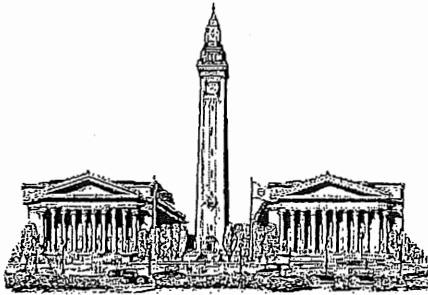


**DEPARTMENT OF
PUBLIC WORKS**

ENGINEERING DIVISION

70 TAPLEY STREET
SPRINGFIELD, MA 01104

413-787-6210 413-787-6029 FAX



CITY OF SPRINGFIELD
MASSACHUSETTS

Date: July 1, 2016

To: City of Springfield Contractors

From: Matthew J. Sokop, P.E. – City Engineer

Re: Updated manual for Occupancy of Public and Private Ways in the City of Springfield

The City of Springfield has recently completed an update to our “Manual for Occupancy of Public and Private Ways in the City of Springfield”. The update of this manual is intended to supply contractors and entities who will be occupying the City’s Right-of-Way with clear and concise direction as to how to apply for a permit, what will be expected by permit holders during the granted permit times, and permit close out.

Some of the major modifications / changes include the following:

DIGSAFE – The City of Springfield Department of Public Works continues to be part of the DigSafe program. The City will only be responsible for reviewing storm drainage and traffic related utilities, in addition to some of the City’s fiber optic utilities. Contractors should now be aware that the City will now be aware of any and all potential excavations to occur in the City.

FINES / SUSPENSIONS– Contractors who fail to obtain the necessary permits from the City of Springfield for any activity deemed to require an Occupancy / Excavation Permit as identified in the updated manual, will be subject to significant fines and suspensions. Fines can be up to \$500 \$750 along with daily fines and suspensions could be up to one year. Suspensions will be enforced by the Department of Public Works and the Springfield Police Department. This includes contractors who are under the employ of utility companies as well. Contractors will not be able to work in the City again until all outstanding fines have been paid.

POST PERMIT NOTIFICATION – In order for the City to perform the necessary post-permit inspections, it is now a requirement that the permittee must notify the City once all activities are complete to insure compliance with the issued permit. If the City is not notified that permitted activities are completed, per-day costs will be calculated until notification is made to the City.

CONSTRUCTION DETAILS – We have included updated construction details (trench details, etc.) within our permit manual.

POLICE DETAILS – Contractors who call for police details will be required to produce a valid occupancy / excavation permit prior to the Police allowing activities to begin. If a valid permit is not presented work will not be allowed to begin and the contractor will be liable for costs associated with all requested police services.

PERMIT ISSUANCE BY THE DEPARTMENT OF PUBLIC WORKS – While some permits can be applied for and granted immediately, applicants should be aware that some permits may require up to 72 hour review period prior to issuance.

PERMIT ISSUANCE – While some utility companies request permits in their name on behalf of a sub-contractor, all permit applications must include the name of the proposed sub-contractor so that the permit can be assigned accordingly. Be advised that all sub-contractors who work for utility companies are required to obtain and maintain approved contractor status in the City at all times. Due to the way that the City ordinances are written, any violations that occur in the field will be issued to the sub-contractor, not the utility company.

OUTSTANDING PERMIT CONDITIONS and / or PAYMENT BALANCES – Any contractor whose has outstanding conditions from previous permits, or who has outstanding balances from previous permits will not be allowed to be issued any new permits until conditions and / or compliance items have been addressed.

STREET EXCAVATION MORATORIUM – Following paving all city streets will have a three (3) year moratorium to excavate; and all City, State and Federal funded roadway reconstruction projects will have a five (5) year moratorium. The exception to the street moratorium is an emergency excavation. A permit is required for emergency excavations and must be obtained from the Department upon the first reasonable opportunity (i.e. business hours)

FEE INCREASE – Effective July 1, 2016, the fee structure has been modified and is detailed in the Manual for Occupancy of Public and Private Ways within the City of Springfield. The fine structure has been modified and is detailed above under the section titled Fines / Suspensions.

***City of Springfield
Department of Public Works
Engineering Division***



***Manual for Occupancy of
Public and Private Ways
within the City of Springfield***

July 1, 2016

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SECTION 1

PERMIT OVERVIEW

SECTION 1 – GENERAL

The City of Springfield Department of Public Works (DPW) – Engineering Division has developed this “Manual for the Occupancy of Public and Private Ways within the City of Springfield” to assist the citizens, contractors and any other entity wishing to occupy and / or excavate within the right-of-way of any City designated public or private way.

This manual includes procedural outlines for obtaining necessary permits, identifies costs for applying for permits, as well as information on safety, surface restoration and final inspections.

Our goal as a City is to ensure that all activities completed within the City’s right-of-way are done so in a safe manner and any excavations that occur include proper oversight, and that roads are properly restored to serve both the pedestrians and vehicles that use the City’s roadways on a continual basis.

1-A INTENDED USE OF THIS MANUAL

The use of this manual is directed to all persons (general contractors, special maintenance and service people, special organizations, utility companies and municipal utility departments, city residents, etc.) that would, from time to time, have cause to utilize or occupy city sidewalks, tree belts, public roadways, private ways, City of Springfield right-of-ways and any other municipal and/or public property under the jurisdiction and regulation of the Springfield Department of Public Works. This manual pertains to activities both within areas identified as both public and private ways within the City of Springfield.

City of Springfield Street Permits fall under two categories: Street Occupancy Permit and Street Excavation Permit. The following identifies the processes required to obtain and maintain valid permits for the intended activities.

1-B PERMIT OVERVIEW

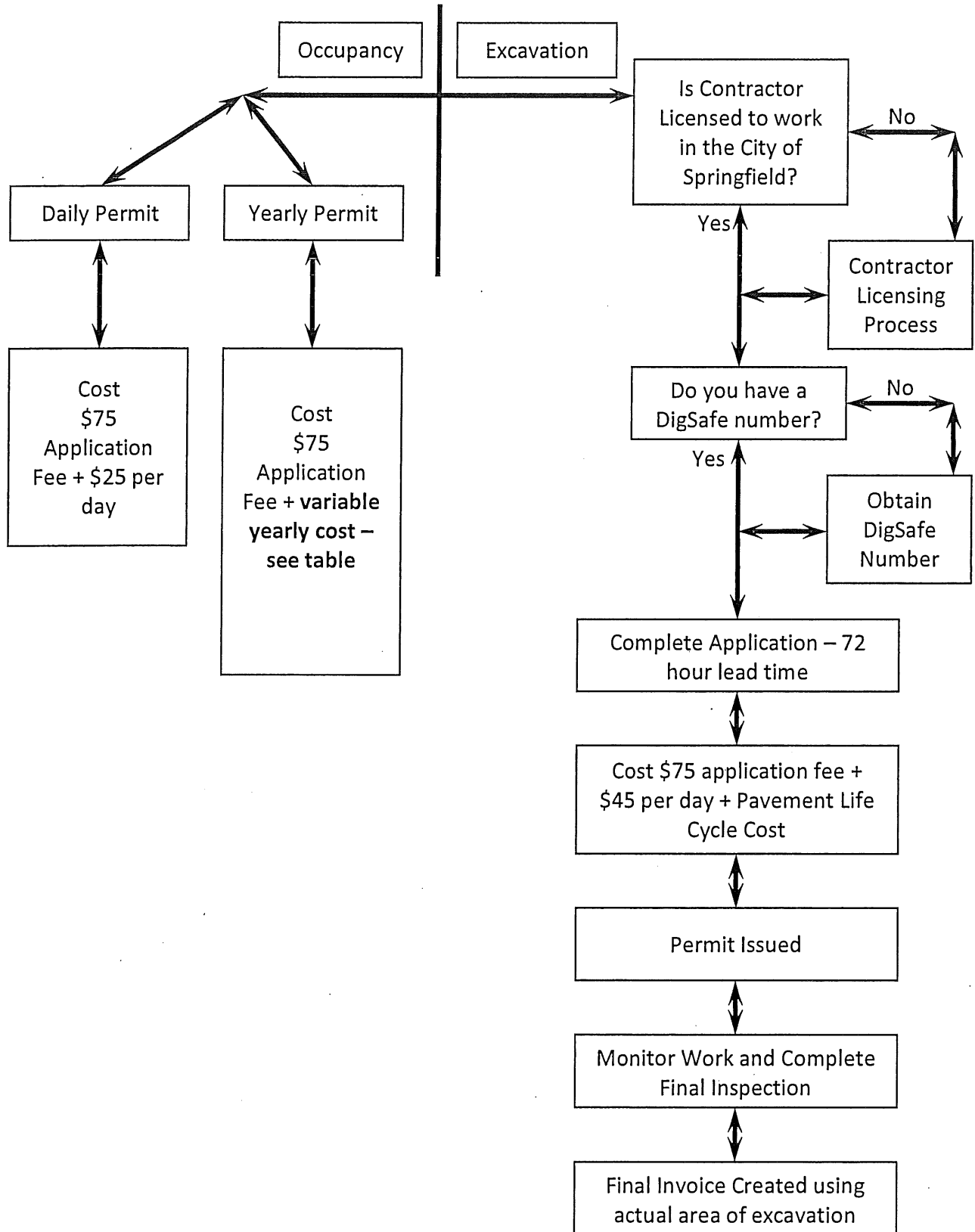
All persons who intend to occupy the public way for any reason must apply for and obtain a **Street Occupancy Permit** from the Department of Public Works – Engineering Division. All persons intending to perform excavations within public ways will require a **Street Excavation Permit**. The application requirements for each of these permits are discussed in other sections of this document. See also the Occupancy Permit Flowchart on page 6.

Section 40, Chapter 502 of the General Laws of the Commonwealth of Massachusetts requires all persons who are subject to applying for said license (Street Occupancy Permit or Street Excavation Permit) must establish at least a seventy-two (72) hour advance notification of any excavation within the public way.

An information packet and appropriate applications for either a Street Occupancy or an Excavation Permit may be obtained at the Department of Public Works – Engineering Division, located at 70 Tapley Street, Springfield, MA at any time during normal working hours. An application for permit will be accepted in the DPW – Engineering Division from



CITY OF SPRINGFIELD DPW – ENGINEERING DIVISION STREET OCCUPANCY FLOWCHART



7:00 a.m. to 2:00 p.m. with a proper application. The **approved Colored Occupancy Permit Card** issued by the DPW - Engineering Division must be posted at the job site in a location that is visible to a City Inspector and / or City Police. In those cases where a posting is not feasible, (i.e. parade) the Permittee, or his/her representative, must be present and must have the Street Occupancy Permit on his/her person. Not properly being able to produce a valid Occupancy Permit, may cause the City to revoke any approved permit.

If, at any time during the period covered by an approved permit, emergency conditions prevail which would invalidate the requirements of the original permit, the Department of Public Works – Engineering Division must be notified immediately regarding either modifying the existing permit or issuance of a new permit.

If, at the discretion of the Department of Public Works – Engineering Department, a sketch and/or plan may be required to properly define the area and extent of the occupancy including roadway or pedestrian detour routes, the applicant shall furnish same accompanying the information sheet for street occupancy license.

1-C APPLYING FOR A STREET OCCUPANCY PERMIT

All individuals, companies, businesses, contractors, or any other entity that wishes to occupy any portion of the City designated right-of-way on a public or private way, must apply for a “Street Occupancy Permit”. Appendix A within this document includes a “Street Occupancy Permit Application Form”. This form is also available at the DPW – Engineering Division at 70 Tapley Street in Springfield.

Events such as parades, block parties, political rallies, religious events, etc., fall under our event permit category, while placement of dumpsters, cranes / lifts, delivery of materials or building services fall under our work permit category. Contractors, individuals, etc. who apply for a work permit must submit copies of Certificates of Insurance as part of the permit application process. In applying for both types of permits, the permit application fee is \$75, and an additional fee of \$25 per day of occupancy. In both instances it is the permittee’s responsibility to ensure that the DPW - Engineering Division is notified if occupancy extends past the dates identified on the granted permit. It is also the permittee’s responsibility to notify the DPW – Engineering Division that the permitted activities are complete so that a final inspection can take place.

For street occupancies that occur on a more regular or constant basis, the City has included an option of obtaining a yearly permit. This permit would allow utility companies, contractors, etc. to perform work within manholes and / or vaults that do not require excavation, without having to obtain an individual permit. Businesses, companies, etc. that have overhangs, signage, kiosks, etc. that occupy a public way must also apply for a yearly permit. The cost for various types of Yearly Occupancy Permits is shown on page 11 of this document.

In all cases, the entity that will be occupying the public way is the entity that is required to obtain the permit. For example, a building owner or property manager cannot obtain a permit for a contractor performing work at their site.

