



CITY OF PEORIA

ENGINEERING DEPARTMENT

MEMORANDUM

DATE: January 2015

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

FROM: Andy Granger, Engineering Director

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

GENERAL INFORMATION

The City of Peoria grants permission for placement of all proposed utilities and for all construction or maintenance work in public rights-of-way and public utility easements by issuing a permit, as specified in Chapter 23 Sections 54 and 65 of the City Code. Work completed in violation of this section shall be subject to investigative and remediation fees set forth by Chapter 2 of the City Code.

Right-of-way/construction permits are issued to utility companies, irrigation and power companies, governmental agencies, as well as other companies providing cable television, communication lines, telecommunications, electricity, gas, and irrigation.

The City of Peoria administers all utility planning, permitting and construction processes in accordance with the Maricopa Association of Governments (MAG) Uniform Standard Specifications, the City of Peoria Supplement to the MAG and the Arizona Utility Coordinating Committee (AUCC) Public Improvement Project Guide (PIPG).

Need for a Permit

Permits are required for not only constructing or maintaining utility company facilities within rights-of-way, but also for all barricading for traffic control and locating existing facilities within public rights-of-way and public utility easements.

The City of Peoria requires permits in order to ensure that all utility company facilities are:

1. Constructed in the proper location with adequate spacing.
2. Built with acceptable materials and in accordance with current specifications.
3. Installed in a safe manner.

In addition the permit ensures:

1. Infrastructure is protected.
2. Landscaping is restored.
3. Final completion is assured and accepted.
4. Liability issues are properly addressed.

Engineered construction plans must be submitted for review as part of the permit process. The objectives are to make optimum utilization of the space available in the public rights-of-way and public utility easements to ensure compliance with all City policies; to coordinate with the construction work of other utility companies, agencies, and City projects; and to reduce risk and inconvenience to the public.

A general list of the permits issued by the Engineering Division for work in the right-of-way is as follows:

Utility Permit

A Utility Permit issued by the Economic Development Services Department is required in order for work, trenching, potholing, boring, and maintenance to take place within the right-of-way. This permit allows the utility company or a contractor hired by a utility company to conduct work within the right-of-way and is required prior to submitting the Traffic Control Plan. The permit number shall be identified on the Traffic Control Plan (TCP) so that Traffic Engineering staff has all the information necessary to proceed with review of the TCP.

Annual Blanket Permit

If the permit application is contingent upon a customer needing to repair or replace its facilities due to an emergency situation within the City right-of-way, an annual blanket permit shall be obtained by the customer. No work shall begin within City right-of-way until the annual blanket permit has been issued. Emergency shall be defined as anything that results in the unplanned disruption of existing service. Excavation is allowed under this permit. A pre-construction conference with City of Peoria staff is required before the start of any work related to this permit.

The exception to this rule is when a temporary facility is being constructed for the purpose of continuing an unexpected service disruption. In this case, a pre-construction conference is not required but notice within 24 hours to the City of Peoria Engineering Department Inspection Division via the on-line "Notice of Construction" is required. A Utility Permit submittal as a follow up to the emergency construction work is required. Any temporary lines shall be removed within a six week time-frame.

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.

Engineered Construction Plan Requirements:

Engineered construction plans must be submitted for review as part of the permit process. The objectives are to make optimum utilization of the space available in the public rights-of-way and public utility easements to ensure compliance with all City policies; to coordinate with the

construction work of other utility companies, agencies, and City projects; and to reduce risk and inconvenience to the public.

The purpose of this section is to provide the designer with information that is necessary to assist in the approval of utility plans. A list of common/generic items that must be included on all construction plans is provided below. This list should not be construed as an all inclusive list as there may be specific information required by the reviewer to clearly identify scope of work. The following items are minimum requirements and should assist the designer in the development and approval of the utility plans.

