

# PERMIT MANUAL



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## **I. DEFINITIONS**

### **Application-**

“Application” shall mean submitting the proper completed form to the City of Woonsocket, Department of Public Works, Engineering Division for the requested permit.

### **City-**

"City" shall mean the City of Woonsocket, Rhode Island and Providence Plantations.

### **Director-**

“Director” shall mean the “Director of Public Works for the City of Woonsocket, Rhode Island” or his authorized designee.

### **Emergency-**

“Emergency” shall mean a condition requiring prompt action with City approval. The Permittee is responsible for notifying the Engineering Division before commencing work.

### **Excavation-**

"Excavation" shall mean any opening in the surface on private property and/or in a public place made in any manner whatsoever, except an opening in a lawful structure below the surface of a public place, the top of which is flush with the adjoining surface and so constructed as to permit frequent opening without injury or damage to the public place.

### **Facility-**

"Facility" shall mean any pipe, pipeline tub, main, service, trap, vent, manhole, meter, gauge, regulator, valve, conduit, wire, tower, pole, pole line, anchor, cable, junction box, or any other material, structure, or object of any kind or character, whether enumerated herein or not, which is or may be lawfully constructed, left, placed or maintained in, upon, along, across, under, or over any public place.

### **Newly Constructed, Reconstructed, or Repaved Streets-**

"Newly constructed, reconstructed, or repaved streets" shall mean any

street, which has been newly constructed, reconstructed, or repaved within the past five (5) years.

**Owner-**

“Owner” shall mean the rightful proprietor; one who has the legal or rightful title.

**Permit-**

“Permit” shall mean the written approval from the City of Woonsocket, Department of Public Works, Engineering Division on appropriate issued form.

**Permittee-**

“Permittee” shall mean the Permittee, contractor, homeowner, or property owner, which the permit is issued to.

**Person-**

"Person" shall mean any person, firm, partnership, association, corporation, company, or organization of any kind.

**Private Property-**

“Private Property” shall mean any land, street, way, place, alley, sidewalk, park, square, plaza, or any other similar property not owned or controlled by the City or dedicated as public use.

**Public Place-**

"Public Place" shall mean any public street, way, place, alley, sidewalk, park, square, plaza, or any other similar public property owned or controlled by the City and dedicated to public use.

**Substructure-**

"Substructure" shall mean any pipe, conduit, tunnel, duct, manhole, vault, buried cable, or wire, or any other similar structures located below the surface of any public place.

**Utility-**

"Utility" shall mean a private company, corporation, or quasi-municipal corporation under the direction and control of the Public Utilities Director.

## **II. PURPOSE OF PERMITS**

City highways and right of ways have been established and are maintained primarily for the purpose of movement of vehicles and pedestrians. It is also desirable to allow persons and utility companies to utilize highway rights of way for purposes other than transportation. However, to prevent recurring, dangerous, and annoying interruptions to traffic and pedestrians, and to avoid interference with future road construction and construction methods, it is necessary that strict control is maintained and standard procedures be followed for excavations, construction, and maintenance of City highways.

Permits are also issued for all City owned property and also repairs and/or installation of utilities on private property.

It is understood that there are times that the following procedures cannot be followed, due to but not limited to public safety. The Director, or his authorized agent or representative, may take steps other than outlined to safely complete any job. If the Permittee knows of any other reason that these procedures cannot be followed, then it is their responsibility to make them known to the Engineering Division.

The City, at any time, without notice, may amend this manual. It is the responsibility of the Permittee to inquire if any updates or revisions have been made to the "Permit Manual" since last obtaining a permit.

## **III. APPLICATION FOR PERMIT**

An application for permit, available on the City's website, must be filed with the City before preliminary investigation will be made for permit issue. Standard application forms for this permit may be secured from the Engineering Division.

Each application form shall be completed and delivered to the Engineering Division.

An explanation of the application and sketch shall be made either in the space provided on the application form or a separate sheet in duplicate, which the Permittee shall attach to the application. Such diagrams or sketches shall show the location of the work to be done in relation to the outstanding features of the road, such as property lines, intersections, pavement lines, sidewalks, trees, drainage structures, and utility poles by number, and the character and extent of the work.

The Permittee will be required to disclose the methods and materials to be used. In the event the Permittee discovers that additional work or repairs not designated in the original permit must be done in the same location, the Permittee must make application to the City for a permit to authorize the additional work in the same manner as the first permit. When the work proposed includes excavating in the public way the sketch will show the proposed cut lines including dimensions and the relation to existing buildings or other features.

Each contractor and/or subcontractor involved with the proposed work shall submit an application and be issued a permit.

All subcontractors must be approved by the Engineering Division.

### **Plans and Specifications**

When applications are made for a permit involving work of major scope, plans certified by a Rhode Island Professional Engineer and/or a Rhode Island Professional Land Surveyor must be submitted with the application. They should be detailed so that the exact location of the various parts of the work,

the risk of injury to road users, and the probability of damage to trees, highway structures, and private property can be ascertained. See Appendix C attached herein for the Engineering Division Plan Requirements. The office requires five (5) copies of any plans submitted for review. The plans must be approved by the Director prior to the Permittee obtaining a permit.

#### **Rejection of Application**

When it appears that the work called for in an application would not conform to City regulations, or cause substantial or needless damage to a highway, or create excessive disturbances to traffic, or exceptionally dangerous conditions not commensurate with the benefits to the Permittee, the request for permit will be denied.

The Director may refuse to issue a permit to any person or utility when, in his opinion, work performed under a previous permit issued to the Permittee has not been properly executed or completed. The permit may also not be issued if said Permittee has failed to reimburse the City for recoverable charges billed under terms governing any previous work.

#### **IV. POLICE DETAILS/ NO PARKING REQUEST**

##### **Detail Officers**

Prior to commencing work all Permittee's are require to schedule a police detail by logging onto ***<http://www.woonpicedetails.com>***

for any and all work being performed in the Public Right-of-Way to determine if a detail officer will be required and/or if you require 'NO PARKING' postings. Required 'No Parking' postings are the responsibility of the Permittee along with associated cost. Not complying may result in the shutting down of your work area.

**“No Parking” Posting**

This procedure must be followed for posting “No Parking” signs in the City:

- On the Application, filed in the Engineering Division, the Permittee must draw on the sketch the area that is being requested for ‘No Parking’.
- The Permittee must contact the Woonsocket Police Department, Traffic Division to review and possibly meet at the site of the “No Parking” requested.
- The Permittee shall rent the “No Parking” signs in the Engineering Division. Said issued signs are the only “No Parking” signs allowed to be used.
- The Engineering Division and/or the Traffic Division will determine how many signs will be required for proper posting.
- A start date and a completion date as warranted by the Engineering Division will be issued for each sign posting.
- Cost of the signs is \$10.00 each. Upon completion of the work the Permittee shall return the expired signs and receive \$5.00 back for each one.
- Signs may be posted on utility poles. In areas where there are no poles or the spacing of the poles is greater than required, the Permittee must attach the signs to orange safety barrels and/or orange safety cones (minimum 36” in height). The “No Parking” signs shall be secured tightly to these devices. The use of ‘saw horses’ is not allowed.
- “No Parking” signs must be in place 24 hours prior to work commencing.
- Permittee must remove signs immediately upon completion of required work or after a temporary shut down. Should the City have to remove any signs and/or barrels and/or cones the Permittee shall then be charged at a rate of \$40.00 per hour/per worker (minimum charge of four (4) hours).

## **V. PERMIT BOND REQUIREMENTS**

See Appendix M for an example.

Prior to the issuance of a permit to excavate in the Public Right-of-Way or on private property, the Permittee shall deposit with the City a Permit Bond in an amount to be determined by the Director. The Permit Bond amount shall be established separately for each permit so that the City will be protected against loss in the event of the failure of the Permittee to complete the work or reimburse the City for restoration involving the work or encroachment authorized by the permit. The amount of bond shall be computed on the basis of cost required to make proper restoration or repairs. An annual escrow account with the City, acceptable to the Director, may be deposited to avoid the inconvenience and expense of obtaining individual bonds for each permit requested.

The Permit Bond shall be released to the Permittee upon the expiration of the guarantee period. The guarantee period shall be one (1) year following the acceptance of the work. During the guarantee period the Permittee shall be responsible for the restoration, repair, and maintenance of his work. The Permittee is required to complete all roadway restoration outlined in the permit within 120 days after completion of permitted work. If the completion date falls within November 15 to April 1 (time period roadways are typically closed due to winter weather) then the Permittee will have 30 days to complete the work after the roads open for construction (typically April 1 of each year). Failure to do so will result in the Permit bond being executed and future permits in jeopardy of not being issued. In the event the work does not include a permanent patch the

guarantee period shall be at the discretion of the Director.

## **VI. INSURANCE**

A Permittee applying for a permit to work within City highways, City property or private property shall furnish to the City, prior to the issuance of the permit, certificates of minimum insurance including automobile, property damage liability, bodily injury liability, and workmen's compensation insurance in the amounts determined by the Director. Insurance coverage shall be reviewed and updated periodically by the City. These certificates shall contain a provision that the insurance company will notify the City as the certificate holder, by registered mail, at least 15 days in advance of any cancellation or material change.

