

Title: Road Cut Policy	Internal/ External
Department: Infrastructure & Public Works	Policy Number: IPW- 007
Approval Date: August 31, 2017	Implementation Date: September 1, 2018
Revised Approval Date: March 20, 2018	Revised Implementation Date: March 21, 2018

BACKGROUND

Utility upgrades are typically completed in advance of road upgrading; however, utility connections are a necessity to service developments. This means pavement cuts are inevitable.

The Town, developers, and private utility companies all cut and repair existing pavements to install underground services. Ride quality and appearance is reduced with a patchwork of repairs completed on a road over a period of time. To reduce these effects the following policy is to be adhered to.

This policy replaces ‘Road Cut Policy’ (M10-193) and ‘Policy on the Installation of Water and Sewer Services and Road Service Cuts’ (M07-130) approved by Council and was further updated as noted above.

OBJECTIVE / PURPOSE

The purpose of establishing an updated pavement cut policy allows for a high standard that the Town as well as developers and private utility companies must follow to ensure safe and minimally interrupted service. To mitigate the negative effects of road cuts, the following procedures are to be abided by.

DEFINITIONS

‘Road Cut’ refers to a surface or sub-surface cut in any part of the roadway made by any means, including excavation, reconstruction, cutting, saw-cutting, overlaying, crack sealing, breaking, boring, jacking or tunneling operations

POLICY STATEMENT

The Town requires that all applicants in subdivisions and/or in-fill lots required to make road cuts to install water and sewer services or any other service adhere to this policy. Failure to have the services installed, as set forth in this policy, will result in the issuance of a Stop Work Order and possible revocation of the Permit issued for development.

GUIDELINES AND PROCEDURES

PART ONE: GENERAL ROAD CUTS

1. Street Excavation Permit

- (a) Any person wanting to perform excavation in the Town's road right-of-way will be required to obtain a Street Excavation Permit. The cost of this permit will be as per the Town's fee structure for the current year. Only bona fide contractors presenting proof of \$2 Million liability insurance, WHSCC certificate of good standing, and being COR certified are permitted to obtain road excavation permits.
- (b) Road cuts are not permitted during the winter season between November 1st to May 1st of the following year or as direct by Council or Council's representatives.
- (c) In addition to the permit fee, the Town will require a security deposit to be supplied to the Town in accordance with the Town's fee structure for the current year. For newly paved roads less than ten (10) years old, this deposit will be held by the Town for a period of 24 months from the date of the work being completed. This period will cover two full winter seasons. At the end of the 24 months, the security deposit will be refunded to the payee provided the road cut does not require any repairs. For roads that are older than ten (10) years or where the condition of the road is such that the Town deems it unreasonable to hold a deposit for an extended period, the deposit will be held for twelve (12) months from date the work is completed. The Town will then determine if it is okay to release.
- (d) It is the responsibility of the payee to perform all necessary work/ repairs to the satisfaction of the Town. The repairs will be inspected by the Town and if satisfactory, the security deposit will be returned to the payee. In the event that the payee does not complete the necessary repairs in the time as stated by the Town, the payee will forfeit the security deposit and the Town will complete the necessary repairs. This will include interim inspections during the security period outlined in (iii) above

1.1 Emergency Conditions

Situations arise requiring immediate action by the utility company where it is not possible to obtain a Street Excavation Permit in the usual manner prior to the commencement of work within the road right-of-way. In these situations, work may be undertaken without prior notice; however, the Infrastructure & Public Works Department must be notified by phone immediately of the emergency situation, and a Street Excavation Permit Application for such work must be submitted that same day.

2. Asphalt Removal Procedure

The permit holder shall ensure all required traffic control signage, personnel and standards are in place as per the Occupational Health and Safety Act and Regulations of the province of Newfoundland and Labrador. Asphalt shall be saw-cut, in clean straight lines a minimum of 1 meter beyond the top of the benching of the service trench. Benching is calculated as per OHS requirement for safe excavating and trenching.

3. Backfilling Procedure (See Attached Diagram)

With the exception of the top 375mm (15”), all remaining trench depth will be backfilled using 19.0 mm (3/4”) clean crushed washed stone.

