

Excavation Permit

PERMIT APPLICATION & INSTRUCTIONS

REQUIRE FOR: Excavation within the city right-of-way.

REQUIRED SUBMITTALS:

Excavation Application

Insurance Certificates from contractor, listing the City of Utica as additional insured in the amount of at least \$1 million in General Liability and proof of Workers' Compensation.

Temporary Traffic Control Plan

- Must show all traffic control devices being used (Signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
- Must show how the applicant plans to route pedestrian/vehicular traffic around work.
- Must show dimensions of street/sidewalk left open to pedestrian/vehicular traffic.
- Shall be in accordance with the latest NYSDOT WZTC (Work Zone Traffic Control)

Sketch, plat or pencil tracing, showing the location of the proposed excavation, including all dimensions of the excavation, offset distances from curb lines, and distances from centerlines of nearest cross streets. Show all names, include title block with permittee's name, telephone and e-mail and address and name of who work is being performed for, (if applicable) and a north arrow.

Contractor required to contact Dig Safety New York (UFPO) two (2) working days prior to start of work at 1-800-962-7962.

SUBMITTAL AND PAYMENT INSTRUCTIONS

- 1) Application must be completed in its entirety and include all required submittals.
 - a) Only checks and money orders payable to the City of Utica Comptroller's Office will be accepted for payment of refundable and non-refundable fees.
 - b) Refundable and non-refundable fees must be paid via two (2) separate checks or money orders.
- 2) Except in the case of an emergency, applications must be submitted at least forty-eight (48) hours or two (2) full work days in advance of the start of work, except in the case of large scale projects four (4) weeks advance notice is required and must include all required documents and submittals.
- 3) Applications may be submitted in person or by e-mail to the City of Utica Engineering Department, 1 Kennedy Plaza, Utica, N.Y. 13502. Direct all questions to Andrew Karas, City of Utica Engineering Department at (315)-792-0152 or e-mail at akaras@cityofutica.com.
- 4) Required Fees:
 - A) At or prior to issuance of a excavation permit the following non-refundable and refundable fees will be required.
 - 1) **Non-refundable application fee-\$100.00** (Does not apply to utility companies as: gas, electric, telephone, or water).
 - 2) **Non-refundable administration fee-\$3.32 per sq. ft.** (calculated from submitted construction drawings including required cutbacks)
 - 3) **Performance Bond (OR) Refundable security deposit fee-\$10.50 per sq. ft. for unimproved streets and non-paved areas, - \$14.14 per sq. ft. for improved streets (hard**

surface pavements)-(calculated from submitted construction drawings including required cutbacks).

B) In the event that the excavation square footage should increase by 20% of the original square footage as stated on the permit, the permittee is responsible for contacting the City Engineer's Office within twenty-four (24) hours or the next business day, of the increase in the size of the excavation and make the proper adjustments to the amount of non-refundable and refundable fees on file with the City.

5) After completion of all restoration work on the excavation, the permittee shall notify the City Engineer's Office in writing to perform an inspection of the work. The engineer's office will do a re-inspection of the restoration on the excavation 12 months from the date of completion and should the City Engineer's Office accept the work after 12 months; the permittee may then submit an Application for refundable deposit to the City Comptroller's Office.

(a) The application for refundable deposit contains forms, conditions and time periods for requesting refundable deposits.

6) Standards for Temporary Pavements:

(a) All road cuts are to adhere to City of Utica standard details and specifications on record with the City of Utica Department of Engineering for materials and installations. Any variances from these standards require approval from the City Engineer. All construction is to be per City specifications. See attached detail sheets for permanent pavement repair, and Engineering guidelines.

7) Standards for Temporary Pavements:

All temporary pavements for concrete foundation and for full depth asphalt pavements shall adhere to the City of Utica's standard details and specifications on record with the City of Utica Department of Engineering for materials and installations. Any variance from these standards requires approval from the City Engineer. See attached detail sheets for temporary pavements and Engineering guidelines.

An entity that is conducting an illegal excavation or opening will be mandated to pay a fine of \$500.00 on top of permit application fees.

Application for Excavation Permit

Company Name:

Address:

Contact Name:

Telephone:

Facsimile:

Cellular:

24 Hour:

E-Mail Address:

Request: **PLEASE CHECK**

_____ Partial Street Closure

_____ Full Street Closure

_____ Partial Sidewalk Closure*

_____ Full Sidewalk Closure

_____ Other

*The applicant must verify there is 3' of uninterrupted sidewalk for pedestrians.