The following are the minimum insurance requirements:

Workmen's Compensation	Statutory	
Employers Liability	\$ 100,000	Each Accident
	\$ 500,000	Disease-Policy Limit
	\$ 100,000	Disease-Each Employee
Automobile Liability	\$1,000,000	Combined Single Limit
Commercial General Liability	\$2,000,000	General Aggregate
	\$2,000,000	Products & Completed Operations Aggregate
	\$1,000,000	Personal & Advertising Injury
	\$1,000,000	Each Occurrence
	\$ 100,000	Fire Damage (Any one fire)
		\$ 5,000 Medical Expense Limit (Any one person)

The City reserves the right to require these amounts to be higher based on the requested permitted work.

## **VII. LICENSE REQUIREMENTS**

Permittee shall provide a 'Competent Person', as defined by the US Department of Labor Occupational Safety & Health Administration (OSHA), for the location of the proposed work.

All equipment operators and workers performing work at the proposed location shall hold the appropriate State of Rhode Island licenses for their responsibilities. Water, sanitary sewer and storm water installation and/or repairs shall be performed under the supervision of a licensed Rhode Island Master Plumber or a Rhode Island Licensed Underground Utility Contractor.

No person, firm, entity, or corporation shall enter in, solicit, advertise, bid for, or work on municipal and/or state construction projects with a total project cost of one hundred thousand (\$100,000.00) dollars or more unless that person, firm, entity or corporation has an OSHA ten (10) hour construction safety program for their on-site employees.

All required licenses and/or certificates for work being performed shall be copied and supplied to the Engineering Division upon submitting a 'Permit Application'.

All required licenses and/or certificates for work being performed shall be in the possession of the person(s) while performing the work.

## **VIII. FEES**

The Director shall levy charges and fees for a permit as determined in Appendix B.

### **Late Filing Fees for a Permit.**

In the event, other than an emergency, that a Permittee files for a required

permit after work has been commenced or has commenced work prior to the issuance of the required permit, a fine equal to the amount of the permit fee shall be assessed against the Permittee. An emergency is defined as a condition requiring prompt action, see Section X. A Permittee must make every practical attempt to notify the proper City personnel in the proper department or division thereof before commencing work on the emergency situation. The Engineering Division's City Engineer is the governing official who will determine if the work, which has commenced or has been completed was justified as an emergency.

#### **IX. ISSUANCE OF PERMIT**

A Permit shall be issued:

- a. After completion of all aspects of the application.
- b. Upon receipt of a Permit Bond issued for the total cost of the work or as determined by the Director.
- c. Insurance and licenses are verified
- d. Payment of fees as required by the Director.
- e. Before any excavation work is started, the Permittee excavating must contact Dig Safe System Inc. (a.k.a. Dig Safe) at 1-888-344-7233.

The City Engineer along with the Director must sign a permit before it becomes valid. Approved permits will be issued by the Engineering Division within three (3) full working days after the application has been received in good order. The Permittee shall not commence work until the above-mentioned items have been complied with and the Permittee has notified the City Construction Manager at least twenty-four (24) hours in advance of the exact date and hour he proposes

to begin work.

#### **X. EMERGENCY EXCAVATIONS**

Nothing in this manual shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property, or for the location of trouble in conduit or pipe, or for making repairs, provided that the person making such excavation shall apply to the City for an emergency on the first working day after such work is commenced.

The Permittee is responsible to contact the Engineering Division for excavation approval via **24-Hour Emergency Pager, (401) 767-1414**, so the division can be notified of the emergency work.

#### **XI. REVOCATION OF PERMITS**

Any permit issued by the City is revocable immediately upon verbal and/or written notification to the Permittee.

The Department of Public Works, Engineering Division may, for any safety reason, shut the job site down if safety concerns are not immediately addressed.

#### **XII. DISPLAY OF PERMITS**

A copy of the approved permit for the Permittee shall be at the job site at all times for inspection by local police, Public Works personnel, and other interested persons. A valid permit must show the effective date, the expiration date and must be signed by the Director. Failure to comply with this requirement may result in stoppage of work.

#### **XIII. PERMIT TIME LIMITS**

A permit to 'Excavate the Public Right-of-Way' or to 'Repair Utilities on Private Property' for the following: water service, water main extension, building sewer connection, sewer main extension, gas service, gas main, underground telephone, underground electrical, utility pole or a driveway entrance is issued for thirty (30) days.

To occupy the Public Right-of-Way for erecting a sign or utility pole, service to a sign or utility pole, paint or repair a building or to place a temporary dumpster a permit is issued for two (2) weeks.

#### **EXTENSION OF TIME**

All required work shall be completed in a manner satisfactory to the City before the expiration date shown on the permit, except in cases where permanent repairs, such as loaming and seeding must be made at a future date.

Otherwise, the Permittee shall request the City to allow an extension of time.

Extension of time may be granted upon written request by the Permittee stating the reason(s) for the request.

The Director shall levy charges and fees for permit extensions as determined in Section VII.

#### **XIV. INDEMNIFICATION**

The Permittee agrees as a condition governing the issuance of a permit, that he will hold harmless the City of Woonsocket, the Director of Public Works, and his agent and employees from all personal injuries, deaths, property damage and claims arising out of the work or operations under the issued permit.

#### **XV. CLEARANCE FOR VITAL STRUCTURES**

The excavation work shall be performed and conducted so as not to interfere with

facilities or sub-structures and all other vital equipment as designated by the City. If this is unavoidable the Permittee is to contact the Engineering Division immediately.

## **XVI. PROTECTIVE MEASURES & TRAFFIC CONTROL**

### **Safety to Traffic**

See Appendix L

It shall be the duty of the Permittee to contact the Woonsocket Police Department, by logging onto <http://www.woonpolicedetails.com> to obtain the necessary traffic detail. A sufficient number of uniformed police officers shall be employed by the Permittee, at the Permittee expense, to direct the vehicular traffic safely through the areas. The Permittee shall make certain that the security of the traveling public is safeguarded and its rights are not unreasonably curtailed. Unless specifically indicated in the permit or authorized separately by the Director, the traveled path for pedestrians and vehicular traffic shall not be obstructed. Storage of material shall not be allowed within the traveled way or on sidewalks. The portions of the highway, which are excavated or are otherwise unsafe for public travel, shall be adequately protected at all times to avoid the possibility of accidents. Such areas shall be marked at night by barricades or traffic barrels with flasher beacons, or other warning devices approved by the Director. Certified flag persons can be utilized in lieu of uniformed police office at the discretion of the Woonsocket Police Department, Traffic Division.

Certified flag persons can be utilized in lieu of uniformed police office at the discretion of the Woonsocket Police Department, Traffic Division.

### **Detours**

When, in the opinion of the Woonsocket Police Department Traffic Division, a City highway may be obstructed by the Permittee's proposed operations to such an extent as to unduly restrict vehicular traffic or make hazardous its use, a parallel City road detour may be designated. A permit must be applied for when requesting a road detour.

All expenses incurred by the Permittee as a result of this detour approval, use, and restoration of said detour shall be the sole responsibility of the Permittee. The Permittee shall notify the Engineering Division, Police and Fire Departments of the layout and expected duration of the detour. The detour route must be approved by the Engineering Division, Police and Fire Departments prior to issuing a permit. The Permittee shall supply and maintain such signs at their sole expense as may be necessary to clearly outline the detour. The Permittee may be required to advertise the detour in the local newspaper for a period of two days prior and the first day of the work. Preliminary to the detouring of traffic over an alternate road, an inspection shall be made by the Permittee and a representative of the City to determine the adequacy of the signs and the structural condition of the road involved. A second inspection shall be made when the detour is terminated so that there will be an agreement as to the extent of necessary repairs, if any, to be made by the Permittee to restore the conditions equal to those existing prior to the establishment of the detour.

### **Protective Measures and Routing of Traffic**

The Permittee shall, in general, maintain safe crossing for two (2) lanes of vehicular traffic at all street intersections where possible, and safe crossings for pedestrians at intervals of not more than two hundred (200) feet. Adequate crossings shall be maintained for vehicles and pedestrians when an excavation is

made across any public street, alley, and sidewalk. When an excavation on any major or minor arterial takes up more than one-third (1/3) of the roadway, and is to remain open overnight, steel plates (bridging) of sufficient strength will be required to maintain a normal traffic flow.

The Permittee shall take appropriate measures to assure that during the Permit of the excavation work, traffic conditions are as near normal as possible and shall be maintained at all times so as to minimize inconvenience to the occupants of the adjoining properties and to the general public. When traffic conditions permit, the Director with the approval of the Police and Fire Departments of the City, may upon written approval (or by verbal approval in cases of emergency), permit the closing of streets and alleys to traffic for a period of time prescribed, if in the opinion of the City, it is necessary. The written approval of the Director may require that the Permittee give notification to various public agencies and to the general public. In such cases, notification shall not be valid until written approval is given. In cases of an emergency on weeknights, weekends or holidays, the Permittee, person or utility having such emergency shall contact the Police and Fire Departments by phone before closing a street to traffic. Adequate warning

signs shall be placed far enough in advance of the construction operation to alert traffic within a public street. Traffic cones, drum barricades or other approved devices shall be placed to channel traffic in accordance with the instructions of the Director, after his review of the proposed traffic control measures for the permit.

