



# **GENERAL RULES AND REGULATIONS FOR PERMITS IN THE PUBLIC RIGHT-OF-WAY CITY CODE CHAPTER 931**

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## 1. General Provisions

**1.1 Authority.** Chapter 931 of the Gahanna City Code requires any person or agency desiring to excavate in or to occupy Public Right-of-Way for any purpose whatsoever to first obtain a permit. Such permits are issued by and through the Director of Engineering or designee in accordance with the provisions of this regulation.

### 1.2 Types of Permits

**1.2.1 Construction Permits.** Refers to a Permit as specified in 931.17 et seq. of the Codified Ordinances which must be obtained before a Person may construct in, locate in, occupy, maintain, move, or remove Facilities from, in, or on a Rights of Way.

- Minor Construction: Activities that constitute small, targeted areas of construction impacting 3 residential parcels or less. New service laterals or replacement service laterals will typically fall under this category.
- Major Construction: Activities that constitute larger construction impacts including but not limited to: open pavement cutting, work occurring outside of normal business hours, multiple days or multiple locations of traffic control needed, or work on arterial or collector streets.

**1.3 When required.** When placing, extending, or repairing any pipes, conduits, wires, roadway structure or appurtenances; working on or in a building requiring the use of the public right-of-way; or for any other purpose.

**1.3.1 Dumpster/Containers.** All dumpsters or containers placed within public right-of-way must obtain a right-of-way permit. This regulation does not apply to routine residential refuse/recycling containers placed on the curb for collection.

**1.4 Application and Review.** Requests for Right-of-Way permits shall be made through the Department of Engineering. All requests shall be on forms approved by the Director of Engineering and shall conform to Section 3 of these regulations. No work may begin until a permit has been issued, except as provided for in Section 2 of these regulations.

**1.4.1 New Pavement or Re-pavement:** No permit will be granted to any person to make any opening in the new pavement or re-pavement of a street or alley, except for the purpose of repairing leaks in pipes, for a period of three years after the completion of such new pavement or re-pavement unless approved by the Director of Engineering.

**1.5 Advance Notification for Street or Lane Closing.** This notification is in addition to the time required for the review of the request for a permit.

**1.5.1 Full Closure:** Prior to beginning the complete closure of a street, in addition to Section 1.4, a minimum of ten (10) business days notice shall be provided. This is to allow for proper notification of Police, Fire and Schools.

**1.5.2 Lane Closures:** Prior to beginning a lane closure of any roadway, a minimum of ten (10) business days notice shall be provided. The contractor shall contact the Department of Engineering and the Streets & Utilities Superintendent as indicated on the permit.

**1.6 Review and Approval.** Each permit request shall be reviewed by Department of Engineering staff or a designated third-party reviewer and is subject to approval by the Director of Engineering or Designee.

**1.6.1 Issuance.** A permit shall be issued after a permit application has been reviewed and approved as required above, and the permittee has notified the Department of Engineering of a scheduled start date. The advance notification requirements of Section 1.5 shall be followed at all times.

**1.6.2 Permit Expirations.** Permits shall be issued for a maximum period of 6 months. It will be the applicant's responsibility to submit for another permit, if needed. Permits for extended time periods may be issued for major construction areas or highway improvement plans with written request at the time of the initial application.

**1.7 Liability.** The issuance of a Right-of-Way permit does not relieve the agency or agent requesting the permit from liability for any damage that might occur to the roadway, the public, or personal property while performing the work authorized by the permit.

**2. Emergency Repairs.** When any public agency, or any private utility company or corporation must excavate in any improved or unimproved street in order to make emergency repairs necessary for the safety and convenience of the public, the same shall request a right-of-way permit within 2 business days. All permanent repairs shall conform to Section 5 of this policy and Gahanna City Code Section 931.20 (d) (1).

### **3. Construction Permit**

**3.1 Form of Application or Request for Permit.** Right-of-Way permit requests shall contain but not be limited to the following information listed below and on the Plan Submission Checklist:

- Name, address, and phone number of applicant or agent making request
- A 24-hour emergency contact name and phone number
- Specific location of work including all parcel numbers, addresses, and intersections to be impacted. If construction limits exceed where construction is

being performed, include all additional parcel numbers, addresses, and intersections within the construction limits.