Location:

Cross Streets:

_____ and _____

and

Purpose of Request:

Start Date:

End Date

Applicant:

Print Name

Company Name

Applicant's Signature:

Date

____ / ____ / ____

Return of Refundable Security Deposit

To apply for return of the refundable fee portion of the excavation permit, the permittee must first request a field inspection be performed of the completed pavement restoration from the City of Utica's Engineering Department. For scheduling of field inspection contact Andrew Karas at (315)-792-0152 or e-mail akaras@cityofutica.com.

Required Information for Scheduling a Field Inspection

- a. Permittee Name: _____ Telephone No.: _____
- b. Permit No.: _____
- c. Check No.: _____ Date: ___/___/_____
- d. Refundable Amount: \$ _____

If restoration is acceptable to City, permittee must then complete and submit to the City of Utica's Engineering Department and if acceptable forwarded to the City of Utica's Comptroller's Office for payment.

Note: Refundable deposits for street excavation permits will be forfeited if not claimed within Twenty-four (24) months from the date of acceptance by City of Utica's Engineering Department.

Application Form for Refundable Portion of Street Excavation Permit

Date of Request: ___ / ___ / ___

Name of Permit Holder: _____

Contact Person: _____

Mailing Address for Refund:

Telephone No.: _____

E-Mail: _____

Excavation Permit No.: _____

Date Issued: ___ / ___ / ___

Location: _____

Amount of Refund Requested: _____

ENGINEERING DEPARTMENT USE:

Date Inspected: ___ / ___ / ___

Inspector's Name: _____

Signature

Date Restoration Accepted: ___ / ___ / ___

Date Forwarded to Comptroller's Office: ___ / ___ / ___

Comments:

Comptroller's Office Use Only:

Date of Refund: ___ / ___ / ___

Amount of Refund: _____

Check No.: _____

Please forward copy of completed form to City of Utica Engineering Department.

CITY OF UTICA

MANDATORY INSPECTIONS SCHEDULE

CONTRACTOR IS TO SCHEDULE INSPECTION WITH THE
CITY OF UTICA ENGINEERING DEPARTMENT,
PHONE 315-792-0152

STREET ◦ _____
LOCATION ◦ _____

1ST
INSPECTION

FOR CONCRETE FOUNDATION:
BEFORE CONCRETE POUR
INSPECT COMPACTION OF TYPE 2
SUBBASE, DOWELS, CUTBACK
AND REBAR.

FOR FULL DEPTH ASPHALT:
VERIFY TYPE 1 BASE, DEPTH AND
COMPACTION.

DATE: _____

2ND
INSPECTION

BEFORE TOP CAN BE APPLIED
INSPECT TACK COAT ON ALL
VERTICAL EDGES AND BINDER
SURFACE.