### **Temporary Steel Plating**

A Permittee may temporarily place a structural steel plate(s) over an open trench with the approval of the City of Woonsocket, Engineering Division representative. Any steel plates must meet ASTM A 36 steel (minimum) with a thickness sufficient for supporting traffic load. It is the responsibility of the Permittee to provide the necessary steel plating to support a traffic load. Steel plates must completely cover the open trench and have a minimum overlap, on each side, of two (2') feet for the entire length of the trench. The Permittee shall also make all efforts to prevent any lateral movement of a plate(s) placed and would be responsible for any plate movements. The Permittee will be charged if the City of Woonsocket resets any moved or out of position plates. The Permittee is responsible for insuring that excessive noise is not caused by traffic traveling over the steel plate(s). Noise suppression devices should be used to reduce the noise created by plate vibrations.

Any location requiring a steel roadway plate for more than three (3) days will require the top of the plate to sit flush with the roadway. Steel plates, in general, will not be allowed if winter weather is expected. In the event that placement of the steel plate(s) is unavoidable, the Permittee will recess the plates, place

warning devices on the plate(s) and notify the Highway Department of the plate location. The Permittee shall be responsible for any charges incurred by the City for warning devices and/or damages from plate movements during winter weather operations.

### **XVII. RELOCATION AND PROTECTION OF UTILITIES**

See Section XV

Work performed by the Permittee shall not interfere with any existing facility, sub-structure or other vital equipment owned by the City, a person or utility without the written consent of the owner. If it becomes necessary to relocate an existing facility, sub-structure or vital equipment owned by the City, a person or utility, this shall be done by its owner. No facility owned by the City shall be moved to accommodate the Permittee, unless the cost of such work is borne entirely by the Permittee. The cost of moving any facility, sub-structure or vital equipment shall be similarly borne by the Permittee unless it makes other arrangements with the owner. The Permittee shall support and protect to the satisfaction of the owner of the facility, all pipes, conduits, poles, wires, or other apparatus, which may in any way be affected by the excavation work. The Permittee shall secure approval of the method of support and protection from the owner of the facility. In case any of said pipes, conduits, poles, wires, or apparatus should be damaged, and for this purpose pipe coating or other encasement or devices are to be considered as part of a substructure, the Permittee shall promptly notify the owner thereof. All damaged facilities by the Permittee shall be repaired by the facility owner and the expense of such repairs shall be charged to the Permittee. It is the intent of this paragraph that the Permittee shall assume all liability or damage to

facilities and injury to persons. The only exception will be such instances where damage is exclusively due to the negligence of the owning company. The City shall not be made a party to any action because of this paragraph. The Permittee shall be responsible to know the existence and location of all underground facilities and protect the same against damages (see Section IX (e)).

### **XVIII. PROTECTION OF PUBLIC PROPERTY**

The Permittee shall not remove, even temporarily, any trees, shrubs, traffic signs, survey bounds or any other above ground structure, which exist in the street area without first obtaining the consent of the Engineering Division.

### **XIX. ROAD OPENINGS**

#### **A. IN STREETS:**

1. Where existing bituminous concrete pavement is to be removed to allow for an excavation, the pavement may be cut using a pavement breaker (a.k.a. jack hammer) or a saw. Ramming the teeth and freely ripping the pavement with the use of the bucket from the excavation equipment is not allowed. The minimum width of any excavation shall be twenty-four (24") inches. Refer to Appendix J and K for pavement restoration requirements.
2. Cold planing or pavement reclaiming of a trench will be considered an acceptable procedure provided that the trench is in a neat straight line.
3. The City may prohibit various equipment when their use endangers existing substructures, facilities or other property.
4. Unstable pavement shall be removed over cave-ins and breaks and the sub-grade shall be treated as the main trench.

5. The Permittee shall not be required to pay for the repair of any pavement damage existing prior to the excavation unless the Permittee's cuts results in small floating sections that may be unstable. If this occurs, the permittee shall remove the unstable portion and the area shall be treated as part of the excavation.
6. The maximum length to open a trench permissible, at any time, shall be two hundred (200) feet. No greater length shall be opened for pavement removal, excavation, construction, backfilling, patching or any other operation without written permission of the City.
7. If the excavation is less than five (5') feet from the face of the curb, then the permanent pavement repair must go to the curb.

**B. IN SIDEWALKS:**

1. **Section XVIII** and **XIX** shall apply to sidewalk excavation.

**XX. CARE OF EXCAVATION MATERIAL**

All material excavated (other than Section XXII) from trenches, and piles adjacent to the trench or in any street, shall be piled and maintained in such manner as not to endanger pedestrians, or users of the street, and so that as little inconvenience as possible is caused to those using the street adjoining properties. Whenever necessary, in order to expedite the flow of traffic or to abate the dirt or dust nuisance, toe boards or bins may be required by the City to prevent the spreading of dirt into traffic lanes. Where the confines of the area being excavated are too narrow to permit the piling of excavated material beside the trench, the City shall have the authority to require that the Permittee haul the excavated

material to a storage site and then rehaul it to the trench site at the time of backfilling. It shall be the Permittee's responsibility to secure the necessary permission and make all necessary arrangements for all required storage and disposal sites. The Permittee must follow the City of Woonsocket Code of Ordinances, Chapter 7 ½ concerning erosion control.

### **XXI. BACKFILLING AND COMPACTION**

Backfill material within the street Right-of-Way shall be replacement gravel with no stones larger than three (3") inches in diameter. Adequate moisture content in a backfill material is essential to achieve effective compaction. It will be the Permittee's responsibility to adjust the moisture content of soil in the field as necessary to achieve the specified compaction.

1. Upon installation of utilities all spaces excavated and not occupied by facility, sub-structure or vital equipment shall be backfilled with suitable material as approved by the Director. Such material, other than Controlled Density Fill (CDF) to be compacted in 1-foot lifts up to the surface of the surrounding ground.
  - A. The Director may approve excavated soil for re-use as suitable material.
  - B. As the excavation is brought to grade the Director, along with the Permittee, shall establish a sufficient compaction method necessary to achieve at least ninety-five percent (95%) of the material based on the type of compaction equipment, number of passes and existing soil type and moisture content.

methods as approved by the Director.

**XXII. EXCAVATING AND BACKFILLING TRENCHES IN NEW STREETS**

**LESS THAN FIVE (5) YEARS OLD**

1. All applicable provisions of Section XIX shall apply to this Section.
2. All material excavated shall be removed from the project site. No material shall be placed on the roadway. Excavated material, in this section, shall be loaded directly into a dump truck for disposal off site.
3. Upon installation of water, sewer and/or utility work the Permittee shall place a minimum of one (1) foot envelope of pipe bedding material in accordance with City specifications around installed pipe. The trench shall then be backfilled using excavatable Controlled Density Fill (CDF). The trench shall be filled with CDF to a depth of 6” to 12” below the base asphalt based on the attached ‘Bituminous Concrete Pavement Coarse Thickness Chart’, see Appendix D. Prior to backfilling with CDF, the Permittee may be required to notify the City Engineer for the purpose of obtaining a sample for compressive strength testing.
4. All applicable provisions of Section XXIII, C and D – Street, Sidewalk, Curb and Trench Repair shall apply.

**XXIII. STREET, SIDEWALK, CURB AND TRENCH REPAIRS**

**A. SCOPE OF WORK**

The work under this section shall include furnishing and installing hot, plant mixed bituminous concrete as “temporary” or “permanent” resurfacing on the complete width of the street and/or trench and/or sidewalk; furnishing and installing cement concrete where excavated in trench and/or sidewalks; and the removing and/or

resetting of granite curb.

This work shall be as specified herein, as shown on the plans or as directed by the Director.

### **B. MATERIALS**

All bituminous concrete shall conform to the existing requirements as set forth in the most recent edition and amendments thereto of the Rhode Island Standard Specifications for Road and Bridge Construction, 1997 edition, including the latest corrections and addendums.

1. Bituminous concrete pavement shall conform to the above-mentioned specifications. Refer to Appendix D for bituminous concrete pavement thickness.
2. Portland Cement concrete sidewalks and rigid concrete base shall conform to 3500 psi, ¾" stone in the above-mentioned specifications and follow the City of Woonsocket Specifications, which can be obtained in the Engineering Division.

### **C. TEMPORARY SURFACE REPAIRS**

1. As soon as the excavation has been backfilled and compacted, a "temporary patch" shall be made. Temporary paving shall be hot mix bituminous binder course conforming to the above State of Rhode Island Standard Specifications and shall be placed in two (2) inch lifts, or as directed by the Director. During inclement weather the City may permit the use of 'cold bituminous material' (a.k.a. cold patch). The course of hot mix or cold mix material shall be compacted to match the

existing finish pavement grade so that it is hard enough and smooth enough to be safe for pedestrian travel over it. Likewise, it must be hard enough and smooth enough for vehicular traffic to pass safely over it at the legal rate of speed. The Permittee shall maintain the “temporary patch” until the “permanent patch” is placed.

