capitalregionwater.com
888-510-0606

# Street/Sidewalk Cut Permit Request for Water / Sewer Line Installation / Repairs / Replacements 

Permit Type: (check one) $\square$ Water $\square$ Sewer
City of Harrisburg Plumbing License \#

## City of Harrisburg Merchantile \# *City of Harrisburg Building/Fire/Zoning Permit \#

$\qquad$ *
*Note: A City of Harrisburg Building/Fire/Zoning Permit is required for plumbing work on private property. Contact the City of Harrisburg Bureau of Codes at http://harrisburgpa.gov/codes-bureau/ or 717-255-6553 to obtain a Building/Fire/Zoning Permit prior to completing and submitting this Request for a Street/Sidewalk Cut Permit.
Company Name:
Date:
Contact Person: $\qquad$ Phone Number:
Email Address:
Company Address:
Mailing Address: (If Different from Requester Address):
Property Owner:
Phone Number:
Email Address:
Type: $\quad$ Residential $\quad$ Commercial $\quad$ Institutional $\quad$ Industrial $\square$ Other (Specify):

## The contractor performing the work must complete and attach:

- A Street Cut Bond, two years for $\$ 25,000$ (CRW must be listed as the Obligee) and Power of Attorney. Please provide hard copies with raised seals.
- Certificate of Insurance (CRW must be listed as "Additional Insured").
- City of Harrisburg Application Form (Page 11 of the attached Procedures Manual \& Standard Specifications for Street Cut Permits which include sidewalk and curb work of the City of Harrisburg).
- Sketch Form Including Work Zone Traffic Control Plan (Page 12 of the attached Procedures Manual \& Standard Specifications for Street Cut Permits which include sidewalk and curb work of the City of Harrisburg).
- Street Closure Request Form (Page 15 of the attached Procedures Manual \& Standard Specifications for Street Cut Permits which include sidewalk and curb work of the City of Harrisburg) if applicable. The City Engineer requires that requests be sent 72 hours in advance. Once closure is approved, residential notification must be made 48 hours prior to the implementation of the closure. Photographic proof of residential notification must be sent to the City Engineer's office.
- Payment made payable to "Capital Region Water" must be paid before a Permit is issued. The total amount is the sum of the following:
- Capital Region Water's processing and inspection fees of $\$ 320$, (minimum), plus
- City of Harrisburg's application and inspection fees of $\$ 310$ (minimum), and
- any additional inspection fees calculated in accordance with Page 8 of the City of Harrisburg Procedures Manual \& Standard Specifications for Street and Sidewalk Cut Permits. The fee can be calculated and provided in advance.
- The minimum fee will be $\$ 630$.

Note: New Service Request Forms for Clean Corporation Stop Request, Fire Protection Service Request, Sanitary Sewer Service Request, Service Termination Request, and Water Service Request, must be completed along with respective payments and submitted in addition to this Request, if applicable are located at https://capitalregionwater.com/forms/.

By signing this Request, the Company agrees to abide by the City of Harrisburg Procedures Manual \& Standard Specifications for Street Cut Permits which includes sidewalk and curb work of the City of Harrisburg, Capital Region Water's Important Information and Instructions found on the reverse side of this Form and performing all work in accordance with the City of Harrisburg Bill 18 of 2016, attached hereto.
Submit form and attachments by email to info@capitalregionwater.com.

[^0]Date

## (() capital region water.

# Street/Sidewalk Cut Permit Request for Water / Sewer Line Installation / Repairs / Replacements 

## Instructions:

1. In accordance with Section 200.8, Page 4 of the Procedures Manual \& Standard Specifications for Street Cut Permits which include sidewalk and curb work of the City of Harrisburg, do not commence with backfilling of any part of the excavation until an inspection of the service line has been performed by Capital Region Water. Request and schedule an inspection of water service line work or sewer and storm pipes, contact Customer Service by email info@capitalregionwater.com or by phone at 888-510-0606.
2. If you are connecting directly to the water main line in the street, you will need to complete the Clean Corporation Stop Request and contact Customer Service at info@capitalregionwater.com or 888-510-0606 to provide the completed form and payment, and to schedule a Clean Corporation Stop before you make the connection.
3. If the water lateral is connected with a $1 / 2^{\prime \prime}$ Corp, CRW will have to install a new $3 / 4^{\prime \prime}$ tap before you make connection. Contact Customer Service at 888-510-0606 to provide payment of $\$ 250$ and to schedule.
4. Request and schedule an inspection before backfilling by contacting Customer Service by email info@capitalregionwater.com or by phone at 888-510-0606.
5. Upon completion of the restoration, please seal the edge of the patch with a joint sealer that meets City of Harrisburg specifications, as outlined in the Procedures Manual \& Standard Specifications for Street Cut Permits which includes sidewalk and curb work in the City of Harrisburg, paint completion date and address on the patch.
6. Request to schedule a street/sidewalk restoration inspection by contacting Customer Service by email info@capitalregionwater.com or by phone at 888-510-0606.
7. If the street/sidewalk cut is not complete within six (6) months, complete the Application for Supplemental Street Cut Permit (Page 14 of the attached Procedures Manual \& Standard Specifications for Street Cut Permits). Payment made payable to "Capital Region Water" must accompany the application.

## Important Information:

- This permit application is for street/sidewalk cuts necessitated by water or sewer line repairs/replacements only. For all other work in the public right-of-way that involves excavating a street or sidewalk (including but not limited to sidewalk repair/replacement, driveway installation, driveway apron repair/replacement, curb repair replacement, planting/removal of street trees), contact the City of Harrisburg Engineer Department at streetcuts@harrisburgpa.gov.
- Merchantile Number, City of Harrisburg Plumbers License Number, and City of Harrisburg Building/Fire/Zoning Permit must be acquired.
- Work is not permitted to begin until an approved Street/Sidewalk Cut Permit is issued by Capital Region Water.
- Payment made payable to "Capital Region Water" must include any balance(s) due from the City and be paid prior to the release of the permit.
- If this is an emergency, Capital Region Water does not approve emergencies so the Requestor/Contractor must contact both the City and us and any fines incurred from the City will be invoiced separately to the Requestor/Contractor. A Permit Application for an emergency must be applied for after the emergency street cut is performed.
- The City of Harrisburg may attach a Degradation Fee to the Permit if the excavation is in a street that has been recently resurfaced. Please refer to Page 8 of the City of Harrisburg Procedures Manual \& Standard Specifications for Street Cut Permits which includes sidewalk and curb work in the City of Harrisburg for the fee. Any balance(s) due from the City must be paid prior to the release of the Permit.
Note: All work must comply with the City of Harrisburg Procedures Manual \& Standard Specifications for Street Cut Permits which includes sidewalk and curb work of the City of Harrisburg and the City of Harrisburg Bill 19 of 2016, attached hereto.
Submit form and attachments by email to info@capitalregionwater.com or in-person or by mail to:


## Capital Region Water Customer Service Center 3003 North Front Street Harrisburg, PA 17110

Capital Region Water Use Only

| $\square$ City Merchantile Number $\quad \square$ City Plumbers License | $\square$ City Building/Fire/Zoning Permit | $\square$ Application Form |  |
| :--- | :---: | :---: | :---: |
| $\square$ Sketch Form | $\square$ City Street Closure Form, if applicable | $\square$ Street-Cut Bond | $\square$ Certificate of Insurance |
| $\square$ Payment for | $\square$ Water $\square$ Sewer |  |  |

## From:

Sent:
To:

Cc:
Subject:

## Mesaris, Judd P $\square$

 Monday, March 18, 2024 2:01 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,
This email is to serve as a reminder that street closure request forms have to be filled out and sent to streetcuts@harrisburgpa.gov 72 hours in advance for approval. Once the closure is approved, the residents need to be notified 48 hours prior to implementing the closure. Beginning Monday March 25 ${ }^{\text {th }}$, 2024, proof of resident notification must be sent to the city engineers office. Moving forward, this policy will be strictly enforced due to the continued abuse of failing to notify all residents affected by road closures. At a minimum, construction fliers must be hung on every property affected in the closure area. Additionally, pictures of the door hangers need to be sent to streetcuts@harrisburgpa.gov for proof of notification. Please review the rules on the street closure request form and the associated policy from the city's street cut specifications.