1-D-0 STREET EXCAVATION PERMITS

The City of Springfield has updated its requirements for street excavation permits. Applicants must meet all requirements prior to applying for a street excavation permit.

1-D-1 BECOMING A LICENSED CONTRACTOR IN THE CITY OF SPRINGFIELD

Prior to being able to apply for a street excavation permit, applicants are required to become a "licensed contractor" in the City. Application forms and required submission material is located in Appendix B of this Document. No excavation permits can be processed until a contractor is determined to be fully licensed. Applications for contractor licensing approval and excavation permits applications for the same contractor will not be processed simultaneously.

Licensed contractor status is in place for a given calendar year only and every contractor must re-apply for approved status each year. It is the City's intent to notify all licensed contractors in the fall of each year to remind them to re-apply for the upcoming year, however, it is the Contractor's responsibility to ensure that all required submissions are made, and all material on file with the City is up to date. Contractor's submitted insurance certificates and or/ bonds that expire during the course of a calendar year must be updated as required showing compliance for the remainder of the calendar year. A contractor whose insurance certificate/ bond that is out of date will not be considered to be in approved status.

Please be advised that the DPW – Engineering Division does not have the ability to waive any of the requirements outlined in the application process, especially related to insurance and / or bonding requirements. Given the material required to be submitted, the process involved for approving a given contractor may take an extended period of time. Please consider applying early in a given year to ensure that excavation permits can be issued in a timely basis.

1-D-2 DIGSAFE

All excavations occurring in the City of Springfield require that DigSafe notification be completed. The City of Springfield is now part of the DigSafe notification program and will have access to all notices applied for in the City. Contractors will not be able to apply for an excavation permit until a DigSafe number has been applied for and obtained. It should be noted that the Springfield Water & Sewer Commission is not part of the DigSafe program, and will have to be notified directly by the applicant regarding mark-out of those utilities

1-D-3 APPLYING FOR A STREET EXCAVATION PERMIT

Once a contractor has obtained "licensed contractor" approval status, a street excavation permit can be applied for. Applicants should be made aware that applications for contractor licensing approval and excavation permits applications for the same contractor will not be processed simultaneously.

Permits must be applied for by the entity that is performing the actual excavation. An owner, property manager, construction manager, etc., cannot apply for a permit on behalf of

another entity. Any entity who obtains a permit, then has a different entity perform the actual work, will cause both entities to be in violation of the City's Occupancy Permit program and both entities will be subject to fines.

Any and all utility companies who perform their own work will apply for the permit in the name of the utility company. Utility companies who have contractors perform work for them are required to apply for, and obtain the permit in the name of the contractor performing the work. All non-emergency activities will require that an actual permit be on site at the time of the excavation and 72-hour application notification be adhered to. Any utility company that applies for a permit in the utility's name then has a contractor perform the work, must notify the City prior to the work in order that the permit can be modified. If the City is not notified, the contractor in the field will be issued a stop work order and be subject to fines until a proper permit can be obtained.

The City of Springfield has been part of the DigSafe notification program since 2012 and will have access to all notices applied for in the City. Contractors will not be able to apply for an excavation permit until a DigSafe number has been applied for and obtained. The City of Springfield under Section 40, Chapter 502 of the General Laws of the Commonwealth of Massachusetts, requires all persons who are subject to applying for an excavation permit must apply for a permit at least a seventy-two (72) hour advance for any excavation within the public way.

Appendix C of this document outlines the requirements for obtaining an excavation permit in the City of Springfield. The City requires a completed application form, a location map / sketch to best identify the location, as well as a sketch that shows the approximate limit of excavation in order to determine life cycle pavement cost. A final sketch will be prepared by the City of Springfield and a revised bill will be sent to the contractor if the actual excavation ends up being larger than stated in the application. Applications that do not include a sketch cannot be processed and sketches must show limit of excavation along with limit of "T" patch.

Contractors are required to notify the DPW – Engineering Division if excavation extends past the dates specified on the permit. The Contractor is also responsible for contacting the DPW – Engineering Division for notification that work is complete. Failure to notify the DPW – Engineering Division will result in additional "per day" fees being charged to the contractor.

1-E PROCEDURE FOR YEARLY PERMIT APPLICATIONS

In order to more easily facilitate occupancies that occur on a more regular or permanent basis, the City of Springfield Department of Public Works – Engineering Division has developed a yearly permit that will allow a person / company and / or utility to obtain a blanket permit on a yearly basis. Items such as signs or awnings, permanent monitoring wells, Valet Parking, etc., all fall under the City's Yearly Occupancy Permit requirement. The process for applying for and obtaining a yearly permit is as follows:

1. Letter of Application: Submit a letter of application to the Director of the Department of Public Works. If opening a new business, the applicant must also register at the City Clerk's Office. For example, the letter of application must state the location, size, color, height and type of mounting, etc, for a proposed sign occupancy permit.
2. Necessary Forms: When the Director, or his designee, approves the application letter, the Department supplies Bond Forms and Application Forms to be completed by the person applying for the permit. Sample copies of both these forms may be obtained from the Department of Public Works, 70 Tapley Street.
3. Permit to Place and Maintain a Canopy Projecting Over a Public Way: The yellow application forms for this permit must be submitted to the City Council for approval.

The white Bond Forms must be completed by the applicants' insurance company and returned to the Department with a record of the Bond Number (actual Bond remains with the insurance Company).

4. Yearly License Permit and Bill: When the above steps 1, 2, and 3 have been completed, both a Yearly License Permit and the bill for this permit can be obtained from the Department of Public Works – Engineering Division, 70 Tapley Street. A sample copy of the permit or license may be obtained from the Department of Public Works – Engineering Division.
5. Annual Renewal of Yearly License: Once a yearly Permit or License has been issued, it must be renewed each year and a new Permit or License Forms completed by the Applicant. The annual renewal process is automatically done by the Department upon expiration of each License. Copies of the renewal letters may be obtained from the Department upon expiration of each License. Copies of the renewal letters may be obtained from the Department of Public Works – Engineering Division.
6. Blanket Manhole Yearly Permit: Any holder of such permit will notify the Department at least one working day in advance of occupying any primary or secondary arterial street. Failure to do so may result in the blanket permit being revoked. A street occupancy permit would then have to be applied for on a day-by-day basis for each location subject to the daily rate.

1-F-0 PERMIT FEES AND REQUIREMENTS

The following section details the City of Springfield's permit fees and requirements.

1-F-1 PERMIT FEE CALCULATIONS

In order for the City to be able to maintain our streets and avoid un-necessary excavations, the City has established the following that outlines the cost of obtaining a permit.

OCCUPANCY PERMITS

	Item	Cost
Daily Permit	Permit Application Fee	\$75 per application
	Daily Occupancy Fee	\$25 per day
Yearly Permit	Public Utility	\$1,000 per year
	Awning/ Canopy/ Sign	\$75 per year
	Parking / Delivery/ Emergency Services	\$75 per year
	Permanent Monitoring Well	\$40 per year
	General Obstruction (Yearly)	\$75 per year
	Public Services	No Charge
	Marvin Street Residential Parking	\$100 per year
	Valet Parking	\$2.50 per LF plus meter fees

EXCAVATION PERMITS

	Item	Cost
DPW Contractor License	Application Fee to become DPW Licensed Contractor	\$125 per application
Daily Permit	Permit Application Fee	\$75 per application
	Daily Inspection Fee	\$45 per day
Yearly Permit	Private Property Trenching	\$75 per year
Life Cycle Fee	Pavement 3 years old or less No Excavation Allowed except on an emergency basis or with DPW Director / Designee Approval	\$120 per sf if allowed
	Pavement 4 or 5 years old.	\$65 per sf
	Pavement greater than 5 years old but less than 10 years old	\$30 per sf
	Pavement more than 10 years old	\$15 per sf

Notes:

1. The City of Springfield has a 3 year moratorium on excavation within all city streets and a 5 year moratorium on excavation within City, State or Federal funded roadway reconstruction projects. The designation of a particular street as to a 3-year or 5-year excavation moratorium is at the sole discretion of the Department of Public Works.
2. The City of Springfield will use a date of September 1 as a paving date for all roadways paved / overlaid in a given year, if an exact date is not available.

3. Square foot calculation for life cycle fee will be based upon information / sketch provided by the applicant. Calculation of square footage will include area for overlap "T" joint repair. Final Calculation of pavement area to occur at final inspection

The Director of Public Works or his designee possesses the ability to waive the Life Cycle Payment Fee for any utility company or other party if the utility, or other party, can demonstrate to the Director their ability to satisfactorily maintain the pavement in question."

For the purpose of this ordinance, a "Utility Company" is defined in Massachusetts General Law Chapter 25, Section 3.

1. The Utility Company or other party must have real property and/or facilities located in Springfield assessed at \$5,000,000 or greater.
2. The Utility Company or other party shall possess or prove the ability to obtain the necessary personnel and equipment to satisfactorily repair and/or maintain the roadway surface in accordance with this and all other pertinent ordinances.

If a contractor does not meet the above stated criteria and, seeks a waiver of the Life Cycle Pavement Fee the following must be complied with:

- I. A roadway reconstruction plan must be submitted and approved by the Engineering Division.
- II. The roadway area affected by the excavation, curb to curb, must be removed and properly discarded.
- III. The gravel base must be brought to grade and properly compacted.
- IV. 3 inches of bituminous concrete (or other thickness designated by the Department of Public Works) shall be placed by machine and properly rolled according to Massachusetts Department of Public Works Standards.

1-F-2 CONTINUITY OF VEHICULAR / PEDESTRIAN TRAFFIC

Under normal conditions (i.e. any occupancies between the hours of 6:00 a.m. and 5:00 p.m., Monday through Friday) at least one normal travel lane for moving traffic must be maintained at all times, unless otherwise noted on permit. The licensee will be required to coordinate activities with the Springfield Police Department to determine if police services are required for the safety of pedestrians and the driving public, over and above any requirements stated by the Engineering Division as part of the permit. Occupancies of City Rights-of-way that require total or partial closing of the roadway to vehicular traffic may, at the discretion of the Department of Public Works, be restricted to hours outside of the "normal conditions" to ensure public safety. If it becomes necessary to close a road for excavation and / or repair at any time, the contractor is required to contact the City of

Springfield Police to initiate the road closure process. The contractor must provide the DPW with a copy of the road closure notice prior to the intended closure to ensure that proper coordination with other departments can be made. Additionally, the contractor may be required to submit a "Detour Plan" for approval by the DPW – Engineering Division. Please be advised that a minimum of 72 hour notice must be given to the Contractor to the City prior to the closure of any roadway so that proper notification to the public can be made.

Unless otherwise approved or in the case of an emergency situation, all work to be performed within the public way in the "Downtown Business District" and the "X" Business District shall be performed between the hours of 6:00 p.m. and 6:00 a.m. The "Downtown Business District" is defined as the area that is bounded by the "Arch" on the northerly side, State Street on the southerly side, East Columbus Avenue on the westerly side and Dwight Street on the easterly side. The "X" Business District is the area defined by Sumner Avenue from Cliftwood Street to Ormond Street, Dickinson Street from Grenada Terrace to Cliftwood Street, Belmont Avenue from Burlington Street to Ormond Street. Work in other areas may also be restricted to the above mentioned hours at the discretion of the Director of Public Works.

Wherever sidewalks exist, pedestrian passage ways (unless otherwise approved or in an emergency situation) must be maintained at all times via either existing sidewalks or approved methods of detours. If sidewalk must be closed for any reason, proper signage and barricades as discussed in section 2-H of this document must be followed.

1-F-3 POLICE OFFICERS

Whenever required by either the Director of Public Works, or his designee, or as a condition of the Street Occupancy / Excavation Permit, police officers for traffic and/or pedestrian control are to be furnished **at the expense of the Permittee.**

Upon arriving on any occupancy / excavation work within the City right-of-way in which police services are required, the police officer assigned will be required to inspect the permit issued by the Department of Public Works – Engineering Division. If a proper permit has not been obtained, the work area will be shut down and secured until a proper permit is obtained. Fees for police services will still be required to be paid based upon the hours requested by the permittee / contractor.

Please be aware that detail police officers do not have the authority to close roadways. If an officer requests that a roadway be closed, it is the contractor's responsibility to contact the Department of Public Works and obtain the necessary approvals.

1-F-4 REVOCAION OF PERMIT AND OR LICENSE

A Street Occupancy Permit may be revoked at any time by the Director of the Department of Public Works, or by his designee, if the Permittee is in violation of any of the rules and regulations either set forth herewith or as a condition of the permit, or if a dangerous and / or unsafe condition arises that would jeopardize the safety of the general public resulting from poor construction procedures and practices, or if the Licensee does not resolve a

hazardous condition in a reasonable length of time, after being instructed to do so by the Department of Public Works, the issued license may be revoked..

The license revocation may be appealed by the Permittee through a hearing and review by the Director of Public Works or his designee.

