

City of Olathe

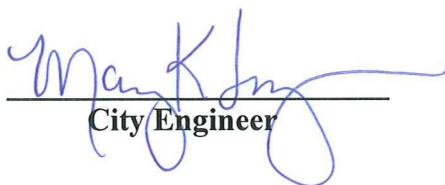
Engineering Division



Procedure for Permit Application and

Specifications for Utility Construction

Within the City Right-of-Way



City Engineer

Procedure for Permit Application for New Construction within City Right-of-Way

All utility companies and contractors submitting plans for review for new utility installation within City right-of-way are required to follow the procedures outlined in the following. No utility installation projects may be constructed in the city of Olathe without prior approval of the office of the City Engineer.

1. The normal time for review shall be three (3) working days. In the case of abnormally large sets of prints or of extremely complicated drawings, a longer time may be required for review.
2. Utility plans are approved initially for one (1) year, after which they automatically become void and must be updated and re-approved by the City Engineer before any construction will be permitted.
3. The Contractor shall have one (1) signed copy of the permit (approved by the city of Olathe) at the job site at all times.
4. Two (2) complete sets of prints of the project drawings or schematics shall be submitted to the office of the City Engineer for review.
5. The following items shall be included on the plan:
 - a. North arrow and scale.
 - b. Existing and proposed streets with names and widths.
 - c. Driveway locations with accurate width.
 - d. Easement and right-of-way information recorded with the County.
 - e. Illustrate all existing utilities (type and location).
 - f. Proposed utility in question showing approximate dimensions in relation to back of curb and right-of-way line.
 - g. Legend of symbols.
 - h. Minor construction notes indicating the type of excavation under streets and driveways or other permanent structures. Additional information may be required by the City Engineer as necessary.

Procedure for Permit Application for Maintenance Repair within City Right-of-Way

All utility companies and contractors submitting permit application for review for maintenance repair of utilities within city right-of-way are required to follow the procedures outlined in the following. No utility maintenance projects shall be performed in the city of Olathe without notification to the office of the City Engineer.

1. For unscheduled emergency maintenance repairs no notification to the City Engineer will be required until service is resumed. On the first working day subsequent to such repairs, the utility company shall notify the City Engineer. At that time, the utility shall make application for the required permit.
2. For scheduled maintenance repair notification to the City Engineer will be required prior to the work commencing.
3. Notification of maintenance repairs shall be in the form of a standard permit furnished by the city of Olathe.
4. The normal time for review shall be three (3) working days.
5. The Contractor shall have one (1) signed copy of the permit (approved by the city of Olathe) at the job site at all times for scheduled maintenance repairs.

Procedure for Inspection Requirements

The city of Olathe Right-of-Way inspector will perform inspection on but not limited to the following types of construction activities.

1. Any construction that affects the city's infrastructure: streets, storm sewer, sidewalks, water lines, and sanitary sewers.
2. All street cuts.
3. Connections to any public storm sewer lines.
4. All sidewalk and driveway replacement.
5. All curb cuts.
6. All road crossings (boring or open cuts).
7. All street closings.

If the contractor has any questions on the above requirements, he should contact the City Inspection Department or the City Engineer prior to any work being conducted.

The Right-of-Way inspector will be responsible for maintaining record files for all Right-of-Way inspection reports.

Specifications for Construction
Within City Right-of-Way

SECTION ONE

I. POLICY APPLICATION

A. GENERAL

1. This policy applies to the location, construction, maintenance, removal, and relocation of all private, public, and cooperatively owned utilities within the public right-of-way under the jurisdiction of the city of Olathe.
2. Such utilities include lines, facilities, and systems for producing, transmitting, or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water not connected with public drainage, and other similar commodities, including fire and police signal systems and street lighting and traffic control systems, which directly or indirectly service the public or any part thereof.
3. A bond will have to be provided as a part of the Construction Permit Application to guarantee satisfactory performance of the utility work. The bond shall be in the penal sum of One Thousand Dollars on a form approved by the City Attorney. The bond shall be conditioned that the applicant will properly barricade and protect the cut or excavation, and that the applicant will indemnify and save harmless the city from any and all loss, damages and expenses arising out of the applicant's work. The bond shall be further conditioned that the applicant will pay to the city the cost of refilling and repairing pavement, if it is not properly done by the applicant.