## Street Closure Request Form:

This request for permission to close a street within the City of Harrisburg must be completed and received by the city engineer for review at least 3 business days prior to the planned closure. The city engineer will inspect the location, review your detour and traffic control plans and approve or disapprove your request. Please note that you are responsible for the actual physical closure and must follow all city, state and federal regulations in respect to Work Zone Traffic Control. Refer to PennDOT Pub 213 ( 67 PA Code, Chapter 212). A Traffic Control plan must accompany this form showing detours and traffic control figures. It is your responsibility to notify all property owners within the affected closure area. It is also your responsibility to notify Harrisburg City Parking Enforcement (717-255-3141) and Park Harrisburg (717-234-2274) at least two days prior to closing for temporary no parking signs to be posted.

### 200.4 STREET CLOSURES AND NO PARKING

City ordinances and Department regulations do not permit closure of City streets or sidewalks as a matter of course with issuance of a Street Cut Permit. Specific approval to close a street or to materially alter traffic patterns must be obtained from the City Engineer or designee. (See Request Form on page 15) In their absence or in an emergency, the Harrisburg Police Bureau may grant approval. In every case, the Permittee's request to close or alter traffic must include precise location, reason, work methods, time and date, and what alternatives were considered. The City reserves the right to require work hours of 9:00 a.m. to 3:00 p.m. and 6:00 p.m. to 6:00 a.m. in heavily traveled streets. Permittees will be required to place steel plates, pinned in place, to maintain traffic flow during non-working hours in such areas (also see Section 200.10 Weather Limitations). Such authority shall include, but not be limited to, the power to require that work be done on a continuous,
around-the-clock, twenty-four hour basis. It is the Permittee's responsibility to notify City Parking Enforcement (717-255-3141) two days prior for Temporary No Parking signs to be posted. For parking areas controlled by Standard Parking you must contact SP Plus at 717-234-2274.


Judd Mesaris | Engineering Representative
City of Harrisburg | Aaron K. Johnson Traffic \& Engineering Center 1002 N. $7^{\text {th }}$ Street| Harrisburg, PA 17102 | Map
Cell: 717-678-1528
Street Closure Map | HarrisburgPA.gov
Find Community. Find Home.
$f$ g $y$ in

## CITY OF HARRISBURG



WANDA WILLIAMS
MAYOR

DIRECTOR
PERCY BULLOCK
PROJECTMANAGER

Department of Engineering \& Development
123 Walnut Street, Suite 212, Harrisburg, PA 17101
(717) 255-3091

## Procedures Manual \& Standard Specifications <br> For Street Cut Permits which include sidewalk and curb work

## January 1, 2020

Updated 04/01/2020

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## LINKS

Manual on Uniform Traffic Control Devices 2009 Edition with 2 Revisions from 2012 https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/mutcd2009r1r2edition.pdf

## Penn DOT Pub-213

https://www.dot.state.pa.us/public/PubsForms/Publications/PUB\ 213.pdf

## ADA Accessibility Survey Instructions

https://www.ada.gov/pcatoolkit/app1curbramps.pdf

PennDOT Pub-408/2016
https://www.dot.state.pa.us/public/PubsForms/Publications/
Pub_408/408_2016/408_2016_IE/408_2016_IE.pdf

# CITY OF HARRISBURG, PA PROCEDURES MANUAL AND STANDARD SPECIFICATIONS 

STREET, SIDEWALK, CURB - CUTS AND EXCAVATIONS

SECTION 200

### 200.1 PERMIT REQUIRED

No person, firm or corporation shall cut or dig open any roadway or sidewalk within the City Right of Way (ROW) without first obtaining a "Street Cut Permit" from the Office of The City Engineer. Street Cut Permits will be valid for up to six (6) months from the date of issue. All permitted work shall be completed within those six (6) months. A time extension permit supplement may be issued to extend the completion time an additional six (6) months. The cost for each supplement is Two Hundred Fifty Dollars (\$250). No more than two supplemental permits may be granted. A separate permit is required for each property address. An exception may be granted for major trench work serving multiple addresses.

When a permit reaches the six (6) month expiration date and the work has not been completed and accepted by the City Engineer or his or her Representative, the bonding company will be notified to obtain funds to complete said permit. It is the Permittee's responsibility to apply for a time extension supplement prior to the original permit expiration date. Permits are invalid until they are paid in full by check or money order, payable to "City Treasurer" at the receipt of your permit or within 30 days of monthly invoice date, if applicable.

All street cuts made to access public utilities must be submitted in the name of the utility facility owner or operator providing the utility service. The term "public utility" is defined in Section 102 of the Pennsylvania Public Utility Code and for the purpose of these Procedures and Specifications includes municipal authorities created under the Municipal Authorities Act and any party granted an easement in the public right-of-way per City Ordinance Chapter 7-901. An application for public utility cut may not be in the name of a contractor, nor in the name of a person being serviced by the utility.

Curb, sidewalk, driveway cuts and any other work not involving a public utility shall be submitted in the name of the property owner or contractor for the property owner.

An emergency dig is defined as "the repair of a utility which must be made to restore service, to avoid property damage or to eliminate danger to the public". Notice of an emergency pavement cut shall be given to the office of City Engineer by phone, email or text during normal business hours. If after normal business hours, notification shall be given at the beginning of the next business day. An application shall be made for a permit for all emergency work within seventy-two hours after the work is started.

Water and Sewer applicants need to obtain and complete the Street/Sidewalk Cut Permit Application on Capital Region Water's website. https://capitalregionwater.com

Provide 2-year $\$ 25,000$ bond listing Capital Region Water as oblige, Certificate of Insurance listing Capital Region Water as additionally insured, and payment with Application in- person at:

### 200.2 PERMIT APPLICATION

Application for a Street Cut Permit, (Copy on page 11) shall be made in writing on the forms prescribed by the City Engineer. The application shall indicate the property street address, location and description of the area for which such cut(s) or opening is to be made; the name and address of the applicant; dimensions; purpose of the proposed cut or opening; approximate time required for the completion of the work, and a copy of an approved Work Zone Traffic Control figure (Pub 203). Applications must be signed by the applicant agreeing to all terms stated on the form and within these specifications. You can request an electronic pdf application form from the City Engineer's Office.
Application for supplemental time extensions (copy on page 14) shall be made in writing on forms prescribed by the City Engineer. The application shall indicate the original permit number, expiration date and a written explanation as to the reason for the supplement request. To avoid work delays, submit your applications to the Office of the City Engineer at least three (3) working days in advance of the anticipated date work is to commence.

### 200.3 BOND CONDITIONS AND AMOUNT

Before the issuance of a Utility Street Cut Permit, the applicant therefore, as principal, shall execute and file with the Office of the City Engineer a street cut bond conditioned that the applicant shall fully and completely perform all acts and requirements with respect to the restoration and maintenance of the highway and the payment of the cost of such restoration and maintenance. A reputable surety company licensed to do business in the Commonwealth of Pennsylvania shall execute such bond. The bond shall remain in effect for a period of two years from the acceptance date of the final restoration or five years from the date of issuance, whichever is longer. A new bond shall be submitted every twelve month period and shall remain in effect as provided in this section. The bond amounts shall be Fifty-Thousand Dollars ( $\$ 50,000.00$ ) for public utility companies and Ten-Thousand Dollars $(\$ 10,000)$ for street cuts and any other work not involving a public utility for curb improvements, the applicant may post financial security in the form of a bond, letter of credit or other approved form in the amount of $\$ 150$ per square yard. (See pages 9 and 10 for forms)

### 200.4 STREET CLOSURES AND NO PARKING

City ordinances and Department regulations do not permit closure of City streets or sidewalks as a matter of course with issuance of a Street Cut Permit. Specific approval to close a street or to materially alter traffic patterns must be obtained from the City Engineer or designee. (See Request Form on page 15) In their absence or in an emergency, the Harrisburg Police Bureau may grant approval. In every case, the Permittee's request to close or alter traffic must include precise location, reason, work methods, time and date, and what alternatives were considered. The City reserves the right to require work hours of 9:00 a.m. to 3:00 p.m. and 6:00 p.m. to 6:00 a.m. in heavily traveled streets. Permittees will be required to place steel plates, pinned in place, to maintain traffic flow during non-working hours in such areas (also see Section 200.10 Weather Limitations). Such authority shall include, but not be limited to, the power to require that work be done on a continuous, around-the-clock, twenty-four hour basis. It is the Permittee's responsibility to notify City Parking Enforcement (717-255-3141) two days prior for Temporary No Parking signs to be posted. For parking areas controlled by Standard Parking you must contact SP Plus at 717-234-2274.

