

Town of Pineville
Public Works Department

**Procedures for Working in Asphalt and
Concrete Pavements**

Regulations and Fee Schedule

(March 14, 2016)

Utility Owner: _____ Job No: _____
Certified Person: _____ Phone No.: _____

This document may be modified by the Town Manager and/or Public Works Director without prior notice. Users should inquire as to the status of recent modifications.

Portions of this document were prepared and compiled using material from Charlotte Department of Transportation /Street Maintenance Division's "Regulations and Fee Schedule" Revised edition from June 2004 to November 2012
Revised edition from November 2012 to March 2016

REQUIREMENTS

1. Permit required for commercial and residential construction
2. Permit required for digging, right of ways, sidewalks, driveways, and curbs
3. Must submit site plans (trees, concrete, paving, shrubs, etc...) each time you dig
4. Permit must be requested 24 hours in advance
5. Must get a permit each time you dig
6. Application must specifically state where you will be digging.
7. Application must specifically state who will be digging.

FEES

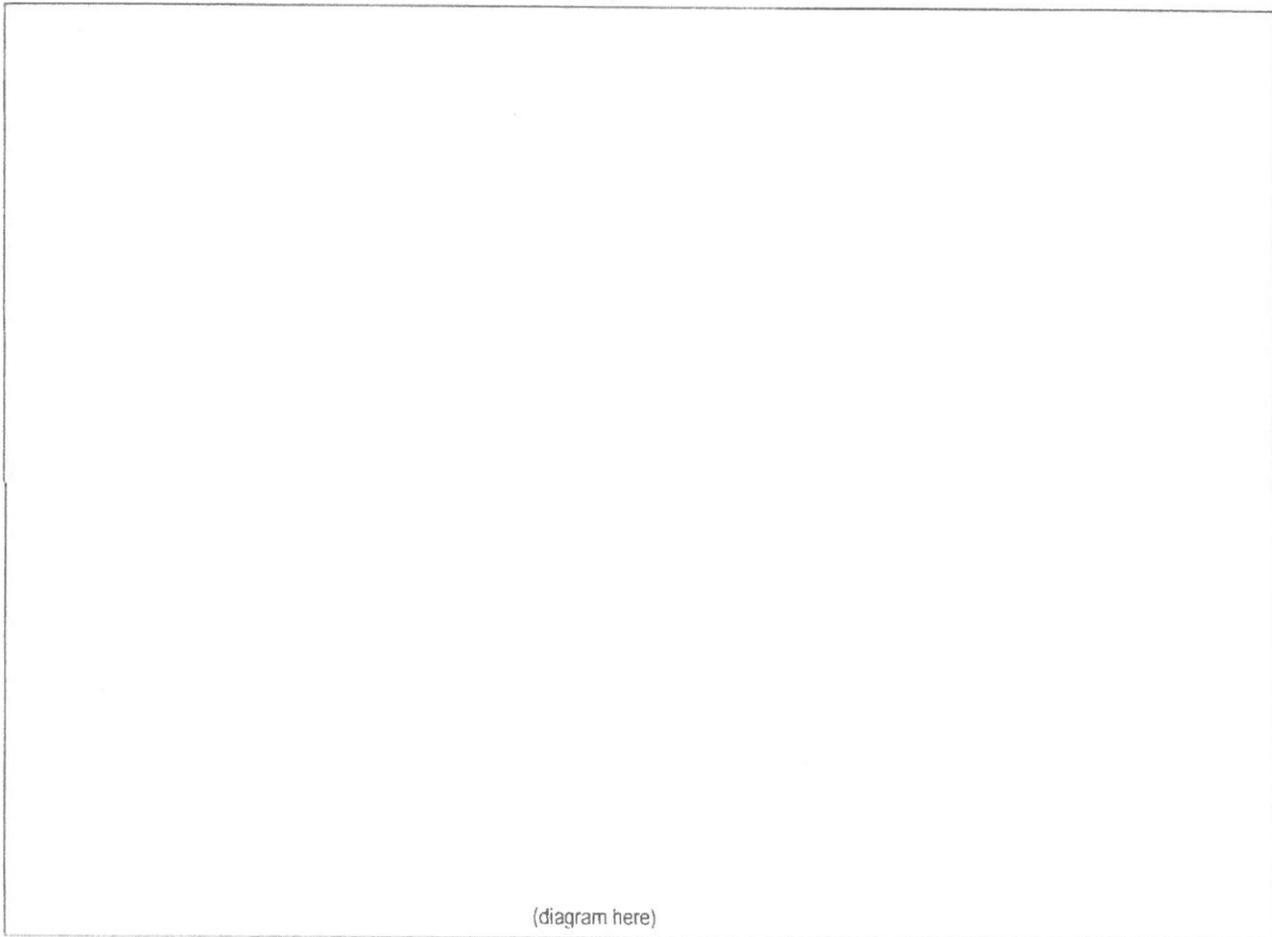
Administrative Fee: _____

Street Cut Fee: _____

Misc. Fee: _____

Total: _____

Please show location or provide diagram below or on the back. Any questions, comments, or concerns please contact:
Chip Hill, Public Works Dept., (704) 651-3339 · chip.hill@pinevilledsl.net



(diagram here)

Table of Contents

I.	INTRODUCTION	1
II.	PERMITTING	1
	A. Street Cut Permit	1
III.	SPECIFICATIONS	2
	A. General Requirements	2
	1. Scheduling	2
	2. Stipulations	3
	3. Responsibility	4
	B. Asphalt Requirements (Street/Driveway/Curb/Median)	4
	C. Concrete Requirements	4
	1. Streets	4
	2. Sidewalk/Driveway/Median	5
	3. Curb & Gutter	5
	D. Temporary Patches	5
	1. Asphalt Street	5
	2. Concrete Street	5
	E. Utility Locator Excavations (Potholes)	6
	F. Specialty Materials	7
IV.	EMERGENCY EXCAVATION	7
V.	SPECIALTY MATERIALS	7
VI.	EXCAVATION CERTIFICATION / UTILITY CERTIFICATION LIST QUALIFICATION ...	8
	A. Certification	8
	B. Renewal, Probation and Revocation	9
VII.	APPEALS PROCEDURE	10
VIII.	VIOLATIONS	10
IX.	INVOICING / COLLECTION FOR RESTORATION	11
X.	MISCELLANEOUS REFERENCES	12
	A. Standards and Specifications	12
	B. Encroachment	12
	C. Right-of-Way Use Permit	12
	D. Carolina One Call	12
	E. Centralized Dispatch	12
XI.	INDEMNIFICATION	12
XII.	FEE SCHEDULE	13
	A. Asphalt	13
	B. Concrete	13
	C. Administrative Charges	13