B. REPLACEMENT OF FACILITY

Replacement of existing utility facilities in a new location with the same facilities or facilities of a different type or design is to be considered as a new utility installation requiring a new permit, and all work shall adhere to this policy.

C. CHANGE IN OWNERSHIP

When a utility company changes ownership, the city shall be notified in writing of the names and addresses of the new owners.

D. AGREEMENTS

1. Highway Permit Agreements are required when utility facilities are installed, relocated, are moved, or maintained on highway right-of-way along or across existing highways, which are not involved in a construction project. All such permits are approved through the District Engineer of the appropriate KDOT District Office.
2. On City Connecting Links, a permit must be obtained for work on the right-of-way. Such a permit may be obtained from either KDOT or the city. Executed copies of the permit, approved by both KDOT and the city, will be distributed to all parties.

II. TRAFFIC CONTROL

A. TRAFFIC CONTROL AND ROUTING

Construction and maintenance operations shall be coordinated to result in the least practicable delay to traffic. Traffic shall be carried through construction with a minimum of one lane open at all times unless otherwise approved. Access to adjoining residences and businesses will be maintained at all times. The Contractor shall provide a traffic control plan that conforms to the latest version of the Manual on Uniform Traffic Control Devices (MUTCD). The Contractor shall furnish adequate signs, barricades, warning lights, and all other equipment necessary to direct and re-route traffic and shall furnish all flagmen and other personnel necessary to provide the required traffic control.

All traffic control devices shall be installed at the inception of the work. The traffic control devices shall be properly maintained and/or operated during the time of construction and/or as special conditions arise. If the traffic control and routing does not conform to the MUTCD or an approved traffic control plan, one (1) notice will be given to correct the problem. If the problem is not corrected, the city will correct the problem at the contractor's expense or the Contractor will have to stop work on the project and reopen the road immediately. In addition, the city of Olathe can require additional barricades and/or signage at designated areas along the street to provide the necessary traffic control.

Notice of any road or lane closures shall be made to the city at least forty-eight (48) hours prior to the closure. No road or lane closures will be allowed between the hours of 6:30 am to 8:30 am and from 4:00 pm to 6:00 pm unless otherwise approved. In addition to all proper traffic control signs, barricades, and channelization devices, arrow panels shall be used on all lane closures of multi-lane streets and detour signage shall be provided for all road closures. The arrow panels shall be placed at the beginning of the taper for the lane being closed and shall remain in place for the duration of the lane closure.

III. LIABILITY

- A. The utility owner assumes all risk and liability for accidents that may occur to persons or property from work performed under this permit. Care should be taken to protect public access into construction areas. The contractor shall provide a safe work area, and shall erect and maintain warning signs, barricades, and sufficient safeguards around all projects. Minimum protection measures shall include safety fencing around all excavations left open overnight. Additionally all excavations left unattended shall be fenced during daylight hours.
- B. The utility owner shall be responsible for location of underground wiring and shall assume liability for damage to same.
- C. Where city-owned facilities are concerned (i.e., storm and sanitary sewers, waterlines), the utility owner shall be liable for damage to such and required to repair same at the utility owners' expense.
- D. Existing sidewalk, curbing and pavement shall be protected from damage due to excessive loading from construction equipment such as but not limited to trucks, equipment trailers, backhoes and all track machinery. Protective measures such as steel plates, earth padding and or wooden timbers which are capable of effectively limiting damaging pressures from being transmitted to these areas shall be employed. All damage including surface blemishes shall be repaired by the contractor in a timely manner at no expense to the city of Olathe.
- E. Repairs to damage of Public Improvements shall be conducted by the contractor who bonded the project originally if the project maintenance bond has not expired or if the project is under construction, i.e., a Project Completion Certificate has not been issued. The utility company shall be totally responsible for making restitution to the contractor as required.

