

CITY OF WORTHINGTON WORK IN RIGHT OF WAY STANDARDS

1. SPECIFICATIONS:

For work done under this permit the City of Columbus, construction and material specifications (CMSC), current edition and all revisions together with the requirements of the City of Worthington shall govern, unless otherwise noted. In case of any conflict among the specifications the greater requirement shall take precedence as determined by the sole discretion of the City Engineer.

2. STANDARD DRAWINGS:

All City of Worthington and City of Columbus standard drawings shall be considered a part of these plans, unless otherwise noted.

3. PERMIT TO OPERATE:

No person shall use, occupy, own or operate facilities in, under or over any rights of way within the City unless such person first obtains a franchise and/or permits conforming to the requirements set forth therein and in chapter 949 of the codified ordinances of the City of Worthington.

4. CITY OF WORTHINGTON RIGHT OF WAY WORK PERMIT:

When working within Worthington public right of way limits, the Permittee shall obtain a right of way work permit from City of Worthington, Department of Service & Engineering between the hours of 7:30am and 4:00pm Monday – Friday.

Phone: (614) 431-2425; fax: (614) 785-1885;

Application: <https://www.worthington.org/468/Permit-Applications#service>

The complete permit application must include: a) two sets of plans showing the exact location (plan and grade) of the planned improvements including all existing utilities. It is the responsibility of the Permittee to obtain the information through plan request or survey. Any change in location will require a review by the City Engineer or re-application, b) a maintenance of traffic plan (MOT) in compliance with the Ohio manual of uniform traffic control devices, c) a project time table, d) a statement verifying notification of affected residents (see below), e) notification of any adversely affected consumer per PUCO rules and regulations, f) fees and bond

Incomplete permit applications will be rejected.

The right of way work permit does not take the place of any franchise, license, or permit which may be additionally required by law. Each Permittee shall obtain any and all such additional franchises, licenses or permits necessary to the operations and conduct of its business.

Any contractor proposed for work of construction, installation, operation, maintenance, and repair of system equipment must be properly licensed under laws of the State, and all local ordinances. The Contractor's or Permittee's system and associated equipment erected by the Contractor or Permittee

within the City shall be so located as to cause minimum interference with the proper use of streets, alleys, and other public ways and places, and to cause minimum interference with the rights and reasonable convenience of property owners who adjoin any of the said streets, alleys or other public ways and places. No pole or other fixtures placed in any public ways by the Permittee shall be placed in such a manner as to interfere with normal travel on such public way.

5. SMALL CELLS IN THE RIGHT OF WAY

Placement, modification, operation, relocation and removal of a small cell facility and/or wireless support structure shall require a Small Cells in The Right Of Way permit.

Application: <https://www.worthington.org/468/Permit-Applications#service>

6. WORK PERFORMED BY THE CITY:

In the event that it becomes necessary for the City to perform work of an immediate nature (such as pavement repair, the placement of barricades or replacement of signs or other warning or protective devices) required of the Permittee because of failure or refusal of the Permittee to perform such work, the Permittee shall reimburse the City at the rate of 2.5 times the actual cost of labor, materials and equipment necessary to perform such work.

7. RIGHTS OF WAY:

The Permittee shall observe and conform to the requirements of all rights-of-way including easements, court entries, rights of entry or action filed in court in accordance with the code of the applicable governing agency. It is the responsibility of the Permittee to verify right-of-way boundaries and to ensure work is limited to such.

8. PROPERTY OWNER NOTIFICATION:

The Permittee shall notify all landowners affected by the construction and adjacent landowners a minimum of one week in advance of work on or adjacent to their property. The Permittee shall coordinate with the City of Worthington for approval of the notification.

The Permittee shall notify all landowners and tenants at least 48 hours in advance of any expected outage, loss of service or disruption of access.

