COMMON ISSUES TO HELP THIS PROCESS WORK FOR ALL PARTIES

- Utilize the updated Right-of-Way Opening permit 7-16-18 located on the Division of Transportation website https://toledo.oh.gov/services/public-service/transportation/

- Use City Standards (latest) and "Specifications Governing Openings in Public Ways" for restoration work

- Utility/roadway plans obtained from the City of Toledo are informational only. A survey is needed to develop proposed utility plans (III, IV & V permits).

- City of Toledo shall be notified 24 hours in advance of construction. Email Ted Rousos at ted.rousos@toledo.oh.gov
Right-of-Way Opening Permits Types

What is required?

I. General Occupancy Permit-Aerial
   1) Permit with scope of work
   2) MOT Plans approved by the Division of Transportation

II. Structure Adjustments/Repairs*
    1) Permit with scope of work
    2) Location Map
    3) MOT Plans approved by the Division of Transportation

III. Utility Poles/Potholing/Pulling Fiber
     1) Permit with scope of work
     2) Location Map
     3) MOT Plans approved by the Division of Transportation
     4) All utilities in a plan view (survey) with a 1”=20’ scale

IV. Underground Routing
    1) Permit with scope of work
    2) Location Map
    3) MOT Plans approved by the Division of Transportation
    4) All utilities in a plan view (survey) with a 1”=20’ scale.
    5) A cross section/detail of the proposed utility crossing the public utility (Sanitary, Storm and Water) to ensure the proposed utility meets the 5’ horizontal clearance (10’ preferred) and a 18” vertical clearance of all public utilities as stated on the permit.

V. City’s Conduit Repair
   1) Permit with scope of work
   2) Location Map
   3) MOT Plans approved by the Division of Transportation
   4) All utilities in a plan view (survey) with a 1”=20’ scale.
   5) A cross section/detail of the proposed utility crossing the public utility (Sanitary, Storm and Water) to ensure the proposed utility meets the 10’ horizontal clearance and a 18” vertical clearance of all public utilities as stated on the permit.
   6) Repair plan of compromised utility. The repair must be approved by the City of Toledo.
PLAN SUBMITTAL CHECKLIST (underground routing)

1-18-18

PROVIDED

Y    N

__ __ Topographic survey with existing utility information included on plan set
      (GIS plans not a substitute)

__ __ Highlight of area of work on detailed location map on 1st page of plans

__ __ Address or intersection on plans where work is proposed

__ __ Provide Standard Plan Notes on plan cover sheet to include restoration
     practices included in the “Specifications Governing Openings in Public
     Ways”

__ __ Proposed trench detail

__ __ Contact OUPS to request utility plans for pre-planning purposes for
      inclusion in the plan set. Verify existing utility locations prior to plan
      submittal and include OUPS design ticket number on 1st page of plan
      submittal set.

__ __ Show & label all existing and proposed public and private utilities, pull
      boxes, manholes, controller cabinets, poles etc...

__ __ Identify existing signs, signals, traffic conduit, cables, loop detection (TR)

__ __ Callout with arrow on plans to expose and verify location and depth of all
      existing utility crossings

__ __ Proposed work clearly identified (bold, highlight, etc.)

__ __ Size of proposed pipe, conduit, or cable with proposed depth

__ __ Distance off of ROW or centerline to outside edge of conduit, pipe, pole or
      equipment

__ __ Must state on plans: 5’ horizontal and 1.5’ vertical clearance from existing
      public utilities

__ __ Scaled plan minimum 1” = 20’ (24"x36") & 1”=40’ (11"X17”). Must state
      the scale on each page

__ __ Include a line type legend and symbols list on the proposed plan

__ __ Include pole details for proposed poles being placed

__ __ Utility crossings shall be shown installed perpendicular to the public utility
CITY OF TOLEDO
Division of Engineering Services
Specifications Governing Openings in Public Ways

CITY OF TOLEDO
Department of Public Utilities
Division of Engineering Services

December 2, 2016

SPECIFICATIONS GOVERNING OPENINGS IN PUBLIC WAYS

Chapter 905.02 of the Toledo Municipal Code provides that no person, partnership, or corporation shall open up or break into the streets, lanes, alleys, public ways, or public grounds of the City of Toledo for any purpose whatever until such person, partnership, or corporation has first obtained written permission to do so from the Director of Public Service. This article also requires the deposit of a bond with good and sufficient surety to the approval of the Director of Law, in the sum of $1000.00, conditioned to secure and hold harmless the City of Toledo against any and all damages arising from the opening or excavation so made in the streets, public ways, etc. of the City, and further conditioned to fill up and place in good and safe condition, to the satisfaction of the Director of Public Service all openings and excavations so made in the streets, public ways, etc.