IV. PRESERVATION, RESTORATION, AND CLEANUP

A. DISTURBED AREAS

1. Areas of public right-of-way disturbed by the installation, maintenance, removal, and relocation of utilities shall be kept to a minimum.
2. All excavations will be backfilled within five (5) working days from date of original excavation, or as directed by the City Engineer.
3. All trench backfill shall conform to Section 6000 of the City of Olathe Technical Specification requirements. Disturbed areas shall be returned to normal grade and elevation, and all excess or undesirable material removed by the utility within five (5) days of completion of work.
4. All established areas that are routinely mowed and maintained shall be resodded. Landscaping shall be returned to its original condition free of ruts and debris. Destroyed vegetation shall be replaced by the utility contractor by fertilizing, sodding, or seeding and mulching, as required by the City Engineer and in conformance with the requirements set forth in the City's Technical Specifications Manual Public Improvement Projects.
5. Adequate protection against erosion shall be provided by the utility in disturbed areas that are susceptible to erosion. Such protection may be in the form of rock rip-rap, wash checks, hay cover or other material that is approved by the City Engineer and does not interfere with street maintenance operations.

B. DRAINAGE FACILITIES

Care shall be taken to avoid disturbing existing drainage facilities. Underground utility facilities shall be back-filled with pervious material and outlets provided for entrapped water. Underdrains shall be provided where necessary.

C. STREET CURBING

Care shall be taken to avoid disturbing subgrade and base under adjacent street curb. Excavations for street crossings shall begin at a point not closer than three (3) feet from back of curb. Undermining of curbing shall not be permitted.

D. CLEANUP

Subject to a final inspection for satisfactory acceptance of work performed in public right-of-way, the utility contractor shall be responsible for restoring all “disturbed areas” as required under subsection A above, removing all unused material or debris from the site of the work area. The surface of the area affected by the work shall be left free of rocks, gravel, broken concrete, concrete washout, asphalt, tree roots, lumber or debris of any kind. Areas must be left in like or better condition than original and in compliance with City of Olathe Technical Specifications (Section 7000 Public Improvements).

E. EROSION CONTROL

Erosion control measures will be required on all construction sites. They will be required where there is a chance of silt, dirt or mud that could leave the right-of-way or easements and affect adjacent private property or public streets. The City Engineer or his representative will determine these areas. The erosion control measures will be in place prior to any digging or disturbing of the existing ground cover. If they are not in place prior to construction, the construction site will be shut down until the erosion control measures are in place and approved by the City Engineer or his representative. Once the construction project is complete and the site final graded and ready for seed or sod, the contractor will then remove the erosion controls prior to seeding or sodding.

Approved methods of erosion control are silt fence and straw bales. Rock construction entrances may be required on some projects where the City Engineer or his representative deems necessary.

Specifications for Construction Within
City Right-of-Way

SECTION TWO

I. GENERAL PROVISIONS

This part of the policy applies to all public and private utilities, including electric power, telephone, telegraph, cable television, water, gas, oil, petroleum products, steam, chemicals, sewage, drainage, irrigation, and similar lines that are to be located, adjusted, or relocated, within the right-of-way under the jurisdiction of the City of Olathe. Such utilities may involve underground, surface, or overhead facilities, either singularly or in combination.

A. LOCATION

1. Utility installations are to be located to minimize need for later adjustment, to accommodate future street improvements and to permit servicing such lines with minimum interference to street traffic.
2. To the extent feasible and practicable, utility line crossings of street right-of-way are to be installed normal to the street alignment.
3. The horizontal and vertical location of utility lines within the street right-of-way shall conform to the dimensions outlined in the following Section II and III.

II. UTILITIES PARALLELING RIGHT-OF-WAY

A. OVERHEAD INSTALLATIONS

1. Ground-mounted utility installations in rural areas shall be located at the outer limits of the right-of-way, within two (2) feet or less of the right-of-way line, unless otherwise approved by the City Engineer.
2. For ground-mounted utility installations in developed areas, the dimensions from curb or right-of-way are to be as approved by the City of Olathe. In no case shall work be permitted closer than two (2) feet to the back of the curb line.