XIV. APPENDICES

- A. TOP Utility Restoration Standards – Asphalt (Main Thoroughfares/Residential Streets)
- B. TOP Utility Restoration Standards – Concrete & Manhole Repair
- C. TOP Utility Restoration Standards – Patch-Back to Concrete
- D. Town of Pineville Land Development Standards – Concrete Sidewalks
- E. Town of Pineville Land Development Standards – Monolithic Concrete Curb & Sidewalk
- F. Town of Pineville Land Development Standards – Commercial & Residential Drop Type II Driveway with Sidewalk Abutting Curb (2'-6" Curb & Gutter)
- G. Town of Pineville Land Development Standards – Residential Drop Curb Type I Driveway with Planting Strip (2'-6" Curb & Gutter)
- H. Town of Pineville Land Development Standards – Commercial Drop Curb Type II Driveway with Planting Strip (2'-6" Curb & Gutter)
- I. Town of Pineville Land Development Standards – Drop Curb Type II Driveway Monolithic Concrete Curb & Sidewalk
- J. Town of Pineville Land Development Standards – Residential Driveway (Type I) for Valley Gutter
- K. Town of Pineville Land Development Standards – Accessible Ramp Standard with Planting Strip (2'-6" Curb & Gutter)
- L. Town of Pineville Land Development Standards – Accessible Ramp Sections with Planting Strip (2'-6" Curb & Gutter)
- M. Town of Pineville Land Development Standards – Accessible Ramp Standard without Planting Strip (2'-6" Curb & Gutter)
- N. Town of Pineville Land Development Standards – Accessible Ramp Sections without Planting Strip (2'-6" Curb & Gutter)
- O. Town of Pineville Land Development Standards – Accessible Ramp Standard (2'-0" Valley Gutter)
- P. Town of Pineville Land Development Standards – Accessible Ramp Sections (2'-0" Valley Gutter)
- Q. Town of Pineville Land Development Standards – Accessible Ramp Standard – Monolithic Curb & Sidewalk
- R. Town of Pineville Land Development Standards – Accessible Ramp Sections – Monolithic Curb & Sidewalk
- S. Town of Pineville Land Development Standards – Standard Placement of Accessible Ramp & General Notes
- T. Town of Pineville Land Development Standards – Truncated Domes Plan & Cross-Section
- U. NCDOT Street Standard Drawing – Concrete Pavement Joints (Sheet 1 of 2)
- V. NCDOT Street Standard Drawing – Concrete Pavement Joints (Sheet 2 of 2)
- W. Excavation Permit

I. Introduction

This document defines the Town of Pinville, Public Works Department policy, specifications, procedures, and costs necessary to excavate for utilities and restore infrastructure within Town of Pineville jurisdictional limits ("excavate for utilities" includes utility location excavations, potholing and boring for utility locations).

Utility Agents involved with utility projects must have a copy of this document for reference in their possession at all times when working in the right-of-way.

Town of Pineville looks to the Utility Companies to ensure that all Utility Agents, working on their behalf, understand and follow these policies and procedures.

Work not performed in accordance with these specifications may result in:

- Immediate work stoppage and removal from the right-of-way
- Removal from the TOP approved certification list
- Denial of future Town permits/restoration services

Adherence to this Policy and the issuance of a **Street Cut Permit** is required for all utility excavation, drilling or boring work performed within the Central Business District (CBD) and any rights-of-way within the Town of Pineville limits and Charlotte-Mecklenburg Utilities (CMU) utility related work within the Town.

II. Permitting

Issuance of a Street Cut Permit does not eliminate the requirements or adherence to any other necessary Town Permit or Ordinance. (See Miscellaneous Reference Section X).

A. Street Cut Permit:

Before any utility or utility agent is allowed to excavate for utility work in the right-of-way, they shall obtain an individual street cut permit 24 hours prior to excavation for each of the following: asphalt streets, curb and gutter, sidewalks, driveways, medians and planting strips. Failure to secure a street cut permit prior to excavating will result in a \$150 administrative fee. To obtain a street cut permit, the utility agent performing the work must employ a TOP certified person that is currently on the TOP's current approved Excavation Certification List (see Section VI) and provide the following information:

1. Encroachment number/Right-of-Way Use Permit number, as required (see Section III)
2. Designate Contracted or Town restoration
3. Block number
4. Complete street name
5. Cross street
6. Requesting Utility Company's name and job number
7. TOP certified person of the crew performing the work – and after hours telephone number
8. Certification number
9. Telephone contact for utility agent – field or cell number
10. Company address and office phone number
11. Billing contact
12. Cut type
13. Estimated size of the cut
14. Prior Permit Number (if applicable) for this location

Permitting (continued)

15. Contact name and telephone number of Utility Company representative individual is working for, or supervisor
16. For CMU, what zone the cut is in
17. Verify cut size before ready call

The certified excavation representative's presence is required on site during all phases of construction until inspection has been approved and passed by TOP.

If no work has begun within 48 hours after date work is scheduled, the permit will be automatically voided. Another permit must be obtained before work can commence.

There will be a \$50 processing fee for permits issued and not closed within the 48 hour period.

III. Specifications

A. General Requirements:

1. Scheduling

- a) All street and curb & gutter cuts (asphalt or concrete) in the rights-of-way must be completed and patched with asphalt within 24 hours of excavation, unless prior approval has been obtained from TOP. When notice of excavation and requesting a patch back, TOP needs a minimum of 2-hour notice for all patching requests. Patching requests, without the 2-hour notice, will be charged a \$50.00 processing fee.
- b) Any construction project involving excavations over 100 linear feet in pavement, curb and sidewalk rights-of-way (excluding ditches), the Utility companies must schedule a pre-construction meeting within the 10-day notification period prior to beginning work.
- c) TOP reserves the right to postpone, inspect and/or require additional information on any work performed in Town rights-of-way.
- d) Utilities performing their own restoration work, TOP reserves the right to require the work within a timeframe designated by TOP.
- e) When the Utility or their agent will perform their own restoration work, TOP requires permanent restoration of concrete driveways, sidewalk, and curb within 45 days. A written notice should be given to the property owner stating when the work will be done and a contact number.

Specifications (continued)

- f) During inclement weather, Utilities are required to call and verify with TOP the availability of materials for restoration. Frequently restoration materials are only available from TOP suppliers during daylight hours. Temporary patches will be allowed during inclement weather at the discretion of TOP. Temporary patch shall be dug out and made permanent within 30 days. If not made permanent by Utility in 30 days, TOP will remove the temporary patch, repair all associated street damage, install the permanent patch and bill full cost to the responsible Utility.