### 200.5 MAINTENANCE AND PROTECTION OF TRAFFIC, PUBLIC NOTIFICATIONS

All permittees shall furnish material and traffic control devices necessary for the maintenance and protection of traffic and Pedestrians, conforming to PA DOT Work Zone Traffic Control 67 PA Code, Chapter 203, until the roadway is restored to the condition as required. If at any time a detour may be required, the Permittee shall first contact the Office of the City Engineer.
All permittees are responsible to notify businesses and residences that will be affected by street and sidewalk work that blocks, restricts vehicle or pedestrian traffic flow or prevents the usual parking in the area affected by the work. This notification shall be given by "door to door" notices in the work site area at least 48 hours prior to commencing work. This notification must indicate the area effected, dates and times of work, type of work being done and 24 hr . contact information on permittee's company letterhead. (See sample notice on page 16)

### 200.6 STREET CUT EXCAVATIONS, TRENCHING, CITY NOTIFICATIONS

All existing street pavements shall be saw cut. Cut shall be full depth of the concrete or base thickness and care shall be taken in removing the concrete to insure that the slab breaks on the next line produced by the concrete saw. Asphalt concrete pavement and all excavated material shall be removed from the site. There shall be no storage of any material or steel plates on the street surface.
All excavation, trenching and shoring, and the like, shall be performed in a manner that meets with OSHA Department of Labor, Safety and Health regulations for construction. It is the responsibility of the permitee to understand and abide by all OSHA regulations concerning trenching and shoring which is outlined in the OSHA Technical Manual, Section V, Chapter 2.

Per OSHA requirements you must submit, with your application, the contact information of the appointed OSHA Competent Person when digging more than four (4) feet deep.

All permittees are responsible to notify the Office of the City Engineer in advance of all excavations within the City right of way.
All permittees are responsible to notify the Office of the City Engineer prior to final restorations in order to schedule the inspection visit to each location/site.

### 200.8 STREET RESTORATION AND MAINTENANCE

It shall be the duty of the permittee, in the manner set forth in this chapter, to cause such highways and / or sidewalks to be restored within six (6) months from permit issue date or within six (6) months from time extension supplement issue date.

Permitee is to maintain such portion of the highway and sidewalk for a period of two (2) years from the date of such final restoration, subject at all times to the approval of the City Engineer. In the event the permittee fails to maintain such restoration, after having received written notice from the City Engineer, the City Engineer will instruct the Permittee's bonding agent to cause the proper restoration to be performed and maintained for the period required herein.

When a longitudinal street opening longer than ten (10) feet and wider than three (3) feet is made in the highway pavement, the Permittee shall mill and overlay the traffic lanes in which the opening was made for the entire length of opening.

When two or more transverse street trench openings are made in the highway pavements less than 100 feet apart, the Permittee shall mill and overlay the traffic lanes in which the openings were made for the entire length of the highway between such openings.

When four (4) or more street openings are made by the same Permittee in the highway pavement less than 100 feet apart, the City Engineer or Representative may require the Permittee to mill and overlay the entire disturbed area.

When the street opening is to be closer than three (3) feet from the edge of the existing pavement, the opening must be extended to the edge of the pavement.

When the permitted opening is to be closer than five (5) feet from the edge of an existing patch or patches in the pavement, the restoration shall be extended to include said patch or patches.

All Permittees test boring, or drilling into any City highway for location of leaks or venting of leaks will be required to backfill holes with $1-\mathrm{B}$ stone to $11 / 2$ " below highway surface and fill and compact holes with asphalt material.

Pavement Markings: It is the permittee's responsibility to replace all Pavement markings that are removed or damaged. All material shall meet with the approval of The City Engineer or Representative.

### 200.8 COMPACTION AND BACKFILL

Do not commence with backfilling of any part of the excavation until an Engineering Representative has inspected such part.
Backfill each material at optimum moisture content and compact to a modified proctor density of not less than $95 \%$. Compaction to be performed using vibrating compaction equipment or mechanical tampers. Hand tamp around utilities, if necessary.

Backfill trenches to contours and elevations with unfrozen materials.
All backfill material shall be either 2 RC or 2A modified stone as specified by PA DOT Form 408 , Section 703.2 and 703.3 and placed in 6 inch ( 6 ') lifts to one foot ( $1^{\prime}$ ) below the subgrade elevation for streets or poured surfaces.

Flowable Fill may be used for backfill of utility cuts under the street pavement with permission from the City Engineer and must meet the following PA DOT specifications:

Maximum Allowable Compressive Strength at 28 days of 200 psi.
Mix Design: 90lbs. Cement; 400lbs. Fly ash; 2652lbs. Sand; 480 lbs.
Water. (57.6 gal.) 7" to $8 "$ slump.

### 200.9 ASPHALTIC CONCRETE BASE PAVING

Streets with existing bituminous base or concrete base which predates 1940 as verified by the City Engineer or his or her Representative, final street restoration must consist of 8 " min. of superpave asphalt mixture design, 25 MM binder course 0.3 ESALS. Place $1 \frac{1}{2}$ " min. superpave wearing coarse asphalt mixture design, PG-22 < 0.3 million ESALS, 9.5 MM, SRL - L to match the existing street surface. (Detail D-1 on page 17)
Seal all edges with asphalt sealer set per PA DOT 408 section 469 and paint the date completed with white spray paint. Where concrete base restoration is required (See 200.13 Cement Concrete Base Paving).

### 200.10 TEMPORARY RESTORATION AND USE OF STEEL PLATES

The use of temporary cold patch may be used. Steel plates may be used under the following conditions.

1. Cut must be less than 6 feet in either length or width.
2. Plates shall be extended a minimum of 18 inches from each edge of the opening and must be secured to the pavement to prevent movement and noise by the use of pins, bolts and cold patch under and around the edges.
3. Permittee will not be allowed to place steel plates on City streets between October 31 and April 1 unless approved by the City Engineer.
4. Proper signage must be used indicating that steel plates are in use.
5. The thickness and material grade of the plate shall be sufficient to carry the PennDOT and AASHTO wheel load as certified by a licensed professional engineer.
6. Steel plates shall not be permitted to remain on street for more than 24 hours unless approved by the City Engineer.
Under no circumstances will the City permit a street cut to remain stone filled without a cover as mentioned in this paragraph.

### 200.11 WEATHER LIMITATIONS

Do not place asphalt or apply bituminous coatings when base surface temperature is less than 40 degrees, or surface is wet or frozen.

Utilize a temporary surface of cold patch, four inches (4") in depth, if final restoration cannot occur due to weather limitations.

### 200.12 MATERIALS

Bituminous tack coat set per PA DOT 408 section 460; Asphalt joint sealer set per PA DOT 408 section $469 ; 8^{\prime \prime} \mathrm{min}$. superpave asphalt mixture design, 25 MM binder coursc 0.3 ESALS; 1 1/2" min. superpave wearing coarse asphalt mixture design, PG- $22<0.3$ million ESALS, 9.5 MM mix, SRL-L.

### 200.13 CEMENT CONCRETE BASE PAVING

Streets with existing concrete base installed after 1940 with an opening exceeding four feet (4') in width will require concrete base restoration. (Detail D-2 on page 18)

The permittee will be required to dowel. Epoxy coated dowel bars $1-1 / 4$ " x 18 " shall be installed in the concrete base placed at twelve inch (12") centers measured longitudinally in the direction of the traffic flow, place dowel bars to centerline and surface of the slab in conformance with PA DOT Specs 408.
Reinforcing welded steel wire fabric, plain type. ANSI/ASTM A185 uncoated finish may be required.

Where bituminous wearing course is to be used as the surface course, $1 \frac{1}{2}$ "min, WMA superpave wearing coarse asphalt mixture design, pg-64-22, 0.3 to $<10$ million esals, 9.5 mm mix, SLR - H is to be applied. Concrete base must match the existing concrete base and the depth of the bituminous areas must compensate to match the existing surface.
Apply tack coat in accordance with PA DOT Pub.408, Section 160 over existing surface prior to spreading of new bituminous course. Do not apply after sunset or on a wet surface.

Paint the date completed with white spray paint upon the completed patch.
Cement concrete shall be Class AA 500 psi mix as per PA DOT 408 standards.
The Office of the City Engineer shall be notified twenty-four (24) hours prior to placement of concrete.

### 200.14 BITUMINOUS CONCRETE CURB

This section will only be used in limited conditions where approved by the City Engineer.

### 200.15 TREES

No trees are to be removed, cut, trimmed or pruned without first obtaining the approval of the property owner and the City Bureau of Parks Maintenance.