Plan View Requirements – The plan view sheet requirements shall include, but not limited to, the following:

- Vicinity map/Key map
- Detailed legend
- Control Point, Distance/Offset from control point
- North arrow & Scale
- Jurisdictional boundaries – show city and county limits
- Existing right-of-way/tract and easement dimensions
- Job name/Project name (development projects)
- Work order number
- Existing utilities – show all existing utilities (above and below ground) dashed with sizes. Include any relocations or abandonments required for installation.
- Match lines: include match lines to indicate continuation on another sheet (assure consistency between match points)
- Project stationing
- Offset from center line
- Blue Stake Information (AZ811)
- Existing topography: pavement, sidewalk, curb & gutter, landscape, and other features impacted and adjacent to new construction
- New construction: delineate by leaders and/or construction notes
- Section, Township, Range
- Street names
- Trench Detail & Special Details
- Size & type of pipe or conduit to be installed
- Trench pavement restoration

Construction Schedule

Requests to work in (or adjacent to) an arterial, collector or local street (work in right-of-way or Public Utility Easements) must be accompanied by a construction schedule. Construction schedules shall be approved by the Engineering Inspection 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 Engineering Inspection Supervisor.

General Guidelines

A "Permit Application Form" is submitted to the City of Peoria Economic Development Department - Engineering Counter together with a minimum of four (five if the customer will be providing the trenching and conduit) complete sets of construction plans (drawings, details, notes, etc.). At least one set shall be an 11"x 17" size. The Permit Application Form can be downloaded at:

http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Engineering/Downloads/COP_Permit_Application_Fillable.pdf

If the proposed work is associated with a City of Peoria Capital Improvement project, please submit a "CIP Project Permit Application" along with the required plan sets. The form can be downloaded at:

http://www.peoriaaz.gov/uploadedFiles/Peoriaaz/Departments/Engineering/Downloads/CIP_Permit_App_Form_0511.pdf

Prior to submittal of the permit application, the utility company is encouraged to verify and reconcile the address selected for the work. The verification can be made at the Economic Development Services Department - Engineering Counter. Upon receiving the application and plans, a technical review will be performed by the City in order to:

- Verify that the work is in the public right-of-way or public utility easement;
- Check for compliance with construction standards and City requirements;
- Approve alignments;
- Determine if the work is associated with a City of Peoria Capital Improvement Program (CIP) project;
- Determine if other work is occurring at the same time or on the same site;
- Verify that all joint trench opportunities have been incorporated into the design;
- Check for facilities alignment conflicts;
- Determine if the work is in newly paved streets or alleys;
- Check traffic flow requirements;
- Verify that proper pavement replacement or horizontal drilling requirements have been incorporated into the plans.

The City requires that all permitted projects comply with the Arizona Utility Coordinating Committee project models, including the Joint Trench Use Model and the Western Underground Trench Formula.

Upon completion of the review (allow up to 15 business days), a permit will either be issued to the applicant or the application will be returned for further modifications. If additions or corrections are required, the applicant will be notified and must resubmit after changes have been made. Note that these are target turn-around times only.

Utility Permits are generally issued for 90 calendar days and extensions may be issued on a case by case basis. If more than two extensions are requested, a new plan and permit submittal will be required. Special conditions or stipulations may have been added to the permit application before

issuance; therefore it is important that these conditions be carefully reviewed by the applicant for compliance.

Other conditions that must be met:

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. The utility company is to inspect its work with the City providing periodic oversight. Requests for City inspections must be coordinated with the Inspector assigned to the project. Excavations may not be backfilled without satisfactory City inspection.
3. 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.
4. You must have an active permit.
5. You must comply with Blue Stake Laws.
6. All contractors working within the City of Peoria rights-of-ways must comply with Ordinance 01-181.
7. The contractor/subcontractor must maintain a copy of the permit on-site at all times.
8. Proper notification must be made to all affected residents. This includes notifications/information signs required by the City of Peoria Infrastructure Design Guidelines, 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.
9. All work in the right-of-way or Public Utility Easements (P.U.E.'s) shall conform to applicable M.A.G. Specifications and Details except as amended by the City of Peoria Infrastructure Design Guidelines and City of Peoria Standard Details.
 10. Open pits (not in the street) are allowed to remain open for two weeks only.
 11. Open pits are to be properly secured (to the satisfaction of the City's Engineering Department Engineering Inspector)
 12. The City requires coring, vacuum excavation, backfilling and reinstatement of the asphalt core in to asphalt pavement to comply with MAG Uniform standard Specifications and Details
 - Section 355, Utility Potholes – Keyhole Method
 - Detail 212 , Utility Pothole Repairunless otherwise approved in writing by the Engineering Director or his designee.
 13. Any customer requesting construction water shall file/complete an application with the City Customer Service Center. The request to use water for construction shall be filed prior to any water being used for construction. Requests for construction water access shall include a