- If a lane closure or complete road closure is desired
- Purpose of request (i.e. utility placement, working in roadway structure, working on or in a building, etc.)
- Construction start and completion date
- Plans as required by Section 3.3
- Self-Addressed, Stamped envelope or valid email address

**3.2 Application Completeness Review.** The following items are minimum submittal requirements for construction permit applications to be eligible for review:

- Complete Right-of-Way Permit Application
- Proof of Franchised Utility Certificate of Registration in good standing with the City per City Code Section 931.17 (b) 1
- Construction Plans
- Plan Review Checklist Completed by applicant's engineer of record
- Maintenance of Traffic Plan, if applicable
- Directional Boring Plan, if applicable
- Preliminary Schedule
- Construction Cost of restoration for determining Bonding Requirements
- Plan Review Fees and any outstanding cost due to the City from the Franchised Utility

**3.3 Permit Plans.** Whenever work is to be performed within the right-of-way, the permit application shall be accompanied by fully approved plans. The plans should be of suitable size and clarity to show the nature of the work to be performed. Such plans shall show all existing City utilities and topographic features. The City utilities shall be shown on the plans as to horizontal and vertical alignment based on a diligent search of City records for the same. All conflicts with any City facility shall be resolved to the satisfaction of the City. The following is a list of general information to be included on plans. For more specific information, reference the Plan Submission Checklist.

- City of Gahanna General Notes
- Phasing Plan, if applicable
- Construction Plans
- Profile Views
- Maintenance of Traffic Plan for street and/or sidewalk impacts (including extents of closure, type of closure, number and location of lanes to be closed, duration of closure, proposed traffic control signs, detour route maps, notes, etc.)
- Proposed work should be highlighted for easy identification

See City of Columbus Standard Drawing 1441 – Pavement and Utility Cut Repair Standards.

**3.3.1 Resubmittals.** Resubmittals, whether as a response to correction comments or revision due to field conditions, shall have changes clouded and be accompanied by a written document identifying all changes made.

**3.4 Construction Permit Issuance.** Plan approval will be granted upon the final review of an approvable plan set and will be valid for 60 days from the date of issuance. Within the 60-day timeframe, the City must be notified of an official construction start date and a detailed final construction schedule provided. Detailed construction schedules shall include all applicable information listed on the Inspection Request and Final Schedule checklist. Once the City is notified of the construction start date and any outstanding inspection fees and bonding have been received, the construction permit will be issued based on the provided start date.

**3.5 Plan Review Fees.** All private companies, corporations or individuals shall pay, at the time of permit application and subsequently upon plan resubmittals, plan review fees pursuant to the Right-of-Way Construction Permit Fee Schedule and as set forth within Gahanna City Code Chapter 931 to cover the costs.

## **3.6 Plan Review Timelines**

### **3.6.1 Major Construction Plan Review**

- Permit application will be logged and completeness review performed within 3 business days from date and time of receipt.
- Permit application will be reviewed within 20 to 25 business days of review fees being paid, depending on the size and complexity of the review. Any correction comments or submittal errors will be sent to the applicant at this time.
- Secondary reviews will be performed within 15 to 20 business days of review fees being paid, depending on the size and complexity of the review.
- Plan approval will be granted upon the final review of an approvable plan set. Plan approval is valid for 60 days from the date of issuance.
- Inspection fees shall be provided within 5 business days of plan approval being granted.

### **3.6.2 Minor Construction Plan Review**

- Permit application will be logged and completeness review performed within 3 business days from date and time of receipt.
- Permit application will be reviewed within 2 business days of application being logged and fees being paid. Any correction comments or submittal errors will be sent to the applicant at this time.
- Additional reviews in response to corrections will be made within 2 business days of receipt of a complete correction response and additional review fees being paid.

- Plan approval will be granted upon the final review of an approvable plan set. Plan approval is valid for 60 days from the date of issuance.
- Inspection fees shall be provided within 5 business days of plan approval being granted.

#### **4. Construction and Inspection.**

**4.1 Construction Commencement.** The City shall be notified ten (10) business days prior to construction commencing. If the final construction schedule has changed from what was submitted under Section 3.4, a revised schedule shall be submitted to the City.

**4.2 Inspection Personnel.** Inspection of work performed under these permits shall be done by personnel of the Department of Engineering or its authorized third-party designee.

**4.3 Inspection Requirements.** It is the permit holder's responsibility to request inspections. Failure to obtain an inspection will result in requiring re-excavation of the location and replacement with approved materials in the presence of proper inspection personnel. In addition, this action may result in the forfeiture of 100% of any required deposits, bonds, and fees on account.

The City of Gahanna approved permit and all associated approved plans shall be on site at all times during construction and be readily available.

The permittee shall call the telephone number indicated on the permit at least 2 business days before any needed inspection. Any authorized excavation work shall be inspected. The following are a list of required inspection witness points:

- Utility Crossings and Pot Holing
- Maintenance of Traffic Set Up and Tear Down
- Backfill Operations
- Directional Boring
- Concrete work including sidewalk, driveway, or curb (requires pre-pour and post-pour inspection)
- Pavement Restoration
- Site Restoration
- Final Inspection

**4.4 Inspection Fees and Deposit Costs.** All private companies, corporations, or individuals shall pay, prior to permit issuance, a fee as set forth to cover the costs of performing the required inspections.