### 200.16 PROTECTION OF SEWER SYSTEM/STORM WATER INLETS

No contractor may allow dirt or debris to enter the Sewer system. All stormwater inlets within the drainage area of the excavation must be protected by a filter system that will prohibit water from carrying silt or other debris into the sewer. Acceptable means of protection are the use of a filter material insertion into each inlet. (Detail D-24 on page 24).

### 200.17 RESTORATION OF ADJACENT SURFACES

It is the permittee's responsibility to properly restore any and all adjacent surfaces disturbed by the action of work in the right-of-way to equal or better condition than existed prior to start of work. Sidewalks, driveways, curbs, lawn or grass areas will be restored in accordance with City details. All work is to be done at the contractor's cost and expense to the satisfaction of the City Engineer and the property owner.

### 200.18 SIDEWALKS AND CURBS

The following details are the standard for all construction and repair involving curbs and sidewalks unless otherwise approved by the City Engineer. Details are found on the following pages:
D-4. Driveway - Page 19
D-7. Granite Curb - Page 20
D-8. Concrete Curb and Sidewalk - Page 21, [1/2" expansion joints every 20'-0" OC control joint $5^{\prime}-0$ " and match existing joint]
D-18. Concrete Curb and Sidewalk with Grass Divider - Page 22
D-19. Concrete Curb and Sidewalk with Brick Divider on Concrete - Page 23
All sidewalk work in historical districts must obtain Historic Architectural Review Board (HARB) approval.

### 200.19 ADA ACCESSIBLE CURB RAMPS

For sidewalk and/or curb work at a street corner ADA ramps are required. ADA ramps must be upgraded to conform to the latest ADA standards, as required by PennDOT District 8 guidelines and applicable design standards. Designs must be reviewed by the City Engineer for approval prior to construction. The design submission should include a transmittal letter and ADA Ramp Plans, signed and sealed by the Design Engineer (11"x 17" size). Detectable Warning Surfaces shall be "Safety Yellow" in color.

See page 25 through 38 for PennDOT RC Standards for Curb Ramps and Sidewalks

## STREET/SIDEWALK CUT PERMIT FEE SCHEDULE

City of Harrisburg Ordinance Section9-103.11
The office of the City Engineer shall charge an administration fee to a permittee for a street cut or sidewalk excavation, valid for a period of up to six months, the following amounts:
(a) Application Fee for Utility work .............................................................................. \$250
(b) Application Fee for work limited to only sidewalk and curb improvements. . $\$ 25$

The office of the City Engineer shall charge an inspection fee for all utility excavations within the street and sidewalk surfaces in the following amounts:
(No inspection fee will be charged for non utility sidewalk and curb improvements)
(a) Inspection fee up to and including three square yards of surface opening $\$ 60$
(b) Additional square yard of surface opening $\qquad$ \$30 per square yard
(c) Inspection fee for steel plates $\$ 60$ per plate
(If permitted to be used on a street for longer than 24 hrs .)
(d) Inspection fee for long term closures in high volume areas (vehicular or pedestrian) or in areas of complicated traffic patterns or detours.
Note: The City Engineer will make the determination as to whether this inspection fee is applicable and promptly notify applicant before issuing permit.

The minimum permit charge is one square yard. Fractions are rounded up to the nearest whole square yard.

The office of the City Engineer shall charge an administration fee to extend permits for up to an additional six months in the following amount:

Supplement fee

## DEGRADATION FEE:

Degradation fee will be charged to a permittee for a street cut or excavation that has been applied for and granted within ten years after the City has repaved a street. This charge will be on a sliding scale basis. Minimum charge for a degradation fee is two square yards rounded to the next whole square yard.

| $1^{\text {st }}$ Year | $2^{\text {nd }}$ Year | $3^{\text {rd }}$ Year | $4^{\text {th }}$ Year | $5^{\text {th }}$ Year | $6^{\text {th }}-10^{\text {th }}$ Year |
| :--- | :---: | :---: | :---: | :---: | :---: |
| $\$ 150 /$ SY | $\$ 140 /$ SY | $\$ 130 /$ SY | $\$ 120 /$ SY | $\$ 110 /$ SY | $\$ 100 /$ SY |

# CITY OF HARRISBURG <br> DEPARTMENT OF ENGINEERING \& DEVELOPMENT <br> STREET CUTTING BOND APPLICATION 

## FOR UTILITY COMPANIES

Bond Number

KNOW ALL MEN BY THESE PRESENTS, THAT
Of
Principal, and,
Surety, are jointly and severely held and firmly bound unto the City of Harrisburg, Pennsylvania, in the aggregate sum of Fifty Thousand and $\mathbf{0 0 / 1 0 0}------\mathbf{( \$ 5 0 , 0 0 0 . 0 0 )}$ lawful money of the United States of America, to be paid to the said City of Harrisburg, its successors or assigns, to which payment will and truly be made we do bind ourselves and each of us, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Article 903 of the Codified Ordinances of the City of Harrisburg requires the above principal to present to the City of Harrisburg a bond in aforesaid amount, conditioned as in said ordinance.

NOW, THEREFORE, the condition of this obligation is such that Principal shall faithfully observe all the Ordinances of the City of Harrisburg, and faithfully perform the duties required by Ordinance, rules or regulations and will save and keep harmless and indemnify the City from all actions, suits, costs, damages and expenses, including Attorney's Fees which shall or may at any time happen to come to it or for or on account of any injury or damage received or sustained by any person, than the above obligation shall be void; otherwise to be and remain in full force and effect.

## Required period of this bond is two years, renewable annually. The term of this Bond shall

 be from $\qquad$ to . All street cuts are to be maintained for a period of two years from the date of completion as per the ordinance.
## Witness:

Principal

SURETY COMPANY

Attorney-in-Fact

## CITY OF HARRISBURG <br> DEPARTMENT OF ENGINEERING \& DEVELOPMENT

## STREET CUTTING BOND APPLICATION <br> ALL NON UTILITY APPLICANTS - FOR CURB

NOTE: UNTIL FURTHER NOTICE BONDS ARE NOT REQUIRED FOR SIDEWALK REPAIR WORK.

Bond Number $\qquad$

KNOW ALL MEN BY THESE PRESENTS, THAT $\qquad$
Of as

Principal, and, $\qquad$
Surety, are jointly and severely held and firmly bound unto the City of Harrisburg, Pennsylvania, in the aggregate sum of Ten Thousand and $\mathbf{0 0 / 1 0 0}------\mathbf{( \$ 1 0 , 0 0 0 . 0 0 )}$ lawful money of the United States of America, to be paid to the said City of Harrisburg, its successors or assigns, to which payment will and truly be made we do bind ourselves and each of us, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Article 903 of the Codified Ordinances of the City of Harrisburg requires the above principal to present to the City of Harrisburg a bond in aforesaid amount, conditioned as in said ordinance.

NOW, THEREFORE, the condition of this obligation is such that Principal shall faithfully observe all the Ordinances of the City of Harrisburg, and faithfully perform the duties required by Ordinance, rules or regulations and will save and keep harmless and indemnify the City from all actions, suits, costs, damages and expenses, including Attorney's Fees which shall or may at any time happen to come to it or for or on account of any injury or damage received or sustained by any person, than the above obligation shall be void; otherwise to be and remain in full force and effect.

## Required period of this bond is two years, renewable annually. The term of this Bond shall

 be from to $\qquad$ . All street cuts are to be maintained for a period of two years from the date of completion as per the ordinance.SIGNED AND SEALED WITH OUR SEAL, this $\qquad$ day of

Principal

SURETY COMPANY

## STREET CUT PERMIT APPLICATION FORM

City of Harrisburg - Department of Engineering \& Development
123 Walnut Street, Suite 212 Harrisburg, PA 17101-1618
Phone: 717-255-3091 E-mail: streetcuts@harrisburgpa.gov

## Permittee Information

Applicant Company Name: $\qquad$ Contact Person:

Address: $\qquad$ E-mail: $\qquad$
24 Hour Emergency Phone (If different from above): $\qquad$ Web Site: $\qquad$
City Merchantile Account Number:
Job or WR Number:


## IN ORDER FOR US TO BETTER UPDATE YOUR INTERACTIVE MAP PLEASE TYPE IN GPS COORDINATES OF YOUR DIG LOCATION

Use Google Maps or a GPS App from any smartphone or tablet device.
Use the DD (Decimal Degrees) format for Latitude (X) and Longitude (Y). (Example 40.000000 and -76.000000) Use closest location as possible if you will be doing multiple cuts. Contact the City Engineer's office for more infomation and instructions.