9. CITY NOTIFICATION:

The Permittee shall provide a written list of 24 hour emergency numbers to the City of Worthington. The Permittee shall notify the City of Worthington Service and Engineering department 614-431-2425 (fax 614-785-1885), at least 72 working hours (excluding weekends and holidays) in advance of the anticipated start of work requiring disturbance of public utilities, inspection or traffic disturbance. This notification shall be made prior to commencement of initial land disturbance.

10. EMERGENCY NOTIFICATION:

The Permittee shall notify the City of any emergency situation or unexpected disruption of service of traffic, water, storm sewer, sanitary sewer or traffic signals at 614-431-2425 during working hours (excluding weekends and holidays) and at 614-885-4463 during non-working hours.

11. EXISTING UTILITIES:

Location, support, protection and restoration of all existing utilities and appurtenances shall be the responsibility of the Permittee. It shall be the responsibility of the Permittee, prior to construction, to determine in the field the actual location and elevations of all existing utilities whether shown on the plan or not.

Should un-located or incorrectly located piping or other utilities be encountered during excavation, consult the owner immediately; cooperate with the owner and public or private utility companies in keeping their respective services and facilities in operation. Repair damaged utilities to the satisfaction of the utility owner. Do not interrupt existing utilities occupied and used by the owner or others, except when permitted in writing, and then only after acceptable temporary utility services have been provided. Permittee shall immediately cause to have repaired, by a licensed professional, any utility or service damaged by their work. Additional permits may be required.

The Permittee shall cause notice to be given to the Ohio Utilities Protection Service (telephone 1-800-362-2764 toll free). The notice shall be given at least 48 hours prior to start of construction.

12. EXPOSE UNDERGROUND UTILITIES:

The Permittee shall expose all existing underground utilities, services, and structures sufficiently in advance of excavation in order to verify the proposed location, elevation, size, and material type.

13 NON-RUBBER TIRE VEHICLES:

Non-rubber tired vehicles shall not be moved on public streets. The City Engineer may grant exceptions when short distances and special circumstances are involved. Granting of exceptions must be in writing, and any damage must be repaired to the satisfaction of the City of Worthington.

14. HORIZONTAL DIRECTIONAL DRILLING (HDD)

The entire drill path shall be accurately surveyed with entry and exit stakes placed in the appropriate locations within the areas indicated on drawings. If Permittee is using a magnetic guidance system, drill path will be surveyed for any surface geo-magnetic variations or anomalies.

The pipe shall be installed in a manner that does not cause upheaval, settlement, cracking, movement or distortion of surface features. The repair of any damage identified by City or the owner shall be the responsibility of the Permittee.

The HDD operation is to be performed in a manner to eliminate the discharge of water, drilling mud and cuttings to nearby waterways and drainage structures. Report any spills to the City of Worthington Department of Service & Engineering (614) 431-2425.

Bore pits, handholes and other excavations shall be backfilled in accordance with items 911 and 912 of the CMSC. Item 912 shall be employed under all pavements, curbs and walks and within the influence of any drive or roadway public or private.

All storm and sanitary sewers in the vicinity that may be crossed by the boring shall be recorded and inspected before and after boring. The permittee shall provide the City with video of pre-construction and post construction videos with pipe segments properly identified with Worthington segment and/or

upstream and downstream structure identifiers, the direction of movement (upstream or downstream) and distances in feet referenced from beginning point. Laterals shall be inspected and recorded from the main to the right of way line and identified by distance along main and address. Upon completion of work the Permittee shall provide the City with a report clearly identifying, on plans and in tabular format, all sewer sections, as-built alignment plans and a notarized statement (DIRECTIONAL BORING OPERATIONS CERTIFICATE OF NO DAMAGE form) verifying that no sewer was intruded upon or damaged. If damage was found provide repair documentation in the report.

15. TREES:

All trees, whether shown or not shown on the plans, are to be preserved unless approval to remove is given in writing by the Engineer or their removal has been designated on the plans. Trees removed as designated by either of the two preceding authorities shall be completed as specified in item 201 of the CMSC.