3. Poles, guys, anchors, or other appurtenances shall not be located in ditches, at drainage structure openings, or on roadway shoulders. All poles, guys, anchors, or other appurtenances shall be located to minimize interference with maintenance operations of the City Public Works Department of Olathe.
4. Except as otherwise permitted; all excess excavated materials shall be disposed of away from the site of the work. Mounding of excess excavation spoils around and at the base of poles shall not be permitted.

B. UNDERGROUND INSTALLATIONS

1. Underground utility installations in rural areas shall be located at the outer limits of the right-of-way, preferably within two (2) feet or less of the right-of-way.
2. For underground utility installations in developed areas where such work has been permitted, care shall be taken to avoid disturbing subgrade and base under adjacent street curb. Excavations for street crossings shall begin at a point not closer than three (3) feet from back of curb. Undermining of curbing shall not be permitted.
3. Underground facilities within four (4) feet back of curb shall be installed at minimum depth of three (3) feet below top of back of curb.
4. Manhole tops should be set on a ¼” to ½” per foot slope from back of curb or if no curbs, set flush with surrounding grade.
5. Open excavation of driveways or sidewalks and other structures is not encouraged. Any damage to private or public facilities or improvements shall be repaired or replaced in a like or better condition than original and to the City Engineer’s satisfaction and in compliance with the most current edition of City of Olathe Technical Specifications, Section 2000-Concrete, Section 2100-Concrete Curb, Curb and Gutter, Sidewalk and Driveway Entrances, and other sections as they apply. Open excavation across proposed street and/or roadway and extending four feet behind proposed curb line will be backfilled only with CA-5 rock. All loose dirt will be removed before CA-5 rock is placed.
6. The Utility Company shall give 24-hour written notice to local businesses and residents prior to a driveway closing for reason of open excavation and permanent surfacing. The driveway is to be re-opened as soon as possible and the Utility Company is to cooperate with the occupant in this matter.

III. UTILITIES CROSSING RIGHT-OF-WAY

A. OVERHEAD INSTALLATIONS

1. Where aerial crossings are required in rural areas, all poles, guys, anchors, and appurtenances shall be located at the outer limits of the right-of-way where practical, preferably within two (2) feet of the right-of-way limits.
2. Where aerial crossings are required in developed areas, dimensions from curb or right-of-way are to be approved by the city of Olathe. In no case shall work be permitted closer than two (2) feet to the back of the curb line.

B. UNDERGROUND INSTALLATIONS

1. Underground utility installations shall be located normal to the street alignment where practical.
2. All utilities crossing through ditches and roadways shall have a minimum of three (3) feet of clearance from bottom of asphalt to top of conduit crossing right-of-way or three (3) feet below ditch grade, whichever shall provide the greatest amount of cover. In fill sections, the natural ground line at the toe of the slope will be considered as ditch grade. However, in no case shall the depth of cover be less than that meeting applicable Industry Safety Requirements.
3. If less than minimum depth is necessary because of existing utilities, water table, or similar reasons, the line shall be rerouted or protected with a casing or concrete slab upon written consent of the City Engineer.
4. Underground installations may be made by open trenching from the right-of-way line to the toe of the fill slope in fill sections and to the toe of the shoulder slope in cut sections. (Open trenching shall comply with specifications for Open Excavation as stated below.) The remainder will be tunneled, augured, or dry-bored through the roadway grade.
5. Manhole tops should be set on a ¼" to ½" per foot slope from back of curb or if no curbs, set flush with surrounding grade.

6. Utility lines will not be permitted through drainage structures.

C. OPEN EXCAVATION

1. Open excavation shall not be allowed as a method of laying utilities across existing pavement. The city will, however, review open excavation of roadways upon request on a per case basis when unusual conditions warrant.
2. See attached Street Patch Detail 70-1.
3. When the City Engineer approves open excavation of existing pavement replacement of the pavement by the Utility Company shall be in compliance with the most current edition of City of Olathe Technical Specifications, Section 2000-Concrete, and other sections as they apply.