2. Stipulations

- a) TOP reserves the right to require the Utility Company to pay for the repair, milling and resurfacing of any streets that are damaged due to utility cut installation and repair. This right will be exercised when the concrete or asphalt repair does not restore the integrity or ride quality of the street/sidewalk (even if the repair is performed by Town forces). This is usually the case on long longitudinal cuts patched back by hand. TOP, working in conjunction with the Utility Company or agency, will walk the street to determine the need for resurfacing.
- b) TOP reserves the right to deny all open and/or diagonal cuts within the street right-of-way. TOP may require the utility company to perform subsurface boring, tunneling and/or rerouting at no cost to the Town. TOP may limit the area of pavement or walkway disturbed at any given time.
- c) All utility companies performing work in the street rights-of-way must be properly equipped to meet all required specifications and traffic control. Traffic control will be in accordance with the MUTCD or WATCH Handbook.
- d) Select backfill shall be compacted to a minimum of 95% density throughout the cut. (Required: maximum 6 inch lifts.)
- e) In the event TOP is notified of hazards related to any utility work anywhere in the affected or adjoining right-of-way, the following shall occur:
 - TOP will notify the proper Utility Company or Agency.
 - TOP will temporarily mitigate the hazard until the proper Utility responds
 - TOP expects the Utility Company or Agency to assume responsibility within 2 hours and make the situation safe.
 - The utility must begin permanent repairs within 12 hours, and continuously work until all repairs are complete.
 - TOP expects prompt return of its applicable safety equipment used to temporarily mitigate the hazard (cones, flashers, barricades).
 - TOP will bill the Utility Company or Agency for the emergency response and/or mitigation.
- f) All work and waste disposal shall meet all requirements of Mecklenburg County Department of Environmental Protection Services.

Specifications (continued)

- g) In cases of emergency, each Utility and their utility agents are required to readily provide secured plates to shore up the excavation. TOP has to approve the use of plates. The use of plates is limited to 48 hours and contingent to all precautions relative to plate usage.

3. Responsibility

- a) TOP and utility agents will mutually agree upon any maintenance and repair work of pre-existing conditions in addition to the utility cut.
- b) The TOP will not be responsible for pre-existing problems with any utility structure that is further damaged during restoration.
- c) The Utility is financially responsible for any infrastructure damage and/or repair associated with any work performed under the Encroachment Agreement, Right-of-Way Use, or Street Cut Permit.

B. Asphalt Requirements (Street/Driveway/Curb/Median):

1. Streets

- a) Minimum excavation/cut size 4 ft. x 4 ft.
- b) Edges must be squared and smooth.
- c) Saw cut preferred.
- d) Must obtain compaction of 92% for asphalt (Superpave) and 95% for sub grade.
- e) Backfill depth must be 9-1/2 inches below finished pavement grade on thoroughfare streets and 6-1/2 inches on residential streets.

C. Concrete Requirements:

1. Streets

- a) A permanent asphalt patch within a concrete street will be a minimum of 4 ft. x 4 ft. dimensions and 9-1/2 inches deep on compacted and suitable material.
- b) Edges must be squared and smooth.
- c) Required saw cut on all edges.
- d) Adequate space of 12 inches or more will be left around all structures to allow for proper compaction of replaced material.
- e) If the contractor is performing the restoration, all patching will be completed within the same day material is removed unless work is ongoing and involves installation and flowable fill that have been discussed prior to excavation.
- f) If plates are to be utilized, they will be tacked down with hot plant asphalt and monitored by the contractor.
- g) All concrete shall be properly cured prior to asphalt placement.
- h) All work in a concrete street is required to be inspected by a TOP Inspector or supervisor prior to asphalt placement.

Specifications (continued)

2. Sidewalk/Driveway/Median

- a) Partial or full excavation sections must be temporarily backfilled with compacted suitable select backfill if TOP is to perform the permanent repair. If the repair is performed by the utility or utility contractor, full section replacement with like material is to be performed (joint to joint replacement) in accordance with ADA requirements (Town of Pineville Land Development Standards, Sections 10.34A through 10.35B in Appendix). Permanent repairs must be performed within 30 days.
- b) All structures within the construction zone must be installed at proper grade (i.e., valves, boxes, clean outs, etc.). TOP will charge for any required adjustment.

3. Curb & Gutter

Partial or full excavation sections must be temporarily backfilled with compacted asphalt by the contractor until permanent repairs are performed. The sub grade must be properly compacted. Utility or contractor must provide support for asphalt curb portion of asphalt patch. If Utility or contractor is to perform the permanent repair, full section replacement (joint to joint) with like material (concrete) must be performed.

D. Temporary Patches:

1. Asphalt Street: (must be pre-approved by Utility Coordinator)

- a) Will be no less than 6 inches in depth on stable and compacted select backfill material in asphalt streets. These patches must be approved with a plan to be excavated by the Utility within 30 consecutive days of installation and replaced with a permanent patch.
- b) All temporary patches not excavated by the Utility within the designated timeframes will be excavated by TOP or our contractor with the total cost (including overtime if incurred) billed to the Utility. Temporary patches will be allowed during inclement weather at the discretion of TOP. Temporary patch shall be dug out and made permanent within 30 days. If not made permanent by the Utility within 30 days, TOP will remove the temporary patch, repair all associated street damage, install the permanent patch and bill full cost to the responsible Utility. **Two incidences within a calendar year will result in certification probation.**
- c) Manhole Requirements: Maintenance and Repair
 1. 12 inch minimum cured concrete collar before asphalt patch back (leave concrete 1 inch low for asphalt patch).
 2. Follow TOP Utility Restoration Standards – Manhole Repair – Appendix B, Diagram 4.

2. Concrete Street:

- a) A temporary patch within a concrete street will be a minimum of 4 ft. x 4 ft. dimensions and 9-1/2 inches deep on compacted and suitable material.