The Permittee shall use special precautions to avoid damage to all other trees. When, in the opinion of the Engineer, trunks or branches would be endangered by the use of mechanical devices, hand excavation will be required.

16. TEMPORARY PAVEMENT:

All streets and driveways cut by the Permittee shall be provided with temporary pavement on the same day that original pavement is cut. In general, streets shall be provided with temporary pavement per item 615 of the CMSC and standard drawing 2161. Private driveways shall be temporarily replaced with a minimum of 8 inches of crushed stone or gravel as per item 815 of the CMSC. Trench shall be backfilled to the top of the pavement subgrade using granular material meeting the requirements of items 304.02 or 703.11 of the CMSC. Maintenance of temporary pavement shall be the sole responsibility of the Permittee (see work performed by the City)

17. PERMANENT PAVEMENT:

Unless ordered by the Engineer, permanent pavement replacement shall be provided, for all streets and driveways cut by the Permittee, as specified under item 259 of the CMSC and standard drawing 1441. Trench shall be backfilled to the top of the pavement subgrade using granular material meeting the requirements of items 304.02 or 703.11 of the CMSC. All permanent pavement markings (striping, raised pavement markers, etc.) disturbed or damaged during work under this permit shall be restored to their original condition by the Permittee.

18. CURBS AND SIDEWALKS:

Damaged sidewalk shall be removed from existing joints and replaced as per standard drawing 2300. Curb or curb and gutter will be removed per standard drawing 1441 and replaced per item 609 of the CMSC and standard drawings 2000 and 2010 and City of Worthington specifications. Permittee shall match the finish of the existing concrete when installing new sidewalk, but finish must comply with City of Worthington standards. An additional permit is required for sidewalk and drive approach repairs.

19 EXPANSION MATERIAL:

Expansion joints shall consist of one half (1/2) inch thick, full depth, bituminous or rubber material. Fibrous material shall not be used. Non-compliance will result in total replacement of the affected sections.

20. RESTORATION LIMITS FOR WORK:

The Permittee is required to restore all disturbed areas of the project to the satisfaction of the City and land owners.

21. BACKFILL TIMING AND PROTECTION:

All cleanup and backfill operations shall be done as soon as is practicable during the week. On the weekends, backfill shall be within 10' of the terminus of excavation.

During non-construction hours, all excavations shall be filled, plated or protected (lighted barrels and fencing) in such a manner as to positively separate vehicles or pedestrians from the work.

Safety within the work zone during active operations and downtime is the responsibility of the Permittee.

22. ABOVE GRADE STRUCTURES:

No above grade structures shall be installed without prior written approval of the Department of Service & Engineering. Plans and specifications (including dimensions, materials and colors) shall be submitted for approval. Structures shall be placed with sufficient and proper materials and compaction to ensure no settlement. The Permittee shall be responsible in perpetuity for the operational and aesthetic maintenance of the structure including removal of graffiti and resetting to grade any settled structures.

23. ABOVE GRADE REPLACEMENTS:

Within one hundred twenty (120) days of the installation of replacement above ground structures utility connections shall be transferred, the old structures removed and disturbed areas restored to the satisfaction of the City and the owner. A replacement structure shall be defined as any additional structure installed in close proximity to an existing structure owned or operated by the same utility performing the same or similar function. Close proximity shall be determined by the City Engineer with consideration of industry standards for the particular utility.

24. PULLBOXES:

Pullboxes and other at-grade structures shall be placed with sufficient and proper materials and compaction to ensure no settlement. Pullboxes placed in grassy areas shall be slightly below grade (no more than ½ inch) to prevent trip hazards and permit mowing. Sink holes and “dishing out” shall not be permitted. Pullboxes placed in sidewalks or pavement shall be level with the adjacent pavement. The Permittee shall be responsible in perpetuity to maintain and reset to grade any settled structures and replace damaged sidewalk, pavement or turf.

