

TOWN OF CASTLETON

ROAD SURFACE CUT POLICY

No one shall cut into the surface of any Municipal (Town of Castleton) road, street or sidewalk or otherwise dig or do any work within the Municipal right-of-way unless she/he has obtained prior approval from the Municipality in the form of a ROAD SURFACE CUT PERMIT. (The Highway Department and Wastewater Departments of the Municipality are exempt from the provisions of this policy). Permit fee and bond payment due upon receipt of Road Cut Application.

Road Surface Cut Permits will be granted by the Municipal Manager after approval by the Highway Foreman and Chief of Police as follows:

The Highway Foreman will approve the permit application under the following conditions:

1. The application must be accompanied by a sketch or drawing indicating the exact location of the proposed work, the depth and width of the cut, the materials to be buried, etc.
2. Where the existing surface is gravel, backfilling materials shall be of the same type as those excavated or shall be of a type deemed suitable by the Highway Foreman.
 - a. Trenches shall be backfilled and compacted in one-foot lifts.
 - b. All ditches in the area of the construction shall be cleaned and any guard rail or culvert marking post shall be replaced.
3. Where the existing surface is paved, the same type of paving material or a type approved by the Highway Foreman shall be used for the finished surface after construction (i.e. concrete is to be replaced with concrete and asphalt is to be replaced with asphalt).
 - a. Trenches will be backfilled with materials approved by the Highway Foreman.
 - b. Trenches will be backfilled and compacted in one-foot lifts.
 - c. Where a trench is dug across the traveled and paved area, the trench opening shall be paved over. Where the trench is dug parallel to the line of traffic and in the paved area, the entire paved section of roadway shall be paved. Repaving shall be completed within 48 hours of opening the pavement cut.
4. Any sidewalks, storm drains, catch basins, manholes, water shut-off boxes, curbing or utilities damaged during the construction shall be repaired forthwith.
5. If the nature of the work (proximity to utilities, etc.) dictates, the Highway Foreman may require that a member of the Highway Department be present during the work and that the permit holder reimburse the Municipality for the expense of this employee.
6. Any underground utilities (power, telephone, etc.) must be encased in concrete within the Municipal right-of-way.

7. All work shall be done to the satisfaction of the Highway Foreman, who may require that any portion of the work be done over to his/her specifications.
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The Chief of Police will approve the permit application under the following conditions:

1. Anyone intending to do work within the Municipal right-of-way, including sidewalks, that might in any way interfere with the normal flow of traffic must demonstrate that she/he can and will provide adequate traffic control.
2. Adequate traffic control shall mean, at a minimum, maintaining one-way traffic at all times and maintaining a roadway capable of allowing emergency vehicles to pass at all times. Every effort will be made to assure that work is done at times that take into consideration the convenience of traveling public
3. Proper and legal sign packages must be in place at the construction site and supplied by each applicant.
4. Persons requesting police officers for this duty shall give at least seven (7) days advance notice to the Chief of Police and shall, on the days of service, pay the Municipality the prevailing rate of pay.

FEE: Each application shall be accompanied by a non-returnable fee of **\$50.00.**

BOND: Each application for a permit will also be accompanied by a performance bond/deposit in the amount of **\$5,000.00** for the first (1st) 50 square feet and an additional **\$5,000.00** for each 50 square foot increments, made payable to the Town of Castleton to assure compliance with policies set forth above. Said bond will be refunded in full in no less than 60 days following satisfactory completion of repairs and inspection by the Highway Foreman.

NOTICE: *No application will be granted until three (3) working days after the written application, fees and bond/deposit are received by the Municipal Office.* Emergency road surface cuts will be considered on a case-by-case basis by the Chief of Police or the Highway Foreman in the Municipal Manager's absence.

**TOWN OF CASTLETON
ROAD SURFACE CUT PERMIT**

Applicant Name: _____ Phone: _____

Address: _____

Dates work to begin & end: _____

Description of proposed work to be done (please attach a drawing of plan): _____

HIGHWAY DEPARTMENT

This application is _____ **APPROVED** with the following conditions:

This application is _____ **DENIED** for the following reason(s):

Date

Highway Foreman Signature

POLICE DEPARTMENT

This application is _____ **APPROVED** with the following conditions:

This application is _____ **DENIED** for the following reason(s):