> Latitude (X):

Longitude ( Y ):

## AGREEMENT OF ISSUANCE OF STREET CUT PERMIT

This is an Agreement made between the City of Harrisburg ("City") and the applicant named above ("Permittee") for the issuance of a Street Cut Permit. In consideration of the mutual obligations undertaken herein and intending to be legally bound, the parties hereby agree as follows:

1. The City hereby agrees to grant a permit, by and through the Office of the City Engineer, for the opening and cutting of the street pavement.
2. The Permittee agrees to pay the just and full Street Cut Permit Fees for issuance of the above described permit.
3. As a condition of issuance of said permit, Permittee agrees that within six (6) months after permit issue date, to restore the above described premises to the same good order and repair which it was prior to the opening and cutting thereof, and to maintain the same for a period of two (2) years from the date of such final restoration, subject at all times to the approval and acceptance of the City.
4. As a further condition to receiving the permit the Permittee agrees to pay or cause to be paid the total costs of any and all work necessary to restore and maintain said street(s) as described herein. Should Permittee fail to do so, City shall have the right to perform or cause to be performed such work, and Permittee agrees to pay the costs of all work necessary to restore and maintain said street(s) within thirty ( 30 ) days after any bill therefore has been submitted by the City.
5. It is understood and agreed by all parties involved that the Permittee is responsible to understand and conform to all O.S.H.A., State and City Regulations including but not limited to trenching and shoring and has received, read, understands and will abide by the City's Standard Specifications, as revised, and the City of Harrisburg Workplace Violence Policy, as amended. (Copies are available at the Office of the City Engineer)
6. This permit or license may be suspended or revoked at any time by the Mayor or designee if it is determined that the holder of the permit or license secured the same by misrepresentation; failed to maintain qualifications required by federal, state or local laws; engaged in fraudulent behavior or misleading advertising; consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including but not limited to drug trafficking or drug possession; committed an act of gross negligence, or allowed any manner or form of public nuisance.
(Executive order 1-2002)
$\qquad$ Date: $\qquad$

## CITY OF HARRISBURG

DEPARTMENT OF ENGINEERING \& DEVELOPMENT

| Draw or attach a |
| :---: |
| detailed sketch |
| including all |
| measurements. |
| See sample sketch |
| on page 13 |



## PERMIT REQUIRED

You must have a Street Cut Permit in your possession while you work within any City Street where such work involves any of the following:

1. Opening of the street surface.
2. Installation, replacement, repair or adjustment of utility facilities or other structures.
3. Drilling of test, or vent holes.

## APPLICATION FORM

Complete all items on the face of this form. Describe in detail what work you intend to do, how you intend to perform the work, and the materials you intend to use. You must include your City Business Mercantile Account Number, City Building and or Plumbing Permit Number and a valid PA One Call Serial Number. You must read, sign and date your application.
An electronic form is available. Contact the City Engineer's office for more information.
To avoid delays, submit your application to the City Engineer's office at least 3 working days prior to the anticipated start of work.

## PLANS

Include a complete sketch of good quality on your application. The plans must clearly illustrate the location and pertinent dimensions of both the proposed installations(s) and related highway features and must comply with City Ordinance, Section 202.

## ADDITIONAL PLAN REQUIREMENTS

Traffic Control: A traffic control plan is required for all work within the City. All plans shall comply with Section 6123 of the Vehicle Code and the applicable provisions of 67 PA Code, Chapter 203.

## FEES

Submit a check or money order, payable to "City Treasurer," at receipt of your completed Street Cut permit unless you are approved for monthly billing. Fees are levied in accordance with the fees specified by City Ordinance, Section 903.13.

## STREET CUT PERMIT

Upon approval of this application you will receive your copy of the Street Cut Permit. The issued Permit may prescribe special conditions and restrictions, which are in addition to the City's Regulations. Failure to comply with all State regulations or City Procedures Manual \& could result in you being suspended from working within the City Right-of-Way.

Street Cut Permits expire after six (6) months from issue date.

## SAMPLE SKETCH INCLUDING WORK ZONE TRAFFIC CONTROL PLAN



PATA 101 (Old PATA 5)
Work Space On Or Beyond The Shoulder (No Roadway Encroachment)


# CITY OF HARRISBURG <br> DEPARTMENT OF ENGINEERING \& DEVELOPMENT 

123 WALNUT STREET, SUITE 212
HARRISBURG, PA 17101-1695
PHONE: 717-255-3091 - EMAIL: streetcuts@harrisburgpa.gov

## APPLICATION FOR SUPPLEMENTAL STREET CUT PERMIT

APPLICANT: $\qquad$ CONTACT PERSON: $\qquad$
ADDRESS: $\qquad$ ZIP: $\qquad$
PHONE: $\qquad$ EMAIL: $\qquad$
24 HOUR EMERGENCY PHONE (IF DIFFERENT FROM ABOVE): $\qquad$

ORIGINAL PERMIT NUMBER: $\qquad$
ORIGINAL EXPIRATION DATE: $\qquad$
REASON FOR SUPPLEMENT: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

OTHER INFORMATION: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

# CITY OF HARRISBURG - DEPARTMENT OF ENGINEERING \& DEVELOPMENT STREET CLOSURE REQUEST FORM 

123 Walnut Street, Suite 212, Harrisburg, PA 17101
Phone: 717-255-3091 E-mail: streetcuts@harrisburgpa.gov
This request for permission to close a street within the City of Harrisburg must be completed and received by the city engineer for review at least 3 business days prior to the planned closure. The city engineer will inspect the location, review your detour and traffic control plans and approve or disapprove your request. Please note that you are responsible for the actual physical closure and must follow all city, state and federal regulations in respect to Work Zone Traffic Control. Refer to PennDOT Pub 213 (67 PA Code, Chapter 212). A Traffic Control plan must accompany this form showing detours and traffic control figures. It is your responsibility to notify all property owners within the affected closure area. It is also your responsibility to notify Harrisburg City Parking Enforcement (717-255-3141) and Park Harrisburg (717-234-2274) at least two days prior to closing for temporary no parking signs to be posted.

STREET NAME:
STREET FROM:
STREET TO:
DATE FROM:
DATE TO: $\qquad$
TYPE OF CLOSURE: COMPLETE, PARTIAL OR BOTH:
HAVE ALL RESIDENTS BEEN NOTIFIED? $\square$ YES / NO
CONTRACTOR INFO
COMPANY NAME, CONTACT PERSON, ADDRESS, PHONE, E-MAIL, FAX ETC.

## CLOSURE INFO:

REASON, LEFT, RIGHT OR CENTER LANES, OPEN DURING NIGHT HOURS ETC.

DETOUR:
USE BACK OF PAGE OR ADD TO THIS FORM IF MORE SPACE IS NEEDED:


I have read, understand and will follow all requirements. By clicking on the green E-Mail button you agree with the above terms and signature is not required. If printing form you must sign here:

SIGNATURE
PRINT YOUR NAME HERE:

BELOW TO BE COMPLETED BY CITY OF HARRISBURG PERSONNEL


CITY OF HARRISBURG
DEPARTMENT OF ENGINEERING \& DEVELOPMENT 123 WALNUT STREET, SUITE 212 HARRISBURG, PA 17101-1618
PHONE: 717-255-3091 E-MAIL: streetcuts@harrisburgpa.gov

## GENERAL SIDEWALK APPLICATION INSTRUCTIONS

## PERMIT REQUIRED

You must have a Sidewalk Permit in your possession while you work within any sidewalk within the city right of way.

## APPLICATION FORM

Complete all items on the face of this form. Describe in detail what work you intend to do, how you intend to perform the work, and the materials you intend to use.

To avoid delays, submit your application to the City Engineer's office at least 3 working days prior to the anticipated start of work.

## PLANS

If directed by the City Engineer you must include a complete sketch of good quality with your application. The plans must clearly illustrate the location and pertinent dimensions of both the proposed installations(s) and related highway features and must comply with City Ordinance, Section 202.

## ADDITIONAL PLAN REQUIREMENTS

Traffic Control: A traffic control plan is required for all work within the City. All plans shall comply with Section 6123 of the vehicle Code and the applicable provisions of 67 PA Code, Chapter 203.

## FEES

Submit a check or money order in the amout of $\$ 25.00$ payable to "City Treasurer". Fees are levied in accordance with the fees specified by City Ordinance, Section 903.13.