2. In the event there is unacceptable maintenance of temporary patches, the Permittee will be notified of those situations. Upon notification, the Permittee will make the required improvements within twenty-four (24) hours. In emergency situations, the City will make immediate repairs and the Permittee will be billed directly for such expense.
3. The Permittee shall maintain the temporary paving for a period of ninety (90) days after backfilling is completed or as directed by the Director and will conform with the schedule detailed in Section E. The “temporary patch” shall be maintained and kept safe for pedestrian and vehicular traffic until the “permanent patch” is made.

Some roadways in the City are constructed with a Portland Cement Concrete road base. Any excavations in these roads shall be permanently repaired in the following manner:

1. All edges are to be saw cut to the full depth of the existing concrete.
3. Excavate and remove material to proper depth, perform required work and compact gravel.
3. Contractor shall drill and pin the concrete base
  - a. Drill holes shall be horizontally placed every eighteen inches (18”)

- b. Re-bar shall be a minimum of 5/8" thick and a minimum of two (2') long.
- 4. Pour concrete and level to the bottom of the base asphalt
  - a. Concrete to be a minimum strength of 3500 PSI
- 5. Place steel plates over trench. See 'Temporary Steel Plating' pages 16 and 17.
- 6. Permanent surface repair to take place the following workday. See Section D.

**D. PERMANENT SURFACE REPAIR**

- 1. "Permanent patches" shall be completed within a period of not less than ninety (90) days after the placement of temporary patch or in accordance with the following schedule:

**E. SCHEDULE OF PERMANENT PATCHING**

**TEMPORARY PATCH PLACED**

**PERMANENT PATCH PLACED**

April 1 – April 30	August 1
May 1 – May 31	September 1
June 1 – June 30	October 1
July 1 – July 31	November 1
August 1 – August 31	November 15
September 1 – September 30	November 15
October 1 – October 15	November 15
October 15 – December 30	May 15; following year
December 30 – April 1	May 15

- 2. The "permanent patch" for a roadway shall be extended a minimum of

two (2') feet on all sides of the "temporary patch" area. The pavement shall be saw cut in a neat, straight line with a pavement saw only. The saw cut shall be square or rectangular with edges parallel and perpendicular to the trench or as directed by the Director. Cuts shall be straight and vertical. Care shall be taken as to not 'cross cut'. Corners shall be cut with a pavement breaker. The "permanent patch" of bituminous concrete sidewalks shall be the full width of the sidewalk with end cuts straight and perpendicular to the street line. The temporary patch material in the trench shall be completely removed and properly disposed of. If, in the opinion of the Director, the existing soil is satisfactory for use in backfilling, the requirement for the use of replacement gravel may be waived. The gravel base in the trench will then be compacted, BUCKET WHACKING WILL NOT BE PERMITTED. Compaction shall be performed with equipment and methods as approved by the Director. An emulsion tack coat shall be applied to the vertical faces of the existing pavement before placing "permanent patch". A "permanent patch" material shall be applied in accordance with the thickness chart in Appendix D. Compaction shall be performed with equipment and methods based on the size of the patch, as approved by the Director.

3. Where existing pavement thickness is greater than that indicated on the chart, the Permittee shall match existing thickness or as directed by the Director. However, the intermediate course will be placed in

lifts NOT exceeding 2-1/2 inches, before compaction. Multiple binder courses will be laid if the existing thickness conditions warrant.

4. See Appendix J for Typical Restoration requirements for streets five (5) years old or older and Appendix K for streets five (5) years old or less.

5. For all trenches, the minimum repair width shall be six (6) feet.

6. The trench shall be saw cut in a straight line a minimum of twenty-four

(24) inches beyond each side of the trench to a minimum width of six (6) feet. The “temporary patch” and saw cut area shall be removed and replaced in compliance with the Pavement Thickness Chart in Appendix D.

If one side of the temporary trench patch is within five (5') feet of the curb or berm, the cut shall extend to the granite curbing or one (1') foot out from the berm. Trench ends shall be straight and square. The edges of the trench shall be thoroughly cleaned and shall be completely coated with an approved emulsion.

7. If a trench is over 100' it shall be paved with a self-propelled mechanical spreader and rolled with a power-driven vibrating steel wheel roller.

8. If a trench is less than 100' than the bituminous concrete may be spread by hand or with a self-propelled mechanical spreader and compacted with appropriate equipment.

9. The Permittee shall be required to correct any trench settlements

9. The Permittee shall be required to correct any trench settlements and/or faulty pavement patches for a period of one (1) year after a “permanent patch” is placed, at the direction of the Director. In the event of a failed “permanent patch”, the Permittee shall be responsible for fully removing the patch, re-grading the sub-grade and re-cutting the trench edges (if necessary) prior to installing a new “permanent patch”. Spot repairs of “permanent patches” will not be acceptable.
10. If, during construction, break backs or underlying cavities associated with the excavation occur, the bituminous concrete shall be cut back to a sufficient point where the edges are smooth and straight. Where, in the opinion of the Director, the break backs are extensive, the ENTIRE TRENCH LENGTH shall be evenly cut back so to insure two parallel edges.
11. Granite curb requiring repair, resetting or replacement shall be excavated so that the existing curb can be removed without damage. When resetting, the length of any section of curb or edging shall be altered by cutting in order to fit closures as necessary. Settlement of curbing shall be repaired by the Permittee at no cost to the City. Where cement concrete, paving block or cobble stone is encountered in roadways (either as wearing surface or as base for bituminous concrete), it shall be replaced with bituminous intermediate material at a thickness equal to the existing rigid road base to a maximum depth of eight (8) inches. When replaced as the base course, the bituminous intermediate course shall be so placed

as to allow for the subsequent permanent paving courses to be placed over it.

12. Where cement concrete is encountered in sidewalks, it shall be replaced at a minimum thickness of four (4) inches or six (6) inches in residential driveways or eight (8) inches in commercial driveways and wheelchair ramps. Residential and commercial driveways shall have welded wire mesh installed. Portland cement concrete shall be poured at a minimum pitch of one-quarter (1/4") inch per foot from the back of the walk to the curbing. Concrete shall be poured in forms that are smooth, free of warp, of sufficient strength to resist springing out of shape, and satisfactory to the Director. All sidewalks shall be poured on an eight (8) inch approved gravel base. All saw cuts in concrete sidewalks shall be from the nearest existing construction joint or pour line for the full width of the sidewalk. The finished surface shall be brushed by drawing a soft-bristled push broom with a long handle over the surface of the concrete, perpendicular to pedestrian travel, to produce a non-slip surface. Construction joints shall be scored in accordance with Woonsocket Standard Details. Construction joints shall be installed at intervals equal to the width of the sidewalk but to not exceed five (5') feet. A two and one-half inch wide edge finish shall be required on each side of the joint. The broom finish shall extend from the back of sidewalk to the curbing. The finished concrete surface shall be adequately protected for curing and defacement by a method approved

by a Director. A copy of the City sidewalk standards may be obtained in the Engineering Division.

13. Where bituminous concrete is encountered in sidewalks, it shall be replaced with Type III pavement (sidewalk hot mix) three (3") inch minimum compacted thickness. Permanent patch to be installed at a pitch of one-quarter (1/4") inch per foot from the back of the walk to the curbing. Satisfactory forms shall be installed to assist in securing proper alignment and adequate compaction of asphalt courses where an approved mechanical spreader is not used. All cuts for "permanent patches" shall be perpendicular to the street line and extend full width of the sidewalk. The minimum width for a "permanent patch" in a bituminous sidewalk shall be four (4) feet.
14. Grading, and drainage shall be designed to minimize puddling, accumulation of ice, or flow of surface water within the area of the curb cut.
15. The Permittee will be held responsible for all survey monuments moved, shifted, or broken, and shall replace at their own expense, all survey monuments that may have been moved, shifted, or broken as a result of their construction, or otherwise, after such removal.  
  
All survey monument restoration or repair shall be in compliance with the City of Woonsocket Standard Specifications and Details and the Rhode Island Society of Professional Land Surveyors.

#### **XXIV. DRIVEWAY OPENING**

The approval of a permit for driveway construction shall be contingent that the

Engineering Division received a completed Sidewalk Application, available on the City's website, and on the following conditions:

- a. That the driveway opening approval shall be used strictly to provide access to adjoining property and not for the purpose of parking or servicing vehicles within the City right-of-way.
- b. The driveway shall be constructed in accordance with Woonsocket Standard Details for driveway openings and standard specifications on file in the office of the Engineering Division and such changes as may be necessary to fit a particular condition.
- c. Existing driveway openings fronting the property and which will not be in use shall be reconstructed to a normal sidewalk and curb cross section where such sidewalk and curb exists.
- d. No more than one combination entrance and exit shall be allowed for any property frontage of which is less than sixty feet (60'). Parcels having a frontage from sixty feet (60') to one hundred feet (100') will be permitted two (2) entrances, if a minimum of ten feet (10') is used as a channeling island. Driveway layouts for lots with a frontage greater than one hundred feet (100') requiring more than two (2) entrances shall be reviewed by the Director for approval, based on the circumstances of each request.  
  