A professional geotechnical company registered in the Province of Newfoundland and Labrador shall be required to inspect and certify the backfilling of the 19.0mm (3/4”) clean washed material. An Engineer’s report certifying the backfilling procedure shall be forwarded to the Town. In all cases, **Town Inspectors are to be onsite during backfilling procedures.**

4. Asphalt Repair Procedure (See Attached Diagram)

Existing asphalt adjacent to the street cut shall be cold planed a minimum depth of **25** mm and a minimum of 0.5 meters in width beyond benching for the entire length of the asphalt cut. This shall be done on all of the excavation. The cold planed area and cut edge of the asphalt shall be 100% tack coated. A minimum of 76 mm of asphalt (compacted thickness) will be placed in the excavated area and overlapped onto the cold planed area. The compacted asphalt shall blend into the existing asphalt such that no depression or hump exists. The new asphalt shall be compacted to a minimum 95% standard proctor. The asphalt shall be replaced in two lifts and 100% tack coat shall be applied between lifts. Where Asphalt thickness exceeds 76 mm, the asphalt shall be placed in two (2) lifts of equal thickness to match the existing total asphalt thickness.

PART TWO: INSTALLATION OF WATER AND SEWER SERVICES

1. Water and Sewer Permit

Contractors are required to obtain a Water and Sewer Excavation Permit and pay any associated securities prior to performing any work on the Town’s water and sewer infrastructure or inspections will not be completed. The securities will be held for a minimum of one (1) year unless otherwise specified. To qualify as a licensed contractor, the attached form must be completed in its entirety and include references to work of a similar nature, a current copy of Liability Insurance (\$2 million), proof of COR certification and a ‘Letter of Good Standing’, from Workplace Health and Safety Compensation Commission (WHSCC).

(Original documentation is to be submitted to the Town, faxed copies will only be accepted if sent directly from the Insurance company of WHSCC).

2. Installation of Sewer Services From Property Boundary to Building

- a. All services trenched are to be adequately benched and dewatered prior to making any service connections.
- b. Excavate to 150mm (6”) below the invert of the service pipes. Bottom of trench to be clear of any and all sharp or large rocks. Place and compact 150mm (6”) of Class “A” road gravel. Place service pipes in Trench and connect as per manufacturer’s instructions.
- c. Backfill service pipes with Class “A” road gravel. Class “A” to extend a minimum of 150mm (6”) on both sides of the service pipes and to a minimum of 300mm (12”) above the top of the pipes and be adequately compacted.

- d. The top of the service ditches beyond the roadway is to be re-instated with a minimum 150mm (6") of topsoil and sodding or match the existing conditions as per the Town of Paradise Policy on Landscaping.
- e. All work to be inspected by **Town staff** prior to backfilling or covering service lines.

3. Installation of Services Within the Town of Paradise Right of Way From the Town's Water and Sewer Lines to Property Boundary Including Road Service Cuts.

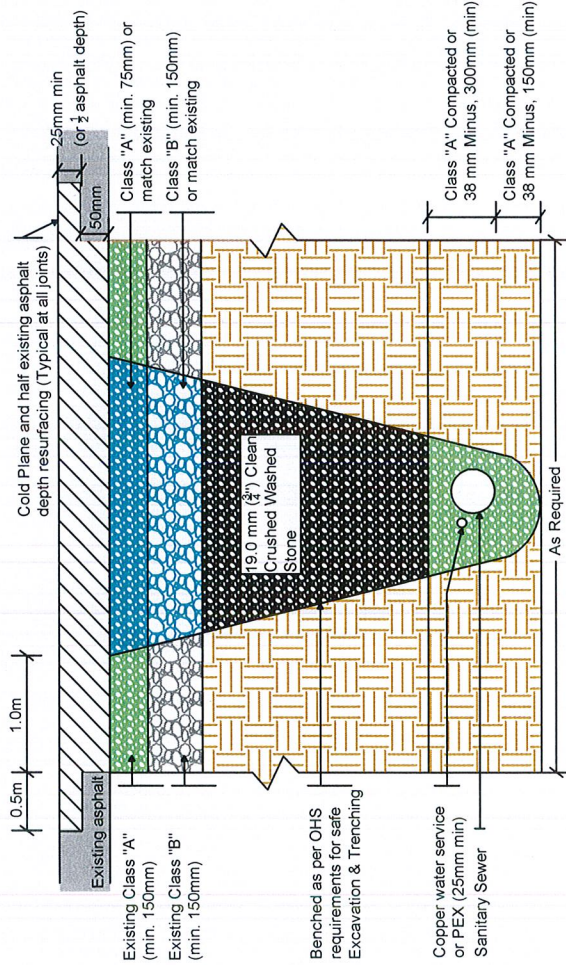
- a. All service trenches are to be adequately benched and dewatered prior to making any service connections.
- b. Excavate to 150mm (6") below the invert of the service pipes. Bottom of trench to be clear of any and all sharp or large rocks. Place and compact 150mm (6") of Class "A" road gravel. Place service pipes in trench and connect to main line with preapproved connection device.
- c. Backfill service pipes with Class "A" road gravel. Class "A" to extend a minimum of 150mm (6") on both sides of the service pipes and to a minimum of 300mm (12") above the top of the pipes. Class "A" to be compacted to 95% density.
- d. Fill remainder of service trench to within 375mm (15") of the right of way finished grade with 19.0 mm (3/4") Washed Clean Stonel as per part 1/section 3.
- e. Reinststate top 375mm as per DWG 2010.15 :150mm Class "B", 150mm Class "A", 38mm base course asphalt and 38mm surface course asphalt or to match existing asphalt thickness. All work to comply with Part 1: Section 4 of this policy.
- f. Shoulder\ditches or curbs, gutters, sidewalks to be reinstated to match existing as per the Provincial Municipal Master Specification. All concrete to be saw cut 0.5 m beyond extent of excavation.