DATE: _____

FINAL
INSPECTION

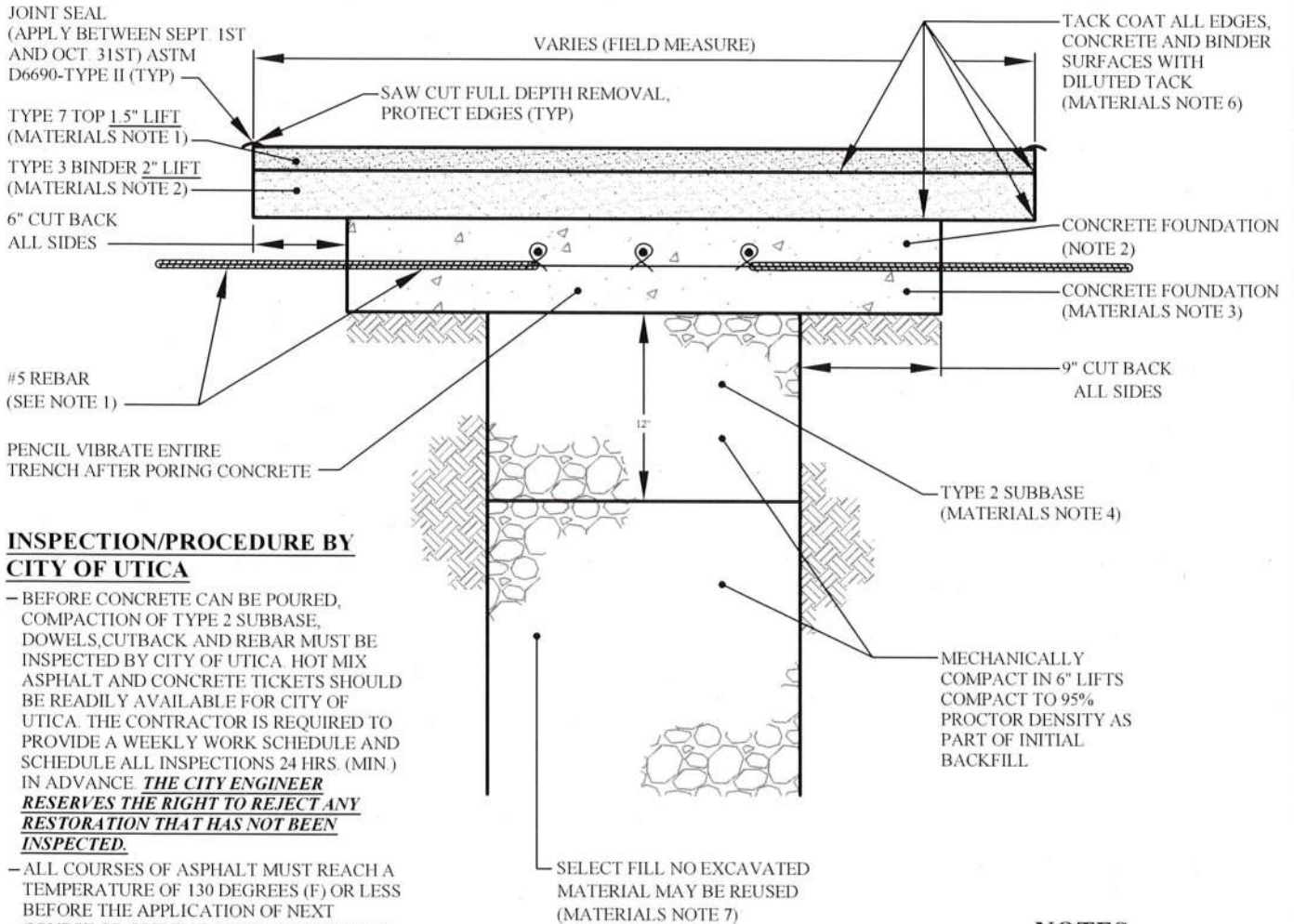
START OF THE ONE YEAR PERIOD
FOR THE REFUNDABLE SECURITY
DEPOSIT.

DATE: _____

CITY OF UTICA



CD-1
CONSTRUCTION DETAIL SHEETS
TRENCH AND PAVEMENT REPAIR DETAIL
FOR CONCRETE FOUNDATION STREETS
 Not to Scale



INSPECTION/PROCEDURE BY CITY OF UTICA

- BEFORE CONCRETE CAN BE POURED, COMPACTION OF TYPE 2 SUBBASE, DOWELS, CUTBACK AND REBAR MUST BE INSPECTED BY CITY OF UTICA. HOT MIX ASPHALT AND CONCRETE TICKETS SHOULD BE READILY AVAILABLE FOR CITY OF UTICA. THE CONTRACTOR IS REQUIRED TO PROVIDE A WEEKLY WORK SCHEDULE AND SCHEDULE ALL INSPECTIONS 24 HRS. (MIN.) IN ADVANCE. **THE CITY ENGINEER RESERVES THE RIGHT TO REJECT ANY RESTORATION THAT HAS NOT BEEN INSPECTED.**

- ALL COURSES OF ASPHALT MUST REACH A TEMPERATURE OF 130 DEGREES (F) OR LESS BEFORE THE APPLICATION OF NEXT COURSE OR OPENING OF TRAFFIC. BEFORE TOP CAN BE APPLIED, BINDER MUST BE COMPACTED, TACK MUST BE APPLIED TO ALL VERTICAL EDGES AND BINDER SURFACE AND INSPECTED BY CITY OF UTICA. TOP COURSE MUST BE COMPACTED USING A ROLLER. (ROLLER SIZE AND TYPE TO BE DETERMINED BY CITY ENGINEER)

- **SEASONAL LIMITS:** PERMANENT ASPHALTIC BINDER AND TOP SHALL ONLY BE PLACED BETWEEN APRIL 15 AND OCTOBER 31 AND WHEN THE SURFACE TEMPERATURE IS 45°F AND RISING.

- **TEMPORARY REPAIR REQUIREMENTS** COLD PROVA OR CONCRETE CAP SHALL BE USED BETWEEN APRIL 15 AND OCTOBER 31. CONCRETE CAP ONLY AFTER OCTOBER 31 TO APRIL 15. CONCRETE CAP MINIMUM 4", 4000 PSI. PATCH SHALL BE MAINTAINED UNTIL PERMANENT REPAIR IS COMPLETE.