## PERMIT

Upon approval of this application you will receive your Sidewalk Permit. The issued Permit may prescribe special conditions and restrictions, which are in addition to the City's Regulations. Failure to comply with all State regulations or City specifications could result in you being suspended from working within the City Right-of-Way.
E-mail photos of your completed sidewalk restorations to streetcuts@harrisburgpa.gov
Permits expire after six (6) months from issue date.

## SIDEWALK PERMIT APPLICATION FORM

City of Harrisburg - Department of Engineering \& Development
123 Walnut Street, Suite 212 Harrisburg, PA 17101-1618
Phone: 717-255-3091
E-mail: streetcuts@harrisburgpa.gov

## Permittee Information

Applicant /Company Name: $\qquad$ Contact Person:

Address: $\qquad$ net Person:

Address $\qquad$
Phone: $\qquad$ Fax: $\qquad$ E-mail:

24 Hour Emergency Phone (If different from above): $\qquad$

## Sidewalk Information

Address of Opening: $\qquad$
$\qquad$ ft. long, $\qquad$ ft. wide $\qquad$ ft. deep

Work Description: Estimated Start Date/Time: $\qquad$ PA One Call Serial Number: $\qquad$

Notes:

OPTIONAL - TYPE IN GPS COORDINATES OF YOUR DIG LOCATION
Use Google Maps or a GPS App from any smartphone or tablet device.
Use the DD (Decimal Degrees) format for Latitude ( X ) and Longitude ( Y ). (Example 40.000000 and -76.000000)
Use closest location as possible if you will be doing multiple cuts.
Latitude (X):
Longitude (Y):

## AGREEMENT OF ISSUANCE OF SIDEWALK PERMIT

This is an Agreement made between the City of Harrisburg ("City") and the applicant named above ("Permittee") for the issuance of a Sidewalk Permit. In consideration of the mutual obligations undertaken herein and intending to be legally bound, the parties hereby agree as follows:

1. The City hereby agrees to grant a permit, by and through the Office of the City Engineer, for the opening and cutting of the sidewalk pavement.
2. The Permittee agrees to pay the just and full Sidewalk Permit Fees for issuance of the above described permit.
3. As a condition of issuance of said permit, Permittee agrees that within six (6) months after permit issue date, to restore the above described premises to the same good order and repair which it was prior to the opening and cutting thereof
4. It is understood and agreed by all parties involved that the Permittee is responsible to understand and conform to all O.S.H.A., State and City Regulations including but not limited to trenching and shoring and has received, read, understands and will abide by the City's Standard Specifications, as revised, and the City of Harrisburg Workplace Violence Policy, as amended. (Copies are available at the Office of the City Engineer)
5. This permit or license may be suspended or revoked at any time by the Mayor or designee if it is determined that the holder of the permit or license secured the same by misrepresentation; failed to maintain qualifications required by federal, state or local laws; engaged in fraudulent behavior or misleading advertising; consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including but not limited to drug trafficking or drug possession; committed an act of gross negligence, or allowed any manner or form of public nuisance.
(Executive order 1-2002)

[^1] program. Signature is not required if form is Emailed. (More instructions on next page)

## SAMPLE

## USE YOUR COMPANY LETTERHEAD HERE

## NOTICE OF CONSTRUCTION

## DEAR RESIDENT:

$\qquad$ WILL BE

WORKING AT OR IN THE VICINITY OF $\qquad$ FOR THE

PURPOSE OF $\qquad$

WORK IS SCHEDULED TO BEGIN ON / ABOUT $\qquad$ AND END ON / ABOUT $\qquad$

SOME INCONVENIENCES MAY OCCUR BECAUSE OF THIS WORK. WE WILL DO EVERYTHING POSSIBLE TO KEEP IT AT A MINIMUM.

IF, AT ANY TIME YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS NOTICE OR THE WORK

BEING PERFORMED YOU CAN CONTACT US AT $\qquad$ AND ASK FOR $\qquad$

THANK YOU FOR YOUR UNDERSTANDING.


PREPARE AND PATCH TEMPORARY UTILITY PATCHES IN ACCORDANCE WITH PENN DOT PUBLICATION 408 SECTION 450 - MANUAL BITUMINOUS PATCHING

THE USE OF A MILLING OR PLANNING MACHINE IS PERMITTED

|  | THE CITY OF HARRISBURG <br> DEPARTMENT OF ENGINEERING \& DEVELOPMENT <br> STANDARD BITUMINOUS CONCRETE BASE COURSE STREET RESTORATION DETAIL |  | SHEET: |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
|  | DRAWN BY: KARL SCHILL | DATE: 12/14/2016- UPDATED 6/13/2019 |  |
|  | CHECKED BY: WAYNE S. MARTIN, PE | SCALE: NONE |  |




## DRIVEWAY ENTRANCES:

(A) DRIVEWAY ENTRANCES OR APRONS WITHIN THE STREET RIGHT-OF-WAY SHALL BE SURFACED TO THEIR FULL WIDTH. THE WIDTH OF ACCESS ROADS OR DRIVEWAYS SHALL BE IN ACCORDANCE WITH THE FOLLOWING STANDARDS.
(1) FOR MULTI-FAMILY RESIDENTIAL, MOBILE HOME PARKS, AND ALL NON-RESIDENTIAL DEVELOPMENTS OR SUBDIVISIONS, DRIVEWAY ENTRANCES SHALL BE NO LESS THAN TWENTY FOUR (24) FEET IN WIDTH AT THE STREET LINE, AND SHALL CLEARLY BE DEFINED BY THE USE OF CURBING.
(2) FOR SINGLE FAMILY RESIDENTIAL, DRIVEWAYS SHALL BE NO LESS THAN TEN (10) FEET IN WIDTH AND NO GREATER THAN TWENTY (20) FEET IN WIDTH AT THE STREET LINE.

|  | THE CITY OF HARRISBURG OFFICE OF THE CITY ENGINEER |  | SHEET: |
| :---: | :---: | :---: | :---: |
|  |  |  | $\square-1$ |
|  | PROJECT: STANDARD DRIVEWAY DETALL |  |  |
|  | DRAWN BY: MICHAEL J. HILTON | DATE: SEPTEMBER 25, 1996 |  |
|  | CHECKED BY: KRISTIE A. HEBERLIG | SCALE: NONE |  |


PLAN


|  | THE CITY OF HARRISBURG OFFICE OF THE CITY ENGINEER |  | SHEET: |
| :---: | :---: | :---: | :---: |
|  |  |  | $\square-7$ |
|  | PROJECT: GRANITE CURB DETALL |  |  |
|  | DRAWN BY: MICHAEL J. HILTON | DATE: AUGUST 30, 1996 |  |
|  | CHECKED BY: KRISTIE A. HEBERLIG | SCALE: NONE |  |




1" REBAR FOR BAG REMOVAL FROM INLET
SILT SACK
LENGTH=


| THE CITY OF HARRISBURG <br> OFFICE OF THE CITY ENGINEER | SHEET: |  |
| :--- | :--- | :--- |
| PROJECT: INLET SEDIMENT CONTROL DEVICE DETALL |  |  |
| DRAWN BY: MICHAEL J. HILTON | DATE: SEPTEMBER 25, 1996 |  |
| CHECKED BY: KRISTIE A. HEBERLIG | SCALE: NONE |  |



1. Provide natarial a and construction meeting the requirements of publication 408, sections 350,


2. Seal joints with an approved sealing material.


3. curb ramp and side flare lengths are variable and based on curb height and the sidewalk slope.

4. NoN-WALK AREA IS AN OBSTRUCTED OR GRASSSANN-PAVED AREA ADJACENT TO THE PEDESTRIAN ACCESS



5. PROVIDE DETECTABEE WARNNG SURFACES (DWS) 24, MINIMUM IN THE DIRECTION OF PEDESTRIAN
6. For new construction, do not exceed $2.00 \%$ cross slope on the curb ramp or pedestrian access



7. THE CONSTRUCTTON STANDAROS DEPICTED ARE MOSTT APPROPRIATE FOR NEW CONSTRUCTION ALL






8. CONSTRUCT TOP OF PLAIN CEMENT CONCRETE DEPRESSED CURB To be FLUSH WITH ADJACENT SURFACES

9. A. At í ion Maximum digital display level will be used to verify the slopes of curb ramps and
10. install dumhy joints where ramps, turning spaces, flares, and sidewalks abut.