If a permit is revoked, the contractor is required to stop work immediately, and secure the work site. The permit will be reissued once the site, in the opinion of the DPW Director or his designee, has been deemed safe for work to continue. The contractor will be liable for all "per-day" fees during the time of any work shutdown.

1-F-5 DURATION OF LICENSE / PERMIT

The Permittee shall not allow his original Street Occupancy License to expire before the work area in the public way is completely clear of all construction material and equipment so as to be safe for normal use by traffic and pedestrians, and/or the public way has been restored to its condition prior to execution of any work authorized by said Permittee.

The Department of Public Works – Engineering Division shall charge a fee for the occupancy of a public way. The fee is based on a per-day rate as established, approved and passed by the Springfield City Council. Each day that the occupancy is in effect shall be calculated in the total amount, including Saturday, Sundays and all Holidays. The number of days required for the occupancy must be estimated by the applicant as close as possible. Extensions of the original permit may be applied for, but no abatements or refunds for over estimating will be issued. Permittees whose occupancy are not completed within the period of times identified on their permit, and who have not notified the Department of Public Works – Engineering Division of the extension, will be charged will be charged at the day rate.

1-F-6 FINAL INSPECTION

Upon completion of any excavation, replacement of concrete sidewalk and/or roadway or driveway, or any other permitted occupancy / excavation, the Permittee shall notify the Department of Public Works to make a final inspection of the area / construction to determine that all permit requirements have been complied with. The Street Occupancy Permit and associated fees shall continue in effect until such inspections are made and approval is obtained. Permittees who do not notify the Department of Public Works – Engineering Division regarding completed work will be held liable for all daily fees until notification is completed.

Any deficiencies found during this inspection shall be corrected by the Permittee. Should any deficiencies not be corrected by the Permittee, the Director of Public Works or his designee may, may at his discretion, cause any repairs to be made with city forces at the full expense of the Permittee. Any permittee whose work must be completed by City forces, will not be able to apply for any additional permits, or have their yearly status renewed until full payment for required services has been received by the City.

All work shall be done in accordance with the Department of Public Works – Engineering Division’s “*Manual for Occupancy of Public Ways within the City of Springfield*” and the Massachusetts Highway Department and / or Massachusetts Department of Transportation Standard Specifications. Additional requirements may be specified at the discretion of the Director of Public Works or his designee. Standard repair details are attached to this document in Appendix D.

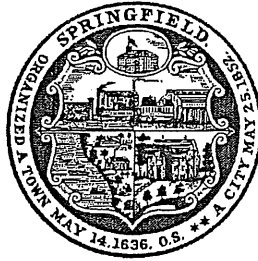
1-F-7 WINTER PERMIT RESTRICTIONS

Any construction involving excavation of roadway surfaces shall not be permitted during the period of December 1 of one year to April 1 of the next year. Any exceptions to the above may be granted only by the Director of Public Works, or his designee. Any emergency excavation that is required must include immediate notification of the City of Springfield DPW – Engineering Division and will require the submission of Application for Excavation Permit. The contractor is responsible for the maintenance of any and all excavations until final approved pavement patching is completed. Temporary winter patching (cold patch, etc.) must be maintained by the contractor throughout the winter season. The Contractor must immediately address any pavement issues that occur due to rain, sanding or salting operations, snow, snow plowing, etc. that may result in water ponding, potholes, or etc or any other unsafe roadway condition. When the City determines that a particular excavation requires attention, per-day rates will be charged to the contractor until the situation is addressed. The Contractor is required to notify the DPW – Engineering division when final paving will occur in the spring.

1-F-8 PENALTIES / FINES

Any person, company, and / or utility, found to be occupying any City Right-of-way without an appropriate permit, will be required to stop work immediately, secure the project site, and obtain a permit from the Department of Public Works – Engineering Division. When applying for the appropriate permit, a penalty fee / fine of \$750 will be charged and the start date of occupancy / excavation will be retroactive to the date found to be occupying the right-of way illegally. It may take as long as 72 hours to issue a permit, during which time the violator will be responsible for securing work location and will be held liable for any and all accident occurring due to work within right-of-way. Any person / company and / or utility who has obtained a yearly contractor approval, and is found to be working within the City’s right-of-way without appropriate permits, will have their yearly approval contractor status revoked, and will be required to reapply for contractor approval and will be required to pay appropriate application fees. During this period the person / company and / or utility will be required to secure all work and will be liable for all incidents occurring due to the work. If it is determined by the City that a dangerous condition exists, the City may repair the area, and charge services back to said person / company and / or utility.

Continuous violations of said regulations by the same person, firm or corporation shall result in the denial of any further Street Occupancy Licenses.



SECTION 2

CITY SPECIFICATIONS FOR THE REPAIR OF VARIOUS PARTS OF THE PUBLIC WAY

2-A GENERAL

The Permittee will be required to furnish all materials and will be responsible for excavation and repair work to be done in a workman-like manner. Before any work will be acceptable to the City, all improvements must be placed in a condition as good or better than before the work was started, as determined by the Director of Public Works or his designee. Contractors will be required to adhere to the surface restoration details for specific excavations as shown in Appendix D

2-B SPECIFICATIONS FOR PATCHING BITUMINOUS CONCRETE ROADWAYS

Backfill: The material shall be a good quality as determined by the inspector. The base shall consist of good clean bank gravel equal in depth to the gravel excavated, but not less than 18 inches. All material shall be laid in eight (8) to ten (10) inch layers and thoroughly compacted by mechanical compactors. "The material shall be compacted to a minimum density of ninety-five percent (95%) for the full depth of the trench."

Temporary Patch: Conditions may warrant the necessity of a temporary patch due to extenuating circumstances. If the Director or his designee so orders the excavation shall be backfilled in accordance with the preceding paragraphs and the top surface shall be covered with two (2) inches of bituminous concrete Type-I. The Licensee shall be required to maintain this temporary patch until a permanent patch is placed. The patch shall be such that all vehicular and pedestrian traffic are able to pass over safely at a legal rate of speed.

Permanent Patch: All pavement joints shall be saw cut straight and vertical, as shown on the Surface Restoration Details in Appendix D, cleared of all foreign material, dry, tacked with emulsion and sealed after completion of the pavement patch with emulsion.

Replacement of Bituminous Concrete Roadways: The following minimum specifications shall be met:

Residential Streets: Twelve (12) inches of gravel and three (3) inches of bituminous concrete to be installed in two (2) equal lifts.

Main Arterials: Twelve (12) inches of gravel, two (2) inches of bituminous dense base, and three (3) inches of bituminous concrete to be used. The three (3) inch bituminous layer shall be installed in two (2) equal lifts.

All work to be done in accordance with the "Standard Specifications for Highways and Bridges of the Massachusetts Highway Department or Massachusetts Department of Transportation", current edition.

The contractor shall be required to correct trench settlement and faulty pavement patches, for a period of two (2) years after permanent patch is placed, at the direction of the Department of Public Works, regardless if a pavement life-cycle fee has been paid.

2-C INLAYED OR IMPRINTED CROSSWALKS

Throughout the City of Springfield, most specifically in the downtown area, many roadways have been improved and contain either inlayed or imprinted pedestrian crosswalks. If any

excavation occurs that disturbs or removes any of the existing inlayed or imprinted crosswalks, the contractor will be required to replace the inlay or imprint, as directed by the DPW Director or his designee. The exact limits of replacement will be determined at the time of application and the contractor will be required to match patterns, pavement types, colors, etc. Contractor may be required to submit samples and / or installation procedures prior to the actual construction.

2-D GRASSED AREAS

All unpaved areas disturbed as part of any excavation, shall be graded, loamed with at least four (4) inches of loam, after compacting, and seeded with a suitable cover of seed as specified in the "Standard Specifications for Highways and Bridges of the Massachusetts Highway Department or Massachusetts Department of Transportation", current edition.

Whenever a slope condition exceeds 30% in an area where seeding is necessary, a covering of tobacco netting or similar soil stabilization technique shall be utilized to prevent soil erosion.

The licensee shall be required to maintain grassed areas until a substantial cover has been achieved. A substantial cover is obtained when all areas are completely covered and a vigorous growth of four (4) inches has been obtained and at least one mowing has occurred.

2-D SIDEWALK CONSTRUCTION

Sidewalks shall be pitched at the rate of three-sixteenth (3/16) inch to the foot, from the right-of-way line to the top of the curb.

Partial patching of concrete walks shall not be allowed. If any part of a concrete walk is broken or damaged in any way, the entire slab to the nearest expansion joint (actual or visual) shall be removed and replaced with concrete. A slab is defined as that portion of a concrete walk outlined by a scoring pattern. If an expansion joint is not present then the concrete shall be cut by use of a concrete saw along the nearest scoring line. Jack hammers or other impact cutting tools shall not be allowed for this purpose. The saw cut shall be made prior to any attempt to break up or remove the slab.

Wherever sidewalks or curbs are being constructed or reconstructed, handicapped access and curb cuts must be provided. Further, whenever one corner of an intersection is being constructed or reconstructed, handicapped access shall be provided on ALL other corners at the same time.

Proper reinforcement of sidewalk will be required as shown on the Surface Restoration Details in Appendix D.

See Section 4-C of the manual for further specifications on this item.

2-F RESIDENTIAL DRIVEWAYS

1. Driveway to be located a minimum of 25 feet from any corner radius of intersecting street.
2. Driveway to have a minimum width of 10 feet and a maximum width of 20 feet between curb return corners.
3. Standard 2-foot granite curb returns shall be utilized unless otherwise approved in writing by the Director of Public Works or his/her designee.
4. Entire driveway, including 2-foot curb returns, must be within the property lines extended from the property, which the driveway serves except as approved in writing by the Director of Public Works or his/her designee.
5. Driveway apron must meet sidewalk grade.
6. Portion of driveway within the public way must be constructed according to City specifications.
7. If any trees, poles, signs or utilities are located within the limits of the proposed driveway, the appropriate City Department and/or Utility Company shall be notified for the removal or relocation of such at the applicant's expense.
8. Conditions may tend to alter proposed width and location of driveway. Any variations from the Standards shown must be approved by the Director of Public Works or his designee.
9. Patching of bituminous concrete and/or cement concrete driveways (sidewalks) shall be done in accordance Standard Specification for Highways and Bridges of the Massachusetts Highway Department / Massachusetts Department of Transportation. Where a new driveway meets the existing roadway, roadway pavement must be "saw-cut" to match new pavement.
10. The rate of change of grade from the property line to the pavement line shall not be over one (1) foot per ten (10) feet of distance. There should be a minimum of eleven (11) inches pitch from gutter line to street line except as approved in writing by the Director of Public Works or his designee.
11. In those instances where a driveway crosses over a concrete sidewalk, refer to Section 2-D of this manual (Standard Sidewalk Construction at Driveways).

2-G DAMAGE TO PRIVATE PROPERTY

If at times during the course of any occupancy / excavation work, private property becomes damaged, it will be the responsibility of the contractor to repair the area to the satisfaction of the impacted property owner and / or the City of Springfield.

2-H SIGNAGE AND BARRICADES

Any signage, barricades, directional or safety devices required to properly identify the work zone or alternate routes, etc., must comply with all standards and requirements of the Massachusetts Highway Department / Massachusetts Department of Transportation and with the Manual of Uniformed Traffic Control Devices (MUTCD).

If directed by the Director of Public Works or his designee, the contractor may be required to submit a traffic control plan or detour plan that would specifically locate all signs, barricades, etc.

2-I PAVEMENT MARKINGS

The contractor is required to re-apply any and all pavement markings that are removed and/or damaged as part of any excavation, regardless of the size / length of the removal. Pavement marking replacement type must match existing type, style, width, color, etc., including pavement legends.



SECTION 3

AUTHORITY

3-A. GENERAL LAWS OF THE COMMONWEALTH OF MASSACHUSETTS

THE COMMONWEALTH OF MASSACHUSETTS

Advance Copy

1980

Acts and Resolves

MICHAEL JOSEPH CONNOLLY, State Secretary

CHAP. 502. AN ACT FURTHER REGULATING EXCAVATIONS IN PUBLIC WAYS.

Be it enacted, etc., as follows:

SECTION 1. Chapter 82 of the General Laws is hereby amended by striking out section 40, as amended by section 1 of chapter 403 of the acts of 1968, and inserting in place thereof the following section:-

SECTION 40. No person shall, except in an emergency, contract for, or make an excavation, which shall include, but not be limited to, the discharge of explosives and the demolition of any structure by which shall not be deemed to include gardening or tilling the soil in the case of privately owned land, in any public way, any public utility company right of way or easement, or any privately owned land under which any public utility company, municipal utility department, or natural gas pipeline company maintains underground facilities, including pipes, mains, wires or conduits, unless at least seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, but not more than sixty days, before the proposed excavation is to be made such person has given an initial notice in writing of the proposed excavation to such natural gas pipeline companies, public utility companies, and municipal utility departments as supply gas, electricity, or telephone service in or to the city or town where such excavation is to be made. Such notice shall set forth the name of the street or the route number of said way and a reasonably accurate description of the location in said way or on private property the excavation is to be made. If such notice cannot be given as aforesaid because of an emergency, it shall be given as soon as may be practicable. Copies of such notices together with a statement certifying that they have been mailed or delivered to such public utility companies as required by the preceding provisions of this section shall be filed with the officer or board having charge of any such public way before a permit to excavate may be approved or issued, except in case of an emergency.