Specifications (continued)

- b) Temporary patches will be allowed during inclement weather at the discretion of TOP. Temporary patch shall be dug out and made permanent within 30 days. If not made permanent by the Utility within 30 days, TOP will remove the temporary patch, repair all associated street damage, install the permanent patch and bill full cost to the responsible Utility. **Two incidences within a calendar year will result in certification probation.**
 - c) Manhole Requirements: Maintenance and Repair
 - 1. 12 inch minimum cured concrete collar before asphalt patch back (leave concrete 1 inch low for asphalt patch).
 - 2. Follow TOP Utility Restoration Standards – Manhole Repair – Appendix B, Diagram 4.
- E. Utility Locator Excavations (Potholes): (Monitoring Wells and Soft-Digs)
- All permits must identify the encroachment agreement holder, owner agency contact and project number for future reference and billing for possible repair failure.**
- 1. Follow the same guidelines as any street excavation for permitting and inspection.
 - 2. All locates are to be considered as permanent patches.
 - 3. Excavations and locates for monitoring wells and/or soft-digs performed in an area, regardless if they are to be torn out with new construction, shall be performed under the following requirements:
 - a) **No water shall be introduced to the sub grade to loosen stone or soil or for any purpose.**
 - b) Backfill of excavation will be select backfill material compacted to at least 95% density all the way to the bottom of the excavation.
 - c) Asphalt cut/patch must extend a minimum of 1 foot on all sides beyond the sub grade soil disturbance for asphalt patch to bridge the hole. A square saw cut is required and must accommodate full weight of compaction equipment. Saw blade cut cannot extend beyond asphalt patch area. Asphalt depth 6-1/2 inches residential, 9-1/2 inches thoroughfare.
 - d) Excavation shall be patched with SuperPave Hot Mix Asphalt that shall be SF 9.5A or equivalent or cold asphalt patching product called "QPR" Quality Pavement Repair or equivalent.
 - e) All locate excavations shall meet all other requirements and regulations as stated in this manual.
 - f) All cuts will be inspected by TOP prior to the asphalt patch.
 - 4. Potholes to be performed in a concrete structure will be subject to:
 - a) Street: 2 ft. x 2 ft. hot asphalt patch or cold asphalt patch and follows all regulations as stated for street cut and utility locator excavations. Holes in concrete street slabs should be located in middle of slab at least 3 ft. away from joints and slab edges. Otherwise, full slab replacement will be required.

Specifications (continued)

- b) In curbs, sidewalks, driveways, medians, etc., adequate compaction, inspection, and complete joint to joint replacement with concrete material.

F. Specialty Materials:

- a) Pavers and special treatments restoration must be in accordance with the owner of the area in question and according to the policies, the Encroachment Agreement, and within this document (Section V).

IV. Emergency Excavation

If an emergency activity is necessary, call Public Works Department (704) 889-7467 within 2 hours of immediate utility response, advise Dispatch as to the nature of the emergency, request inspector on site, and secure a Street Cut Permit.

V. Specialty Materials/(Sidewalk, Streets and Granite Curb)

- A. If for any reason a sidewalk cut cannot be made passable prior to 4:00 p.m. on the day it was opened, the agent will be required to secure the cut with metal plate(s) or with approved backfill material. Warning lights and appropriate signs are to be placed by the contractor. If a cut is temporarily filled, the company will be required to return within 48 hours to complete the repair/installation. If TOP will be restoring the sidewalk, then the contractor must notify TOP upon completion of the utility repairs.
- B. TOP does not maintain or restore stamped concrete or asphalt, textured finishes, and most colored finishes. However, a Street Cut Permit is STILL required prior to work being performed.
- C. For all non-TOP maintained materials, Utilities shall contact appropriate encroachment holder for installment specifications, approval, and related costs.

Specialty Materials (continued)

- D. Throughout the construction process, all equipment and materials must be operated and stored in a safe and orderly manner taking into strict consideration safe pedestrian traffic. Materials not in use within these areas are to be removed by the Utility or agent and stacked in a safe and secured area protected from pedestrian traffic.
- E. The Utility or agent must be responsible for the protection of existing sidewalk, streets, curb, lighting, planters, trees, and any other structure that is beyond the construction limits. Any method or means of such protection is totally at the Utility or agent's expense.
- F. If TOP performs special material restoration, Utilities will be charged the total cost of the work.

VI. Excavation Certification / Utility Certification List Qualification

Beginning June 2015, the TOP Public Works Department requires that any Utility Company, Contractor, Developer, or agents thereof engaged in utility excavation in Town street rights-of-way must ensure that a TOP excavation certified company representative be present on the job site. Excavation certification requires a utility crew member sign the Degradation Fee Procedures/Guidelines stating they understand the policies/specifications and TOP's procedures for excavating in Town streets.

Once these foremen/lead persons obtain certification, they are placed on an approved **Utility Certification List** maintained by TOP. A foreman/lead person must be certified and on the approved list before they can obtain a Street Cut Permit. A Street Cut Permit will only be issued in a certified person's name that is registered on the TOP approved list.

A. Certification:

1. The signing person must read and sign the Degradation Procedures Guidelines.
2. No crew will be issued a permit without at least one certified person present throughout the entire job. The certified person is responsible for all jobs in which the permit is issued under their name. Policy and procedure violations will be charged against this individual and the Utility they represent.
3. Utility Companies or agents are to provide TOP any changes and/or updates upon termination or change of status of any certified employees. The Utility Agent shall make arrangements for certification of new employees immediately to continue acquiring Street Cut Permits. A Utility Company or Agent cannot obtain a Street Cut Permit under a terminated employee's certification.
4. Certification fee will be \$55 per calendar year. Payment to be made to the Town of Pineville and mailed to Town of Pineville, 200 Dover Street, Pineville, NC 28134

Certification (continued)

6. Upon completion of the certification class, the following will be provided to each participant:
 - a) Street Maintenance Specifications and Fee Schedule.
 - b) Instruction on procedures, suggested select backfill materials and compaction requirements.
 - c) Certified person's name and company name will be recorded on TOP's approved certification list.
 - d) No Street Cut Permits will be issued to non-certified individuals.

B. Renewal, Probation and Revocation:

1. Renewal will occur each January 1st upon continued compliance and no violations. There is no cost associated for renewal.
2. Failure to comply with TOP specifications on two (2) occasions will result in probation.
 - a) The probationary period will run for a minimum of 3 months to a maximum of 1 year and will include a course concentrating on the violations and means of correction.
 - b) Probation will result in:
 - A written reprimand, description of violation, and consequences of continued violation.
 - A copy of the written reprimand and probation to the Utility Company stating the reason for the probation, and stipulations for removal from probationary status.
 - Increased inspections by TOP to assure compliance.
3. Revocation is the direct result of two or more probationary periods within a 12-month period which will result in:
 - A written reprimand, history of violations to individual and Utility Company.
 - A reissued Certificate will be posted as a Probationary Status that will revert to Compliance and Good Standing after one year if all requirements of the Specifications and Fee Schedule are met for the probationary period.
 - Increased inspections by TOP to insure compliance for up to 12 months minimum.
 - If violations occur during a Probationary Year, permanent revocation of Certification can occur which will result in permanent removal from the Contractor's List.

VII. Appeals Procedure

A **notice of violation** or **revocation of certification** may be appealed in writing within ten (10) days from the date of notification. Failure to file a notice of appeal within this time period shall constitute a waiver of the right to contest the action. A hearing officer through a quasi-judicial process shall hear appeals. A hearing officer's decision is subject to further review in Superior Court of Mecklenburg County by proceedings in the nature of certiorari. Any petition for writ of certiorari shall be filed with the Clerk of Superior Court within thirty (30) days after notification of the hearing officer's decision.