water use summary with the following information: (1) location of project, (2) duration of requested water access, (3) estimate of daily water usage, and (4) estimate of total water usage. The water use summary shall be reviewed by the Utilities Director who reserves the right of denial for any construction water access or termination of use of construction water for any inappropriate use of construction water. Upon approval, access to the City water distribution system shall be provided only at those locations approved by the Utilities Director.

City owned hydrants shall be metered for all construction water sold by the City. Any customer or property owner who has obtained potable, recharged, reclaimed or other water owned by the City that has not passed through a meter, or City approved calculating method, shall be subject to imposition of a Civil Sanction by the Utilities Director in the amount of One Thousand Dollars (\$1,000.00) in accordance with the provisions of Chapter 25, Section 25-22 (b). Each day such a violation occurs shall be deemed a separate violation for purposes of this section and shall subject the property owner to a separate Civil Sanction in the amount provided by this section.

It shall be a violation of any construction water access approval and a violation of this code to open or operate any fire hydrant without the appropriate backflow device and meter or to draw or to attempt to draw, injure, damage or tamper with a fire hydrant. Authorization to utilize a fire hydrant shall be granted by the Utilities Director. Operation of hydrant turn nuts shall only be completed by authorized City personnel. In addition to the other provisions of this section, the Utilities Director may immediately revoke the approval for construction water use and remove the meter and all equipment accessing the City system and charge the property owner for the expense of such removal, together with an administrative fee of 20%.

Fees

Permit fees will be collected upon issuance of the permit in accordance with the fee schedule as set forth by City policy Proof of insurance with agreed to limits of liability and the City of Peoria named as additionally insured must be provided before any permits will be issued. The fee and insurance requirements may be satisfied by license or franchise agreement. Seal coat charges in accordance with MAG Standard Specification 336.2.4 are also collected upon permit issuance.

Street Cut Surcharges

Due to the City's Pavement Management Program, efforts are made to avoid cutting new street pavement or newly resurfaced pavement. In the event that a street opening occurs in a pavement less than three years old cannot be avoided, a surcharge fee to cover damages and early deterioration will be assessed based on the fees shown in the City Code. On joint trench projects, the surcharge fee will be apportioned to the participating utilities. Potholing will not be exempt from the surcharge. Resurfaced pavements include micro-surfacing, slurry sealing and local street fog seals.

The city finds and determines that pavement cuts cause early deterioration of streets and imposes the following surcharge fees to cover damages and early deterioration as established by Section 23-54 of the City Code.

These surcharge fees are assessed in addition to the regular permit fees and are over and above any special backfill, compaction and pavement replacement stipulations that may be imposed as a condition of permitting.

Cuts in new paving less than 12 months old:

Openings less than 9 square feet or 9 linear feet of trench - \$1,000.00 surcharge.
Trenches over 9 feet long - \$2,500.00 surcharge for every 50 feet or fraction thereof.

For pavement 12 to 24 months old:

Openings less than 9 square feet or 9 linear feet of trench - \$750.00 surcharge.
Trenches over 9 feet long - \$1,875.00 for every 50 feet or fraction thereof.

For pavement 24 to 36 months old:

Openings less than 9 square feet or 9 linear feet of trench - \$375.00 surcharge.
Trenches over 9 feet long - \$935.00 for every 50 feet or fraction thereof.

The pavement cut surcharge fee may be waived by the City Manager or his designee upon a finding by a preponderance of the evidence that all of the following conditions have been met:

- 1) The pavement cut is not the result of improper planning or a lack of diligence on the part of the applicant.
- 2) The pavement cut could not have been made prior to the installation of new paving
- 3) The cut cannot be avoided by routing the line in a different manner or taking any other action.