Where an excavation is to be made by a contractor as part of the work required by a contract with the commonwealth or with any political subdivision thereof or other public agency, for the construction, reconstruction, relocation or improvement of a public way or for the installation of a railway track, conduit, sewer or water main, such contractor shall be deemed to have complied with the requirements of this section by giving one such notice setting forth the location and the approximate time required to perform the work involved to each of said companies.

ACTS 1980 – CHAP. 502

Within seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, from the time said notice is received or at such time as said company and the excavator agree in writing, said company shall respond to the original written notice or to subsequent oral or written notice by designating at the locus, the location of pipes, mains, wires or conduits, in that portion of the public way, public utility company right-of-way or easement or privately owned land in which the excavation is to be made, and the providing of such designation by the company shall constitute prima facie evidence of an exercise of reasonable precaution by the company as required by this section.

Any such excavation shall be performed in such manner, and such reasonable precautions taken to avoid damage to the pipes, mains, wires or conduits in use under the surface of said public way, public utility company right-of-way or easement, or privately owned land, including, but not limited to, any substantial wire, or conduit, penetration or destruction of any pipe, main, wire or conduit or the protective coating thereof, or the severance of any pipe, main or conduit.

When any damage to any pipe, main wire or conduit or its protective coating occurs, the public utility company, natural gas pipeline company, or municipal utility department shall be notified immediately by the person or public agency responsible for the excavation causing the damage.

The making of an excavation without providing notice or notices required by this section with respect to any proposed excavation which results in any damage to a pipe, main, wire or conduit or its protective coating shall be prima facie evidence in any legal or administrative proceeding that such damage was caused by the negligence of such person.

Notice to the public utility underground plant damage prevention system pursuant to section seventy-six D of Chapter one hundred and sixty-four, which notice provides the information required by this section with respect to any proposed excavation and which is given at least seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, but not more than sixty days, before the proposed excavation is to be made, shall constitute compliance with the notice requirement of this section.

Nothing contained in this section shall be construed to affect or impair local ordinances or by-laws requiring permits to be obtained before excavating in a public way, except that, notwithstanding any contrary provision of local ordinances or bylaws, no permit to excavate in a public way shall be approved or issued by the officer or board having charge of any such way, except in an emergency, until such time as copies of such notices to public utility companies are filed by the applicant for a permit as required by this section.

ACTS 1980 – Chap. 502

Whoever violates any provision of this section shall be punished by a fine of two hundred dollars for the first offense and not less than five hundred dollars nor more than one thousand dollars for any subsequent offense.

SECTION 2. Section forty-one and forty-two of said Chapter eighty-two are hereby repealed.

SECTION 3. Chapter 164 of the General Laws is hereby amended by inserting after Section 76C, inserted by Chapter 645 of the acts of 1968, the following section:-

SECTION 76D. All natural gas pipeline companies and public utility companies, as defined in section three of chapter twenty-five, shall create, participate in and be responsible for the administration of a utility underground plant damage prevention system. Said system shall be operated during normal business hours each day of the year, exclusive of Saturdays, Sundays and legal holidays, for the purpose of receiving notices of proposed excavations in public ways, utility rights-of-ways, and in privately owned land under which any public utility company, municipal utility department or natural gas pipeline company maintains underground facilities, including pipes, mains, wires or conduits, as are required by the provisions of section forty of chapter eight-two. Said system shall be responsible, upon receipt of such notices, for immediately notifying such natural gas pipeline companies, public utility companies, and municipal utility departments as supply gas, electricity or telephone service in or to such city or town where such excavation is to take place of such proposed excavation. The cost of operating the utility underground plant damage prevention system shall be apportioned equitably among all natural gas pipeline companies, public utility companies and municipal utility departments as supply gas, electricity or telephone service within the commonwealth according to a formula to be fixed by agreement of the companies.

The department is authorized to investigate the operation of said system and to adopt procedures necessary and appropriate to hear and resolve complaints for failure and appropriate to hear and resolve complaints for failure to comply with the provisions of section forty of chapter eighty-two.

Approved July 14, 1980

3-B. REVISED ORDINANCES OF THE CITY OF SPRINGFIELD

Sec. 22-45 DIGGING UP STREETS AND SIDEWALKS: PLACING MATERIAL THEREON.

No person, except the superintendent of streets and engineering, in the performance of his duties, shall break or dig up or cause to be broken or dug up the pavement or ground in any public street, or any sidewalk or common in the city, or erect or cause to be erected any staging for building thereon, or place or cause to be placed any materials or rubbish thereon, without first obtaining from the superintendent of streets and engineering a written

license stating the space in the street or other public place that may be occupied, and the time allowed for such occupancy, and such other provisions as they may deem best, and filing with the superintendent of streets and engineering a written agreement under seal, approved by the superintendent of streets and engineering, to comply strictly with the terms of the license and indemnify the city from all loss, cost or expense that it may suffer by reason of such occupancy.

(R. O. 1956, ch. 26, & 49.)

3-C. ARCHITECTURAL ACCESS BOARD

A. APPLICABLE TO ALL FACILITIES: the following Regulations shall apply to all facilities:

SITE CONDITIONS

Curb cuts: Curb cuts are required wherever sidewalks or curbs are being construct-ed or reconstructed, and they shall comply with the following:

Location: Curb cuts shall be located, one (1) at each corner of each intersection, adjacent to the radius of the corner and at all street crossings; and in no case at a distance greater than fifteen (15) feet from the intersection of the curb lines. When curbs or sidewalks are constructed or reconstructed on only one side of the street, curb cuts shall be installed on the opposite side(s) of the street.

Slope: Slope of curb cuts shall not exceed one in twelve (1 in 12), and slope shall blend to a common level with the street. Where sidewalks are too narrow to install a straight-line curb cut at a slope of one in twelve (1 in 12), the flared or fanned sides of the curb cut shall also slope at one in twelve (1 in 12).

Width: Width of curb cuts shall be not less than forty (40) inches, not including sloped sides.

Sides: The sides of curb cuts shall be sloped no less than eighteen (18) inches in width at the curb.

Curb Height: Curb height at intersections shall not exceed six (6) inches.

Texture: Detectable warning panels are required for all wheelchair ramps.

3-D INSTALLATION OF WHEELCHAIR RAMPS

As part of some excavations, existing wheelchair ramps may be impacted. If any portion of any existing ramp is impacted, the Contractor will be required to replace the ramp in its entirety and comply with all current rules and regulation. The contractor will be responsible for obtaining all of the current detail and specifications required to replace the ramp. Some of the current rules and regulations in place include:

1. THE SIDEWALK CROSS-SLOPE MUST NOT EXCEED $\frac{1}{4}$ " PER FOOT FOR BRICK AND CEMENT CONCRETE AND $\frac{3}{16}$ " PER FOOT FOR BITUMINOUS CONCRETE. (REFER TO STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, SECTION 700.) IN NO INSTANCE SHALL THE SIDEWALK CROSS SLOPE EXCEED 3% EXCEPT THE RAMP AREA PROPER WHICH IS EXEMPT.
2. AN UNOBSTRUCTED PATH OF TRAVEL WITH A MINIMUM WIDTH OF 36" SHALL BE MAINTAINED.
3. THE WHEELCHAIR RAMP SLOPE AND SIDE SLOPES (TRANSITIONS), MUST NOT EXCEED 1:12, HOWEVER THESE SLOPES MAY BE FLATTER THAN 1:12 WHEN WARRANTED BY SURROUNDING CONDITIONS.
4. WHERE THE ROAD PROFILE EXCEEDS 5% THE HIGH SIDE TRANSITION LENGTH (L_{fh}) WILL BE A MAXIMUM OF 15'.
5. IN NO CASE, WHERE A STOP LINE IS WARRANTED, SHALL A RAMP BE PLACED BEHIND THE STOP LINE.
6. FIXED OBJECTS – UTILITY POLES, HYDRANTS, ETC. – MUST NOT EN-CROACH ON WHEELCHAIR RAMPS.
7. AT NO TIME IS ANY PART OF THE WHEELCHAIR RAMP TO BE LOCATED OUTSIDE OF THE CROSSWALK AND IT IS TO BE CENTERED WHENEVER POSSIBLE.
8. CATCH BASINS WHICH ARE TO BE LOCATED IN THE VICINITY OF A WHEELCHAIR RAMP SHOULD BE LOCATED UP-GRADE WHENEVER POSSIBLE.
9. THE ENTRANCE OF THE WHEELCHAIR RAMP SHALL BE FLUSH WITH THE ROADWAY.
10. TESTING SURFACE: WHEN TESTING WITH A STRAIGHTEDGE PLACED PARALLEL TO THE LINE OF SLOPE, THERE SHALL BE NO DEVIATION FROM A TRUE SURFACE IN EXCESS OF $\frac{1}{4}$ OF AN INCH.
11. A MID-BLOCK TYPE WHEELCHAIR RAMP WILL NOT BE CONSTRUCTED ON BRIDGES DUE TO THE REQUIRED 12" CURB REVEAL, BUT ACCESSIBILITY WILL BE PROVIDED ALONG THE BRIDGE SIDEWALK.
12. WHEN IT IS TECHNOLOGICALLY UNFEASIBLE TO CONSTRUCT WHEEL-CHAIR RAMPS IN COMPLIANCE WITH THE ARCHITECTURAL ACCESS BOARD'S REGULATIONS, A VARIANCE WILL NEED TO BE SUBMITTED. THE DEPARTMENT'S HANDICAPPED ACCESSIBILITY SECTION SHOULD BE CONTACTED UNDER THESE CIRCUMSTANCES.



APPENDIX A

STREET OCCUPANCY PERMIT APPLICATION FORM

CITY OF SPRINGFIELD DPW / ENGINEERING DIVISION
STREET OCCUPANCY PERMIT APPLICATION FORM



Required Information:

Date of Application: _____

1. *Type of Permit (Circle One):* _____ Daily _____ Yearly

2. *Name of Responsible Person*

Applying for Permit: _____

3. *Applicant / Company / Name*

Organization (If applicable): _____

4. *Applicant Address:* _____

5. *Phone Number:* Office / Home: _____

Cell: _____

6. *Start Date:* _____

7. *End Date:* _____

8A. *Street Permit Location, Attach Map, if required or requested:* _____

8B. *List Two adjacent Side Streets (Example Main Street between Bridge St and Worthington St.):* _____

9A. *Reason for Issuing Work Permit (New Installation, Crane, Dumpster, Delivery, etc.)* _____

9B. *Reason for Issuing Event Permit (Parade, Block Party, Walk, etc.)* _____

10. *Describe Work Event:*

11. **Fee Calculation:**

Application Fee:	\$75	
Daily Fee (_____ days X \$25/day)	\$ _____	
Annual Fee	\$ _____	

Estimated Total: \$ _____

INVALID WITHOUT APPLICANT SIGNATURE

Authorized Signature: _____

Person above agrees to abide by all DPW permit regulations and fees as outlined in the "Manual for Occupancy of Public Ways within the City of Springfield" – Latest Edition

Applicant Check Number: _____



APPENDIX B

YEARLY LICENSED CONTRACTOR APPLICATION FORM

For Office Use Only

YEARLY LICENSED CONTRACTOR SUBMISSION CHECKLIST

<u>Submitted and Approved</u>	<u>Task</u>
<input type="checkbox"/>	Original Completed Annual License Application Form
<input type="checkbox"/>	Pay a \$125 application fee (no cash) – copy of check for file
<input type="checkbox"/>	Produce a \$10,000 Permit Bond (must be original – no fax copies accepted)
<input type="checkbox"/>	Provide a Certificate of Liability Insurance that meets all requirements of sample form. Certificate can be faxed or e-mailed
<input type="checkbox"/>	Supply three (3) recent, local references from other municipalities on municipal letterhead or approved alternate references. Reference Letters can be hand delivered or mailed to: City of Springfield Engineering Division Permit Coordinator 70 Tapley Street Springfield ,MA 01104
<input type="checkbox"/>	Supply copies of the operators MA Hoisting Equipment License as well as an original signature of each excavator for our file as per OSHA Regulations, G.L. c. 82A, 520 CMR 7.00 et seq.
<input type="checkbox"/>	Supply OSHA Competent Worker Training Certificate

Comments:

NOTE: Contractors will not be allowed to begin any work until all above material has been submitted and accepted, and an approval letter has been received.