If, in the opinion of the Director of Engineering or designee, the nature of the work necessitates a deposit for cost to cure and restore, said deposit will be refunded upon the successful restoration of the area.

**4.4.1 Inspection Fees.** Inspection fees are to be paid prior to the issuance of the Construction Permit. These fees are not refundable. Inspection fees will be provided based on the preliminary schedule submitted and may be revised by the City upon receipt of the final construction schedule and if there are any deviations from the construction schedule. Inspection Fees can be found in the Right-of-Way Construction Permit Fee Schedule.

## **5. Construction Requirements**

**5.1 Emergency Phone Number Posting.** The permit holder shall post in a conspicuous place at the job site a sign with a 24-hour emergency phone number. This shall be required whenever any travel portion of a lane or a sidewalk is barricaded.

**5.2 Traffic Control.** Traffic control devices shall be furnished, erected, maintained, and removed by the permittee in accordance with guidelines published in the current version of the "Ohio Manual of Uniform Traffic Control Devices" and the ODOT "Traffic Engineering Manual." Copies are available for download on the Ohio Department of Transportation website. In the event of conflicting requirements, any maintenance of traffic requirements spelled out in the plans shall take precedence over the above-mentioned manuals.

NOTE: Traffic cones are not permitted as traffic control devices for night work in the City.

**5.3 Steel Roadway Plates.** The City requires that all companies, corporations, or individuals placing steel roadway plates in the right-of-way of any street, alley, or public right-of-way provide notification to the Public Service Department. Notification to the Public Service Department shall include the contractor business name, the employee contact name with a 24-hour emergency telephone number, and the location, number, and size of steel plates placed. If during business hours, contact 614-778-9455. If after business hours, contact 614-778-9455.

The contractor shall also have available sufficient quantity and various sizes of trench plates for their use when needed for protecting and securing trenches opened by the contractor. Steel plates shall be a minimum of twelve inches wider in width than the actual excavation size and a minimum of twelve inches longer in length than the actual excavation size. Warning signage to mark location of plate(s) shall be required in each direction of oncoming travel.

**5.4 Restoration.** Whenever any person or agency has the authority to excavate in any sidewalk, roadway, or right-of-way of any improved or unimproved street, alley or public way, the person or agency causing such excavation shall be required to return, in accordance with current City of Gahanna standards, the right-of-way to the same quality condition it was prior to the excavation or restore the same in such a manner and by

such time as required by the Department of Engineering. All street, alley, sidewalk, and driveway repairs shall conform to current City of Gahanna standards and specifications.

Restoration of any sidewalk, curb, street pavement, etc. shall occur no later than thirty (30) days after the conclusion of any utility repair or installation activity. Construction activity completed December through April shall be resolved no later than May 31<sup>st</sup>.

After May 31<sup>st</sup>, non-compliance with this required restoration work shall be considered a violation of this policy. Additional permits shall not be issued to the permittee until the violations are corrected to the satisfaction of the Department of Engineering. In addition, each violation may be dealt with in accordance with City of Gahanna Code Chapter 931.

Permanent repairs to any roadway cut for the purpose of installing, extending, or repairing any utility wire, conduit, or any other repair shall be made in accordance with City of Columbus Standard Drawing 1441, or other suitable means conforming to current City of Gahanna specifications and approved by the Director of Engineering or designee.

Whenever a trench exceeds 100 feet in length, the repair shall include milling a minimum 11 foot width and 1 1/4 inch depth for the entire length of the trench. This area shall then be paved in accordance with current City of Gahanna standards and specifications, unless otherwise directed by the Director of Engineering or designee.

- 6. Horizontal Direction Drilling.** The following regulations were designed by the City of Gahanna to provide safeguards and standard practices to be utilized when performing horizontal directional drilling within the City of Gahanna, Ohio. These regulations are minimum requirements and are intended to supplement other local, state, or federal laws. These regulations shall also be applied to other methods of underground construction including boring, jacking, pushing, and tunneling.

## **6.1 Pre-Planning**

- 6.1.1 Development of Drill Plan.** The contractor shall develop a drill plan in sufficient detail to identify the limits of work, roadways, topography, all existing underground utilities, and entry and exit points in plan and profile. Field investigation, including survey work and records research, shall be performed during plan preparation.

- 6.1.2 Investigation of Existing Utilities.** As-built plans of existing utilities shall be reviewed for potential conflict. All underground utilities within the limits of the drill path shall be included on the drill plan and profile in sufficient detail to determine the drill depth and bend radii needed to avoid damage by the drilling operations. The contractor shall expose existing utilities as necessary or at the request of the Director of Engineering or designee to confirm conflict avoidance.

