



CITY OF PEORIA

ENGINEERING DEPARTMENT

MEMORANDUM

DATE: February 25, 2002

TO: Utilities/Contractors/Subcontractors Requesting to Work in the City of Peoria
Right-of-way

FROM: David A. Moody, Engineering Director

SUBJECT: Utility Permits – Guidelines for Working in the City of Peoria

Notice:

Failure to follow the guidelines and procedures outlined in this letter may result in the Utility Inspector halting work for an undetermined length of time. Repeated failure of a contractor or subcontractor to follow these guidelines and procedures may result in that contractor or subcontractor being “banned” from working in the City of Peoria.

Construction Schedule

Requests to work in (or adjacent to) an arterial or collector street (work in right-of-way or P.U.E.'s) must be accompanied by a construction schedule. Construction schedules shall be approved by the Off-Site Inspections Supervisor (prior to the start of construction). Schedules must include dates for all phases of construction (splicing, plating, etc.) through permanent pavement replacement. Any variance from the approved schedule shall be approved by the Off-Site Inspection Supervisor.

General Guidelines

1. Contractors/subcontractors must be “approved” to work under utility permits. The City of Peoria will maintain a list of approved contractors and subcontractors.
2. Non-emergency work in or adjacent to, an arterial or collector street (in the right-of-way) requires an individual permit. This work is not covered under the blanket permit.
3. You must have an active permit.
4. You must comply with Blue Stake Laws.
5. All contractors working within the City of Peoria rights-of-ways must comply with Ordinance 01-181.
6. Proper notification must be made to all effected residents. This includes notifications/information signs required by the City of Peoria Engineering Development Guide, and the hanging of door notices. Door notices shall be hung prior to blue staking and commencing work (non-emergency work). Lack of proper notification will result in the City halting all work for the day.

Hangers shall include the following information:

- Names of contractors, sub-contractors and local utility company contacts
- Contact phone numbers (office and cell phones)
- Dates/times of scheduled work
- Area impacted
- Scope of work

7. All work in the right-of-way or P.U.E.'s shall conform to applicable M.A.G. Specifications and Details except as amended by the City of Peoria Engineering Development Guide and City of Peoria Details.
8. Open pits (not in the street) are allowed to remain open for two weeks only.
9. Open pits are to be properly secured (to the satisfaction of the City's Utility Inspector)
10. All project areas must be cleaned up and barricades removed within three days of the completion of work.

Work Allowed Under Blanket Permits

1. Emergency work.
2. Non-emergency work that **IS NOT** in, or adjacent to, an arterial or collector street.
3. Window cuts are restricted to one-foot by one-foot under the blanket permit.
4. Boring: Only "directional boring" will be allowed under the blanket permit.

Work Hours/Notification of Work

1. You must comply with Peoria Ordinance #98-11 restricting outdoor construction hours as listed below:

| CONSTRUCTION TYPE | APRIL 2 – SEPTEMBER 29 | SEPTEMBER 30 – APRIL 1 |
|------------------------------------------------------------|-------------------------------|-------------------------------|
| Concrete Work | 5:00 a.m. to 7:00 p.m. | 6:00 a.m. to 7:00 p.m. |
| Other Construction (within 500 feet of residential area) | 6:00 a.m. to 7:00 p.m. | 7:00 a.m. to 7:00 p.m. |
| Construction Work (more than 500 feet of residential area) | 5:00 a.m. to 7:00 p.m. | 5:00 a.m. to 7:00 p.m. |

2. Daily work locations must be submitted on the standard City form. This form must be submitted to the City by 6:30 a.m., and 24-hours in advance of the work scheduled. There will be a limit of six work locations within the City (per utility company) per day. Work location sheets should be faxed to the City's Utility Inspector, Jim Fournier at (623) 773-7678. Jim's cell phone # is (602) 918-7668.
3. Weekend/holiday or "off-hour" work is not permitted without the prior approval of the Offsite Inspection Supervisor.

Work Hours within Public Rights-of-Way

No interference with traffic flow on arterial streets shall be permitted during the hours of 7:00 a.m. to 9:00 a.m. or from 4:00 p.m. to 6:00 p.m., unless prior authorization is obtained in writing from the City of Peoria Traffic Engineer or their designee.

Pre-Job Meeting/City Requirements

1. The contractor (or utility company) shall arrange a "pre-job" meeting with the City Utility Inspector and the utility company representative. To discuss the following City requirements (there may be others):

- Possible conflicts with other utilities
- No boring to be done within three feet of water or sewer mains without pot-holing
- Pot-holing shall not be greater than one square foot
- Accurate construction schedule
- Identify responsible sub-contractor foreman who will remain on job site.
- Foreman must be able to communicate with Utility Inspector and have a cell phone.
- Identify responsible field representative for utility company (Qwest, SWG, etc.) Utility Company must have one point of contact available to the Utility Inspector.
- Landscaping, irrigation systems that may be disturbed
- Contact homeowners before entering backyards (P.U.E.s)
- Complete work and repair damaged pavement, curb, gutter, sidewalk, landscape and irrigation systems within 15 calendar days.
- Provide restroom facilities as needed.

Trench Backfill and Pavement Replacement

1. All backfill under existing pavement and concrete shall be ½ sack ABC slurry. This slurry backfill may be required in other incidences at the discretion of the Utility Inspector.
2. The AC mix design shall be “City of Phoenix C-3/4 inch mix”. Use of “bagged” or “canned” mix for permanent pavement replacement is prohibited.
3. Pavement thickness shall be 1.5 times the existing thickness. Pavement shall be replaced per M.A.G. Standard Detail 200 (“T-top”) with the exception that all backfill shall be ½ sack ABC slurry.
4. Materials testing may be required (paid for by the utility company) at the discretion of the Utility Inspector.
5. Trench backfill and permanent AC pavement replacement must be completed within seven calendar days of excavation (unless requirement is waived by the Off-Site Inspection Supervisor).
6. Must follow City of Peoria Detail PE-211 for recessed plating. Plates must always be “pinned” and “cold-patched”. Plates must be recessed if existing speed limit is over 25 mph. If plates are not recessed (existing speed limits is 25 mph or less) bump signs must be appropriately placed.

Traffic Control/Barricading

1. Shall comply with City Ordinance #01-181, and the City of Peoria Engineering Development Guide.
2. All work in or adjacent to arterial or collector streets shall require the submittal of a Traffic Control Plan (TCP). This plan shall be faxed to the Off-Site Inspection Supervisor (Kelly Renyer) at (623) 825-0325. TCP’s may be required in other incidences at the discretion of the Off-Site Inspection Supervisor.
3. All utility companies or their contractors must have an accepted TCP returned to them prior to start of work. The on-site utility/contractor’s representative must have a copy of the permit and the accepted TCP available for the Utility Inspector’s review.
4. If any part of the barricading (per an accepted TCP) falls within 300’ of a signalized intersection a police officer will be required. Police officers may be required in other incidences at the discretion of the Off-Site Inspection Supervisor.