

Department of Public Works			
Directive:	Interdepartmental Regulation	Number:	
Subject:	Policy for Surface Course Asphalt	Supersedes:	Next Review:
Approved:	<p style="text-align: center;">_____</p> <p style="text-align: center;">Director of Public Works</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Director of Development and Permits</p>	Effective Date:	
		Originator:	

I. Purpose

The purpose of this Interdepartmental Regulation is to establish City policy on the installation of the surface course asphalt on public streets to include the bonding and defect period. The goal is to maximize the service life and ensure the surface course asphalt, also known as the “top coat”, is applied before the base course and pavement structure is at risk of deterioration.

II. Policy

- A. Pavement design must be performed in accordance with the Public Facilities Manual (PFM) requirements to ensure that adequate strength exists prior to the application of the final surface.
- B. The base mix or Intermediate Mix (IM) course asphalt shall be installed prior to utility activation or no later than any certificate of occupancy.
- C. The surface course asphalt is required no later than any one of the following:
 - 1. Once 75% of the lots are occupied.
 - 2. In the event Base mix asphalt was approved, surface course asphalt shall be completed within one year of acceptance of base course.
 - 3. If IM asphalt is used, final surface must be installed within 2 years of acceptance.
 - 4. Written justification for any extension must approved by the director. IM may not be exposed to the elements longer than 4 years.

- D. All street & drainage facilities require a 2-year defect period. In the event the final surface course asphalt is not installed prior to Streets and Drainage acceptance for all work required by the subdivision agreement, the developer will be required to post a 2 year defect bond for completed work and an ancillary bond for the all unfinished items. A 2-year defect bond for final surface course must be posted concurrent with acceptance of its installation.
- E. Subsequent to the final acceptance and during any applicable defect period, the developer is responsible for identified defects and any damages caused by inferior and/or faulty or workmanship, or, acts or omissions of their contractor or subcontractors.

III. Procedures

- A. A Streets & Drainage Final Inspection will be scheduled once all required subdivision improvements are complete (with the exception of work eligible to be secured by an ancillary bond) and a 2-year defect bond is posted for that completed work. An Ancillary bond in such form as may be approved by the City Attorney or designee may be posted for the following incomplete items:
 - 1. Sidewalks
 - 2. Surface course asphalt
 - 3. Vegetation
- B. If the surface course asphalt is not in place at the time of Final Inspection, an Ancillary agreement may be permitted. The final surface course (and any incomplete items secured by an ancillary bond) shall be subject to a 2-year defect period from the time of acceptance. The base course or IM asphalt improvements will be accepted with the following conditions:
 - 1. The Ancillary agreement amount shall include:
 - i. The cost of the surface course asphalt to include preparation (ex. tack coat)
 - ii. Pavement patching to potential base course deterioration and settlement based on 25% of the area of incomplete pavement
 - iii. Contingencies and mobilization
 - 2. The final surface course must be installed within one year over base material or two years over IM asphalt following the Streets and Drainage acceptance. If the developer does not install the surface course within the time periods specified herein, then the following applies:
 - i. The developer must provide justification to extend. Justification shall be specifically related to a higher potential for further damage to asphalt in accordance with policy.
 - ii. If the Director approves an extension, the same ancillary agreement and defect bond requirements will apply as stated above.

iii. If the justification is not approved by the Director, the surface course asphalt must be installed or the ancillary bond will go to collection.

C. If Concurrent with the final acceptance of surface course asphalt, a 2-year defect bond shall be posted for the completed work.