VIII. Violations

Violations are those actions related to, but not limited to, any infraction that does not coincide with the Specifications and Standards within this document and any others as required.

A. Actions will be as follows:

- First failure to comply with Town specifications will result in a written warning and possible probation.
Second failure to comply will result in probation and the individual being retrained with notification to agency and probation.
Third failure to comply will result in permanent revocation as determined by the TOP.
The TOP will settle any disagreements.

B. Examples of Violations and actions of non-compliance:

(included but not limited to)

- Failure to dig out a temporary repair within the required 45 days.
- Failure to secure a permit for any type excavation that requires restoration.
- Failure to utilize and maintain traffic control until restoration is complete.
- Poor compaction, inappropriate or inadequate material.
- Non-compliance to size, shape, and depth requirements.
- Damaging adjoining structures and/or right-of-way and not repairing promptly or properly.
- Improper, unsuitable, or unapproved usage of plates, barricades, or other traffic restricting items.
- Public complaints that can be verified.
- Verifiable drug and/or alcohol usage on a city related job.
- Failure to adhere to time restrictions for daily work zone.
- Failure to maintain a safe work zone.
- Failure to report that a cut was made.
- No certified person present throughout the entire job.

IX. Invoicing/Collection for Restoration

- A. Charges for all TOP restoration services will be invoiced on a monthly basis to the appropriate encroachment holder in accordance with work and the attached fee schedule.
- B. The costs and fees published in this document cover only those anticipated usual and customary repairs as required and specified by the TOP. If any additional work is required by TOP or their contracted agency, the cost will be included with the usual and customary charges to the encroachment holder.
- C. TOP reserves the right to charge for non-routine restoration. For example, restoration involving large amounts of material, labor, equipment, specialty materials, and multiple functions will be based on the actual cost of restoration plus overhead.
- D. TOP expects the encroachment holder to be responsible and to pay for all restoration work and/or associated damage and administrative and processing fees caused by them or their agents.
- E. Costs for permanent restoration of concrete may be estimated and invoiced in conjunction with the temporary repair. Estimate adjustments, if needed, will be made upon permanent work completion. All other repairs will be invoiced as work occurs.
- F. TOP reserves the right to contract any restoration as necessary. All restoration will be billed to the Utility Company or Agency, or group of Utility Companies or Agencies, as appropriate for the total cost of the restoration at the time of temporary restoration.
- G. Any damage associated with the installation/repair of two or more utilities, simultaneously placed, restoration costs will be split equally among the utilities involved.
- H. Damage of any other utility or street infrastructure by a Utility or agent will be the responsibility of the encroachment holder or Utility Agency requiring the work to be performed.
- J. Invoice payments are due before work begins. Companies with outstanding invoices 60 days or older are subject to not obtaining excavation permits.
- K. Disputes over individual charges are not considered grounds for withholding payment of full invoice.
- L. Excavations or excavation failures, not claimed by the utilities that caused them, will be charged a finders fee of \$200 by TOP to cover investigation costs.

X. Miscellaneous References

A. Standards and Specifications:

All utility restoration work must be in accordance with the NCDOT's Standard Specifications for Roads and Structures (latest revision), Town of Pineville Land Development Standards Manual, and Street Maintenance Standards stipulated in this document.

B. Encroachment:

The TOP Right-of-Way Encroachment Agreement may allow items to be installed on the TOP's right-of-way. It does not allow the holder to install items on private property, railroad right-of-way or State maintained streets. To obtain a TOP encroachment agreement request, contact Public Works Dept. at (704)889-7467 Mon – Fri., 7: am – 3:30 pm. Any crossing or parallel routing of a system along State maintained streets requires an encroachment agreement with the NCDOT. To request a NCDOT encroachment agreement, call (704) 596-6900.

C. Right-of-Way Use Permit & Street Cuts:

Before any utility company or utility agent is allowed to work in Pineville streets rights-of-way under the jurisdiction of the Town of Pineville, the applicant must obtain a right-of-way Use Permit from TOP. Right-of-Way Use Permits are issued upon approval of work scheduled and traffic control procedures. To obtain a permit, contact Public Works Dept. at (704) 889-7467. A permit is also required on State maintained streets inside the Town limits. Request a Right-of-Way Use Permit from NCDOT.

D. Carolina One Call: 18006349492

Call 48 hours before you dig.

Do not call in as an Emergency unless "Emergency" conditions exist. All excavations are required to have a locate request before digging.

XI. Indemnification

To the fullest extent permitted by law, the Utility Company shall indemnify and hold harmless the Town, its agents and employees from and against all claims, damages, losses, and expenses (including attorneys' fees) arising out of or resulting from the performance of their work.

Since the excavation is being requested by and made for the Utility, such company is responsible for paying any claims for damages arising from the excavation. The company is expected to be liable in cases of accidents related to the excavation and protecting the work and/or work area in a safe manner.

XII. Fee Schedule

Effective June 1, 2015, the below rates will become effective.

Activity Unit Price

CONCRETE MONO CURB & SIDEWALK \$166.20
CONCRETE - 4" SIDEWALK \$166.20
ASPHALT TEMP PATCH UTILITY \$99.81
ASPHALT UTILITY REPAIR \$99.81
ASPHALT PATCH CONC ST UTILITY \$99.81 CONCRETE - 12"
STREET \$107.97 CONCRETE 8" DRIVEWAY \$177.04 CONCRETE
6" DRIVEWAY \$168.17 ASPHALT SURFACE SKIN PATCH \$68.93
CONCRETE - 2'-6" STANDARD C&G \$66.05 CONCRETE 2'-0" VALLEY
C&G \$66.05 CONCRETE VERTICAL CURB \$66.05 ASPHALT ROLL
CURB \$55.12

*\$150 fee in addition to repair cost for any asphalt patchwork performed between 7:00 p.m. and 7:00 a.m., weekends, and holidays.

C. ADMINISTRATIVE CHARGES

\$150 charge for failure to secure a Street Cut Permit in advance of cutting the street, curb, drive or sidewalk as stipulated in these specifications (page 1, II.A., page 2, III.A.1.f., and page 7, V.A.).

\$50 processing fee for permits issued and not closed within the 48-hour period (page 2).

\$150 charge will be made on each call where the Town crew could not begin work in the allotted 15 minutes of arrival. Three calls will result in a violation against the certified employee.

\$150 charge on any asphalt patches called in after 7:00 p.m. and before 7:00 a.m. any time Saturday or Sunday or holidays, or patches that have been called ready and are not ready on the arrival of the patch crew to account for additional costs associated with overtime and overhead.