CITY OF SPRINGFIELD DPW / ENGINEERING DIVISION



YEARLY LICENSED CONTRACTOR APPLICATION FORM

Required Information:

1. *Date of Application:* _____

2. *Name of Contractor:* _____

3. *Contractor Address:* _____

4. *Phone Number:* *Office / Home:* _____

Cell: _____

Fax: _____

5. *Primary Contact Name, Phone # and e-mail address*

6. *Please describe your company's experience in street excavation, pavement restoration and trench safety:*

7. *Recommendation Summary (List 3 References):*

A.

B.

C.

OFFICIAL USE ONLY

The Department of Public Works / City Engineer:

Date: _____

1. Has No Objection to the issuance of a license:
2. Objects to the issuance of a license:
3. Has not been provided with enough information:

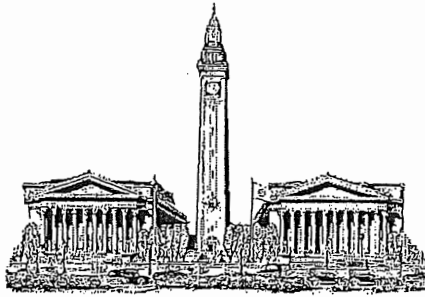
Other Comments:

DEPARTMENT OF
PUBLIC WORKS

ENGINEERING DIVISION

70 TAPLEY STREET
SPRINGFIELD, MA 01104

413-787-6210 413-787-6029 FAX



CITY OF SPRINGFIELD
MASSACHUSETTS

Date:

Contractor Name
Address

Dear Sirs:

Your application to be a licensed contractor under the City of Springfield's Occupancy Permit Program has been approved. Your approval is active for the calendar year _____.

You can re-apply for your approval for the next calendar year beginning October 1 of this year. We recommend that you apply early to ensure no lapse in approval status.

Thank You very much for working in the City of Springfield.

Very Truly Yours,

Matthew J. Sokop, P.E.
City Engineer

This letter will be issued by the DPW –
Engineering Division upon obtaining
approval status.

CONTRACTOR LETTERHEAD

Address, Telephone #, etc.

Date:

Mr. Matthew J. Sokop, P.E
City Engineer
Springfield Department of Public Works – Engineering Division
70 Tapley Street
Springfield, MA 01104

Dear Mr. Sokop:

Re: OSHA Excavation Competent Person Training

I certify that the following employees are OSHA Excavation Competent Persons and that they are responsible for overseeing the trench excavation safety requirements of the Commonwealth of Massachusetts (520 CMR 14.00, et. Al.) and the applicable Federal OSHA general industry and construction health & safety regulations:

Name 1
Name 2
Name 3
Etc.

Supporting OSHA training certificate(s) are attached.

Please contact me at XXX-XXX-XXXX or via e-mail at xxxx@xxxxxxxxx if you have any questions.

Sincerely,

Contractor Authorized Signature

This sample letter should be sent by the contractor to the City of Springfield identifying OSHA approved personnel

SAMPLE INSURANCE CERTIFICATE - CONTRACTOR MUST COMPLY WITH ALL SECTIONS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/3

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 4 Insurance Co. name here	CONTACT NAME: Ro PHONE (A/C, No, Ext): 413 E-MAIL ADDRESS: rom PRODUCER CUSTOMER ID #: AD	FAX (A/C, No): 413-
INSURED Insured Name Must match name exactly as stated on Application Form	INSURER(S) AFFORDING COVERAGE INSURER A: Oh INSURER B: Pe INSURER C: Nat INSURER D: INSURER E: INSURER F:	NAIC # 2419 Insert Firm actually providing Insurance "Workers Comp Bureau" not acceptable

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LTR		INSR WVD		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		BFW52452000	12/31/10	12/31/11	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED MACHS (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGC \$ 2,000,000
<p>GEN'L AGGREGATE LIMIT PER POLICY <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC</p> <p>Policy Must be checked—not Project</p>						
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BAW52452000	12/31/10	12/31/11	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BIODLY INJURY (Per person) \$ PROPERTY DAMAGE (Per accident) \$ 300,000
<p>Policy must comply with either limits</p>						
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		USO53153890	12/31/10	12/31/11	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
<p>Preferable that effective dates are calendar year, but not required.</p>						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	W	12/31/10	12/31/11	WC STATU-TORY LIMITS EACH ACCIDENT \$ 1,000,000 DISEASE - EA EMPLOYEE \$ 1,000,000 DISEASE - POLICY LIMIT \$ 1,000,000
<p>All sections must have a policy number, not "Policy number TBD"</p>						
C	Excess Umbrella		BE	12/31/10	12/31/11	Ess Um 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if the City of Springfield, MA is named as an additionally insured, XCU Coverage Included)

CERTIFICATE HOLDER City of Springfield Department of Public Works 70 Tapley Street Springfield, MA 01104	Required for all certificates	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE Joseph M Phillips



The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653
Citizens Insurance Company of America | 615 West Grand River Avenue, Lowell, MA 01843
Massachusetts Bay Insurance Company | 440 Lincoln Street, Worcester, MA 01653

STREET PERMIT BOND

Bond No. [REDACTED]

KNOW ALL MEN BY THESE PRESENTS, that we, [REDACTED]

of [REDACTED]

as Principal, and The Hanover Insurance Company (A New Hampshire Corporation) Massachusetts Bay Insurance Company (A New Hampshire Corporation), as Surety, are held and firmly bound unto

City of Springfield DWP, as Obligee, in the penal sum of

Ten Thousand Dollars, good and lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, and our heirs, executors, administrators, jointly and

SAMPLE PERMIT BOND

WHEREAS the said Principal has applied to said Obligee for a license to open, occupy, cross by vehicles and obstruct a certain portion of a public sidewalk/berm, curbing, street or way in said Town or City of Springfield

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if Principal shall faithfully observe and honestly comply with the provisions of all Laws or Ordinances of Obligee regulating the business for which license is issued, then this obligation shall be void; otherwise to be and remain in full force and virtue.

PROVIDED, THE LIABILITY OF THE SURETY upon this bond shall be and remain in full force and effect for the full period of the license, and renewals thereof, issued to the principal above named, or until ten days after receipt by the Obligee of a written notice signed by such Surety, or its authorized agent, stating that the liability of such Surety is thereby terminated and canceled; and provided further, that nothing herein shall affect any rights or liabilities which shall have accrued under this bond prior to the date of such termination.

Signed, sealed and dated the 28th day of April, 2009

[REDACTED] Principal

By: [REDACTED] (Seal)

- THE HANOVER INSURANCE COMPANY
- MASSACHUSETTS BAY INSURANCE COMPANY

By: [REDACTED]



THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

POWERS OF ATTORNEY
CERTIFIED COPY

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint

Jillian A. Gustavis

of Chicopee, MA

and each is a true and lawful Attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line be filled in, only within the area therein designated

any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows:

Street Permit

in the amount of \$10,000.00 and said companies hereby ratify and confirm these appointments are made and resolutions are still in effect;



of these presents. Companies which

RESOLVED, That the President or any Vice President, in conjunction with any Assistant Vice President, be and they are hereby authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as its acts, to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons. (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA



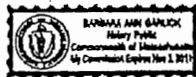
Mary Jeanne Anderson
Mary Jeanne Anderson, Vice President

Robert K. Grennan
Robert K. Grennan, Assistant Vice President

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by a Vice President and an Assistant Vice President, this 28th day of April 2009

THE COMMONWEALTH OF MASSACHUSETTS)
COUNTY OF WORCESTER) ss.

On this 28th day of April 2009, before me came the above named Vice President and Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



Barbara A. Starlick
Notary Public

My commission expires on November 3, 2011

I, the undersigned Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney Issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America.

RESOLVED, That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or any Vice President in conjunction with any Assistant Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 28th day of April 2009

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

Stephen L. Drouil
Stephen L. Drouil, Assistant Vice President



The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653
 Citizens Insurance Company of America | 645 West Grand River Avenue, Howell, MI 48843
 Massachusetts Bay Insurance Company | 440 Lincoln Street, Worcester, MA 01653

ONLINE MISCELLANEOUS SURETY BOND APPLICATION

PRIOR TO RELEASING BOND, THE APPLICATION MUST BE SIGNED BY THE PRINCIPAL/APPLICANT AND, IF REQUIRED, BY ANY ADDITIONAL INDEMNITOR(S) WITH EACH SIGNATURE WITNESSED

BASIC MISCELLANEOUS SURETY APPLICATION INFORMATION

Surety Company: [REDACTED] Bond Number: E [REDACTED]
 Name of Principal or Applicant: [REDACTED]
 Name of Obligor: [REDACTED]
 Type of Bond: [REDACTED] Bond Amount: \$10,000.00
 Effective Date: April 28, 2009

AGREEMENT OF INDEMNITY

The undersigned applicant and indemnitors hereby request the Company to become surety for the above bond. The undersigned hereby certify the truth of all statements in the application and attachments and jointly and severally agree:

- 1) to pay the usual premiums, including continuations and/or renewals;
- 2) to completely INDEMNIFY the Company from and against any liability, loss, costs, attorney's fees, and expenses whatsoever which the Company shall at any time sustain as surety on this bond or any other bond, or for the enforcement of this agreement;
- 3) that the Company shall, without notice, have the right to amend the penalty terms and conditions of any bond issued for the undersigned and this agreement shall apply to any such amended bond;
- 4) that the Company shall have the right to adjust, settle or compromise any claim, demand, suit or judgment upon said bond(s) and its decision in good faith to make any payment shall be final and conclusive as to the fact and extent of the liability of the undersigned;
- 5) upon demand by the Company, to deposit current funds with the Company in amount sufficient to satisfy any claim against the Company by reason of such suretyship;
- 6) that if said bond is cancelable, this agreement may be terminated as to subsequent liability, upon written notice to the Company and with written confirmation from the Company stating when such termination will take effect.

NOTE: Full Collateral may be required for certain types of bonds.

APPLICABLE IN NEW YORK
 Any person who knowingly and with intent to
 mislead, information concerning any fact

SAMPLE PERMIT BOND

conceals for the purpose of

Please sign below in the appropriate section and have your signature(s) witnessed.

Signed and Dated: April 28, 2009

(Name of Applicant)

Witness: _____ By: _____
 (Individual)
 Witness: _____ By: _____
 (Partner)
 Witness: _____ By: _____
 (Partner)
 Witness: _____ By: _____
 (Managing Member)
 Witness: _____ By: _____
 (Corporate Secretary) (President)

In consideration of the execution by the Company of the bond herein applied for, the undersigned, jointly and severally, join in the foregoing indemnity agreement.

SIGNATURE OF INDEMNITORS

Witness: _____ (Indemnitor)
 Witness: _____ (Indemnitor)
 Witness: _____ (Indemnitor)
 Witness: _____ (Indemnitor)



APPENDIX C

STREET EXCAVATION PERMIT APPLICATION FORM

**CITY OF SPRINGFIELD DPW / ENGINEERING DIVISION
STREET EXCAVATION PERMIT APPLICATION FORM**



Required Information:

- Date of Application:* _____
1. *Location of Excavation (Circle One):* _____ Public Way _____ Private Way / Property
2. *Name of Responsible Person Applying for Permit:* _____
3. *Applicant / Company Name (must be a licensed contractor):* _____
4. *Applicant Address:* _____
5. *Phone Number:* Office: _____
Cell: _____
6. *Start Date:* _____
7. *End Date:* _____
8. *DigSafe Number (No permit issued without DigSafe Number)* _____
9. *Street Permit Location, Attach Map, if required or requested:* _____
10. *List Two adjacent Side Streets (Example Main Street between Bridge St and Worthington St.):* _____
11. *Describe Work Event:*
- | | | |
|----------------------|--------------------------------------|----------|
| 11. Fee Calculation: | Application Fee: | \$75 |
| | Daily Fee (_____ days X \$45 / day) | \$ _____ |
| | Life Cycle pavement Fee | \$ _____ |
| | Estimated Total: | \$ _____ |

