedge parallel to the centerline or perpendicular across joints. Variations measured from the testing face of the straightedge to the surface of the street repair should not exceed 1/4".

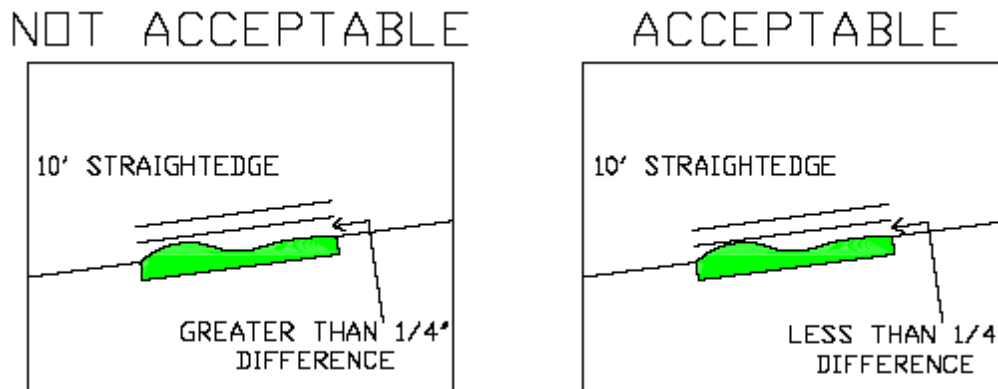


Figure 14. Example 8: Surface tolerances for street repairs should meet the standard for new construction.

Example 9

Patches should have a smooth longitudinal grade consistent with the existing roadway. Patches should also have a cross slope or cross section consistent with the design of the existing roadway.

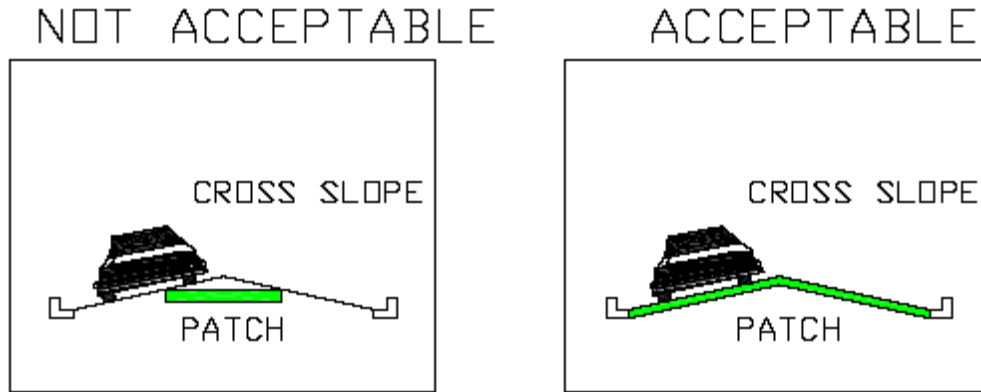


Figure 15. Example 9. Patch slope and grade must match existing pavement.

Example 10

When the proposed excavation falls within 10 feet of a section of pavement damaged during the utility repair, the failed area shall be removed to sound pavement and patched. Scarring, gouging, or other damaged pavement adjacent to a patch shall be removed and the pavement repaired to the satisfaction of Public Works.

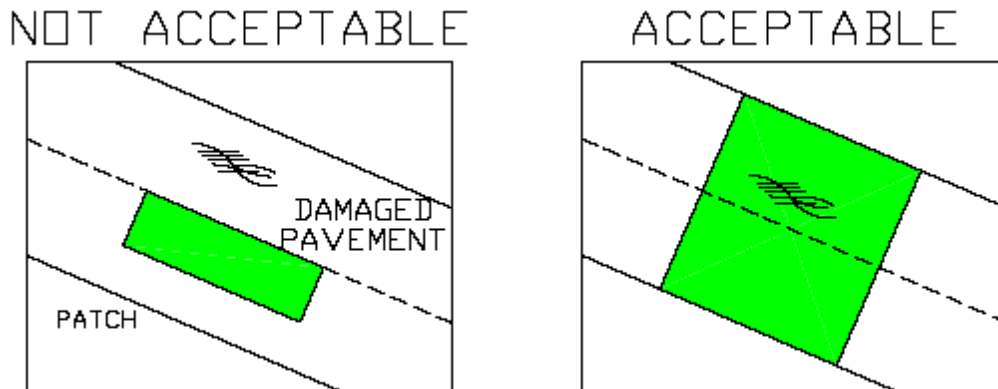


Figure 16. Example 10: Damaged pavement within 10 feet of a patch must also be patched.