POLICY REVIEW

This policy will be reviewed annually and updated as necessary following new knowledge or new experience.

Chief Administrative Officer: *Thublock* Date: *mar. 23/18*

Saw Cut(s) - 0.5 m beyond largest width of excavation along all sides of excavation



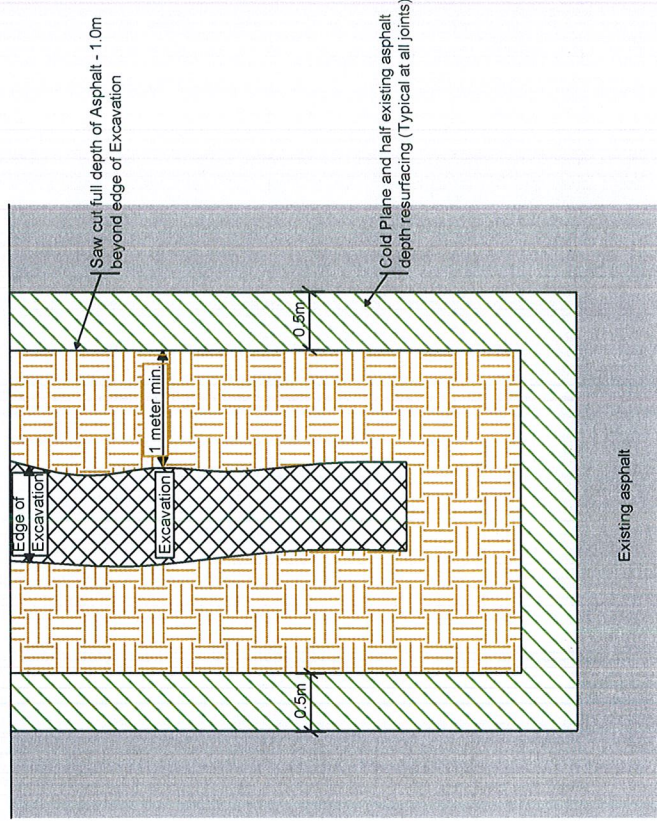
Note:

1. All road gravel to be compacted as per Municipal Spec. (95% density). Compaction tests to be submitted to the Town's Building Dept. prior to securities being released.
2. Tack coat to be applied everywhere new asphalt is to be placed against existing asphalt (vert. & horiz. joints)
3. Shoulder / Ditches or Curbs & Gutters, Sidewalks to be reinstated to match existing as per the provincial municipal master specification. All concrete to be saw cut 0.5 m beyond extent of excavation.
4. Should water table in trench be above the Footings Elevation at service entrance then suitable non permeable material is to be placed to prevent infiltration into home or other suitable drainage system to be installed and approved by the Town of Paradise.

Cross Section View (Typical Road Cut)

Note:

1. Do not scale from drawing.
2. All dimensions are in mm unless otherwise noted.
3. All materials are to conform to the latest of the Government of Newfoundland & Labrador Municipal Master Specifications.
4. See policy for additional information.



Plan View (Typical Road Cut)

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