11. Do Not score or make grooves on sloped surfaces. Lines shown on details are for illustration


COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION
CURB RAMPS AND SIDEWALKS
NEW CONSTRUCTION OR
ALTERATION DETAILS
TYPE 1 CURB RAMPS AND
TYPICAL SECTIONS

| RECOMMENDED JUN. 10, 2013 | RECOMMENDED JUN. 10, 2013 | SHT 1 OF 14 |
| :---: | :---: | :---: |
| $\cdots$ | arzash | RC-67 |

${ }^{8.83 \%}$ (TYP) MAX RAMP SLOPE


TYPE
DOUBLE CURB RAMPS (PREFERRED INSTALLATION)



COMMONWEALTTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION
CURB RAMPS AND SIDEWALKS


(4) $8.33 \%$ MAX RAMP SLOPE, SEE NOTE 8 SHEET 1 .
(18)CURB RAMPS REQUIREA TURNING SPACE WITH A MAXIMUM


NEW CONSTRUCTION OR
ALTERATION DETAILS
TYPE 1 AND TYPE 1 A CURB RAMPS








RECOMMENDED PUSHBUTTON LOCATIONS


RECOMMENDED PUSHBUTTON LOCATIONS


transition strip slope not to exceed 5.00\%
CHANGE OF GRADE
LIMITATIONS


RAMP CROSS SLOPE TRANSITION TO MATCH ROADWAY PROFILE SLOPE

 CONSTRUCT
PROFILE.


TRIANGULAR LEVEL AREA FOR DIRECTIONAL RAMP ON CURB RETURNS



 within $5^{\prime}$-0" of the crosswalk extended.

parallel to the crosswalk to be used.






EXISTING CURB RAMP SECTION (VERTICAL DROP AT ROAD SURFACE)




EXISTING CURB RAMP SECTION (RAMP SETTLEMENT)



DRIVEWAY APRON


TYPE 1A
DRIVEWAY APRON
(1) SIDe flares $10.00 \%$ max slope.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION CURB RAMPS AND SIDEWALKS




TABLE A
CEMENT CONCRETE CRITERIA
(From PennDOT Pub 408/2016)

| Class of Concrete | Use | $\begin{gathered} \text { Cement } \\ \text { Factor }{ }^{(3 / 5)} \\ \text { (lbs/cu. yd.) } \end{gathered}$ |  | Maximum Water Cement Ratio ${ }^{(6)}$ (lbs/lbs) | Minimum <br> Mix <br> Compressive <br> Strength <br> (psi) <br> Days |  |  | $\begin{aligned} & \text { Proportions } \\ & \text { Coarse }{ }^{\text {(1) }} \\ & \text { Aggregate } \\ & \text { Solid } \\ & \text { Volume } \\ & \text { (cu. ft./cu. yd.) } \end{aligned}$ | 28-Day <br> Structural <br> Design <br> Compressive <br> Strength <br> (psi) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |
|  |  | Min. | Max. |  | 3 | 7 | 28 |  |  |
| AAAP | Bridge Deck | 560 | 690 | 0.45 | - | 3,000 | 4,000 | - | 4,000 |
| HPC | Bridge Deck | 560 | 690 | 0.45 | - | 3,000 | 4,000 | - | 4,000 |
| $\mathrm{AAA}^{(4)}$ | Other | 634.5 | 752 | 0.43 | - | 3,600 | 4,500 | - | 4,000 |
| AA | Slip Form Paving ${ }^{(7)}$ | 587.5 | 752 | 0.47 | - | 3,000 | 3,750 | 11.00-13.10 | 3,500 |
| AA | Paving | 587.5 | 752 | 0.47 | - | 3,000 | 3,750 | 9.93-13.10 | 3,500 |
| AA | $\begin{array}{\|c\|} \hline \text { Accelerated } \\ \text { Patching }{ }^{(8)} \\ \hline \end{array}$ | 587.5 | 800 | 0.47 | - | - | 3,750 | 9.93-13.10 | 3,500 |
| AA |  | 587.5 | 752 | 0.47 | - | 3,000 | 3,750 | 9.93-13.10 | 3,500 |
| A | Struct | 564 | 752 | 0.50 | - | 2,750 | 3,300 | 10.18-13.43 | 3,000 |
| C |  | 394.8 | 658 | 0.66 | - | 1,500 | 2,000 | 11.45-15.10 | 2,000 |
| HES |  | 752 | 846 | 0.40 | 3,000 | - | 3,750 | 9.10-12.00 | 3,500 |

BILL No. /8 $_{\text {OF } 2016}$


An ordinance to amend and update Section 9-103 of the Codified Ordinances of the City relating to street cuts and excavations to add requirements for sidewalks; increase and modify fees associated with street cuts; add time and duration restrictions on permits; authorize City performed or directed repairs for non-compliant properties; and to authorize the City to secure reimbursement and lien properties benefitting from City performed or directed repairs and related costs.

WHEREAS, the City is vested with certain authority and responsibilities to keep City streets in order and repair and in safe passable condition; and

WHEREAS, the Council of the City of Harrisburg finds and declares that the physical condition of the public streets and sidewalks in the City may be improved if the companies and contractors permitted to gain access to and work within the rights-of-way of the City of Harrisburg are properly regulated; and

WHEREAS, that continued administration of section 9-103 and related parts require that amendments be made to better administer the City's responsibilities; and

WHEREAS, the Council of the City of Harrisburg finds and declares these amendments are made with the express intent to the regulate work within a public sidewalk in a manner similar to a public street, limit the granting of supplemental permits to ensure timely completion of the permitted work, grant the City Engineer the right to refuse to issue a permit if the posted financial security is insufficient to warranty the restoration and maintenance obligations of the permitted, increase the administrative fees and degradation fees charged, allow for emergency
work and allow the City to charge for repair work and issue liens work in lieu of criminal citations.

## NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HARRISBURG, AND IT IS HEREBY ENACTED BY AUTHORITY OF THE SAME, as follows:

SECTION 1. Section § § 9-103.1 Permit required; expiration
A. No person, firm or corporation shall cut or dig open [the paved] any roadway of any public street or sidewalk within the City without first obtaining a permit therefor from the office of City Engineer.
B. A separate permit is required for each property address. An exception may be granted by the City Engineer for major trench work serving multiple addresses.
C. The office of the City Engineer shall issue a permit which shall be valid for up to six months from the date of issue. All permitted work shall be completed within those six months. Permits which are approaching expiration may be extended by applying for a supplemental permit valid for up to an additional six months. No more than two supplemental permits may be granted.
D. Cuts made to access public utilities must be submitted in the name of the utility facility owner or operator providing the utility service. An application for a public utility cut may not be in the name of a contractor, nor in the name of a person being serviced by the public utility.
E. Curb, sidewalk, driveway cuts and any other work not involving a public utility shall be submitted in the name of the property owner or contractor for the property owner
§ 9-103.2 Permit application.

The application for the required permit shall be made in writing on the form prescribed and shall be signed by the applicant. The application shall be signed by the applicant. The application shall set forth the location and description of the premises for which such cut or opening is to be made and the name of the owner thereof, the dimensions and purpose of the proposed cut or opening and the approximate time required for the [complete] completion of the work. In addition, the applicant shall furnish such other or further information as the City Engineer may require.
§ 9-103.3 Permit issuance; authority to regulate openings.
A. The City Engineer shall have the right to refuse to issue any such permit if, in his or her opinion, the proposed work is not necessary or if, in his or her opinion, the bond filed pursuant to § 9-103.5 is insufficient to warranty the applicant's restoration and maintenance obligations on all outstanding permits under this chapter.
B. The City Engineer shall promulgate a procedures manual to describe the procedures, standards and methods by which applicants will be permitted to gain access to and work within the rights-of-way of the City of Harrisburg. The City Engineer will conduct periodic reviews of the procedures manual and modify from time to time where, in his or her opinion, the change will enhance public safety, minimize inconvenience to the general public or ensure that all excavations made are restored in accordance with this chapter. Further, upon the granting of any such permit, the City Engineer shall have the authority to regulate the manner of making the actual cuts or openings so as not to interfere unnecessarily with the proper use of the highways by the public. Such authority shall include, but not be limited to, the power to require[d] that work be done on a continuous, around-the-clock, twenty-four-hour basis.
§ 9-103.4 Appeal from permit refusal.

Within five days from the refusal by the City Engineer to issue any such permit, any applicant may appeal in the manner provided by law for appeals from the decisions of local agencies.
§ 9-103.5 Bond requirements.

