

CHAPTER 14

INSTALLATION OF FRANCHISE UTILITIES REQUIREMENTS

14.0 GENERAL

- A. The purpose of this Chapter is to define the plan submittal requirements for installation of franchise utilities within the Public Right of Way.
- B. The City reserves the right to require additional information as necessary to ensure installation meets all City requirements or in situations including unusual or hazardous circumstances.

14.1 SUBMITTAL PACKAGE

- A. ~~Online Department of Development and Permits Permit Application. A Department of Development and Permits Permit Application with an original signature with each sketch.~~
- B. ~~Three~~ copies of sketches and/or construction record drawings showing the proposed work shall be submitted to the Department of Development and Permits for all digging permit applications within the right-of-way. Construction Record Drawings should be requested through the Department of Public Utilities.

14.2 PLAN SHEET REQUIREMENTS

- A. ~~Plan sheet size: one 24" x 36" sized set and two 11" x 17" reduced sized sets. If construction record drawings are not available, 11" x 17" sheet sized sets should be submitted.~~
- B. Proposed utility location, size and type of pipe, conduit or bundle;
- C. Existing utilities including laterals and service lines (sewer, water, storm drain, force main) at all possible conflict areas;
- D. Locations of pavement, curb and gutter, and / or ditches, and / or right-of-way;
- E. **Franchisee existing pavement cuts within 500'.**
- F. Typical location of proposed utility relative to curb and gutter or right-of-way (e.g. 3' behind face of curb; if typical location changes show various locations);

- G. Typical depth; if typical depth changes show various depths and respective locations;
- H. Street names and subdivision name (where applicable);
- I. Location of area relative to nearest intersection. On lateral-only plans the location may be tied to the nearest manhole, fire hydrant, utility pole, etc.;
- J. Legend identifying codes and symbols used for installation and North arrow;
- K. Minimum clearances with other utilities;
- L. If plans are not drawn to scale, dimensions must be included such that installation can be accomplished;
- M. The size and location of jacking pits shall be shown on the plan.
- N. Standard notes of the Department of Development and Permits and Department of Public Utilities to be noted on each plan sheet. Notes may be updated periodically.
 - 1. Depth and locations of all existing utilities and storm facilities are to be verified prior to construction.
 - 2. Permission and/or approval is to be granted from property owners to perform work on private property.
 - 3. The franchisee shall be responsible for maintaining proper traffic control while working in public right-of-way.
 - 4. No open cut of roadway pavement will be permitted without written permission.
 - 5. Trenches shall be clean and free of rocks or construction debris. If the trench is rocky, rock shield, or selected backfill shall be used to prevent any coating damage.
 - 6. Site clean-up of the construction area shall be required on a daily basis. The contractor shall be responsible for landscaping and restoration of the entire site area immediately after completion of construction.
 - 7. Install warning tape over gas mains.

8. Maintain 12” minimum vertical clearance at all utility crossings and storm drain facilities.
9. Maintain five feet (5’) minimum horizontal separation between proposed cable and existing utilities and storm drains. **The horizontal separation from storm facilities may be reduced to two feet (2’) when magnetic warning tape is installed.**
10. Proposed cable is to pass under all water mains and water services.
11. Maintain 24” depth in right of way and 36” depth at road crossings unless otherwise specified.
12. **If a non-copper water service line or copper service line in poor condition is cut or needs extended, the service must be replaced from the water main to the water meter in accordance with the requirement for new service.**
13. A minimum 24-hour notice must be given to Public Utilities prior to any operation that crosses a City water or sanitary sewer line. Notice is to be given to the Maintenance and Operations Division at 382-3400.
14. The contractor will be responsible for the repair or replacement of any water or sewer facilities that are damaged as a result of the installation.
15. In the event that any water service line is damaged, the water service repairs shall be complete replacement of the service line from the water main to the meter. Splicing of the water service line is not permitted.
16. The contractor must comply with the requirements of the Rules for Enforcement of the Underground Utility Damage Prevention Act 20 VAC 5-309-150 if trenchless excavation is to be used for the installation.
17. The contractor must comply with the requirements of the code of Virginia Section 56-265.24 while excavating. This includes uncovering, by hand excavation, all utility lines (including service lines) which will be crossed. All excavation within 24 inches of the water and sewer lines must be hand excavated.

~~Ø. The size and location of jacking pits shall be shown on the plan.~~

14.3 CLEARANCES

- A. Utilities shall be 24" minimum (36" minimum under pavement). Minimum acceptable depth under pavement may be greater than 36" depending on existing or proposed pavement section such that utility will not require relocation to keep it out of the pavement section.
- B. The minimum vertical separation allowed between proposed utility and other public utilities (sewer, water, storm sewer, force main) is 12". The minimum horizontal separation is 5'. This may be reduced to 2' when magnetic warning tape is installed parallel to storm facilities. Minimum clearances are to be stated at all possible conflicts.
- C. Placement of utilities under ditch inverts is generally unacceptable. However, where circumstances warrant and with prior approval from the Department of Development and Permits, utilities may be placed under ditch inverts. A minimum of 24" cover is required. The permittee will be responsible for restoring the ditch section to at least pre-installation conditions.
- D. All franchise utility lines shall be installed below water lines.

14.4 PROFILES

- A. Profiles are required at all potential conflict areas (crossings) showing how minimum clearance requirements are to be met. Profiles of conflict areas are required in the following cases:
 - 1. All rigid lines greater than 2" (including flexible lines contained in rigid conduits).
 - 2. Plastic gas lines greater than 3".
 - 3. All fiber optic cables regardless of size and any other communication lines 3" and larger.
 - 4. Flexible electric lines greater than 3".

14.5 FIELD VERIFICATION

Field verification of critical water mains and all water transmission mains will be required to prevent damage during jacking or boring operations. Refer to 14.8 for types of pavement cuts required.

14.6 TRAFFIC CONTROL REQUIREMENTS

A traffic control plan is required when work or equipment will be located in the roadway. Traffic Control plans shall be based on the Virginia Work Area Protection Manual and Manual on Uniform Traffic Control Devices.

14.7 PAVEMENTS CUTS/TEST HOLES

In an effort to maintain pavement integrity, the following criteria have been established for proposed test holes within roadways:

- A. Local streets and low volume collectors – test holes for existing pressure mains and trunk line cable will be approved with a PC-1 patch or other approval detail provided with the permit. If multiple **new and existing** test holes are located **within 500'** ~~in close proximity~~, a mill and overlay may be required dependent on the quality of existing surface. **The franchisee will be required to mill and overlay their previous multiple test holes.**
- B. Collectors and arterials – test holes for existing pressure mains and trunk line cables will be approved with PC-2 patch or other approved detail provided with the permit. Additional measures may be required to restore surface quality dependent on the location of the test hole relative to the traveling wheel path, quality of existing surface, and number of test holes. The franchise utility will be required to make additional repair to restore the roadway surface depending on the quality of the patch after the one year defect period.
- C. **Mill and overlay requirements will be based off the condition of the existing surface. Determinants would be the age of the surface course and street repaving schedule.**

14.8 EASEMENTS

Prior to construction of improvements within any existing right-of-way or easement, it is the responsibility of the franchise utility to ensure that the proposed improvements do not conflict with restrictions that apply within the existing right-of-way or easement.

14.9 PRIVATE PROPERTY

It is the franchisee's responsibility to obtain permission and/or approval from property owners to perform work on private property.