\$200 charge to cover investigation costs on excavations or excavation failures not claimed by the utilities that caused them (page 11, IX.L.).

TOP has the right to require that milling be done (up to 50 ft. each side of patch/100 ft total) if road is unsatisfactory after work is completed.

\$65 per street for plantings

\$250 fee for water taps

Boring (All types) \$150

Boring – Residential (driveways, sidewalks, curbs) \$150

Boring – Commercial (driveways, sidewalks, cubs) \$150

Boring – Commercial (under 500 linear feet) \$200 + \$0.25 per linear foot

Boring – Commercial (500 ft. – 999 linear ft) \$250 + \$0.25 per linear foot

Boring – Commercial (1,000 linear ft and up) \$300 + \$0.25 per linear foot

Revised: 3/14/16

XIII. Glossary

1. Applicant: Any person, company, organization or other entity that seeks permission to install or repair any facility that requires a Utility Cut Permit.
2. CBD: Central Business District (Downtown Area)
3. Company: Owner of the facility.
4. Cut: Any excavation performed for the purposes of utility installation and/or repair.
5. Cut type: Street, driveway, sidewalk, or curb (includes asphalt and concrete).
6. Emergency Situation: Unexpected disruptions; i.e., gas, water/sewer breaks, leaks requiring immediate attention because of the potential to cause undue harm to life or property.
7. Excavate: Any cutting, digging, tunneling, boring, grading or other alteration of the surface or subsurface material or earth in the right-of-way.
8. Facility: Any structure, device, or other item in conjunction with utility installation or repair maintained within the public right-of-way including aerial installations that tie into the ground.
9. In Good Standing: Always following procedures, no sub grade failures, no unreported cuts, no late payments of invoices.
10. Jurisdictional limits: Water/Sanitary Sewer – entire county
 All other Utilities - within Town limits
11. NCDOT: North Carolina Department of Transportation.
12. Non-Compliance: Failure to perform work in accordance with the NCDOT's Standard Specifications for Roads and Structures (latest revision), Town of Pineville Land Development Standards Manual, and Street Maintenance Standards stipulated in this document.
13. Non-paving season: November 1 to March 15.
14. Pavement: Cement concrete pavement, asphalt concrete pavement, asphalt treated road surfaces and any aggregate base material.
15. Peak Hours: 7:00 a.m.- 5:30 p.m.
16. P/Z: Town of Pineville Planning and Zoning
17. P.W.: Town of Pineville Public Works
18. TOP: Town of Pineville

–

Glossary (continued)

19. Potholing: Exploratory excavation or utility locating through small excavations in street infrastructure (example, Soft Dig).
20. Re-tops: Reapplication of asphalt due to settlement of previous excavation.
21. Ready for patching: A maximum of two (2) hours of "lead time" during which the excavation should be properly backfilled, compacted, and tested where applicable. Inspections must be performed prior to ready call. The job site surrounding the excavation is to be swept free of dirt piles, debris, and any obstructions prior to the patch truck arrival.
22. Right-of-Way (as related to utilities): Area within the public domain where work is performed within the street, medians, and any structures affected by utility installation or repair within the pre-determined boundaries.
23. Routine Hours: 7:00 a.m. – 3:30 p.m.
24. Routine/Maintenance Work: Exclusive of emergency situations; includes system upgrades, customer connections and capital improvement projects.
25. Certified Person – The person(s) who signed the contract.
26. Specialty Materials: Any material (other than virgin concrete or asphalt) or process that requires more than average materials, cost, time or effort for installation or replacement.
27. Street: Pavement and sub grade of a Town residential, collector or arterial roadway.
28. Utility Agents: Contractors and Subcontractors performing work on behalf of the Utility company.
29. Utility Company/s: *(included but not limited to)*
 - a. Duke Power
 - b. BellSouth
 - c. Piedmont Natural Gas
 - d. Time Warner Cable
 - e. Water Department
 - f. Sanitary Sewer Department
 - g. Storm Water Services Division
 - h. All Communication companies; i.e., AT&T, Qwest Communications
 - i. CDOT – Traffic Signal Division

Appendices

Select Standards to be used in conjunction with:

Street Maintenance Specifications and Fee Schedule

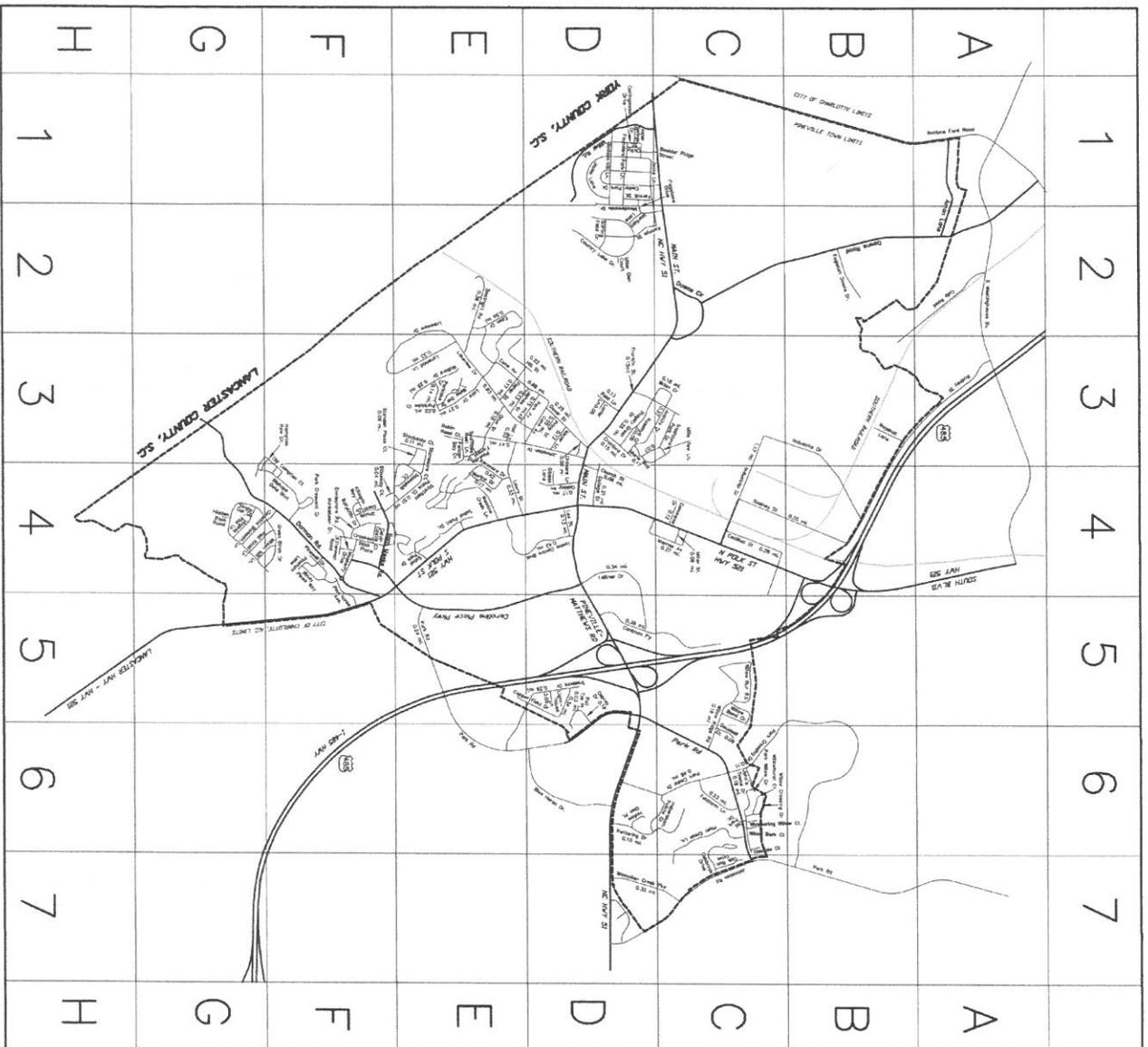
- A. Utility Restoration Standards – Asphalt (Main Thoroughfares/Residential Streets)
- B. Utility Restoration Standards – Concrete & Manhole Repair
- C. Utility Restoration Standards – Patch-Back to Concrete
- D. Town of Pineville Land Development Standards – Concrete Sidewalks
- E. Town of Pineville Land Development Standards – Monolithic Concrete Curb & Sidewalk
- F. Town of Pineville Land Development Standards – Commercial & Residential Drop Curb Type II Driveway with Sidewalk Abutting Curb (2'-6" Curb & Gutter)
- G. Town of Pineville Land Development Standards – Residential Drop Curb Type I Driveway with Planting Strip (2'-6" Curb & Gutter)
- H. Town of Pineville Land Development Standards – Commercial Drop Curb Type II Driveway with Planting Strip (2'-6" Curb & Gutter)
- I. Town of Pineville Land Development Standards – Drop Curb Type II Driveway Monolithic Concrete Curb & Gutter
- J. Town of Pineville Land Development Standards – Residential Driveway (Type I) for Valley Gutter
- K. Town of Pineville Land Development Standards – Accessible Ramp Standard with Planting Strip (2'-6" Curb & Gutter)
- L. Town of Pineville Land Development Standards – Accessible Ramp Sections with Planting Strip (2'-6" Curb & Gutter)
- M. Town of Pineville Land Development Standards – Accessible Ramp Standard without Planting Strip (2'-6" Curb & Gutter)
- N. Town of Pineville Land Development Standards – Accessible Ramp Sections without Planting Strip (2'-6" Curb & Gutter)
- O. Town of Pineville Land Development Standards – Accessible Ramp Standard (2'-0" Valley Gutter)
- P. Town of Pineville Land Development Standards – Accessible Ramp Sections (2'-0" Valley Gutter)
- Q. Town of Pineville Land Development Standards – Accessible Ramp Standard - Monolithic Curb & Sidewalk
- R. Town of Pineville Land Development Standards – Accessible Ramp Sections – Monolithic Curb & Sidewalk
- S. Town of Pineville Land Development Standards – Standard Placement of Accessible Ramp & General Notes
- T. Town of Pineville Land Development Standards – Truncated Domes Plan & Cross-Section
- U. NCDOT Street Standard Drawing – Concrete Pavement Joints (Sheet 1 of 2)
- V. NCDOT Street Standard Drawing – Concrete Pavement Joints (Sheet 2 of 2)
- W. Excavation Permit



Town of Pineville · P.O. Box 249 · Pineville, NC 28134
 Office = (704) 889-7467 · Fax = (704) 889-2293
 Attn: Chip Hill, Public Works Director

Access Easement Permit Application

Permit# _____		
Job Status (Circle): Property Owner Developer Donated Project Public Utility Contract CMUD Installed		
Applicant(s) Information		
Name:	Title:	Phone:
On Site Contact:	Title:	Phone:
Contractor Information		
Contract Company:		Billing Address:
Office Phone:	Fax:	Emergency Phone:
Additional Contact:		Additional Phone:
Warranty Information		
Will project be under warranty? Yes No	Date Warranty Begins: _____	Duration(Years): 1 2 3 Other: _____
Warranty Contact:		Warranty Phone:
Estimated Project Dates		
Start Date:	Completion Date:	Duration(Circle): ___ Day(s) Weeks Months
Utility Work For		
Circle: Water Sewer Bellsouth Duke PNG Time Warner AT&T Alltel Other:		
Type of Work		
(Circle All That Apply) Street Cut: Asphalt · Concrete Curb: Standard · Valley · Vertical SW: Monolithic · Ramp · Median DW: 6" 8" 12"		
Will any digging be involved? If yes, please explain: _____		
Will there be any temporary patches or plates used? Yes No (Call for Regulations)		
Utility Contacts		
Project Manager:		Phone:
Company:	Inspector:	Phone:
Job Description		
Job Location(s)		
Address:		Job#:
Cross Streets:		Landmarks:
Address:		Job#:
Cross Streets:		Landmarks:
Encroachments		
Yes: Encroachment #:	No: Referred To:	Date:
Materials Testing		
Yes: Firm: _____	(Circle): No None Planned	
Type of Testing: _____	Results: Pass Fail	Results Available: Yes No Attached @ Completion: Yes No
Signature		
Contractor has received notice as to what procedures are and what is expected. Yes No Date: _____		
The information provided on this form is true and correct to the best of my knowledge, and free from fraud and misrepresentation.		
Signature: _____		Date: _____



- LEGEND:
- STATE ROAD
 - PAVED ROAD
 - TOWN LANS
 - RAILROAD
 - PRIVATE

POWER BILL MAP
TOWN OF PINEVILLE
MECKLENBURG COUNTY, NORTH CAROLINA

UPDATED TO: JULY 2014
 SCALE: 1" = 1200'