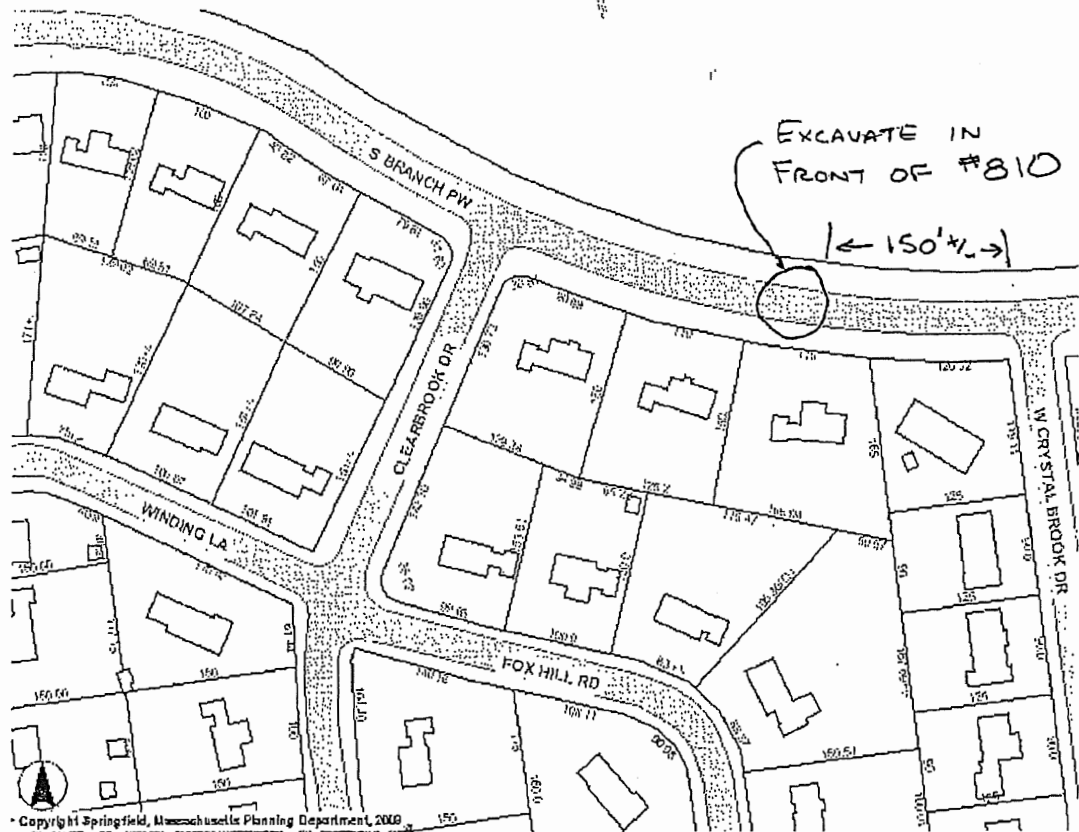
INVALID WITHOUT APPLICANT SIGNATURE

Authorized Signature: _____

The applicant agrees to abide by all DPW- Engineering Div. permit regulations and fees as outlined in the "Manual for Occupancy of Public Ways within the City of Springfield" – Latest Edition

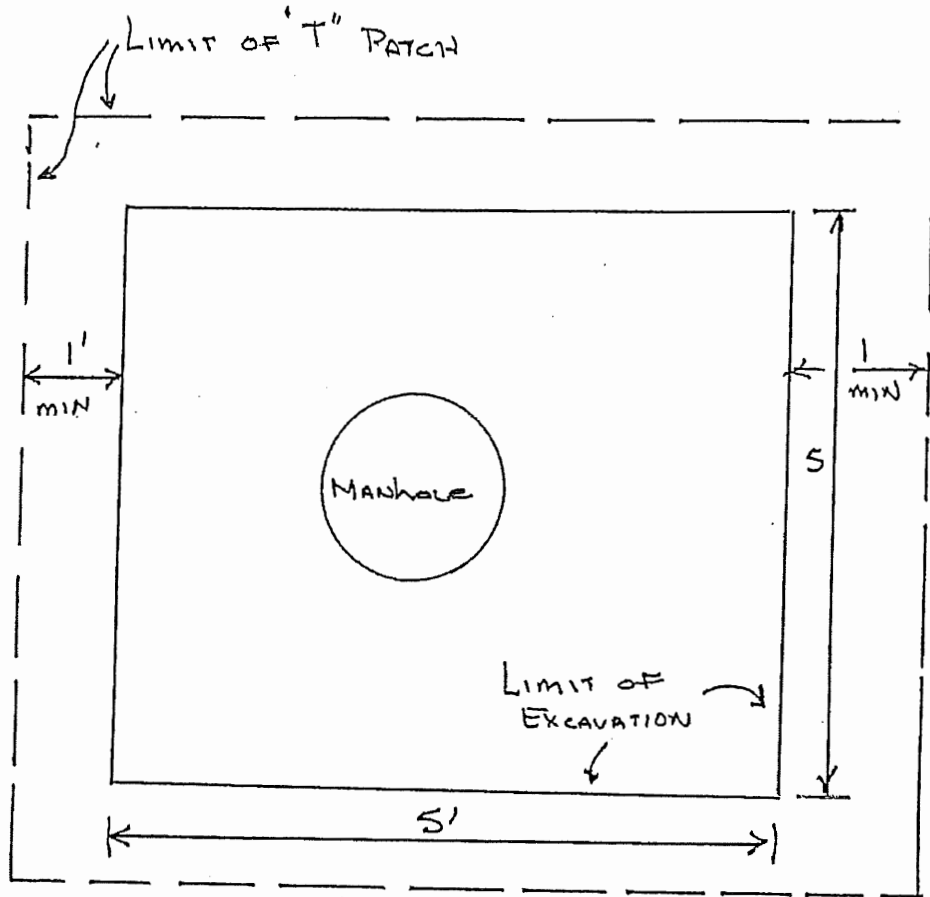
Applicant Check Number: _____

STREET EXCAVATION PERMIT SKETCH



SAMPLE SKETCH

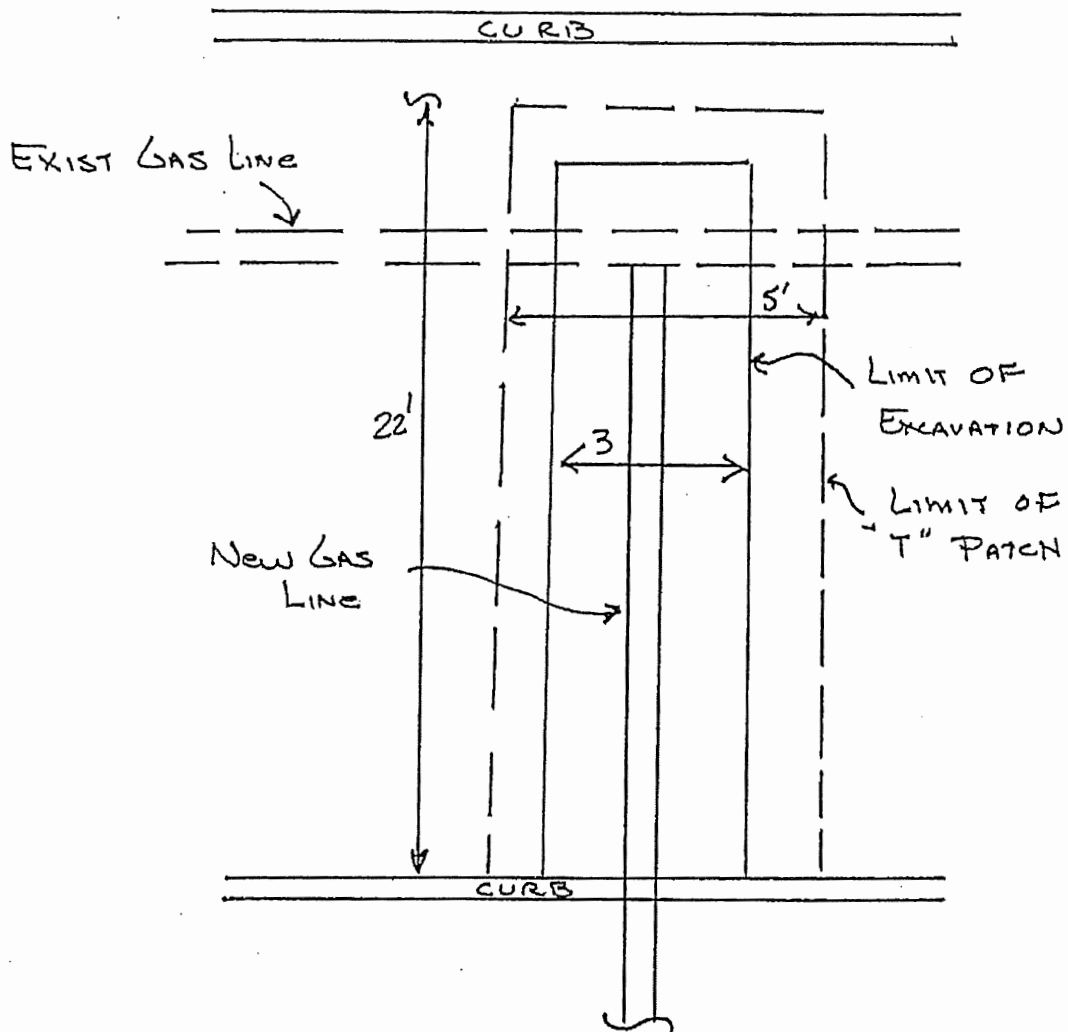
STREET EXCAVATION PERMIT SKETCH



Manhole Repair
Life Cycle Calculation
Pavement 4 years old = \$65 / sf
Cost = 7' x 7' x \$65 / sf = \$3,185

SAMPLE SKETCH

STREET EXCAVATION PERMIT SKETCH



Trench Excavation

Life Cycle Calculation

Pavement 7 years old = \$30 / sf

Cost = 5' x 22' x \$30 / sf = \$3,300

SAMPLE SKETCH

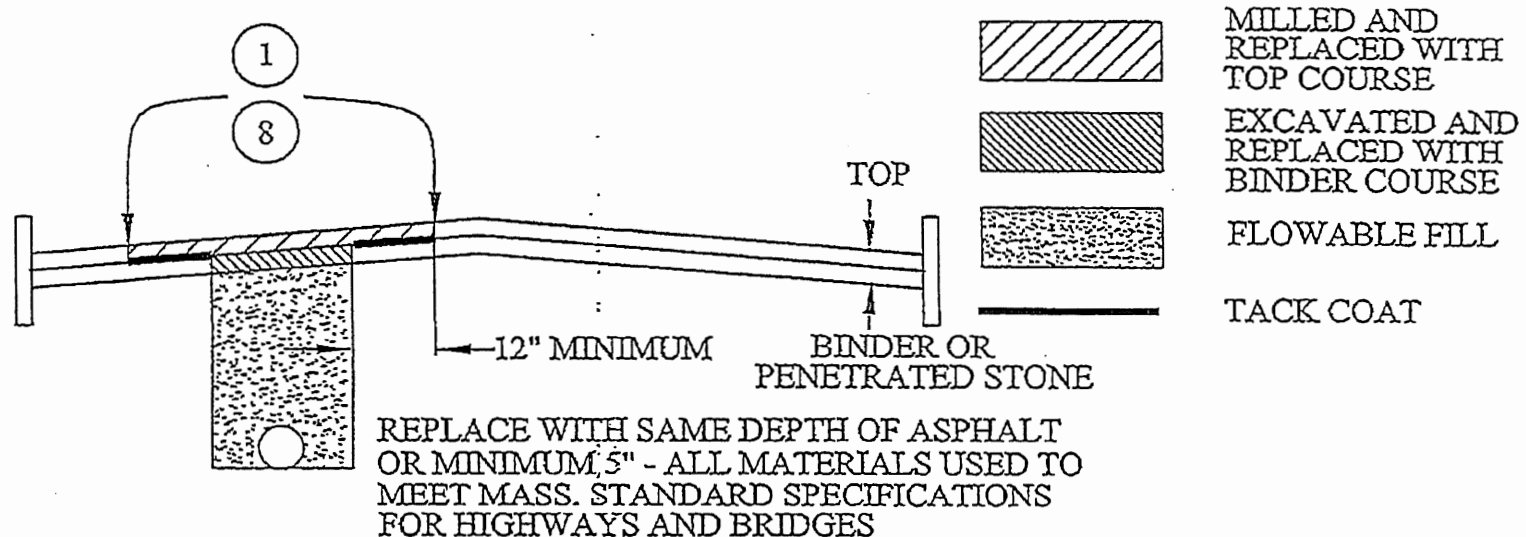


APPENDIX D

RESTORATION DETAILS

- Arterial Street Trench and Pavement Repair
- Residential Street Trench and Pavement Repair
- Sidewalk / Driveway Repair
- Multiple Excavation Repair
- Inlay or Imprinted Pavement Repair