Chapter 127.05 and 927.16, of the Toledo Municipal Code authorize and direct the Director of Public Service and/or the Director of Public Utilities to charge and collect fees for the issuance of the above-mentioned permit and the inspection of the work done by the permit holder.

The Division of Engineering Services serves as the agent of the Director of Public Service and/or Director of Public Utilities in the execution of the activities covered by these portions of the Toledo Municipal Code. The specifications contained herein shall govern all openings in streets, alleys, public ways, public grounds, etc., as well as all restoration work, including pavement, driveway and sidewalk replacement.

I. General

As per Chapter 905.99 of the Toledo Municipal Code, any party who makes an opening in the Public Right-of-Way without first procuring a permit or following any of the other procedures outlined in Section 905 of the Toledo Municipal Code shall be guilty of a minor misdemeanor.

1. A permit, called a “Public Right-of-Way Permit,” is required in order to make any opening or excavation within a public right-of-way or easement, including street and alley pavements and off-street areas within the right-of-way such as sidewalks and tree lawns. All tunneling and/or boring operations within a public right-of-way or easement are subject to inspection, and also require a Right-of-Way Permit before work can begin. Right-of-Way Permits will be issued by the Division of Engineering Services. Detailed construction plans must be submitted before or at the time application for a Right-of-Way Permit is made and be in accordance with the City’s Right-of-Way Permit Plan Requirements Manual. No work of any nature may be performed within the public right-of-way or easement until a Right-of-Way Permit has been issued.

2. All line laying projects must have a plan approved by the Division of Engineering Services.

3. Any changes to the approved plans which affect the use of the public right-of-way must be approved by the Commissioner of Engineering Services or by his duly authorized representative.
4. In general, the Construction and Material Specifications of the Ohio Department of Transportation (ODOT) current edition shall apply to all construction and/or repair work performed within the public right-of-way or easement, unless modified by the Division of Engineering Services, current City of Toledo Construction Standards, or City of Toledo Part A Standards. The above noted standards are available upon request from the Division of Engineering Services and from the City of Toledo website: www.toledo.oh.gov under toledo.oh.gov/services/public-service/transportation/.

5. Work requiring openings in the public right-of-way shall proceed with the utmost speed. Final restoration work shall be completed within 30 days of installation of the utility.

6. Deficiencies that occur following completion of the restoration work for street openings shall be repaired by the contractor, utility company or public agency that performed the original restoration work. This will be an ongoing responsibility wherever such deficiencies are noted.

II. Maintenance of Traffic

1. Traffic shall be maintained at all times during construction of the project. Barricades and signs shall be furnished and placed in accordance with the "Ohio Manual of Uniform Traffic Control Devices" and supplemented by the current "City of Toledo Manual for Uniform Traffic Control for Construction and Maintenance."

2. On all ordained "Through Streets", (TMC Part 3, Traffic Schedules) a minimum of one (1) ten foot (10') traffic lane in each direction shall be provided at all times. The Commissioner of Transportation, in cooperation with the Commissioner of Engineering Services, may grant approval to further restrict traffic movement if, in the opinion of the Commissioner of Engineering Services, unforeseen or unusual construction problems warrant additional street closure.

3. All work performed on all ordained "Through Streets" (TMC Part 3, Traffic Schedules) is prohibited between the hours of 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. During such time, all openings shall be backfilled and/or plated so full use of the roadway by vehicular traffic is possible. This requirement shall also apply during periods of time that no work is being performed at the site, particularly nighttime hours, weekends, and holidays.

4. All work to be conducted on the Downtown TARTA Bus Loop shall be in accordance with the "Construction and Maintenance Operations within the Downtown TARTA Bus Loop", current edition. Copy available from Division of Engineering Services.

5. All traffic control devices (cones, barrels, and signs, etc.) will be stenciled with the name and telephone number of the agency, contractor, or supplier on the non-reflective surface of the traffic control devices. The letters and numbers shall be a non-reflective color and not over 2 inches in height.