MATERIALS NOTES

1. ITEM # 403 1901 ASPHALTIC CONCRETE TOP TYPE 7
2. ITEM # 403.13 BINDER - TYPE 3 WIDTH VARIES
3. CONCRETE FOUNDATION - 4000 PSI WITH COARSE AGG 1's + 2's (MIXED)
4. TYPE 2 SUBBASE - NYS DOT ITEM # 304.12
5. #5 REBAR AND DOWEL
6. DILUTED TACK - NYS DOT MATERIAL # 702-4501
7. SELECT FILL - NYS DOT ITEM #203.07

THE CITY ENGINEER RESERVES THE RIGHT TO ALTER DETAILS AS REQUIRED

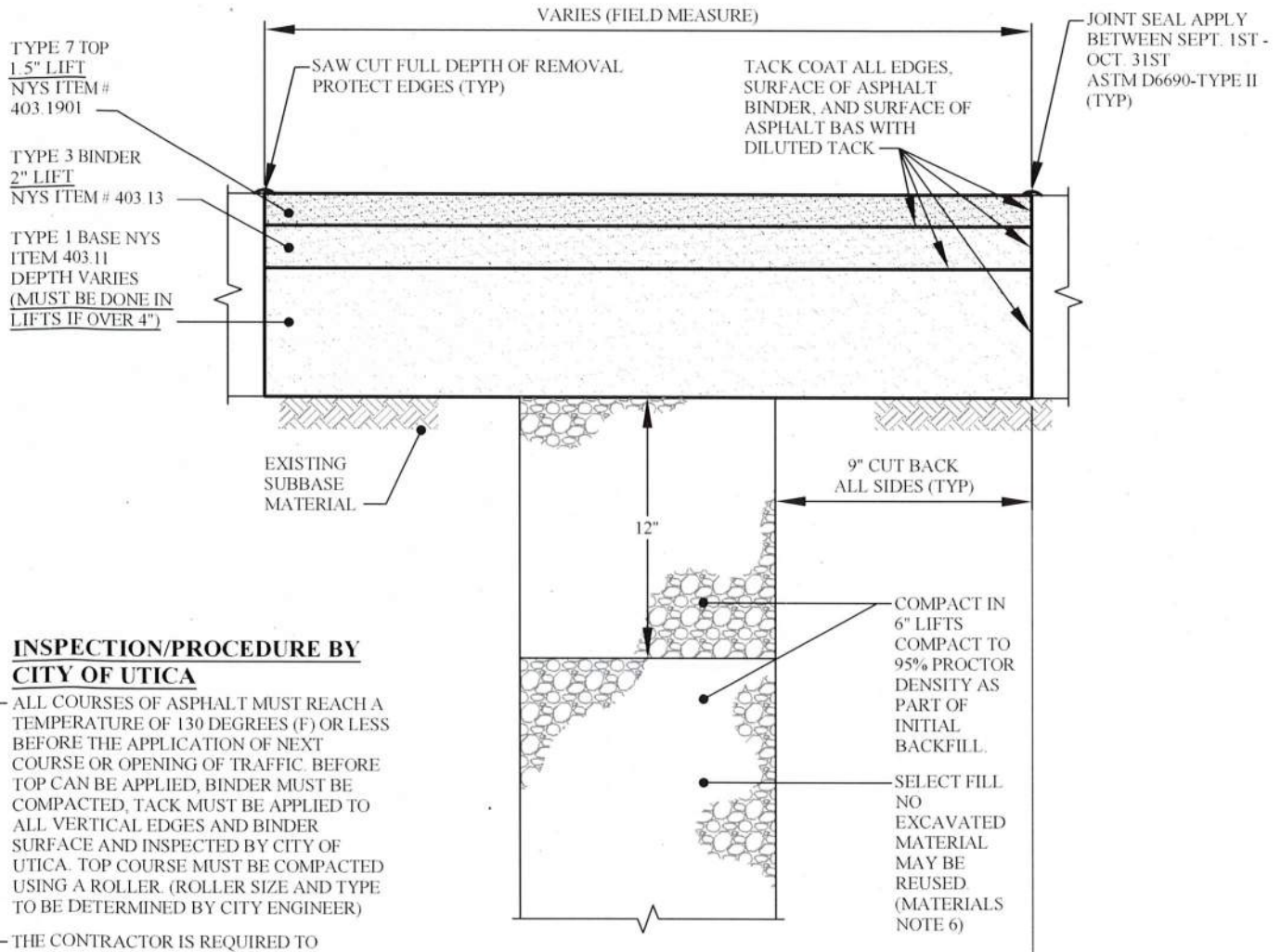
NOTES

1. INSTALL #5 DOWEL 12" INTO EXISTING CONCRETE AND 12" INTO REPAIR AREA @ 12" O.C. AND TIE REBAR TO DOWEL WITH A LAP OF 8" (TYP. BOTH DIRECTIONS)
2. IF THE EXISTING FOUNDATION IS LESS THAN OR EXCEEDS 8", MATCH TOP OF NEW FOUNDATION TO TOP OF EXISTING CONCRETE FOUNDATION
3. MUST USE HIGH EARLY STRENGTH CONCRETE AND IT MUST BE ALLOWED AT LEAST 24 HRS CURE TIME.
4. DURAL HS GEL OR APPROVED EQUAL MUST BE APPLIED TO THE NEWLY DRILLED HOLES FOR #5 DOWELS IN EXISTING CONCRETE.
5. CONTRACTOR MUST FOLLOW THE NYS DOT WORK ZONE TRAFFIC CONTROL GUIDE.
6. CONTRACTOR MUST FOLLOW THE DO NOT PLACE HMA MATERIAL ON ANY WET SURFACE NYS DOT ITEM # 402.3

CITY OF UTICA



CD-3
CONSTRUCTION DETAIL SHEETS
TRENCH & PAVEMENT REPAIR DETAIL
 FOR FULL DEPTH ASPHALT STREETS
 Not To Scale



INSPECTION/PROCEDURE BY CITY OF UTICA

- ALL COURSES OF ASPHALT MUST REACH A TEMPERATURE OF 130 DEGREES (F) OR LESS BEFORE THE APPLICATION OF NEXT COURSE OR OPENING OF TRAFFIC. BEFORE TOP CAN BE APPLIED, BINDER MUST BE COMPACTED, TACK MUST BE APPLIED TO ALL VERTICAL EDGES AND BINDER SURFACE AND INSPECTED BY CITY OF UTICA. TOP COURSE MUST BE COMPACTED USING A ROLLER. (ROLLER SIZE AND TYPE TO BE DETERMINED BY CITY ENGINEER)