D. ENCASEMENT OF UTILITIES

1. Generally, casing shall be an oversized load-bearing conduit or duct through which a utility is inserted to protect the roadway from damages and to provide for repair, removal and replacement of the utility without interference to street traffic.

E. BORING

1. Care shall be taken to ensure the existing roadways shall not be damaged during bores constructed across and under existing roadways. In locations where multiple conduits are proposed to occupy a common location across existing or proposed streets, bore holes constructed by the method of boring a pilot hole and pulling expanding mandrels shall not exceed a diameter of eight (8) inches. For all holes across existing roadways in excess of eight (8) inches the bored hole shall be constructed by the boring and jacking method. The carrier conduit shall be capable of withstanding the static pressure necessary to jack it in to its final position for its full length. All augured material shall be removed from the site as it is excavated. Stock piling of excavated materials on street right of way shall not be permitted.
2. Pits for boring, tunneling or jacking normally will not be permitted in the roadway and will not be permitted closer to the roadway than toe of fill in fill sections or toe of shoulder slope in ditch sections or four (4) feet back of curb when allowed on the right-of-way.

3. Casing and pipeline installations shall be accomplished by dry boring, tunneling, jacking, trenching, or other approved methods.
4. All voids or abandoned homes by boring or jacking shall be filled by pressure grouting. The grout material shall be a sand cement slurry with a minimum of two (2) sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.
5. Bored or tunneled installations shall have a hole diameter which shall not exceed the outside diameter of the utility pipe, cable or casing (including coating) by more than two (2) inches on pipes with an inside diameter six (6) inches or less and a hole diameter not to exceed the outside diameter on pipes with an inside diameter of greater than six (6) inches unless otherwise allowed by the City Engineer.

F. CASING MATERIAL

The following materials acceptable for use in the casing of utility facilities:

1. Smooth wall casing pipe shall be welded-steel construction and shall be new material with a minimum yield point of 35,000 psi. Minimum casing wall thickness shall be as indicated in the table on the following page. (See Table "A" entitled "NOMINAL WALL THICKNESS.")
2. Polyvinyl Chloride (PVC) and Chlorinated Polyvinyl Chloride (CPVC) pipe providing it meets the minimum ASTM Specifications and all applicable laws and codes. PVC, types PSP and PSM sewer pipe, ASTM Specifications D 3033 and D 3034, respectively, to be in accordance with the listing below:

TYPE PSP AND PSM PIPE DIMENSIONS

<u>Casing Diameter</u>	<u>Minimum Wall Thickness</u>	
	<u>PSP</u>	<u>PSM</u>
4"	.120"	.120"
6"	.253"	.153"
8"	.199"	.205"
9"	.230"	.230"
10"	.249"	.256"
12"	.299"	.305"

The use of PVC pipe for casing is acceptable up to a maximum diameter of twelve inches.

3. Concrete encasement providing the minimum twenty-eight (28) day compressive strength of concrete used shall be 4,000 psi., and the slump shall not exceed four (4) inches. Material and construction requirements shall conform to the most current edition of the City of Olathe Technical Specifications.

TABLE "A"

NOMINAL WALL THICKNESS (INCHES)

<u>Diameter of Casing (Inches)</u>	<u>Under Railroads (AREA-Part 5)</u>	<u>All Other Uses</u>
Less than 14	0.188	0.188
14	0.219	0.188
16	0.219	0.250
18	0.250	0.250
20	0.281	0.250
22	0.312	0.250
24	0.344	0.281
26	0.375	0.281
28	0.406	0.312
30	0.406	0.312
32	0.438	0.312
34	0.469	0.312
36	0.469	0.344
38	0.500	0.344
40	0.500	0.344
42	0.500	0.344
44	0.560	0.375
46	0.560	0.375
48	0.560	0.375
50	0.625	0.406
52	0.625	0.406