6. Arrow board trailers will have the name and phone number of the owning company clearly marked in stenciled block lettering.
III. **Excavation – Backfilling – Tunneling – Directional Drilling**

1. **Excavation** – The length, width, and location of an excavation and the manner in which the work is performed, shall be under the supervision and control of the duly authorized representative of the Commissioner of Engineering Services. The size of the street opening shall be held to a minimum. Excavation shall not exceed the necessary dimensions to perform the required operations. Under no circumstances shall any activities, including the placement of excavated material interfere with drainage flows in the public right-of-way. All excavated areas shall be properly sheeted and braced when necessary to prevent slipping and caving in of all sidewalks, drives, or pavement. When closing the excavation, all supports shall be removed carefully and backfilling shall follow as closely as possible. If deemed necessary by the duly authorized representative of the Commissioner of Engineering Services, the sheeting and bracing shall remain in place as a safety factor. If left in place, the sheeting and bracing shall be cut off at a minimum of two (2) feet below the subgrade. If any undermining of pavement adjacent to the excavation occurs, the Contractor, at his own expense, shall remove and replace the undermined pavement and backfill as indicated in the following section.

In the event it becomes necessary to undercut the subgrade because of unsuitable material and the unsuitable material is replaced by an aggregate material such as 304 aggregate, aggregate drains shall be placed as directed by the duly authorized representative of the Commissioner of Engineering Services in order to facilitate drainage of the undercut area(s).

**Excavation near trees** will require special care and attention so as to not do excessive damage to the root system. The City of Toledo, Division of Parks, Recreation and Forestry, (419) 936-2875, may charge a fee, payable by the contractor, for the removal of a tree if it is damaged by excavation work. See General Provisions of Part ‘A’ Standards for policy on excavation and construction near street trees.

2. **Backfilling** – After pipes and/or conduit have been laid, and/or all other necessary work has been completed in the excavation, the excavation shall be filled with selected material, free from all debris. No frozen material of any type, rocks, boulders, broken concrete, or broken asphalt pavement, bricks, or any other foreign material will be accepted for backfill. In operations where conduit is installed, bedding and backfill shall be placed around the conduit and compacted in place, and then from this point, the backfill shall be placed in lifts not to exceed eight (8) inches. Each lift shall be compacted by a method satisfactory to the duly authorized representative of the Commissioner of Engineering Services.

Conduit bedding and backfill under street pavements, sidewalks, or other paved surfaces, or within two (2) feet of the back edge of curb shall consist of the following materials:

a. Conduit bedding and backfilling shall be granular material meeting the requirements of Item 611.02 (as amended by the City of Toledo) of the Ohio Department of Transportation (ODOT) Construction and Materials Specifications. Compaction tests, paid for by the permit holder, will be required when granular backfill materials are used. In lieu of compacted granular material, Low Strength Mortar Backfill (LSMB) such as “K-Krete,” may be used and compaction tests will not be required. Said LSMB should be in accordance with ODOT Item 613 (as amended by the City of Toledo).
b. Wherever LSMB is used as backfill for excavations containing conduits, the conduits shall be bedded in granular material conforming to ODOT Specification Item 611.02 (as amended by the City of Toledo) and the initial backfill shall first be extended to twelve inches (12") above the top of the conduit and thoroughly compacted prior to placing the LSMB. Do not place LSMB above the pavement aggregate base material. The purpose of this requirement is to minimize the possibility of conduit flotation. If the excavation is sheeted, the sheeting shall be removed in a progressive manner as the backfill is placed and compacted. Placement of backfill shall keep pace with the sheeting removal to insure that unsafe working conditions will not be created. If deemed necessary by the duly authorized representative of the Commissioner of Engineering Services, the sheeting and bracing shall be left in place as a safety factor, and shall be cut off at a minimum of two (2) feet below the subgrade.

Temporary Backfill – A minimum of three inches (3") of asphalt cold patch over compacted stone aggregate base is required as a temporary patch until the permanent roadway, sidewalk, or driveway restoration is completed. Contractor shall monitor the condition of temporary backfill to ensure that settling has not occurred. If settling has occurred, placement and compacting of additional material shall be performed.

3. **Tunneling** – This item shall be performed only with the permission of the Commissioner of Engineering Services or his duly authorized representative, and shall proceed only at his discretion. If practical, pipe or conduit shall be placed on a properly compacted bed of granular material. The remainder of the void shall, where practical, then be filled with approved dry grout mix, thoroughly tamped to afford a rigid support for the tunnel roof over the entire roof area.

4. **Directional Drilling** – This item shall be performed only with the permission of the Commissioner of Engineering Services, or his duly authorized representative, and shall proceed only at their discretion. The contractor shall use good practices and due diligence to locate all existing facilities to avoid conflict and damage to these facilities during the directional drilling operation. The contractor shall be responsible for obtaining plans of all city utilities and utility tap permit information to locate existing taps. The contractor shall be responsible for any damages to property or facilities of utilities resulting from his operations.