FIGURE 17

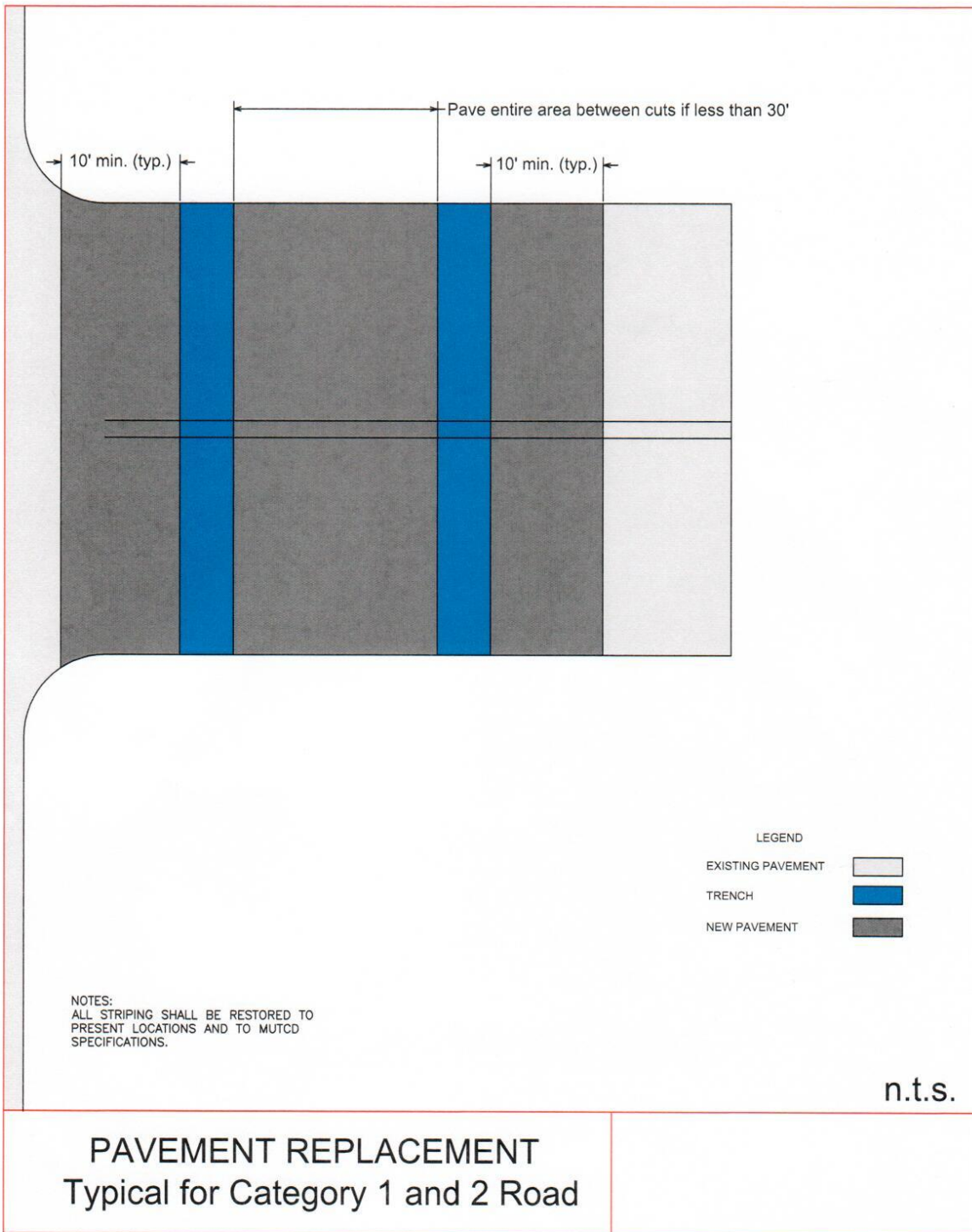


FIGURE 18