For those streets that have been subject to pavement maintenance within the last three years, the applicant shall provide the same type of maintenance on the half street where the cut is made for a distance of 50-feet from each end of the pavement cut.

For all other streets, the applicant shall provide the same type of maintenance on the half-street where the cut is made for a distance of 50-feet from each end of the pavement cut.

Work Allowed Under Blanket Permits

If the permit application is contingent upon a customer needing to repair or replace its facilities due to an emergency situation within the City right-of-way, an annual blanket permit shall be obtained by the customer. No work shall begin within City right-of-way until the annual blanket permit has been issued. Emergency shall be defined as anything that results in the unplanned disruption of existing service. Excavation is allowed under this permit. A pre-construction conference with City of Peoria staff is required before the start of any work related to this permit.

The exception to this rule is when a temporary facility is being constructed for the purpose of continuing an unexpected service disruption. In this case, a pre-construction conference is not required but notice within 24-hours to the City of Peoria Engineering Department Inspection Division via the on-line "Notice of Construction" is required. A Utility Permit submittal as a follow

up to the emergency construction work is required. Any temporary lines shall be removed within a six week time-frame.

Other work allowed under the blanket permit:

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 MAG Section 355 - Utility Potholes - Keyhole Method unless otherwise approved in writing by the Engineering Director or his designee.
4. Boring: Only “directional boring” will be allowed under the blanket permit.

Work Hours/Notification of Work

1. You must comply with Peoria Ordinance #06-32 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 Engineering Inspector, Chris Anderson at (623) 773-5371. Chris’s cell phone # (602) 980-2153.
3. Weekend/holiday or “off-hour” work is not permitted without the prior approval of the Engineering 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 Engineering 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 Engineering Inspector.
5. Trench backfill and permanent AC pavement replacement must be completed within seven calendar days of excavation (unless requirement is waived by the Engineering Inspection Supervisor).
6. Pavement matching and replacement shall meet MAG Specification 336 and the City’s Pavement Replacement Policy as directed by the Engineering Director or his designee
7. Must follow City of Peoria Standard 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 Infrastructure Design Guidelines.
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 Felix Miranda at (623) 773-5370. TCP’s may be required in other incidences at the discretion of the Engineering 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 Engineering 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 Engineering Inspection Supervisor.

5. Shall also be governed by the City of Phoenix Traffic Barricade Manual and/or added specific traffic regulation, which shall be attached to the approved permit whenever applicable.
6. Conform to the latest applicable MAG Uniform Standard Details and Specifications

Construction Signs

All utility construction projects on major streets must have stationary signs posted at the beginning and end of the construction location, provided that the project is either:

- One mile or greater in length OR;
- lasting 30 days or longer.

Signs must be posted one week before the project begins until the project is completed. The signs shall indicate the name and phone number of the permit holder, as well as the start and estimated completion dates for the project.

All other utility company construction projects (less than one mile in length or lasting less than 30 days) must have portable signs posted for the duration of the project indicating the permit holder's name and phone number. This does not apply to routine maintenance work.

Final Inspection/Walk Through

All project areas must be cleaned up, removed and landscape materials must be replaced, the irrigation system must be operational and barricades and sand bags must be removed within three days of the completion of work.

All permits require final inspection and/or final walk-through. Please contact your assigned utility inspector and schedule a final walk-through.

Record Drawings (Installation Records)

Recorded drawings of the complete construction shall be maintained by permittee in accordance with Arizona State Statutes and shall be provided by the permittee if requested by the Engineering Director.

Moratorium

During certain times of the year and during special events the City of Peoria does not allow pavement cuts and/or lane restrictions. An example would be near the sports complex during spring training or near shopping centers during the holiday season, Thanksgiving to New Years Day; due to the high volume of traffic in these areas, the City tries not to disrupt traffic flow with barricading and plates. The City of Peoria will notify the utility companies of any restrictions to construction when the companies call-in to start construction.