TRENCH REPAIR SPECIFICATION ARTERIAL STREET

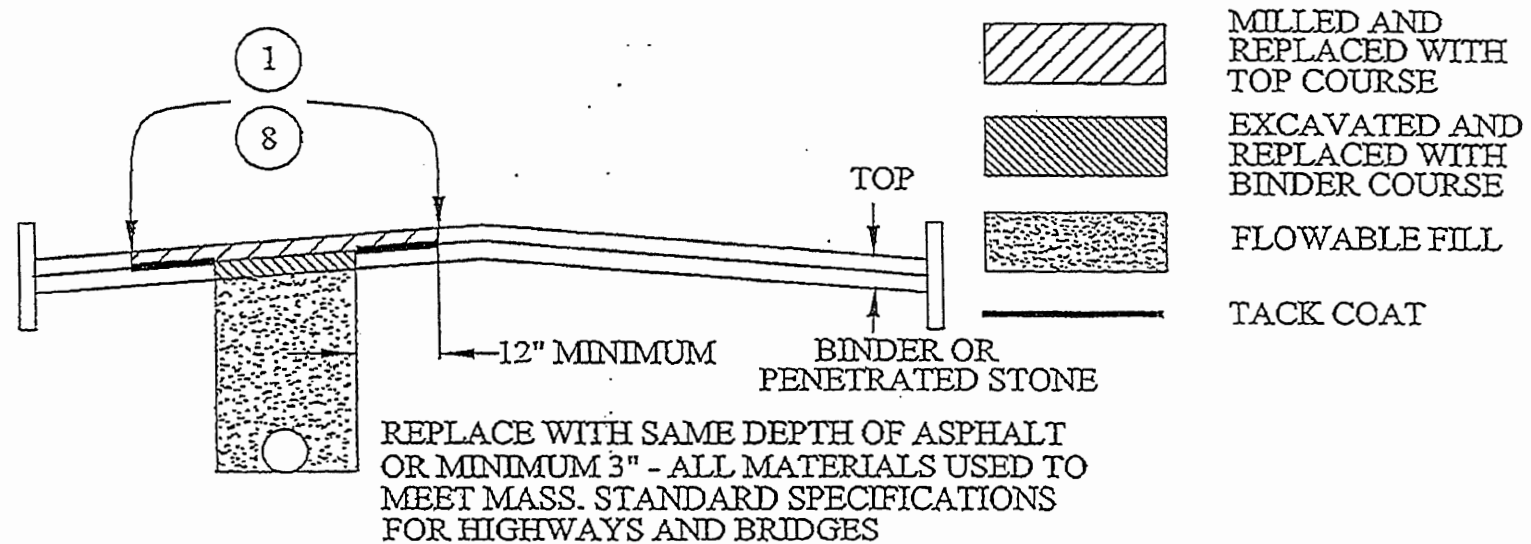


NOTES:

1. SAW CUT OUTER EDGE OF UTILITY PATCH
2. MILL TO REMOVE TOP COURSE
3. LEAVE 12" MIN. LIP BETWEEN EDGE OF TOP AND EDGE OF BINDER COURSE
4. AFTER TRENCH WORK COMPLETED, FILL AROUND PIPE TO BOTTOM WITH FLOWABLE FILL
5. REPLACE LAYERS OF BINDER AND DEEP BASE
6. TACK AREA OF MILLING
7. REPLACE TOP COURSE
8. SEAL EDGES OF UTILITY PATCH WITH HOT POURED RUBERIZED ASPHALT SEALANT

2-B SPECIFICATION FOR PATCHING BIT. CONC. ROADWAYS(CONT.)

TRENCH REPAIR SPECIFICATION RESIDENTIAL STREET

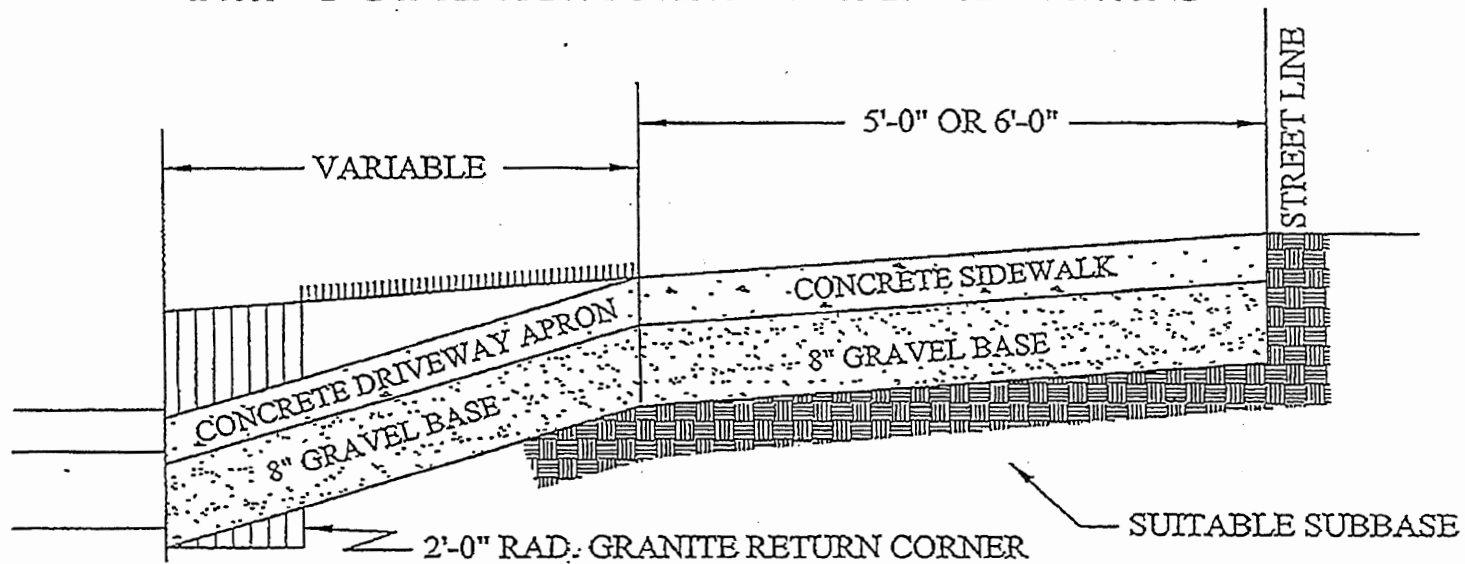


NOTES:

1. SAW CUT OUTER EDGE OF UTILITY PATCH
2. MILL TO REMOVE TOP COURSE
3. LEAVE 12" MIN. LIP BETWEEN EDGE OF TOP AND EDGE OF BINDER COURSE
4. AFTER TRENCH WORK COMPLETED, FILL AROUND PIPE TO BOTTOM
5. REPLACE ONE LAYER OF BINDER
6. TACK AREA OF MILLING
7. REPLACE TOP COURSE
8. SEAL EDGES OF UTILITY PATCH WITH HOT POURED RUBERIZED ASPHALT SEALANT

2-B SPECIFICATION FOR PATCHING BIT. CONC. ROADWAYS(CONT.)

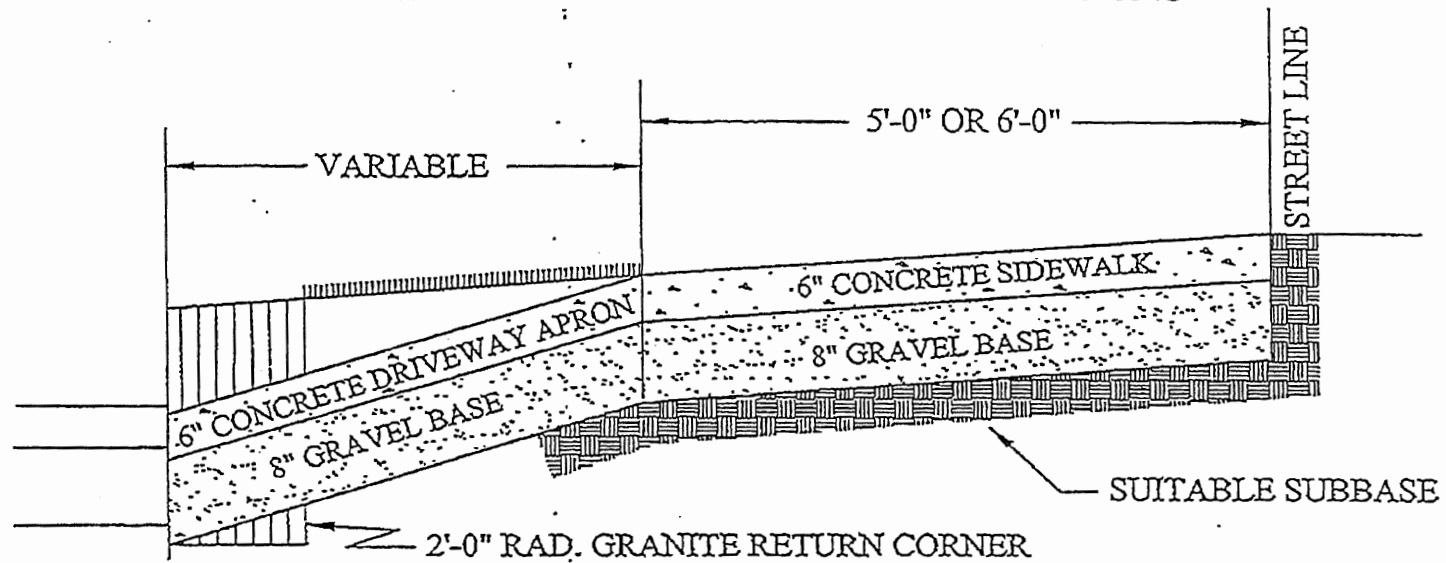
STANDARD SIDEWALK CONSTRUCTION AT COMMERCIAL DRIVEWAYS



NOTES:

- 9" CONCRETE MAY BE REPLACED BY 6" ASPHALT IF APPROVED
- STANDARD SIDEWALK SLOPE IS 3/16 PER FT.
- MAXIMUM DRIVEWAY WIDTH IS 40' WITH TWO 2' CURB RETURNS (36' OPENING)
- #3 REINFORCING BARS SHALL BE PLACED 12" O.C., 3" FROM GRAVEL BASE
- MINIMUM CONCRETE STRENGTH WILL BE 4,000#, CLASS D

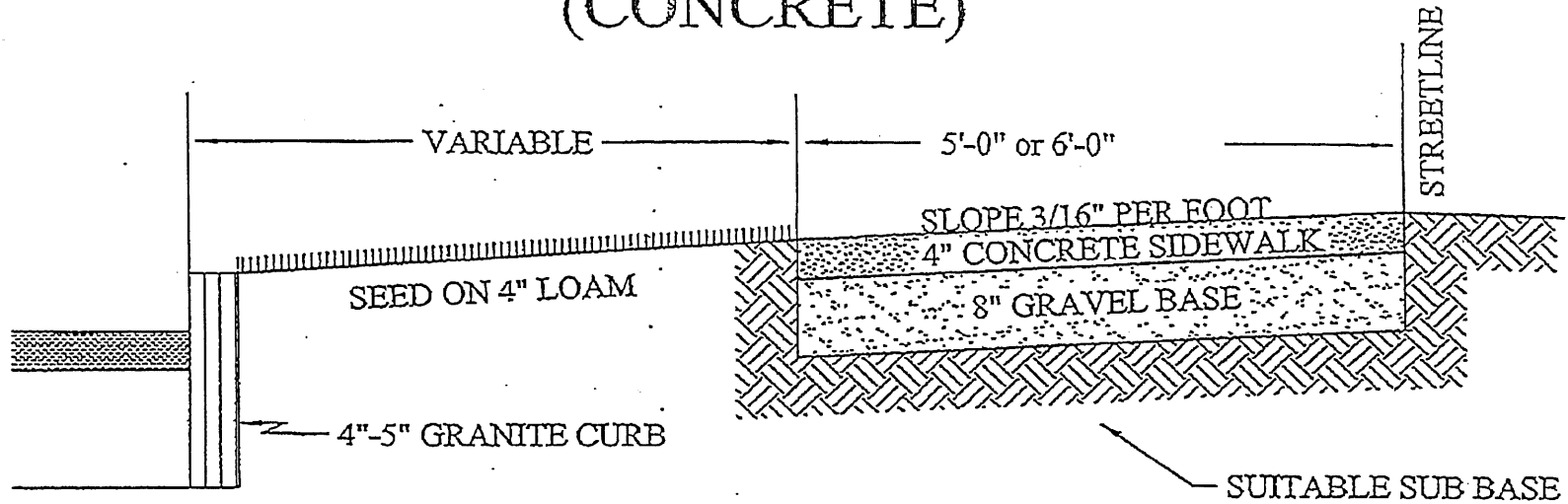
STANDARD SIDEWALK CONSTRUCTION AT RESIDENTIAL DRIVEWAYS



NOTES:

- 6" CONCRETE DEPTH TO BE REPLACED BY 3-1/2" ASPHALT(2" BINDER, 1- 1/2" TOP) AS DIRECTED BY THE ENGINEER
- STANDARD SIDEWALK SLOPE IS 3/16" PER FT.
- MAXIMUM DRIVEWAY WIDTH IS 24' WITH TWO 2' CURB RETURNS (20' OPENING)
- WIRE WELDED FABRIC PLACED 1-1/2" ABOVE GRAVEL BASE
- MINIMUM CONCRETE STRENGTH WILL BE 4,000#, CLASS D