**IV. Restoration of Pavement**

1. Material requirements and methods of construction shall conform to the provisions of the current editions of the Ohio Department of Transportation's Construction and Material Specifications, the City of Toledo Part A Standards, the City of Toledo Construction Standards and/or as further elaborated upon within this publication. Pavement structure composition and thickness of layers shall be replaced “in kind”.

2. During periods of cold weather when hot-mixed asphalt concrete is unavailable, the thickness of asphalt concrete over the base material shall be substituted temporarily with four (4) inches of Portland cement concrete pavement (concrete caps) placed over a plastic sheet. The plastic sheet shall be spread smoothly over the base material to form a plane of cleavage to prevent adherence of the concrete cap to the base material. Within 30 days of asphalt plants opening, the concrete cap shall then be removed and replaced with two (2) uniform courses of ODOT Item 441, Asphalt Concrete, and the edges sealed in accordance with 3(e) below.
Alternative Method – The use of asphalt cold patch material over compacted stone aggregate base is required as a temporary patch until such time as a permanent restoration in accordance with paragraph IV (Restoration of Pavement) is possible. Care will be taken to assure that the patch is smooth with surrounding pavement and is monitored for smoothness and filled with additional asphalt cold patch when necessary.

3. After pavement openings have been properly backfilled and compacted, the subgrade and edges of the existing pavement shall be properly prepared to receive the replacement pavement. Such preparation shall include the following:

   a. The subgrade shall be struck off evenly and smoothly at an elevation that will permit the full depth of the layer or layers of the replacement pavement components to be placed in courses of uniform thickness.

   b. The edges of the existing pavement shall be cut to neat lines with no loose fragments adhering to the exposed edge and should, where possible, be square or rectangular. Irregular openings shall be avoided at all times if possible.

   c. The pavement edges shall be cut or trimmed so as to provide a vertical or slightly undercut face in order to facilitate proper keying of the replacement pavement with the existing pavement.

   d. Where replacement pavement will consist of asphalt concrete, the edges of the existing pavement shall be completely and uniformly coated with a thin coat of asphalt cement.

   e. Upon completing the placement of the replacement pavement, the edges of the pavement patch shall be sealed. Asphalt concrete patches shall be sealed with the bituminous material used in the asphalt concrete mixture. Portland cement concrete patches will be sealed with joint sealer meeting ODOT specifications.

4. Portland cement concrete used in street pavement restorations shall be ODOT Class QC MS. The concrete shall conform to the requirements of ODOT Item 499, Concrete General; and the slump shall not exceed the limits set forth in ODOT Item 499.

5. Contractor shall submit concrete, asphalt and aggregate mix designs to the city for review and approval two (2) days prior to placement.

6. For all concrete used in the Right-of-Way, except for temporary concrete pavement, the contractor shall perform air and slump testing and have one (1) set of three (3) cylinders cast for compressive strength testing at least once per day. Written test results shall be given to the City of Toledo. Testing to be in accordance with City of Toledo Standards. Cost for testing shall be borne by the contractor.

7. The concrete shall be protected from all traffic for a period of 24 hours before any type of surface material is applied; and it shall be protected from traffic as long as the Commissioner of Engineering Services or his duly authorized representative shall specify.
8. An approved accelerator shall be used if the concrete is placed when the temperature is below 40 degrees Fahrenheit.

9. Asphalt concrete paving courses shall be thoroughly compacted, using a steel wheel roller of the proper weight, to achieve the required density, or by an acceptable vibrating compactor in lifts not exceeding two (2) inches.

10. Minimum ambient air and surface temperatures shall be governed by ODOT Item 401.06, Weather Limitations, for placement of asphaltic concrete. When the ambient air temperature is less than 65 degrees Fahrenheit, the placement temperature of the asphaltic concrete shall not be below 275 degrees Fahrenheit.

11. Upon completion of the pavement restoration, all regrading shall be of such quality that the finished surface may deviate no more than ¼ inch when a straight edge is laid across the opening area.

12. In the event the street opening forces traffic off the pavement surface, the contractor shall be held responsible for repair and/or replacement of berm areas, curb sections, driveway, and sidewalk areas, and lawn areas that are damaged from rerouted vehicular traffic.

13. The following restoration shall be required for trench cuts made into any roadway, driveway or sidewalk. Pavement replacement above the trench shall be in-kind and of equal to or greater thickness than existing pavement and installed in accordance with City of Toledo Construction Standards. The edge of the pavement repair shall have a clean saw cut. In the case of concrete pavements, including drive approaches and sidewalks, similar pavement standards shall apply, with the exception that pavement removal and replacement shall be extended to the nearest longitudinal or transverse joint from the edge of the trench. The salvaging of integral pavement curbs by sawing will not be allowed.