Date

Chief of Police Signature

MUNICIPAL MANAGER

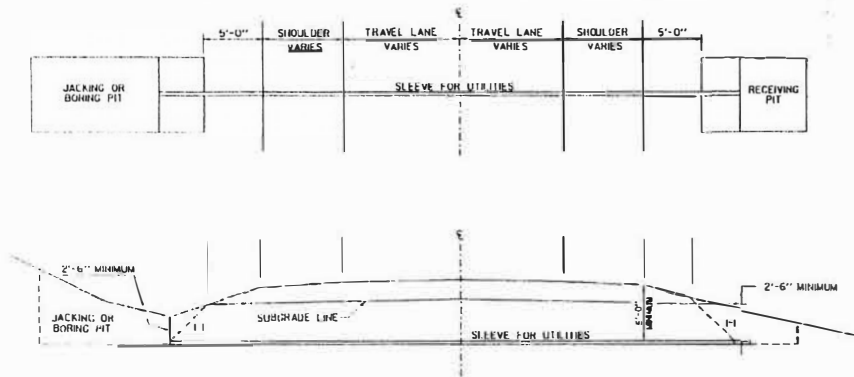
This application is _____ **APPROVED** with the following conditions:

This application is _____ **DENIED** for the following reason(s):

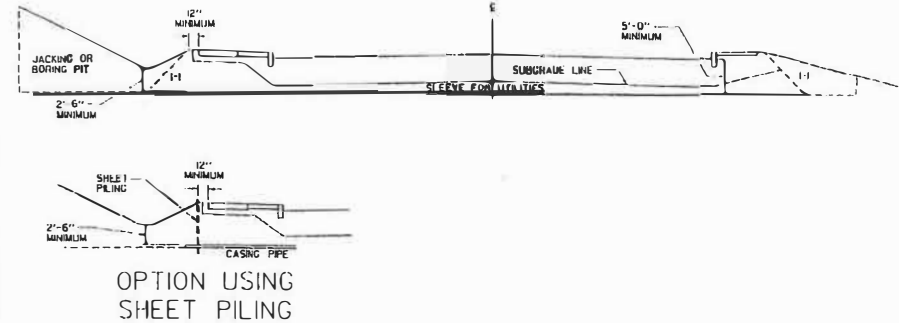
Date

Municipal Manager Signature

DETAIL "A" JACKING, BORING, AND DIRECTIONAL BORE - UNCURBED TYPICAL

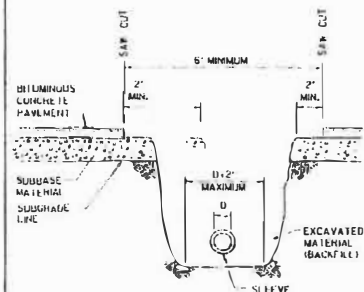


DETAIL "B" JACKING, BORING, AND DIRECTIONAL BORE - CURBED TYPICAL



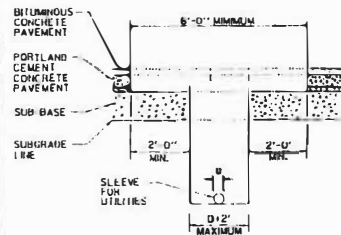
OPEN CUT AND PAVEMENT REPLACEMENT
APPLICABLE ONLY WHEN SPECIFICALLY AUTHORIZED BY HIGHWAY PERMIT