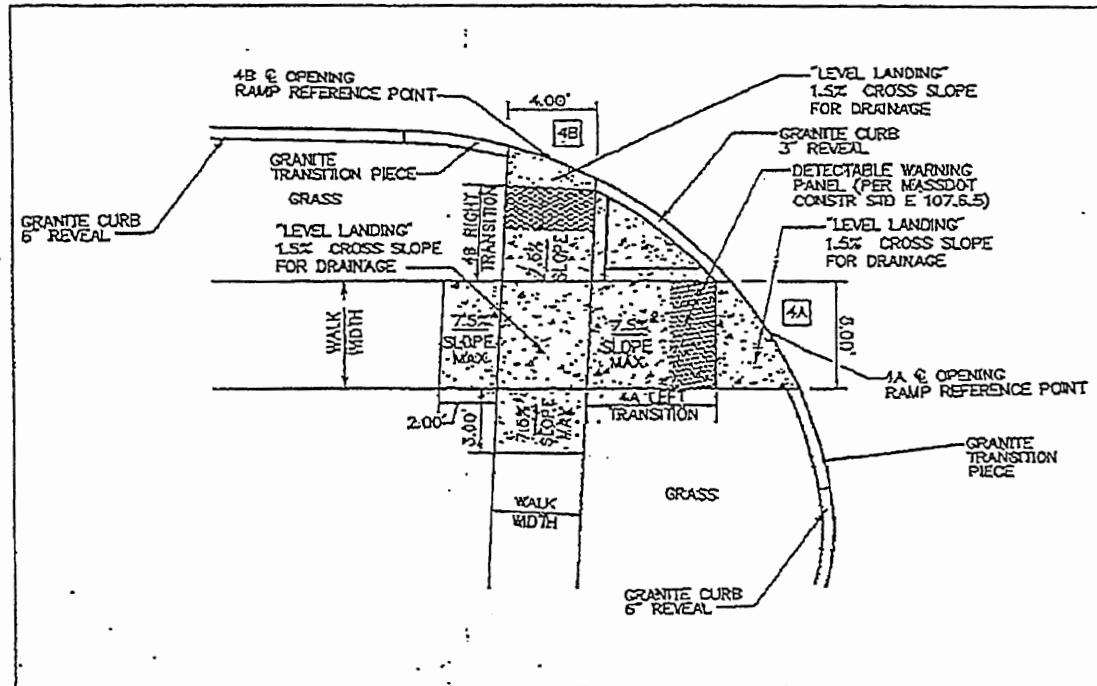
TYPICAL STANDARD SECTION FOR SIDEWALK CONSTRUCTION (CONCRETE)



NOTES:-

- STANDARD SIDEWALK SLOPE IS 3/16 PER FT.
- MINIMUM CONCRETE STENGTH WILL BE 4,000#, CLASS D

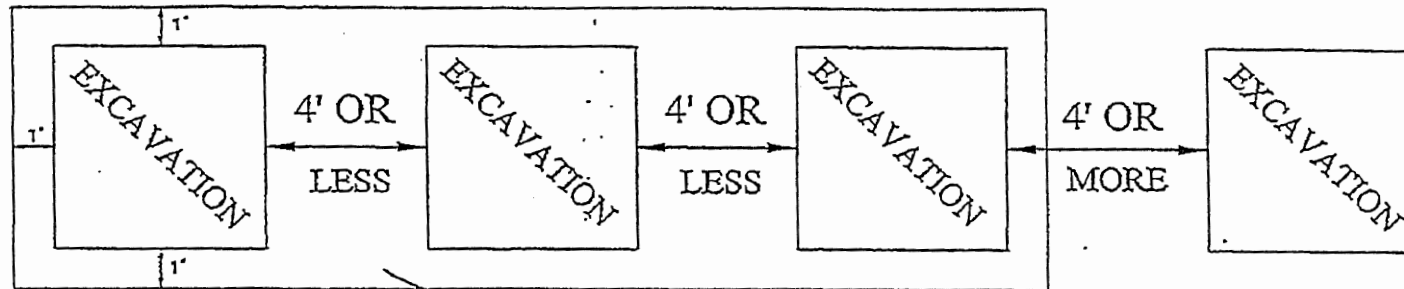
SIDEWALK REPAIR



NOTES:

- IF EXCAVATION OCCURS ON A SIDEWALK AT AN INTERSECTION, CONTRACTOR IS REQUIRED TO REMOVE ENTIRE SIDEWALK WHEELCHAIR RAMP, ADJUST CURB, AND REPLACE TO CURRENT MASSDOT/A.D.A. GUIDELINES.
- IF NO CURRENT RAMP EXISTS, CONTRACTOR IS REQUIRED TO INSTALL RAMP AND ADJUST CURB TO MEET CURRENT MASSDOT/A.D.A. GUIDELINES.
- WIRE MESH REINFORCEMENT CONFORMING TO AASHTO-M55 OR ASTM A185-79 WILL BE REQUIRED.

MULTIPLE EXCAVATION REPAIR

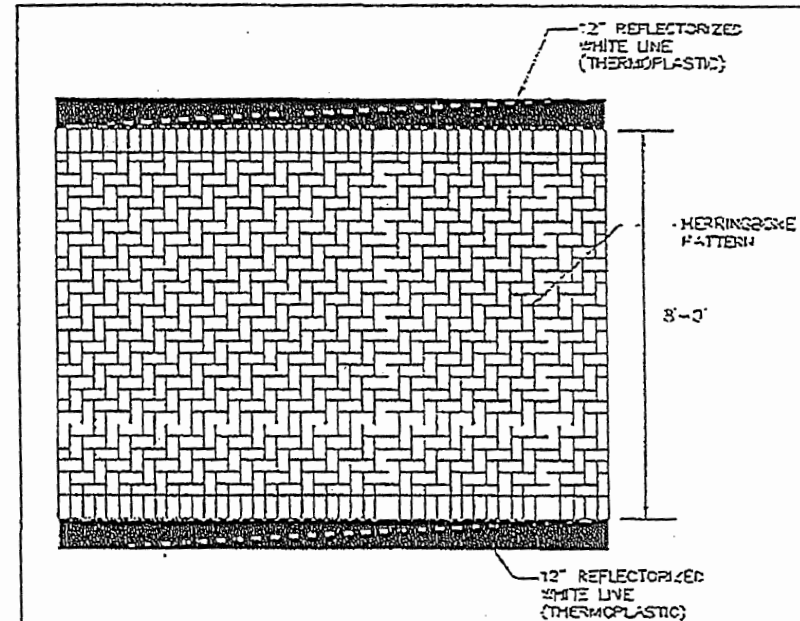
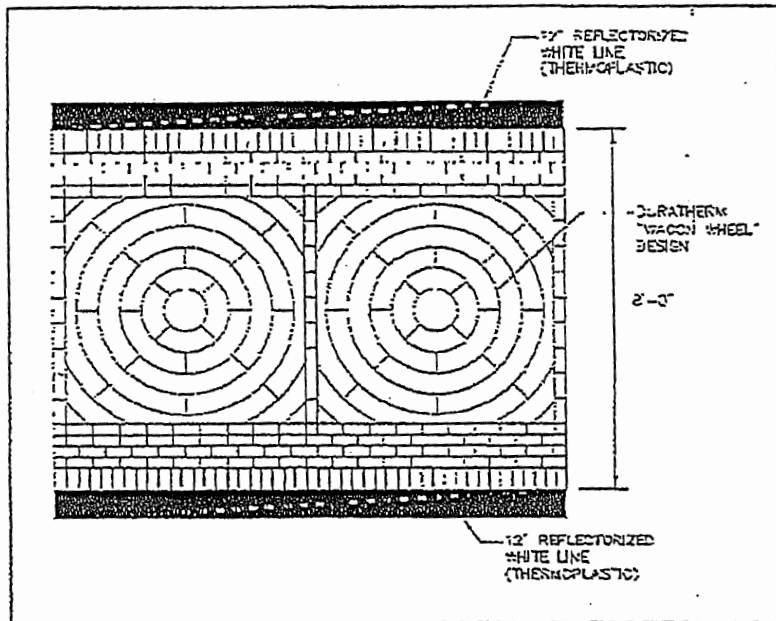


PAVEMENT RESTORATION REQUIREMENT

NOTES:

- APPLIES TO ANY ROADWAY EXCAVATION THAT RESULTS IN MULTIPLE PENETRATIONS PERFORMED LESS THAN 4' OF ONE ANOTHER UNDER A SINGLE PERMIT.
- APPLIES TO ANY ROADWAY EXCAVATIONS THAT ARE PERFORMED WITHIN 2 MONTHS OF ANY OTHER PERMIT ISSUED TO THE SAME CONTRACTOR/UTILITY AT A SPECIFIC LOCATION.
- EXISTING PAVEMENT REMAINING SHALL BE MILLED AND OVERLAYED (1.5" RESIDENTIAL + 2" ARTERIAL) AS SHOWN ABOVE.

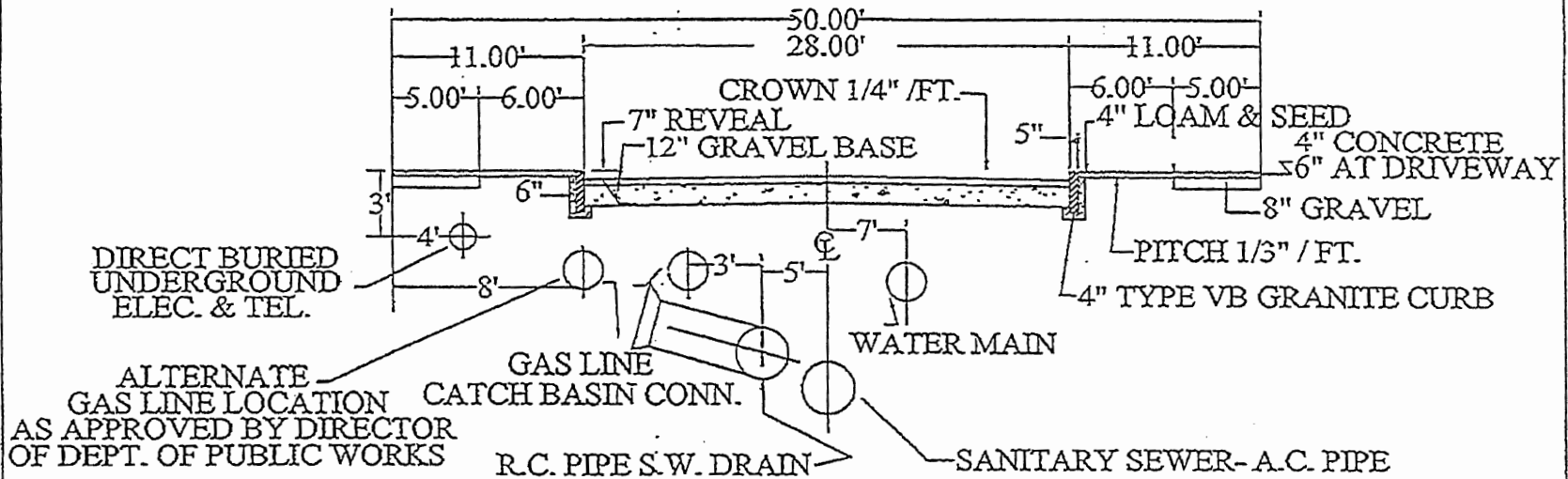
IMPRINT OR INLAYED CROSSWALK REPAIR



NOTES:

- IF ANY EXCAVATION OR SURFACE PAVEMENT IMPROVEMENT OCCURS OF ANY LOCATION WITHIN THE CITY OF SPRINGFIELD WHERE EXISTING IMPRINTED OR INLAYED CROSS WALKS EXIST, THE CONTRACTOR IS REQUIRED TO REPLACE IN KIND WITH THE EXACT MATERIAL AND COLOR AS ORIGINALLY INSTALLED.
- INSTALLATIONS MUST BE COMPLETED BY AN INSTALLER APPROVED BY THE CITY OF SPRINGFIELD.
- ABUTTING PAVEMENT MARKINGS MUST ALSO BE REPLACED.

STREET TYPICAL SECTION FOR UTILITIES



NOTES:

- WHERE PRACTICABLE STORMWATER LINES ARE PLACED 5' OFF THE CENTER LINE ON THE SOUTH OR WEST SIDE OF THE STREET
- WATER MAINS ARE 18' OFF STREET LINE, EITHER NORTH OR EAST SIDE OF THE STREET
- CONNECTIONS FROM CATCH BASINS TO MANHOLES- V.C. PIPE- CLASS 200-64T OR EQUAL
- SURFACE COURSE 3" TYPE I BIT. CON. LAID IN TWO COURSES- 1 1/2" TOP COURSE
1 1/2" BINDER COURSE