PREPARED BY:
 CAROLINA SURVEYORS, INC.
 HUGH E. WHITE, JR., SURV.
 PINEVILLE, NC 28134
 (704) 889-7601



**2016 STREETS LIST
TOWN OF PINEVILLE, N.C.**

STREET NAME	INDEX I	LENGTH	SURFACE	MAINTENANCE
Alder Springs Drive	D-1		P	Private
Ballyliffin Drive	F-4		P	Private
Bishops Gate Road	F-4		P	Private
Boatwright Road	E-2	0.36	P	Town
Boulder Ridge Street	C-1		P	Private
Brian Circle	C-3	0.18	P	Town
Cadillac Street	C-4	0.28	P	Town
Carlingwood Drive	D-1		P	Private
Carolina Blossom Lane	G-4		P	Private
Cedar Park Drive	D-1		P	Private
Centrum Parkway	D-5	0.38	P	Town
Childers Lane	D-3	0.06	P	Town
Chilly Street	D-1		P	Private
Church Street	D-4	0.06	P	Town
College Street	D-4	0.21	P	Town
Commerce Drive	C-4	0.12	P	Town
Cone Avenue	E-3	0.68	P	Town
Copperfield Drive	D-5	0.34	P	Town
Country Lake Drive	D-2		P	Private
Cranford Drive	D-3	0.15	P	Town
Crooked Stick Place	F-4		P	Private
David Drive	A-1		P	Private
Delvin Castle Court	F-1		P	Private
Dover Street	D-3	0.25	P	Town
Druids Glenn Drive	F-4		P	Private
Eagleton Downs Drive	B-2		P	Private
Eden Circle	E-2	0.59	P	Town
Enniscrone Road	F-4		P	Private
Feld Farm Lane	C-6	0.23	P	Town
Fisher Street	E-3	0.17	P	Town
Flagstone Drive	D-1		P	Private
Founders Park Lane	D-1		P	Private
Franklin Street	D-3	0.15	P	Town
Gladden Hill Lane	D-1		P	Private
Goodsell Court	C-6	0.09	P	Town
Green Birch Drive	F-4		P	Private
Habersham Pointe Circle	C-6		P	Private
Hall Lane	E-3	0.03	P	Town
Hampton Row Drive	F-3		P	Private
Hidden Rock Road	F-4		P	Private
Hill Street	E-3	0.22	P	Town
Hollow Glen Place	D-6		P	Private
Industrial Drive	C-4	1.17	P	Town
Jacks Lane	D-1		P	Private
James Street	E-3	0.13	P	Town
John's Towne Drive	C-6	0.19	P	Town
Johnston Drive	D-3	0.47	P	Town
Juanita Drive	C-3	0.27	P	Town
Kenmore Road	E-4	0.42	P	Town
Kennys Street	D-2		P	Private
Kermit Street	D-1		P	Private
Kettering Drive	D-6	0.1	P	Town
Killogrin Way	F-4		P	Private

2016 STREETS LIST TOWN OF PINEVILLE (Continued)

STREET NAME	INDEX I	LENGTH	SURFACE	MAINTENANCE
Kilterman Road	F-4		P	Private
Lake Drive	E-3	0.27	P	Town
Lakeview Drive	E-3	0.93	P	Town
Lanier Lane	D-3	0.05	Gravel(<16')	Town
Lee Street	D-4	0.13	P	Town
Leitner Drive	D-4	0.34	P	Town
Lighthouse Lane	D-5	0.05	P	Town
Lowry Street	E-4	0.33	P	Town
Lynwood Lane	E-3	0.33	P	Town
Mallard Drive	E-3	0.25	P	Town
Marfield Lane	D-2		P	Private
Marie Way	D-3	0.21	P	Town
Marine Drive	E-4	0.17	P	Town
McMullen Creek Parkway	D-7	0.32	P	Town
Meadow Creek Lane	E-4		P	Private
Meadowside Drive	D-2		P	Private
Meyer Lane	D-3	0.12	P	Town
Miller Glen Court	D-2		P	Private
Miller Road	D-1		P	Private
Miller Street	C-4	0.06	P	Town
Mills View Lane	C-3	0.04	P	Town
Monkstown Drive	F-4		P	Private
Morrow Avenue	D-4	0.27	P	Town
Muskerry Drive	F-4		P	Private
Oak Run Drive	C-7		P	Private
Oakbrook Drive	C-7		P	Private
Oakley Avenue	D-4	0.17	P	Town
Oakside Court	C-6		P	Private
Old Compton Court	F-4		P	Private
Old Park Drive	C-6		P	Private
Olive Street	E-3	0.16	P	Town
Osprey Drive	D-5	0.19	P	Town
Park Avenue	D-3	0.3	P	Town
Park Cedar Drive	C-6	0.48	P	Town
Park Crescent Circle	F-4		P	Private
Park Crossing	C-6	0.11	P	Town
Park Road	E-5	0.24	P	Town
Park Willow Drive	C-6		P	Private
Parklake Court	E-3	0.02	P	Town
Parklake Drive	E-3	0.14	P	Town
Pelican Bay Drive	E-3		P	Private
Pine Acres Avenue	F-4		P	Private
Pineturn Lane	F-4		P	Private
Pineville Forrest Drive	E-3		P	Private
Pinewell Drive	F-4		P	Private
Plum Creek Lane	C-6		P	Private
Price Street	D-3	0.05	P	Town
Rail Tye Place	D-5	0.03	P	Town
Red Knoll Lane	F-4		P	Private
Reid Lane	D-3	0.12	P	Town
Ridgely Green Drive	D-3	0.34	P	Town
Robin Reed Court	E-3		P	Private
Rodney Street	C-4	0.35	P	Town
Rose Bud Circle	D-3	0.05	P	Town

2016 STREETS LIST TOWN OF PINEVILLE (Continued)

STREET NAME	INDEX I	LENGTH	SURFACE	MAINTENANCE
Sabal Park Drive	E-4		P	Private
Sabal Point Drive	E-4		P	Private
Single Oak Court	F-4		P	Private
Sparrows Nest Lane	E-3		P	Private
Standen Place Court	E-3	0.09	P	Town
Stineway Court	F-4	0.04	P	Town
Stirling Field Drive	D-2		P	Private
Stockdale Court	E-3	0.11	P	Town
Stokeshill Court	E-4		P	Private
Stoneacre Court	E-3		P	Private
Stratfield Place Circle	E-4	0.51	P	Town
Towne Centre Blvd.	D-4	0.42	P	Town
Traditions Park Drive	C-3	0.26	P	Town
Treebark Drive	D-5	0.28	P	Town
Virginia Pine Lane	F-4		P	Private
Water Oak Drive	E-3		P	Private
Whispering Willow Court	C-6		P	Private
Willow Bark Court	C-6		P	Private
Willow Bend Circle	C-5		P	Private
Willow Crossing Drive	C-6		P	Private
Willow Ridge Road	C-5	0.16	P	Town
Willow Run Road	C-5		P	Private
Willowhurst Court	C-6		P	Private
Wilson Mill Lane	F-4		P	Private
Windy Pines Way	F-4		P	Private
	SUBTOTAL	15.79		
	Minus ineligible road	-0.05		
	GRAND TOTAL	15.74		