Print Form

Public Works Department

P.O. Box 308
Clarkdale, Az. 86324
Phone (928) 639-2550 * fax (928) 639-2559
Town Hall (928) 639-2400 * fax (928) 639-2409

RIGHT-OF-WAY PERMIT
CONDITIONS AND REQUIREMENTS

Permit # _____ Date: _____

----------Contractor Information----------

Contractor: _____

Contractor's Address and Phone Number: _____

_____

_____

Contractor's Clarkdale Business License Number: _____

Contractor's Arizona State License Number: _____

Project Address/Location: _____

_____

_____

----------Owner Information----------

Owner: _____

Owner's Address and Phone Number: _____

_____

_____

----------Description of Work Being Preformed----------

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The following requirements must be met to perform work within the Town of Clarkdale's Right-of-Ways:

1. The Contractor shall supply a site plan with described work to be preformed called out on site plan.

2. The Contractor shall apply to the Town for a permit for any street cut at least ten (10) days in advance. The Contractor shall pay a fee of **$50.00** to the Town at the time of filing the application for a street cut permit.

3. The Contractor shall apply to the Town for a permit to do work within the Town's Right-of-Way. The Contractor shall pay a fee of **$50.00** to the Town at the time of filing the application for work within the Town's Right-of-Way.

4. If a street cut permit has been approved by the Town, asphalt **cut maintenance fee of $100 per 60 square feet minimum shall be paid to the Town by the Contractor upon completion.** An additional $1.67 per square foot shall be paid to the Town by the Contractor for asphalt cuts in excess of 60 square feet.

5. Contractors must have proof of insurance and an active insurance bond provided by the insurer in the amount of **$5,000.00** on file with the Town or put up a cash deposit of **$5,000.00** prior to street cut permit being issued.

6. Contractors must also have an active business license with the Town.

7. **CALL BEFORE YOU DIG.** All utilities must be located prior to cutting the street with at least 48 hours notice in advance of excavation. Call the Utility Notification Center at ***1-800-STAKE IT*** or ***1-800-782-5348*** for locates.

8. All work must be completed by the dates(s) on the street cut permit. If an extension is required, the Town must be notified prior to the expiration of the permit so that emergency services can be notified.

9. The Contractor shall provide to the Town Public Works Department a **Traffic Control Plan** in all cases, at least 24 hours in advance of any street cut. The Traffic Control Plan shall include a drawing of the street where the work zone will be located along with the nearest cross street noted as well. Street names, north arrows, type of traffic control devices, distances between, and location of excavation on the street shall also be noted.

   A minimum of one lane must remain open at all times, unless an alternate reasonable route is approved in advance by the Public Works Director or Town Engineer is available for traffic. A certified Flagger may be required to facilitate traffic flow safely through a construction zone, at the sole discretion of the Town. The contractor shall adhere to the Manual on Uniform Traffic Control Devices (MUTCD) for all traffic control plans. Any equipment or other obstructions left on the road surface after sunset must be barricaded with lighted barricades. The Town Police Department and the Clarkdale Fire District must be notified for emergency routing.

10. **Compaction testing is required.** Town Right-of-Way backfill shall be compacted to a minimum of:

- 95% of the Standard Proctor Density at optimum moisture in the top foot
- 95% in the remainder of the trench (ASTM D-698).
- State highways require 100% of Minimum Relative Compaction (AASHTO T99). Two compaction tests are required at minimum, one just above the pipe zone and one at the surface. Testing shall be completed every 100 LF at varying depths. Failed tests will require re-excavation, re-compaction and new testing at the expense of the contractor. Compaction test results shall be submitted to the Town within 30 days if cutting, but not less than 5 days prior to patching for hard surfaced streets.
- **Failure for not submitting compaction results to the Town or not completing the compaction test will result in an extended warranty period of two (2) years; fees will be withheld from posted deposit and may affect the approval of future street cut permits.**

11. Flow fill is acceptable as long as it is designed within the range of 30 to 90 PSI maximum strength at 28 days, however; the roadway must be open for traffic at the end of the day. If flow fill has not set up by the end of the day, steel plates will be required over the trench to allow traffic flows. (Compaction testing is not required if flow fill is used the full depth of the trench.)

12. All roadways shall be patched within 15 days of cutting, unless prohibited by cold or inclement weather. All patches shall comply with the Town Engineering Specifications, 3" minimum, or depth plus 1" replacement. Prior to patching, the contractor shall monitor daily the condition of the cut area and immediately repair all potholes and bumps in the temporary gravel surface. If weather does not allow asphalt placement within 15 days, cold mix shall be placed in the street cut for the interim until hot mix can be placed.

13. Asphalt shall be saw-cut for a clean straight edge prior to new asphalt placement. Asphalt thickness shall be matched to existing conditions plus (1) one inch. Placement shall be done in lifts not to exceed 3 inches. A minimum of 3 inches of asphalt is required.

14. The Contractor shall contact the Town Public Works Director for an inspection review of the subgrade prior to paving. The minimum patch dimensions shall be 2'0 by 2'0.

15. All trenches shall conform to appropriate federal, state and local safety regulations regarding open holes or open trenches. Every effort by the Contractor shall be made to guard the safety of the general public. OSHA regulations for trench safety shall be adhered to. The Contractor shall not allow open trenches overnight, without prior written approval of the Public Works Director or the Town Engineer.

16. The applicant shall also produce evidence of general liability insurance coverage for the work with limits of not less than twenty-five thousand dollars ($25,000.00).

17. If within twenty-four hours after the Town gives the contractor notice of a defect, failure or abnormality of the work the contractor neglects to make, or undertake with due diligence to make the necessary repairs or adjustments, the Town is hereby authorized to make repairs or adjustments or order the work to be done by a third party. The contractor shall pay the cost of the work plus 15% to the Town within twenty-four (24) hours of written notice to the Contractor of the total due.

ALL CONSTRUCTION WITHOUT INSPECTION IS SUBJECT TO REJECTION BY THE TOWN

STREETS THAT HAVE EXCESSIVE UTILITY CUTS IN THE OPINION OF THE PUBLIC WORKS DIRECTOR OR TOWN ENGINEER WILL REQUIRE A MINIMUM 1" ASPHALT OVERLAY (FULL STREET WIDTH).

THE TOWN PUBLIC WORKS DIRECTOR OR TOWN ENGINEER WILL MAKE THIS FIELD DETERMANATION AT THE TIME OF THE PERMIT REQUEST.

The Contractor must give 24 hours written notice of intent to proceed with the street cut to the Town Public Works Department.

Applicant has reviewed and understands the above conditions and shall adhere to these requirements.

Contractor's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Approved:

TOWN OF CLARKDALE

By: _____ Date: _____

----------For Town Use ----------

Permit fee ___ Maintenance Fee ____ Performance Deposit ___ Site Plan___
Proof of Insurance ___ Active Insurance Bond ____ Traffic Control Plan ___