14. At the discretion of the Commissioner of Engineering Services or his duly authorized representative, the following additional restoration shall be required for trench cuts made into asphalt pavements: For longitudinal trenches greater than 25 feet in length, in addition to the above requirements, the entire affected pavement lane shall be removed by milling the pavement surface to a depth of not less than 1 ½ inches, nor more than 2 inches, and replaced with ODOT Item 441 Asphalt Concrete.

15. The City of Toledo right-of-way of cold weather requirements for steel plating of street excavations are:

a. Whenever an excavation has been covered by a steel plate during the cold weather season, a blue flashing light shall be attached to a barricade or barrel and be placed adjacent to the steel plate outside the roadway between the sidewalk area and curb. This is done so the location may be easily identified in the event a snowfall has covered the plate. The flashing blue light will alert the operator of snow removal equipment that a steel plate is in the roadway. To further help locate the steel plate covering the excavation, the street operations section of the Division of Streets, Bridges, and Harbor shall be notified of the location whenever a threatened snow condition is forthcoming by calling (419) 936-2508, fax (419) 245-1544.
b. Steel plates shall be marked to indicate owner (welded in large letters).

c. Each utility will furnish 24-hour emergency contact numbers for the utility and contractors who utilize plates to Engage Toledo Customer Service Center at (419) 245-1000.

V. Utility Televising Requirement

1. The City reserves the right to require the contractor to televise a facility or a utility to determine if the contractor’s operations have damaged the facility of the utility. The cost of televising the facility will be paid by the contractor. These specifications supersede all previous specifications governing openings in public ways that have been issued by the Division of Engineering Services. They shall become effective immediately upon distribution.

VI. Restoration of Lawns and Landscaped Areas

1. The restoration of any lawn or landscaped area, both public and private, will be done to return the area to its previously undisturbed condition. The areas will be contoured to a smooth walkable and mowable condition. The work side will be free of rocks, concrete, asphalt, or any other construction related debris. The excavation site may require additional backfilling as settling occurs well after construction has been completed. The site will also be free of ruts and tracks from construction equipment.

2. Contractor shall submit topsoil mix designs to the city for review and approval two (2) days prior to placement.

3. Following completion of backfilling and grading operations at a particular location, the disturbed ground shall be covered with a minimum of four inches (4") of topsoil. All work associated with furnishing and placing topsoil, seeding, and mulching, including commercial fertilizer, shall conform to ODOT Item 653 and Item 659 as amended by the City of Toledo. (See City Standards ‘A’ Book.)

VII. Restoration of Concrete Sidewalks, Curbs, Driveways, and Pedestrian Ramps

1. Listed below are some of the key standards for concrete work in the City of Toledo.

   a. Concrete will be ODOT Class QC Misc. It will be cured with white pigmented curing compound, except in the Historical District where the curing compound will be clear, and be given a light broom finish. Partial panels of sidewalk will not be saved. Restorations will include full panels of sidewalk. Partial driveway aprons may be saved by replacing a left or right half of the apron after saw cutting the section perpendicular to the street.

   b. Decorative concrete (stamped or colored) or paving bricks will be required for restorations if they previously existed at a site.

   c. Foam expansion joint material will be used to isolate utility poles, fire hydrants, and any other appurtenance found in the concrete.
d. Control joints and expansion joints will be placed to match the spacing and pattern of surrounding concrete to produce a uniform appearance.

e. Sign posts shall be sleeved with 4 inch PVC pipe 2 feet from the face of curb.

2. Contractors may be required to install Pedestrian/Handicap Ramps where they previously did not exist. The construction requirements for these ramps are highly detailed and very restrictive. The details are illustrated in “The City of Toledo Construction Standards.” Contractors will comply with the following criteria when working at or near a corner sidewalk or pedestrian crosswalk.

a. In the event that a contractor is working in the vicinity of an intersection or near a pedestrian crosswalk, a pedestrian ramp may be required. The contractor will notify the Supervisor of Construction at karl.huss@toledo.oh.gov (preferred) or (419) 936-2847 to evaluate the scope of work and schedule inspection. Determining the need for a ramp will be made by the City Engineer, Utility Inspector, or Construction Inspector. No ramp will be poured without prior inspection from those listed above.

b. Failure to follow these procedures may result in a defective ramp and require removal and reconstruction at the contractor’s expense.