DETAIL "C" OPEN CUT EXCAVATION ACROSS BITUMINOUS CONCRETE PAVEMENT

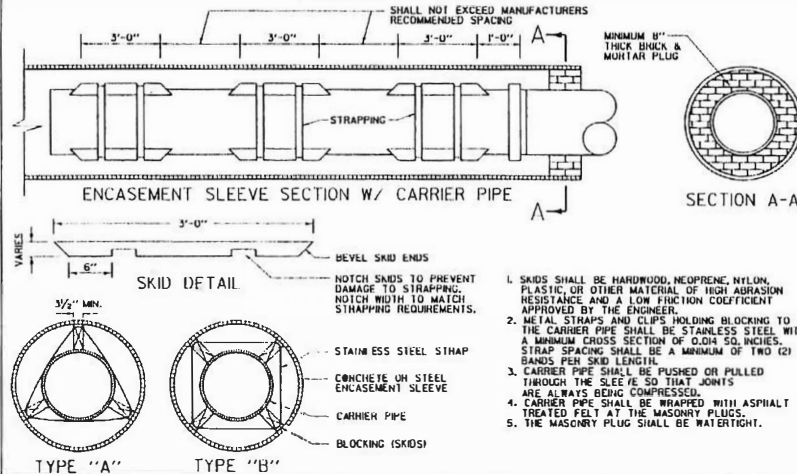


DETAIL "D" OPEN CUT W/ PORTLAND CEMENT CONC. PAVEMENT

IN THE EVENT THAT AN ADJACENT TRANSVERSE JOINT IS LESS THAN FOUR FEET FROM THE CUT, THE PAVEMENT SHALL BE REMOVED TO THAT JOINT.
UNILL & GROUT 4" LONG *5 BARS INTO 2' DEEP HOLES UNILL EVENT 11" ALONG BOTH SIDES OF SAWH CONCRETE. TIE TOGETHER WITH *5 BARS.



DETAIL "E" CONCRETE OR STEEL SLEEVE



GENERAL NOTES

1. SHEET PILING MAY BE DRIVEN VERTICALLY FIVE (5) FEET OUTSIDE THE SHOULDER POINT, OR ONE (1) FOOT BACK OF THE SHOULDER, TO ALLOW FOR A SHORTEN SLEEVE.
2. SEE DETAIL "A" OR "B" FOR DETERMINING SLEEVE LENGTH.
3. IN THE EVENT THAT PERMISSION IS GRANTED TO CUT AN EXISTING PORTLAND CEMENT CONCRETE PAVEMENT, ALL CUTS SHALL BE MADE WITH A SAW TO FILL DEPTH.
4. PORTLAND CEMENT CONCRETE PATCHES SHALL BE PROPERLY CURED FOR SEVEN (7) DAYS BEFORE BEING SUBJECTED TO TRAFFIC LOADS. WHEN HIGH EARLY STRENGTH CEMENT IS USED, PROPER CURING FOR THREE (3) DAYS SHALL BE REQUIRED BEFORE BEING SUBJECTED TO TRAFFIC LOADS. WHEN A HIGH STRENGTH, QUICK SETTING CONCRETE PATCHING COMPOUND IS APPROVED, IT SHALL BE PROPERLY CURED ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS BEFORE BEING SUBJECTED TO TRAFFIC LOADS.
5. ALL EXPOSED BITUMINOUS SURFACES SHALL BE COATED WITH EMULSIFIED ASPHALT PRIOR TO PLACEMENT OF NEW BITUMINOUS PAVEMENT.
6. BITUMINOUS CONCRETE PAVEMENTS SHALL BE REPLACED WITH BITUMINOUS CONCRETE PAVEMENT AT THE SAME THICKNESS OF THE PAVEMENT BEING REMOVED, AND IN ACCORDANCE WITH THE VDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, SECTION 406. PORTLAND CEMENT CONCRETE PAVEMENT AND SUBBASE ARE TO BE REPLACED IN KIND. MATERIAL BELOW SUBGRADE IS TO BE REPLACED WITH EXCAVATED MATERIAL OR AS DIRECTED BY THE ENGINEER. ALL BACKFILL MATERIAL SHALL BE MADE IN SIX (6) INCH MAXIMUM LIFTS AND COMPACTED TO NOT LESS THAN 95% MAXIMUM DRY DENSITY.
7. THE DIAMETER OF THE ENCASEMENT SLEEVE SHALL BE EQUAL TO THE DIAMETER OF THE CARRIER PIPE PLUS TWELVE (12) INCHES. (SEE VDOT SPECIFICATIONS, SECTION 625, FOR EXCEPTIONS.)

REVISIONS AND CORRECTIONS
DEC. 23, 1974 - ORIGINAL APPROVAL
SEP. 9, 1975 - CARRIER PIPE AND PORTLAND CEMENT NOTES REVISED
OCT. 30, 1985 - REVISED TO CONFORM WITH 1986 SPECIFICATIONS
JUNE 1, 1994 - REISSUED, WITHOUT CHANGE, UNDER NEW SIGNATURES
MAY 10, 1995 - REISSUED, WITHOUT CHANGE, UNDER NEW SIGNATURES
MARCH 3, 2005 - REVISED TO REFLECT CURRENT DESIGN CRITERIA

APPROVED:
DIRECTOR OF PROGRAM DEVELOPMENT
CHIEF OF UTILITIES
FEDERAL HIGHWAY ADMINISTRATION

HIGHWAY CROSSING SLEEVES FOR UNDERGROUND UTILITIES



STANDARD
D-20