- 6.1.3 Permit Approval.** The contractor shall not proceed with drilling operations in any portion of the City Right-of-Way until the Department of Engineering issues an approved permit. Where a combination of traditional trenching work and boring

work is proposed, the contractor shall clearly delineate on the plans the construction method proposed for each portion of the work.

## **6.2 Pre-Construction**

**6.2.1 Notification of Ohio Utilities Protection Service.** The contractor shall contact the Ohio Utilities Protection Service in accordance with State Law for a location marking request. Locate ticket number shall be kept on site during construction activities.

The contractor shall not commence construction before the required 48-hour time period to mark utilities by OUPS and City Divisions.

**6.2.2 Notification of City Utility Owners.** The contractor shall email a location-marking request to all agencies NOT associated with OUPS with facilities within the limits of the intended drill path no less than 48 hours prior to start of construction. Where extensive utility marking is requested, the contractor shall submit a copy of the proposed plans with the marking request. An on-site meeting with the contractor and the City's Utility Division is recommended to expedite the process.

**6.2.3 Marking of Proposed Drill Path.** The contractor shall mark with white paint, flags, stakes, or a combination of these to indicate the intended drill path prior to the utility locator's arrival to the site. The contractor shall confirm that the intended drill path is the same as that represented in the approved plan. Any changes to the proposed drill path from that shown on the approved plan will require an amended permit. Approval is required from all affected City utilities prior to implementing any alignment or grade change.

## **6.3 During Construction**

**6.3.1 Site Walkover and Calibration of Equipment.** If deemed necessary by the Director of Engineering or designee, prior to construction, the contractor shall walk the limits of the proposed work with the Inspector to evaluate potential construction conflicts. Conflicts identified during the walkover shall be resolved to the satisfaction of the Inspector. The contractor shall calibrate the transmitter and receiver of the bore head according to manufacturer's instructions prior to construction.

**6.3.2 Expose Existing Utilities.** When the drill path crosses an existing utility, the contractor shall expose the utility by vacuum excavation or hand digging to verify the location and depth of the facility. If deemed necessary by Director of Engineering or designee, the contractor shall leave open a window to the exposed facility so the bore head and back-reamer can be visually monitored.

When clearance from a utility is required to be maintained, the required clearance shall include horizontal and vertical clearances from the nearest edge of the existing facility to the closest edge of the largest diameter back reamer to be used along the drill path.

- Sewers other than brick – 3' Horizontal / 1' Vertical
- Waterlines – 3' Horizontal / 1' Vertical
- Traffic Poles – 5' Horizontal

When the drill path is paralleling within 3 feet of an existing sewer or waterline the contractor shall expose by vacuum excavation or hand digging at reasonable intervals to confirm clearance to the affected utility. The contractor shall be responsible for televising sewer lines for a damage analysis if so requested by the Director of Engineering.

**6.4 Protection of Locate Markings.** The contractor shall maintain the locate marks until they are no longer required for proper and safe excavation.

**6.5 Drilling Fluid Control.** The contractor shall control the use of drilling fluids to prevent damage to adjacent utilities and pavement in accordance with the 2001 Horizontal Directional Drilling Good Practices Guidelines published by the HDD Consortium.

**6.6 Emergency Contacts.** The contractor shall maintain at the job site an emergency contact list for all known utilities encountered during the drilling operations.

**6.7 Damage to Underground Facilities.** If an underground object is struck, the contractor shall stop the drilling process and pothole or otherwise expose to ascertain the situation before pulling back the bore head.

**7. Parking Meters.** Whenever the work being performed restricts the use of City Parking Meters, the agency requesting the permit shall be responsible for paying the daily meter charge for each meter involved. The permit application shall include the meter numbers affected. When the permittee's activities require the removal of the meter heads or it is determined by the City that they need to be removed, a meter head removal fee shall also be charged. These fees shall be paid at the time the permit is issued. Parking meter fees charged will be the total daily fee, as if the meter is to be occupied for all enforcement hours.

**8. Special Duty Police Officers.** When required by the permit, or if required by the Director of Engineering, Director of Public Safety, or Chief of Police, the permittee shall be responsible for hiring and paying for the services of Uniformed Special Duty Police Officers. Police Officers may be required when working in street intersections and for controlling traffic in a 2-way 1-lane traffic pattern. The City will determine the number of officers and patrol cars required. An officer may be obtained by calling the Gahanna Police Department at 614-342-4240.

**9. Penalty.** Any such violation shall constitute a separate offense on each successive day continued, in accordance with Gahanna City Code, Section 931.99.

**10. Right to Decline.** The City of Gahanna reserves the right to decline additional permits to a permit holder for other projects if a violation exists. No permit shall be issued until the violations are corrected to the satisfaction of the Director of Engineering.