Before the issuance of any such permit, the applicant therefor, as principal, shall execute and file with the office of the City Engineer a bond, conditioned that the applicant shall fully and completely perform all acts and things necessary to be performed with respect to the restoration and maintenance of the highway and the payment of the cost of such restoration and maintenance. [The bond shall be signed by the applicant and shall be in the amount of $\$ 25,000$.] The bond shall remain in effect for a period of two years from acceptance of the final restoration or five years from the date of issuance, whichever is longer. [Public utility companies desiring to open streets shall submit a bond in the amount of $\$ 50,000$ that will be warranty all work performed in one calendar year.] A new bond shall be submitted each twelve-month period and shall remain in effect as provided herein in this section. The amount of the bond shall be:

## A. $\$ 50,000$ for public utility companies:

## B. $\$ 10,000$ for curb, sidewalk, driveway cuts and any other work not involving a public utility except that for work limited to only sidewalk and curb improvements, the applicant may post financial security in the form of a bond, letter of credit or other approved form in the amount of $\$ 150$ per square yard.

§ 9-103.6 Restoration and maintenance.

It shall be the duty of the person receiving the permit, in the manner set forth in this chapter, to cause promptly such highway or sidewalk to be restored within six (6) months from permit/supplement issue date.
§ 9-103.7 [Barricades and warning lights required.] Maintenance and Protection of Traffic. [Any person or persons, firm or corporation hereafter granted a permit to cut or dig open the paved roadway of any public street within the City shall, for the protection of the traveling public, erect and maintain barricades and warning lights, per the Pennsylvania Department of Transportation's rules and regulations regarding work zone traffic controls, at the site of each cut
or opening until the said roadway is restored to the conditions as required by this chapter.] When closing either vehicular or pedestrian traffic lanes due to construction, the applicant must provide a Maintenance and Protection of Traffic plan conforming to PennDOT Publication 213 and any additional criteria set forth in the procedures manual promulgated pursuant to § 9-103.3.
§ 9-103.8 Fees.
A. Administrative and inspection fees
(1) The office of the City Engineer shall charge an administrative fee to a permittee for a street cut or sidewalk excavation, valid for a period of up to six months, the following amount:
(a) Application fee: [\$50] $\$ 250$.
(b) Application fee for work limited to only sidewalk and curb improvements: $\$ 25$.
(2) The office of City Engineer shall charge an inspection fee in the following amounts:
(a) Inspection fee up to and including three square yards: $\$ 60$; each additional square yard: $\$ 30$ per square yard.
(b) Inspection fee for steel plate installation: $\$ 60$ each steel plate.
(c) Inspection fee for long term closures in high volume areas (vehicular or pedestrian), or in areas of complicated traffic patterns or detours: $\$ 100$. The City
Engineer will make the determination as to whether this inspection fee is applicable and promptly notify applicant before issuing permit.
(3) The office of the City Engineer shall charge an administrative fee to extend permits for up to an additional six months in the following amount:
(a) Supplemental fee: $[\$ 50] \$ 250$.
(4) The minimum charge is one square yard. Fractions are tounded to the nearest whole square yard.
B. The office of the City Engineer shall also charge a degradation fee to a permittee for a street cut or excavation that has been applied for and granted within 10 years after [the City has repaved a street] a street has been repaved. This charge will be on a sliding-scale basis. The minimum charge is two square yards, rounded to the nearest whole square yard. Those charges will be: [

| 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | 6th to 10 th <br> Year |
| :--- | :--- | :--- | :--- | :--- | :--- |
| $\$ 110 /$ square <br> yard | $\$ 100 /$ square <br> yard | $\$ 90 /$ square <br> yard | $\$ 80 /$ square <br> yard | $\$ 70 /$ square <br> yard | $\$ 60 /$ square <br> yard |

The above charges apply if degradation involves a cement concrete foundation with any asphalt surface.

| $\$ 80 /$ square <br> yard | $\$ 70 /$ square <br> yard | $\$ 60 /$ square <br> yard | $\$ 50 /$ square <br> yard | $\$ 40 /$ square <br> yard | $\$ 30 /$ square <br> yard |
| :--- | :--- | :--- | :--- | :--- | :--- |

The above charges apply if degradation involves a bituminous concrete surface with bituminous or stone base.]

| 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | 6th to 10th <br> Year |
| :--- | :--- | :--- | :--- | :--- | :--- |
| $\$ 150 /$ square <br> yard | \$140/square <br> yard | \$130/square <br> yard | \$120/square <br> yard | \$110/square <br> yard | \$100/square <br> yard |

C. If work has been performed prior to submission of an application for a street cut opening or permit or receipt by the Engineer's office of any bond required by this chapter; the applicant shall pay an administrative fee equal to the amount charged for a permit to cover costs for review and inspection of work already performed, in addition to paying the normal permit fee, resulting in a doubled fee.
§9-103.9 Service of notice.

Whenever notice is necessary under this chapter, such notice shall be properly served if a copy is mailed to the address provided in the permit application or upon such owner if a copy thereof is delivered to the owner personally; or by leaving a notice at the usual place of abode with someone of suitable age and discretion, who shall be informed of the contents thereof; or at the principal place of business; or by certified or registered mail, addressed to the owner of the last known address, with return receipt showing it has been delivered. If the return receipt shows that it has not been delivered, then service may be made by posting a copy thereof in a conspicuous place in or about the structure affected by such notice. Such notice shall set forth a reasonable time for such compliance to be accomplished.

## §9-103.9 Emergency Work.

The term "emergency" shall mean the repair of a utility which must be made to restore service, to avoid property damage, or to eliminate danger to the public. Notice of an emergency pavement cut shall be given to the office of City Engineer by telephone or email during normal business hours. If after normal business hours, then notification shall be given at the beginning of the next business day. An application will be made for a permit for all emergency work within seventy-two ( 72 hours) after the work is started. All other provisions of this chapter shall apply to emergency work.
§9-103.99 Enforcement; penalty
A. The Director of Public Works, the City Engineer, Plumbing Inspector, and Codes Administrator [and Director of the Bureau of Water] shall act in the capacity of police officers for the limited purpose of issuing nontraffic summary citations to owner(s) of premises or persons who are found in violation of this chapter. Any person or utility who continues to violate any section of this chapter 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 chapter.
B. The City Engineer hereby designates the representatives of the City Engineer to issue such citations.
C. Violation of any part or whole of this chapter shall be punishable under the general code penalty, §1-301.99, and any other law or regulation.

## D. If the work or any part thereof mentioned in the preceding sections of repairing or

 backfilling the trenches or excavations or street or sidewalk restoration aforesaid shall unskillfully or improperly be done or not completed by the timeline aforesaid, the City may, in lieu of issuing the aforementioned criminal citations, cause the same to be skillfully and properly done, and shall keep an account of the expense thereof, and such case such person or utility shall pay the City an amount equal to the whole of said expense incurred by City with an additional amount of fifty (50) percent, and, otherwise lien a related property where the work is the responsibility of private ownership of the related property. Thereafter, upon completion of the work and the determination of the costs thereof, the office of City Engineer shall issue no further or new permits or supplemental permits to the person or utility until the City receives payments of said costs. For purposes of enforcement under this Chapter, the term person shall include any individual, business entity or utility.SECTION 2. DELEGATION. Appropriate City officials are authorized to take such actions as are necessary to effectuate this ordinance.

SECTION 3. SEVERABILITY. If any provision, sentence, clause, section or part of this ordinance or the application thereof to any person or circumstance is for any reason found to be
unconstitutional, illegal or invalid by a court of competent jurisdiction, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this ordinance. It is hereby declared as the intent of the Council of the City of Harrisburg that this ordinance would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

SECTION 4. REPEALER. All ordinances or provisions of ordinances in conflict with the provisions of this ordinance are hereby repealed in so far as they are inconsistent herewith.

SECTION 5. EFFECTIVE DATE. This ordinance shall take effect in accordance with the law.


PASSED by City Council on the $\qquad$ day of $\qquad$ , 2016

SIGNED by the Mayor on the $\qquad$ day of $\qquad$ , 2016

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## OFFICE

## MEMO

To: HARRISBURG CITY COUNCL
From: Kirk Petroski, City Clerk
LEGISLATIVE APPROVAL FORM

Date: $\qquad$

## LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. ${ }^{17}-2016$ RESOLUTION NO. ${ }^{4}$ - 2016
THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:


City Solicitor


Requested by Department/Bureau:


Department/Bureau Contact Person: $\qquad$

For Action on or before:
The attached was received in the Office of the City Clerk for introduction on

Received by:
 Date: $8-19-16$


[^0]:    Signature of Requester

[^1]:    Once this application form is complete click the green button to e-mail this application. You may add your attachments through your e-mail