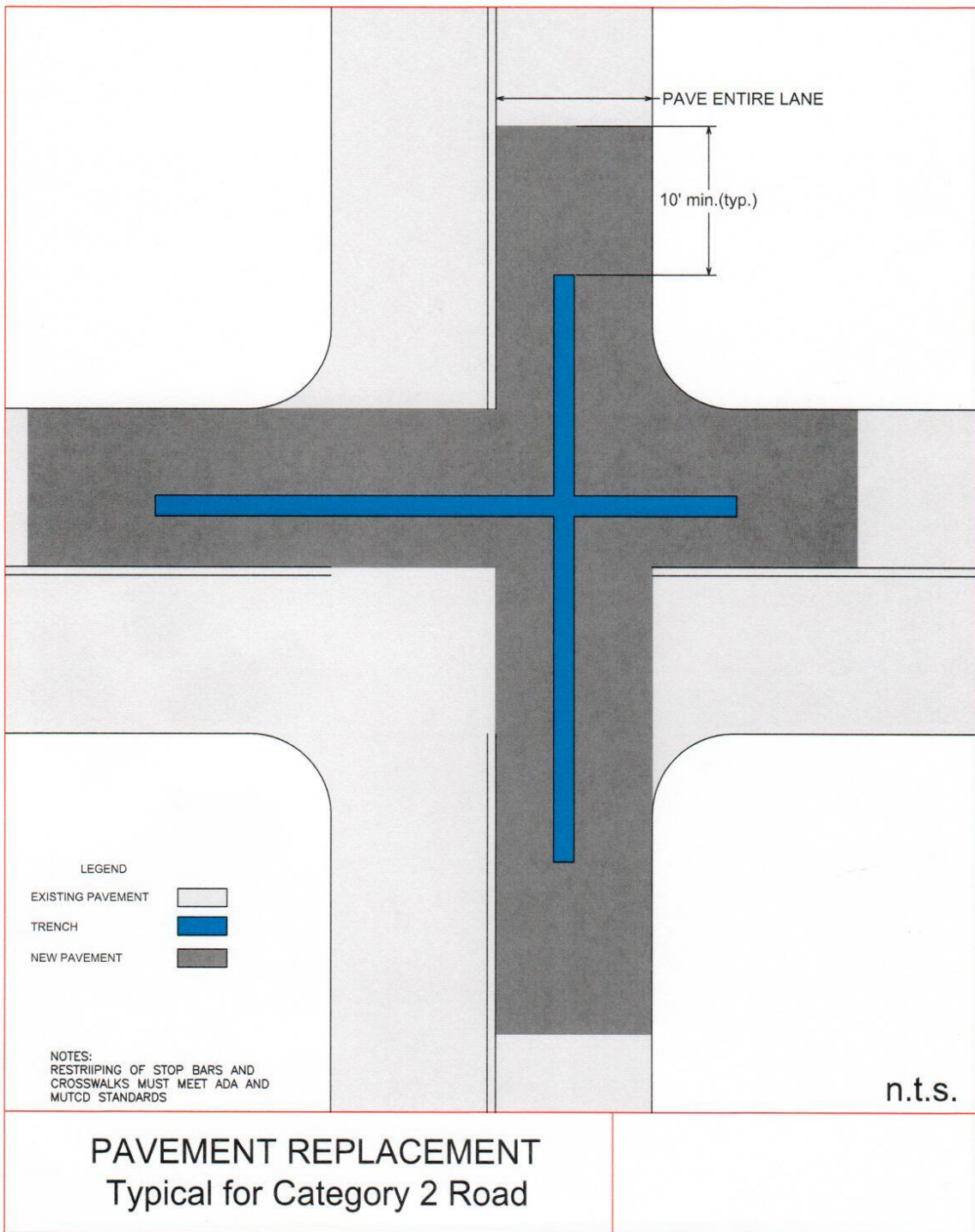
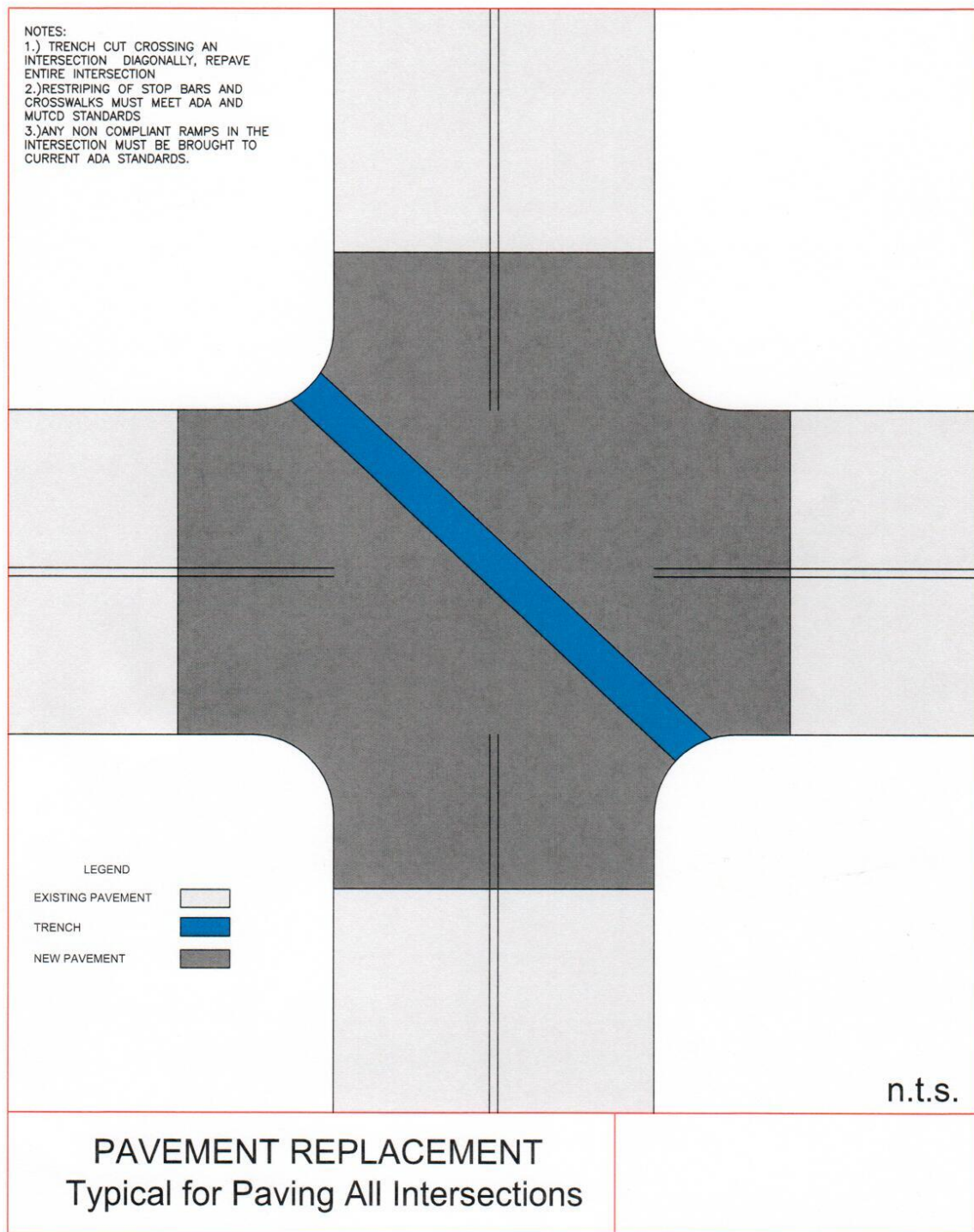