- THE CONTRACTOR IS REQUIRED TO PROVIDE A WEEKLY WORK SCHEDULE AND SCHEDULE ALL INSPECTIONS 24 HRS. (MIN.) IN ADVANCE. **THE CITY ENGINEER RESERVES THE RIGHT TO REJECT ANY RESTORATION THAT HAS NOT BEEN INSPECTED.**
- **SEASONAL LIMITS:**
 PERMANENT ASPHALTIC BINDER AND TOP SHALL ONLY BE PLACED BETWEEN APRIL 15 AND OCTOBER 31 AND WHEN THE SURFACE TEMPERATURE IS 45°F AND RISING.
- **TEMPORARY REPAIR REQUIREMENTS**
 COLD PROVIA OR CONCRETE CAP SHALL BE USED BETWEEN APRIL 15 AND OCTOBER 31. CONCRETE CAP ONLY AFTER OCTOBER 31 TO APRIL 15. CONCRETE CAP MINIMUM 4", 4000 PSI. PATCH SHALL BE MAINTAINED UNTIL PERMANENT REPAIR IS COMPLETE.

MATERIALS NOTES

1. ITEM # 403.1901 ASPHALTIC CONCRETE TOP TYPE 7
2. ITEM # 403.13 BINDER - TYPE 3 WIDTH VARIES
3. ITEM # 403.11 - BASE - TYPE 1
4. DILUTED TACK - NYSDOT MATERIAL # 702-4501
5. TYPE 2 SUBBASE - NYSDOT ITEM # 304.12
6. SELECT FILL - NYSDOT ITEM #203.07

THE CITY ENGINEER RESERVES THE RIGHT TO ALTER DETAILS AS REQUIRED

NOTES

1. IF AT ANY TIME GEO-GRID MATERIAL IS REMOVED FROM A ROADWAY AN EQUIVALENT MATERIAL SHALL REPLACE IT AT THE ORIGINAL DEPTH WHILE MAINTAINING THE SAME COMPACTION STANDARDS
2. CONTRACTOR MUST FOLLOW THE NYSDOT WORK ZONE TRAFFIC CONTROL GUIDE.
3. CONTRACTOR MUST FOLLOW THE DO NOT PLACE HMA MATERIAL ON ANY WET SURFACE NYSDOT ITEM # 402.3