Driveways shall not have a width greater than thirty percent (30%) of the lot frontage. All driveways shall be reviewed and approved by the Director.
- e. All driveways within the limits of the City right-of-way shall slope towards the gutter and meet the existing street grade. The Director shall approve slopes of driveways.

- f. Drainage ditches or gutters shall not be altered or impeded in any way.  
Where a driveway shall cross an open ditch, the Permittee shall provide suitable drainage structures as approved by the Director.
- g. When existing sidewalk or curbing has to be removed to construct a driveway, with approval from the City and the issuance of a permit, such sidewalk or curbing shall be removed for its full depth and to formed joints. The removal of parts of sidewalk slabs or parts of curbing will not be permitted. A copy of the 'Portland Cement Sidewalk Specifications' can be obtained in the Engineering Division. All curbing removed is the property of the City and must be delivered to the City's storage yard at the Permittee expense.
- h. Under unusual circumstances, as approved by the Director, the above regulations may be varied.
- i. If in the opinion of the Director a proposed driveway will jeopardize public safety the request may be denied.

**XXV. PROMPT COMPLETION OF WORK**

After an excavation has commenced, the Permittee shall proceed with diligence and expedition all excavation work covered by the excavation permit, and shall promptly complete such work and as specified herein. The Permittee shall perform such work so as not to obstruct, impede, or create a safety hazard to either pedestrian or vehicular traffic.

**XXVI. NOISE, DUST, DEBRIS**

Each Permittee shall conduct and carry out excavation work in such a manner as to avoid unnecessary inconvenience and annoyance to the general public and

occupants of the neighboring property. The Permittee shall take appropriate measure to reduce, to the fullest extent practicable, noise, dust, and unsightly debris between the hours of 7:00 p.m. and 7:00 a.m. Permittee shall not use, except with the express written permission of the City or in case of an emergency as herein otherwise provided, any tool, appliance, or equipment producing noise of sufficient volume to disturb the neighboring property.

Permittee's and utility companies must follow the City of Woonsocket Code of Ordinances, Chapter 14 Miscellaneous Offenses and Provisions, Section 14-5.

#### **XXVII. PRESERVATION OF SURVEY MONUMENTS**

Any survey monument set for the purpose of locating or preserving the lines of any street or property subdivision, or a precise survey reference point, or a permanent survey bench mark within the City, shall not be removed or disturbed without first obtaining permission, in writing, from the Director to do so.

Permission to remove or disturb such monuments, reference points, or bench marks shall be granted only when no alternate route for the proposed substructure or conduit is available. If the Director is satisfied that no alternate route is available, permission shall be granted only upon condition, by agreement in writing, that the person or utility applying for such permission shall pay all expenses incidental to the proper replacement of the monument by the City.

Any survey monument restoration or repair work must comply with the standards set fourth by the Rhode Island Society of Professional Land Surveyors, including the latest corrections and addendums.

#### **XXVIII. GRANITE CURB**

No Permittee, person or utility shall paint, remove, damage, haul away, or cause misalignment of any granite curbing, including radius curb and catch basin stones, or cobblestones, for any reason, whatsoever without first receiving a permit from the Director.

#### **XXIX. BITUMINOUS CURB**

Any Permittee, person or utility damaging bituminous concrete curbing during the course of excavation, or for any other reason, shall repair the bituminous concrete curbing to City standards.

#### **XXX. WEATHER CONDITIONS**

The Director reserves the rights to stop, suspend, cancel and/or delay any work when weather conditions jeopardize the quality, integrity or workmanship of the jobsite or when the health and safety of workers are in question.

##### **Excavations During Winter**

No person or utility shall be granted a permit to excavate or open any street or sidewalk from November 15th of each year to April 1st of the next year, weather permitting, unless an emergency or special condition exists and special permission is obtained, in writing, from the Director. Any person or utility wishing to obtain permit between the aforementioned dates shall first explain fully, in writing, the nature of the emergency situation to the Director before permission is granted. If a hazardous condition exists, which would endanger life and/or property, excavation work shall not be delayed by this section of the manual. However, a written explanation shall be delivered to the Director as soon as possible and an “emergency” permit shall be issued for the work.

#### **XXXI. INSPECTIONS**

The City shall make such inspections as are reasonably necessary in the enforcement of these regulations. The Director shall have the authority, per provisions within the Code of Ordinances, to promulgate and cause to be enforced such rules and regulations as may be reasonably necessary.

The Permittee shall notify the Engineering Division a minimum of twenty-four (24) hours prior to commencing any work.

The Engineering Division's normal work hours are:

Monday through Friday from 7:30 am to 4 pm (excluding Holidays)

Any work by a contractor that is necessary after normal work hours will be billed as follows:

Monday through Friday

From 4 pm to 7:30 am \$40.00 per hour

Called in after 4 pm \$40.00 per hour (minimum 4 hours)

Saturday \$40.00 per hour (minimum 4 hours)

Sunday or Holiday \$80.00 per hour (minimum 4 hours)

The Engineering Division must approve extra work hours, 24 hours prior to commencing to insure inspector availability.

Work will be allowed to extend outside normal work hours to insure the safety to the general public and/or all utility lines. The Engineering Division, at their discretion, will reserve the right to deny any work progressing after normal work hours.

24-Hour Emergency Number: (401) 767-1410

Failure to pay said bill will result in future permits to said contractor being denied.

### **XXXII. EXCAVATION ON A RESURFACED STREET**

Whenever the City has developed plans to reconstruct a street, the Director shall give written notice thereof to all abutting property owners, the City departments, and to all utilities, which have, or may wish to lay pipes, wires, substructure or other facilities in or under the highway. Upon receipt of such written notice, such person or utility shall have sixty (60) days in which to install or lay any such substructure and/or facility. If an extension of time is needed by a person or utility for the installation of such substructures and/or facilities, the person or utility shall make an application to the Director explaining fully the reasons for requesting such an extension of time. At the expiration of the time fixed and after such street has been reconstructed, no permit shall be granted to open such street for a period of five (5) years, unless an emergency conditions exists or the necessity for making such installation could not reasonably have been foreseen at the time such notice was given. If a permit is granted, the Director may impose additional conditions on the Permittee to preserve the structural condition of the existing pavement and to match the "permanent patch" with the existing pavement.

### **XXXIII. PENALTIES FOR NON-COMPLIANCE**

Any person, utility who violates any of the rules and regulations of this manual shall be summoned for adjudication in Woonsocket Municipal Court. If the work, or any part thereof, mentioned in the preceding sections shall be unskillfully or improperly done, the Director shall cause the same to be skillfully and properly done and shall keep an account of the expense thereof; and, in such case, such

person or utility shall pay the City an amount equal to the whole of said expense incurred by said City with an additional charge of 50% of the total cost, to cover indirect costs. Thereafter, upon completion of the work and the determination of the costs thereof, the City shall not issue further permits to the permitted person or utility until it shall receive payment of said costs. The City may also start processing revoking the issued bond for said work.

Any person or utility that continues to violate any regulation of this manual shall receive no further permits until such time as the City is satisfied that the person or utility shall comply with the terms of this manual.

#### **XXXIV. FORMS AND APPENDICES**

Please visit:

<http://www.woonsocketri.org/engineering-department/pages/applications-forms>

to download the latest forms and applications.

City of Woonsocket  
Department of Public Works  
Engineering Division

SEWER LINE/WATER MAIN SEPARATION POLICY  
FOR DESIGN OF SANITARY SEWERS

A. Lateral placement of sewers and water mains

Sewers shall be laid at least ten (10) feet horizontally from any existing or proposed water main. The distance shall be measured edge-to-edge. There is no minimum vertical separation required provided the ten (10) foot horizontal separation is maintained.

In cases where it is not possible to maintain a ten (10) foot horizontal separation, the Division may allow deviation on a case-by-case basis, if supported by data from the design engineer. Such deviation may allow installation of the sewer closer to a water main, provided that:

1. The sewer and water main are laid in separate trenches or,
2. The sewer and water main may be installed in the same trench with the water main placed on a bench of undisturbed earth, and
3. In either case, the crown of the sewer shall be at least twenty-four (24) inches below the invert of the water main.

In situations where it is impossible to obtain proper horizontal and vertical separation as stipulated above, the following protection shall be provided:

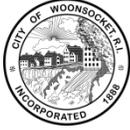
1. Encasement of the sewer pipe in concrete (min. six (6) inch thickness) or a carrier pipe for at least ten (10) feet either side of the area not complying with the minimum horizontal and vertical separation, or
2. Design and construction of the sewer equal to water main pipe (cement-lined ductile iron or other AWAA-approved material for potable water conveyance), and pressure tested in accordance with AWWA specifications.

B. Sewers crossing water mains

Sewers crossing over water mains should be avoided, but if conditions warrant this situation, then adequate structural support shall be provided for the sewer to maintain line and grade. Sewers crossing under water mains shall be laid to provide a minimum vertical separation of twenty-four (24) inches between the invert of the water main and the crown of the sewer. Relocation of an existing water main may be necessary to achieve this vertical separation. Relocated water main shall be constructed of an AWWA-approved material for potable water conveyance and designed for the required water service pressure for a distance of ten (10) feet on each side of the crossing, measured perpendicular to the sewer. The crossing shall be arranged so that the sewer joints will be equidistant and as far as possible from the water main joints.