FIGURE 19





PERMIT APPLICATION FOR WORK ON CITY RIGHT OF WAY

WALK-IN SCAN/EMAIL DATE OF APPLICATION _____

PERMIT LOCATION/ OR STREET ADDRESS: _____

TYPE OF PERMIT- ALL APPLICATIONS SHALL INCLUDE A DETAILED DRAWING DEPICTING THE WORK

- STREET CUT– SERVICE STREET CUT– MINOR STREET CUT– MAJOR STREET CLOSURE SIDEWALK CLOSURE
- DRIVEWAY DUMPSTER/ STORAGE POD PARKING GENERAL _____

PURPOSE

- NEW REPAIR REPLACEMENT OTHER _____

METHOD

- N/A OPEN CUT TUNNELING OR BORING BOTH

PROJECT START DATE _____

TRAFFIC CONTROL PLAN YES NO

APPLICANT INFORMATION (PLEASE PRINT)

APPLICANT _____

CONTACT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTRACTOR (IF DIFFERENT THAN APPLICANT)

COMPANY _____

CONTACT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

ESTIMATE SQUARE FOOTAGE (SF) OF PAVEMENT DISTURBANCE
_____ SF
(Only for street cut permits. Estimate based on final pavement repair as noted in the ROW Standard details.)

TELEPHONE # _____

CELL # _____

EMAIL _____

EMERGENCY # _____

TELEPHONE # _____

CELL # _____

EMAIL _____

EMERGENCY # _____

APPLICANT SIGNATURE REQUIRED _____ **DATE:** _____

INFORMATION BY CITY ENGINEER OR AUTHORIZED REPRESENTATIVE

PROJECT COMPLETION DATE _____	CITY BUSINESS LICENSE UP-TO-DATE <input type="checkbox"/> YES <input type="checkbox"/> NO
PERMIT FEE _____	LIABILITY INSURANCE CERTIFICATE UP-TO-DATE <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDITIONAL FEE (IF REQUIRED) _____	2-YEAR MAINTENANCE BOND POSTED <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> PAID <input type="checkbox"/> BILL TOTAL _____	ANNUAL BOND ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY AUTHORIZED AGENT _____	DRAWING INCLUDED <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE _____	

EXCAVATE AND/OR CONSTRUCT WITHIN PUBLIC RIGHT-OF-WAY CITY OF VERSAILLES, KY– PUBLIC WORKS DEPARTMENT

Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said City Ordinances and Specifications and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or construction covered under this application.

KENTUCKY 811
1-800-752-6007
kentucky811.org
Call before you dig

**AT THE COMPLETION OF CONSTRUCTION ALL UTILITY LOCATION
MARKERS MUST BE REMOVED
UTILITY LOCATES ARE REQUIRED BEFORE AN EXCAVATION**

CITY OF VERSAILLES
DEPARTMENT OF PUBLIC WORKS
196 South Main St.
Versailles, KY 40383
PHONE: (859) 873-2245
FAX: (859) 873-5969