25. SIGNS, FENCES, DRAINAGE STRUCTURES, ETC.:

All public signs, fences, drainage structures or other physical features disturbed or damaged during work under this permit shall be restored to their original condition by the Permittee. Disturbed survey

structures shall be reset, at the cost of the Permittee, by a professional surveyor licensed in the state of Ohio.

26. REPLACEMENT OF DRAIN TILE/UNDERDRAIN AND STORM SEWERS:

All drain tile/underdrain and storm sewers damaged, disturbed or removed as a result of the Permittees operations shall be replaced with the same quality pipe or better, maintaining the same gradient as existing. Replaced drain tile shall be laid on compacted granular bedding.

27. GRASSY AREA RESTORATION:

Grassy areas within commercial street right-of-way will be considered urban in character and seeded as per item 659 of the CMSC, class 1 lawn mixture. Use of wood fiber mulch is required for final mulching and straw or compost mulch will not be permitted. Grassy areas within residential street right-of-way will be restored with sod. The Permittee is responsible for leveling, reseeding and mulching or re-sodding any settled areas for a period of one year after project completion.

28. MAINTAINING MAIL SERVICE:

The Permittee shall be responsible for maintaining mail service in the construction area. Prior to disturbing any mail boxes the Permittee shall contact the postal authorities and shall temporarily relocate mailboxes in accordance with the requirements therefore. The Permittee shall restore mailboxes to their original condition and location.

29. MAINTAINING DELIVERY SERVICE:

The Permittee shall be responsible for maintaining delivery service in the construction area. When the Permittee's work will impede delivery service, the Permittee shall be responsible for coordinating with the owner access for said service.

30. MAINTAINING REFUSE SERVICE:

The Permittee shall be responsible for maintaining refuse service in the construction area. The City's contracted refuse pickup occurs every Friday with Saturday service on holiday weeks. When the Permittee's work will impede private refuse service, the Permittee shall be responsible for coordinating with the owner access for said service.

31. TRACKING OF MUD:

Any mud tracked or deposition of building materials or debris upon public right-of-way shall be cleaned off immediately. The Permittee shall reimburse the City at the rate of 2.5 times the actual cost of labor, materials and equipment for any work done by the City to clean streets as a result of Permittee's failure to clean them in a timely or appropriate manner.

32. CITY WATER:

The Permittee must obtain from the City of Worthington Division of Fire and the City of Columbus Division of Water, a fire hydrant permit prior to connection to any fire hydrant. The Permittee shall provide all the necessary gate valves, backflow preventers, and flow meter for each hydrant location. All equipment, fittings, and valves shall be in accordance with Division of Water standards.

33. DISRUPTION OF TRAFFIC NOTIFICATION:

The Permittee must notify the Worthington Division of Police at (614) 885-4463 and the Worthington Schools Department of Transportation at (614) 450-6600 prior to any road closure or potential major disruption of traffic such as work near an arterial intersection or work requiring one lane of traffic on an arterial.

DIRECTIONAL BORING OPERATIONS CERTIFICATE OF NO DAMAGE

I, _____ acting as an agent for
(Name, position)

_____ do hereby certify that I or my
(holder of Worthington utility permit per chapter 949 Worthington Codified Ordinances)

agent(s) have examined pre and post-construction video of all sewers and laterals encountered or
crossed by directional boring work completed by

_____ under work in right of way permit(s)
(Contractor name)

_____ and have found no intrusions or damage
(Permit number(s))
resulting from said work.

I understand that, should damage be found at a later date, I will be responsible for the immediate repair
of said damage and for any reimbursement from costs resulting from said damage. If repairs are not
made in a timely manner I will be charged, by the City, 2.5 time the actual cost to have repairs made.

Signed: _____ Date: _____
(Agent signature)

Notary Public: _____

Agent contact information

Utility permit holder contact information

Contractor(s) contact information