Where conditions prevent an twenty-four (24) inch vertical separation from being maintained, the following methods shall be specified:

1. The sewer shall be designed and constructed equal to water main pipe (cement-lined ductile iron pipe, PVC or other AWAA-approved material for potable water conveyance) for a distance of ten (10) feet on each side of the crossing, measured perpendicular to the water main and pressure tested in accordance with AWWA specifications, or
2. Either the water main or the sewer may be encased in concrete (min six (6) inch thickness) or a carrier pipe for a distance of ten (10) feet on each side of the crossing, measured perpendicular to the water main. The carrier pipe shall be designed and constructed of materials which are satisfactory to the Division, or
3. Any other methods, if supported by data from the design engineer, which ensure adequate water tightness and are satisfactory in the Division.



**City of Woonsocket, Rhode Island  
Department of Public Works  
Engineering Division  
UTILITY CONNECTIONS**

**SEWER:**

- **Petition to Connect** - No Fee - Filed with Engineering Division
- **Application For a Sewer Connection** – No Fee - Filed with Engineering Division
- **Permit To Make A Sewer Connection** - Issued by Engineering Division
  - Single-Family Home \$20.00 Fee
  - Multi-Family Home \$30.00 Fee
  - Commercial \$30.00 Fee
  - Industrial \$30.00 Fee
- **Connection Fees:**
  - Single-Family Home \$600.00 Fee
  - Multi-Family Home \$600.00/per unit Fee
  - Commercial \$1,000.00 Fee
  - Industrial \$1,000.00 Fee
- **Permit to Install/Repair/Excavate** - Issued by Engineering Division
  - Pulled by Master Plumber or Licensed Underground Utility Contractor
  - Separate Excavation Permit required for any excavation subcontractor
  - Sewer Main Extension - \$10 plus \$5.60/linear foot
  - Building Sewer Connection - \$10 plus \$3.20/linear foot
  - Repair existing connection - \$50.00 for spot repair up to 12 linear feet
  - Cut and cap for building demolition, \$40.00
  - \$10.00 Per Permit Fee for each additional contractor involved
  - Manholes- \$10.00 per vertical foot

**WATER:**

- **Petition to Connect - No Fee** - Filed with Inspection Division
- **Application/Transfer Card** - Filed with Public Works Office
- **Cost of Service** - Calculated by Water Division Engineer- Paid to Water Works Clerk
- **Permit to Install/Repair/Excavate** - Issued by Engineering Division
  - Pulled by Master Plumber or Licensed Underground Utility Contractor
  - Separate Excavation Permit required for any excavation subcontractor
  - Water Main Extension - \$10 plus \$5.60/linear foot
  - Building Water Service Connection - \$10 plus \$3.20/linear foot
  - Cut and cap for building demolition, \$40.00
  - \$10.00 Per Permit Fee for each additional contractor involved

**DRAIN:**

- **Permit to Install/Repair/Excavate** - Issued by Engineering Division
  - Pulled by Master Plumber or Licensed Underground Utility Contractor
  - Separate Excavation Permit required for any excavation subcontractor
  - Drainage on Private Property - \$10 plus \$3.20/linear foot
  - Drainage in the Public Right-of-Way- \$10 plus \$5.60/linear foot
  - Cut and cap for building demolition, \$40.00
  - \$10.00 Per Permit Fee for each additional contractor involved
  - Manholes and catch basins- \$5.00 per vertical foot
  - Galleys, Underground Storm Water System- \$0.20 per cu ft (not less than \$30.00)
  - Drainage Ponds- \$0.20 per sq ft (not less than \$30.00)

**GAS:**

- **Permit to Install/Repair/Excavate in the Public Right-of-Way – Issued by the Engineering Division**
  - Pulled by National Grid - 30.00 Per Permit
  - Gas Main Extension - \$10 plus \$0.40/linear foot (minimum fee \$30.00)

**ELECTRIC or TELEPHONE:**

- **Permit to Install/Repair/Excavate in the Public Right-of-Way – Issued by the Engineering Division**
  - Pulled by either National Grid, Verizon or a Rhode Island Licensed Electrician- 30.00 per Utility Pole Permit
  - Underground Electric or Telephone - \$10 plus \$0.40/linear foot (minimum fee \$30.00)

**PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY:** \$15.00 for two weeks

**PERMIT FOR TEMPORARY DUMPSTER:** \$25.00 for two weeks

**PERMIT FOR DRIVEWAY APRON (Install/Repair/Excavate):** Asphalt \$30.00 Concrete \$40.00

**CITY OF WOONSOCKET, RHODE ISLAND  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

**Utility Site Plan Completion Check List**

Plan Title:

Checked By:

Plan Date:

Review Date:

***TITLE BLOCK REQUIREMENTS***

- |  |  |
|--|--|
| <input type="checkbox"/> Type of Plan                | <input type="checkbox"/> Date (note revisions, if any)       |
| <input type="checkbox"/> Map and Lot                 | <input type="checkbox"/> Scale and Graphic Scale Bar         |
| <input type="checkbox"/> Zoning District             | <input type="checkbox"/> Firm or Surveyor's Name and Address |
| <input type="checkbox"/> Street Name, Town and State |  |

***PLAN REQUIREMENTS***

**UTILITIES WORK-**

- Existing      Location and size of existing overhead and underground utilities based on the best available physical and/or record evidence, including but not limited to water, sewer, storm drainage, gas, etc. wherever applicable.
- Proposed      Location and size of proposed overhead and underground utilities based on the best available physical and/or record evidence. A Rhode Island Professional Engineer's (P.E.) stamp is required to certify the conformance of the following items:
  - Materials                       Size                       Utility Connections
  - details                               Depth                       Other
- Sewer service invert elevations at foundation and at sewer main, as well as elevations of the inverts and rims of existing manholes upstream and downstream from the proposed connection. Use existing 'wye' connection wherever possible.

**SITE WORK-**

- Location of existing or proposed buildings, including their sill elevation and usage.
- Bench mark and Datum used (Woonsocket Sewer Datum)
- Proposed buildings or paved parking areas require an on-site drainage system
- Existing and proposed contour line at a minimum of two foot (2') intervals with ten foot (10') contour lines to be highlighted, neat and easy to discern.
- Minimum lettering size shall be 1/8" high to insure legibility when reproduced
- North arrow and Reference (true, grid, magnetic, assumed, etc.)
- Evidence of occupation, if any (i.e. shrubs, fence, etc.)
- Legend with all abbreviations explained
- Street names, easements and usage, width, status (i.e. public, platted, unclassified)
- Highway or Railroad stationing, plat or plan reference and date
- Property boundaries shall be clearly defined and a Classification Statement of the plan and survey as defined by the 'Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island, which requires a Professional Land Surveyor's (P.L.S.) Stamp
- Stamp and signature of the surveyor and/or engineer
- Vicinity map or approximate distance to the nearest intersection
- Area of the parcel defined

Note: The foregoing checklist is for review only and additional information may be required by the Engineering Division as conditions dictate. The items checked above were found to be lacking or inadequate.

# BITUMINOUS CONCRETE PAVEMENT COURSE THICKNESS CHART (IN INCHES)

## KEY TO PAVEMENT TYPES

## CITY OF WOONSOCKET, ENGINEERING DIVISION

### TYPE I

2" BITUMINOUS WEARING COURSE (TYPE I-1)
2" BITUMINOUS INTERMEDIATE COURSE
6" SUB-BASE COURSE (GRAVEL)

### TYPE II

2" BITUMINOUS WEARING COURSE (TYPE I-1)
2" BITUMINOUS INTERMEDIATE COURSE
12" SUB-BASE COURSE (GRAVEL)

### TYPE II-A

2" BITUMINOUS WEARING COURSE (TYPE I-1)
1½" BITUMINOUS INTERMEDIATE COURSE
1½" BITUMINOUS INTERMEDIATE COURSE
12" SUB-BASE COURSE (GRAVEL)

### TYPE II-B

2" BITUMINOUS WEARING COURSE (TYPE I-1)
2" BITUMINOUS INTERMEDIATE COURSE
12" SUB-BASE COURSE (GRAVEL)

### TYPE II-C

2" BITUMINOUS WEARING COURSE (TYPE I-1)
2" BITUMINOUS INTERMEDIATE COURSE
2" BITUMINOUS INTERMEDIATE COURSE
12" SUB-BASE COURSE (GRAVEL)

### TYPE III

1½" BITUMINOUS WEARING COURSE (TYPE I-1)
1½" BITUMINOUS INTERMEDIATE COURSE
9" SUB-BASE COURSE (GRAVEL)

### TYPE III-A

2" BITUMINOUS WEARING COURSE (TYPE I-1)
12" SUB-BASE COURSE (GRAVEL)

	<u><i>Intermediate Course</i></u>	<u><i>Wearing Course</i></u>
Driveway	2"	1"
Sidewalk	1"	1"

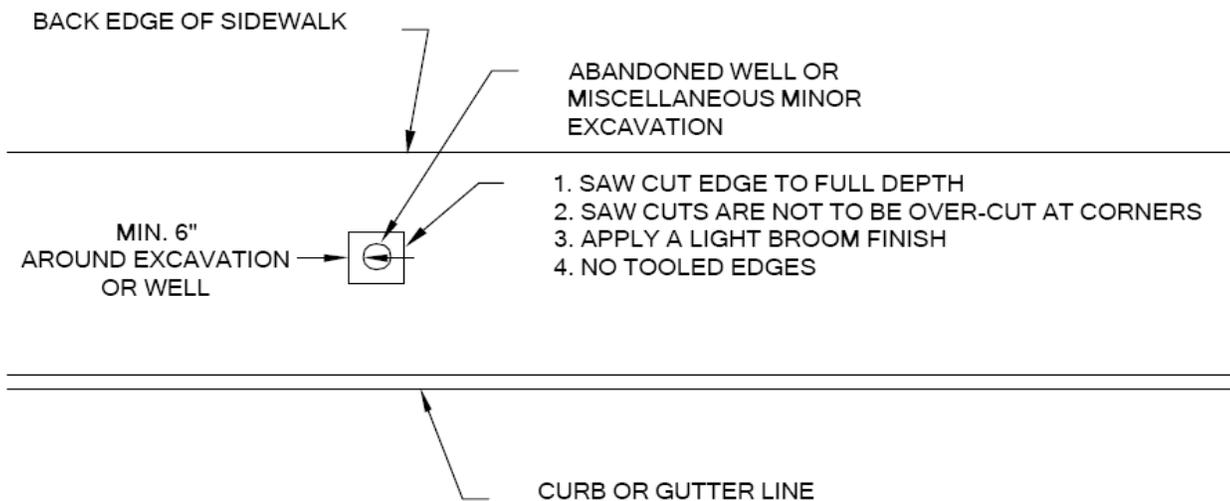
(NOTE: Thickness depths are measured after compaction.)

## MONITORING WELLS

### *Monitoring wells located in the City right of ways:*

1. Shall have an access cover mark "Monitoring Wells."
2. Said cover shall be capable of handling H-20 traffic loading.
3. Entire installation shall be maintained for the life of the well.
4. When the well is no longer needed, the well shall be filled to the depth of pavement with Controlled Density Fill (CDF) and permanently paved.

## CONCRETE SIDEWALK RESTORATION DETAILS



## PUBLIC RIGHT OF WAY



**CITY OF WOONSOCKET  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

**REQUIREMENTS FOR DUMPSTER OBSTRUCTING THE STREET**

1. Street Obstruction Permits to be issued to the owner of dumpster or the contractor performing work
2. 72 hours are required to review Permit Application for approval
3. Dumpster is not to be placed in the sidewalk area
4. Dumpster shall be placed in the roadway abutting the curbing or berm
5. The wheels on the dumpster shall be chocked
6. The following information needs to be prominently displayed on the dumpster:
  - Name of company
  - Emergency phone number
7. Reflective tape is required on all corners of the dumpster
8. Certificate of insurance from the dumpster company provided to the City
9. Winter Conditions (November 15 to April 1):

Container shall always be placed at the curb, and any additional snow remaining after plowing has concluded must be removed by the permittee prior to the placement of the container.

Container must be removed prior to the commencement of plowing operations when a storm of 2" or more is predicted. Once plowing operations have ceased, container can be returned, however, any additional snow remaining after plowing has concluded must be removed to allow placement at the curb.

Should the permittee not remove the container as required, the Department of Public Works shall have the container removed and charge the permittee for its removal and any associated snow removal costs.



## **DEMOLITION PERMITS PROCEDURE FOR DISCONNECTING, REMOVING, PLUGGING OF WATER, SEWER, STORM DRAINAGE**

- 1) The Engineering Division will be responsible for confirming water and/or sewer and/or storm drainage have been properly disconnected and/or plugged. Once confirmed, Engineering Division Personnel will sign for Public Works Department.
- 2) The contractor will be responsible for obtaining a permit through the Engineering Division and notifying the Engineering Division 24 hours prior to digging to disconnect and/or remove and/or plug any water and/or sewer and/or storm drainage.

### ***SEWER***

- 1) Sewer laterals will be dug at the back of the sidewalk area, on the owner's property.
- 2) Ties to the existing laterals can be found in the Engineering Division Office.
- 3) The lateral will be cut with a pipe cutter or saw. The end will then be capped with a **FERNCO QWIK CAP**, or a similar kind.
- 4) A 2 x 4 piece of lumber will be placed at the end of the plug for locating purposes.
- 5) The other cut end of the pipe will then be plugged with concrete.
- 6) New ties to the capped end will be taken by Engineering Personnel.

### ***STORM DRAINAGE***

Storm drain lines shall be bulkheaded if the following conditions exist:

- 1) The pipe drains into a city-owned line.
- 2) The pipe is considered "PRIVATE".
- 3) The pipe only takes from the property in which demolition is to take place.
- 4) Permission to connect the pipe, to a city-owned line, was never given.
- 5) It is found that the pipe is connected into the sanitary sewer system.
- 6) Future use of the drain line will not be needed.

All open ends of pipe shall be bulkheaded. Bulkheading will be done with brick and cement.

## **WATER**

- 1) The property owner must formally request that the service be shut at the curb-stop by the Water Division.
- 2) Personnel from the Water Division will take a final meter reading and remove any city-owned meters.
- 3) A Master Plumber or Licensed Underground Utility Contractor in the state of Rhode Island shall obtain an excavation permit through the Engineering Division, so the service can be disconnected at the curb-stop.
- 4) Said permit shall make the contractor responsible for permanently repairing the sidewalk to City of Woonsocket specifications.
- 5) Disconnection shall be done by the contractor, and witnessed by the Water Division.
- 6) If the water service will not be re-used, the Water Division may require that the service be cut at the water main.

### **Disconnection must be done as follows:**

- A) For copper tubing or lead piping, the tubing/piping must be completely disconnected by cutting the tubing/piping at approximately 6" (six inches) from the end of the curb-stop and pulling the free end of the tubing/piping that leads to the building away from the curb stop. The 6" (six inch) piece will then be crimped.

It is understood that there are times that these procedures cannot be followed, due to public safety. The Building Inspector, or his authorized agent or representative, may take steps other than outlined to have any water and/or sewer and/or storm drainage disconnected and/or plugged and/or removed, to insure public safety. If the contractor knows of any other reason that these procedures cannot be followed at the demolition site, then it is the contractor's responsibility to make them known to the Engineering Division.

**CITY OF WOONSOCKET**  
**BLASTING REQUIREMENTS**

EFFECTIVE 2/1/02  
REVISED 5/6/03

Permittee shall bring to the Engineering Division the following items:

- The original signed State of Rhode Island 'Blasting Permit'
- A letter from the Pre-Blasting company certifying that the 'Pre-Blast Surveys' have been completed.
- A check for \$30.00, made payable to 'City of Woonsocket'

Permittee shall receive an 'Application for Permit' to be filled out by the Permittee and the property owner. Application shall be turned in to the Engineering Division for processing.

The Permittee will be notified by telephone when their permit is ready to be picked up in the Engineering Division. At this time the Engineering Division with the Permittee present will record the State of Rhode Island 'Blasting Permit' in the City Clerks office.

The estimated time from when the Engineering Division receives the blasting permit application to the issuance of the permit is three (3) working days. If the Permittee does not receive a call within this time frame then the Permittee should call the Engineering Division at (401) 767-9213 to find out the status.

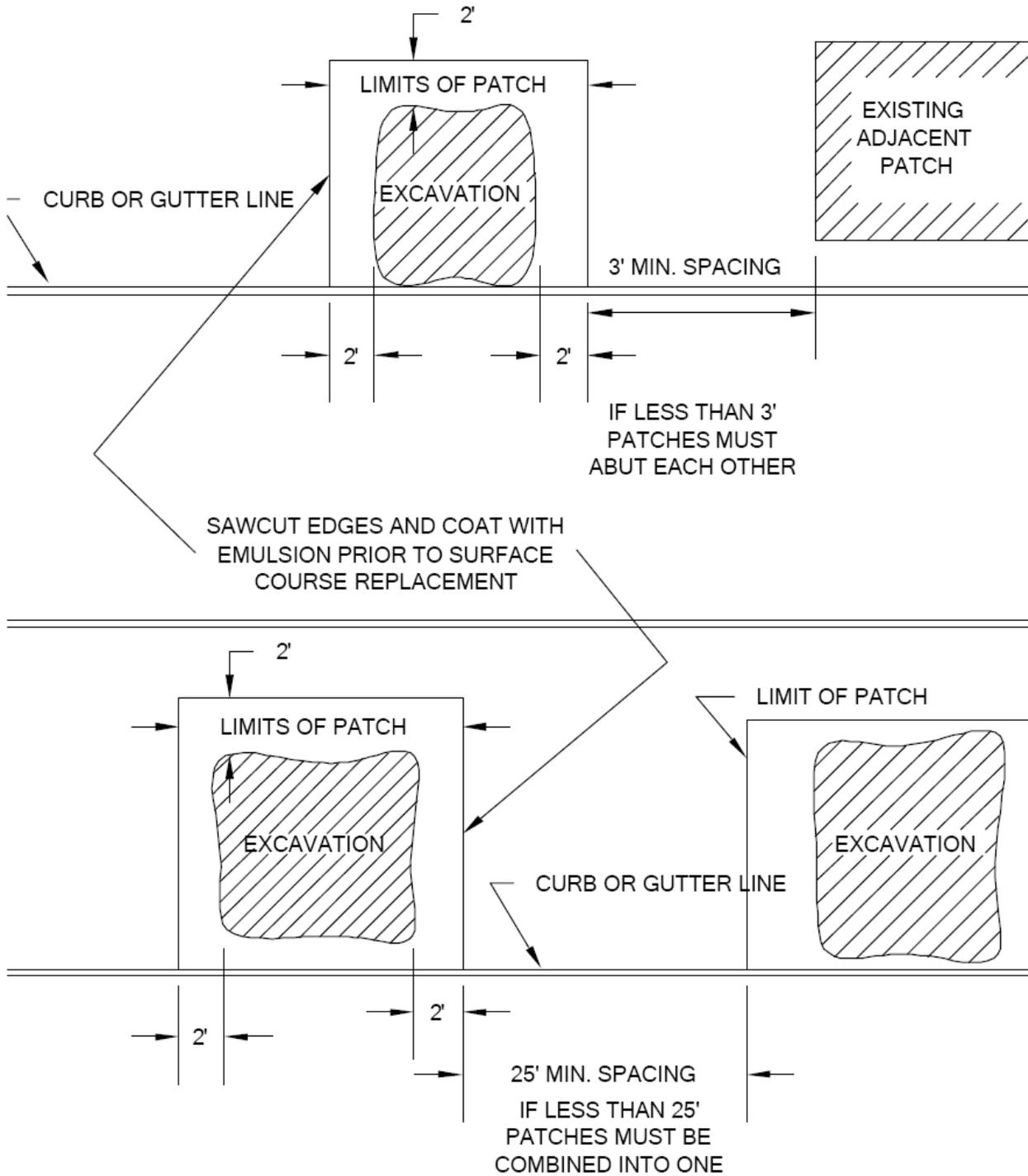
Upon receiving the 'Blasting Permit' from the City of Woonsocket the Permittee must advertise with a blasting notice in the local newspaper 'The Call' for a period of one day to be published two days prior to the scheduled blasting. Advertisement shall include:

- Location of blasting
- Schedule of blasting
- Company performing the blasting
- Company contact name and telephone number
- Woonsocket Engineering Division shall also be listed as a contact with a telephone number of 767-9213

Contractor must schedule the blasting with the Engineering Division 24 hours prior to blasting. No blasting will be allowed unless an Inspector from the Engineering Division is present on site and in most circumstances a representative of the Water Division.

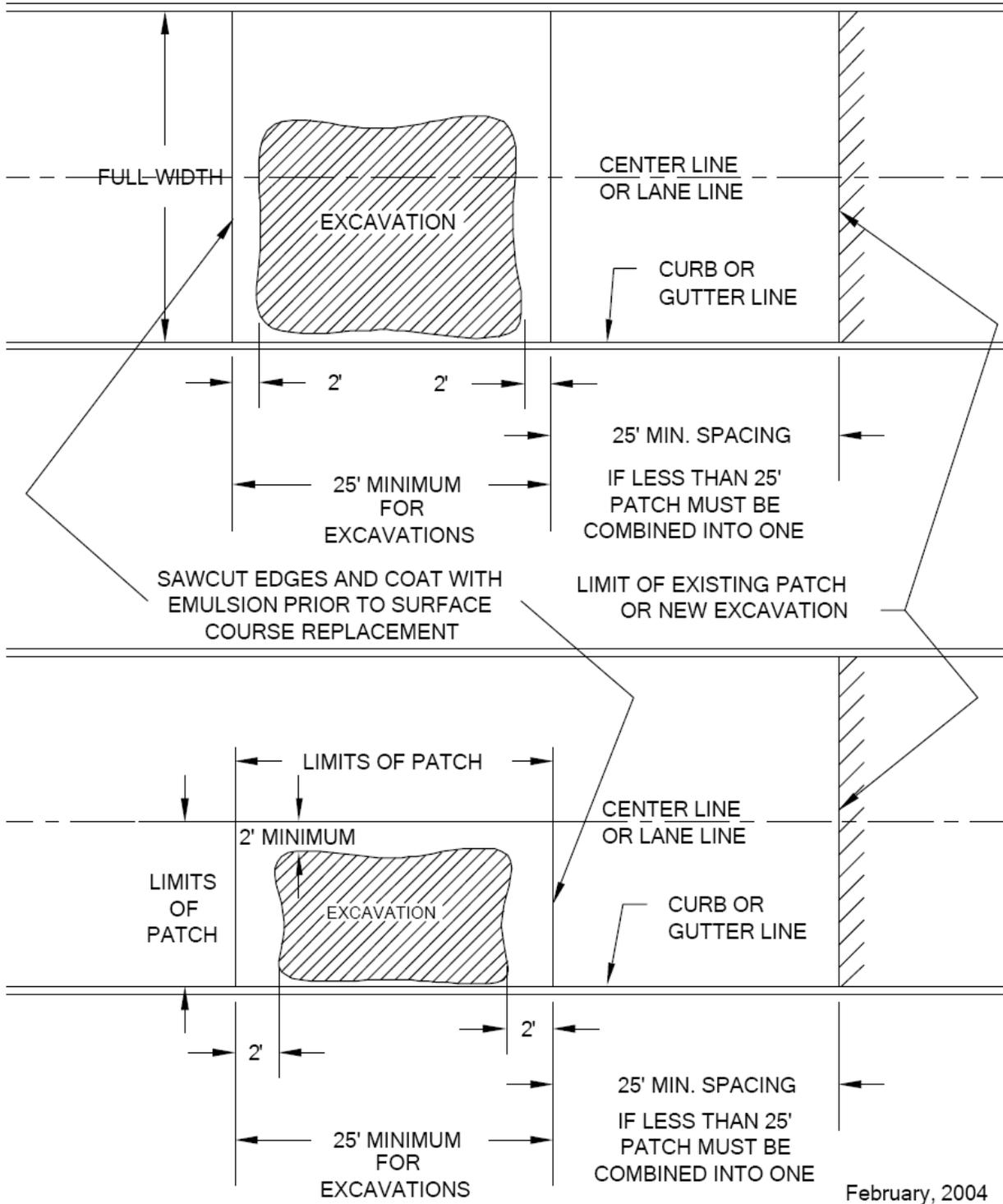
Permittee must follow ALL State of Rhode Island requirements and City of Woonsocket requirements. If the two sets of requirements contradict one another then the Permittee must follow the more stringent of the two.

TYPICAL PAVEMENT RESTORATION REQUIREMENTS  
 For Streets Older than Five (5) Years Old



January, 2003

TYPICAL PAVEMENT RESTORATION REQUIREMENTS  
For Streets Five (5) Years Old or Less



## WORK ZONE SAFETY CHECKLIST

1. All devices meet specifications and quality standards.
2. Traffic control persons and flaggers trained and equipped.
3. All signs are properly installed and legible; covered, turned, or removed when not needed.
4. Arrow displays and portable changeable message signs are properly aligned and maintained.
5. Proper taper and buffer lengths meet specifications.
6. Channelizing devices are clean, aligned and properly spaced.
7. Temporary barriers and attenuators are properly installed and maintained.
8. Pavement markings are in place at the end of the work shift.
9. Day and night drive-through inspections conducted and logged.
10. Ask yourself. "What is the drivers view?"

# PERMIT BOND

Bond# \_\_\_\_\_

**KNOW ALL BY THESE PRESENTS**, That we, \_\_\_\_\_, as **Principal**, and \_\_\_\_\_, a corporation duly licensed to do business in the State of Rhode Island as **Surety**, are held and firmly bound unto The City of Woonsocket, Rhode Island, as **Obligee**, in the penal sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_), good and lawful money of the United States of America to be paid to the Obligee, for which sum well and truly to be paid, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION IS SUCH**, That whereas, the above bounden Principle has requested or obtained a permit from the Obligee for the purpose of \_\_\_\_\_ within said \_\_\_\_\_ at the following location \_\_\_\_\_ for the period beginning \_\_\_\_\_, \_\_\_\_\_ and ending \_\_\_\_\_, \_\_\_\_\_.

**NOW, THEREFORE**, if the Principal shall, during the period that this permit is in full force and effect faithfully observe and honestly comply with the provisions of all ordinances of the Obligee regulating \_\_\_\_\_, then this obligation shall be null and void; otherwise to remain in full force and effect.

**PROVIDED, HOWEVER**, the surety shall have the right to cancel this bond at any time by written notice, stating when the cancellation shall take effect, and mailed to the Obligee at least thirty (30) days prior to the date that the cancellation becomes effective.

Signed, sealed, dated and effective as of this \_\_\_\_\_ day of \_\_\_\_\_, 20xx.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

By \_\_\_\_\_,  
Attorney-in-Fact