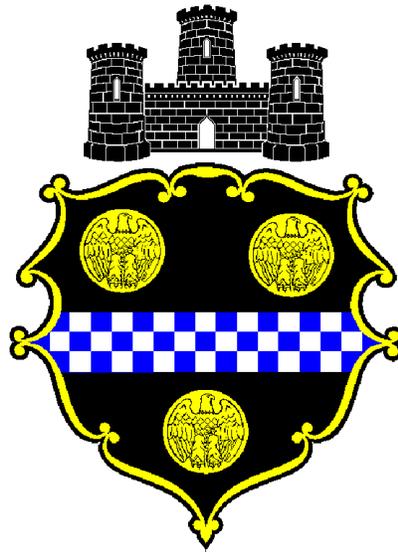


City Of Pittsburgh

Department of Public Works



Right of Way Procedures Manual

Version: January, 2015

TABLE OF CONTENTS

1. Purpose	4
2. Policy Overview	5
3. Policy Objective	5
4. Obtaining Permits	6
5. Procedures for Street Openings and Permits	7
6. Traffic Obstruction Permits	8
7. Traffic Control.....	10
8. Emergency Work.....	10
9. Responsibility	11
10. Streetlighting, Traffic and Utility Poles, Electrical and Communication Enclosures	12
11. Electrical and Communication Wires, Fiber Optics, and Conduits	12
12. Procedures for Steel Plate Installation	13
13. Construction Restoration	14
14. Utility Tag Identification Requirements	19
15. Core Boring	20
16. Material-Specific Restoration Requirements	21
17. Moratorium.....	26
18. Inspections.....	26
19. Failure to Comply	28
20. Appendix A: Utility Paving Specifications	31
21. Appendix B: Street Pavements – Joint Patterns (DWG. NO. SA-100)	31
22. Appendix C: Street Pavements – Joint Details (DWG. NO. SA-101).....	34
23. Appendix D: Street Pavements – Treatment at Curb (DWG. NO. SA-200).....	35
24. Appendix E: Street Pavements – Trench Repaving Details (DWG. NO. SA-202)	36

25. Appendix F: Cutting and Repairing of Roadways and Driveways (DWG. NO. SA-203).....37

26. Appendix G: Curbing (Standard Zones) – Miscellaneous 1 (DWG. NO. SC-100).....38

27. Appendix G: Curbing (Standard Zones) – Miscellaneous 2 (DWG. NO. SC-101).....39

28. Appendix H: Sidewalks and Sidewalk Ramps – Concrete Walks (DWG. NO. SC-500).....40

29. Appendix I: Sidewalks and Sidewalk Ramps – Special Zone Sidewalks (DWG. NO. SC-501).....41

1. Purpose

This policy is established to describe the procedures, standards and methods by which companies and contractors will be permitted to gain access to and work within the rights-of-way of the City of Pittsburgh. It is unlawful for any person to perform any work in connection with the erection, construction, removal, relocation or maintenance of any surface, overhead or underground facilities without obtaining a duly authorized permit.

The Department of Public Works (DPW) is responsible for promulgating standards for all construction activities within the public rights-of-way and easements. DPW's major objectives are to insure public safety, minimize inconvenience to the general public and ensure that all excavations made are restored in accordance with specifications provided at issuance of permit. The City will conduct periodic reviews of this policy and invites constructive input in order to make this document a more effective guidance tool. This document supersedes and replaces all previous versions of this policy manual.

For informational purposes and to achieve policy objectives, certain requirements may be altered in limited instances, based on in-field conditions. Changes to specifications may only be granted in writing by the Director of Public Works or his designated representative.

Parties seeking access to the public rights-of-way are expected to be familiar with all applicable standards as promulgated by the DPW and to employ qualified subcontractors to comply with these standards in activities conducted in the rights-of-way.

2. Policy Overview

The City recognizes that work within the public rights-of-way by utility companies, private contractors and other entities may be necessary in order to provide City residents with essential services and state-of-the-art technologies. Accordingly, an efficient and responsive rights-of-way permitting process has been established to minimize delays in allowing entities to maintain or enhance services to their customers. By establishing uniform placements for utilities and other users of the rights-of-way, conflicts between parties may be minimized, benefiting all users.

All construction, maintenance, repair, use or occupation of public streets, sidewalks or other public ways, bridges, walls, sewers, steps and anything within the public right-of-way shall be under the supervision of the Director of Public Works who is charged with the administration and enforcement of this policy.

It is recognized that there is a need to accommodate utility companies, private contractors and other users in their provision of public services. However, the DPW must ensure that the primary purpose of the roadway (public right-of-ways) - the passage of vehicular, pedestrian, & bicycle traffic - is maintained to the greatest extent possible.

3. Policy Objective

In accordance with the pertinent provisions of the PITTBSURGH CODE OF ORDINANCES, this rights-of-way policy has three primary objectives:

- 3.1** The first objective is to protect the City's infrastructure investment by establishing repair standards for the pavement when street cuts are made, and by specifying procedures and inspection requirements for street repairs.

- 3.2** The second objective is to facilitate work within the rights-of-way through the standardization of construction procedures and the maintenance of an efficient permit process.
- 3.3** The third objective is to ensure that public safety is maintained and that public inconvenience is minimized by establishing time constraints for construction work.

4. Obtaining Permits

- 4.1** Before work within the right-of-way is started, the necessary permit shall be obtained from the DPW permit office and/or from the DPW Bureau of Transportation & Engineering for the issuance of an obstruction permit and if necessary, review and approval of engineering project plans.
- 4.2** City spec standards applicable to work being performed will be provided upon request.
- 4.3** Calls received through the Pennsylvania "One-Call" System will not be recognized as a valid request for permits. The Pittsburgh Water and Sewer Authority (412-255-2429) will be responsible for monitoring all "One-Call" requests and shall mark sewer locations within 48 hours of the request. All utility and private contractors must secure appropriate permits at the DPW Permit Counter located at 611 Second Avenue, Pittsburgh, Pennsylvania 15219 (412-255-2370 or Supervisor 412-255-2434).
- 4.4** Every permit must include a contact person, telephone number, facsimile number, e-mail address, and be certified and signed by the applicant. An alternative 24/7 emergency contact number must also be provided. If there is a failure by either the principal or emergency contact to respond and the City is required to take emergency maintenance action, the permittee shall be billed and possibly fined for failure to keep the permitted area safe.

- 4.5** Unless otherwise agreed, emergency work requires that a permit be obtained as soon as possible, but no later than twenty-four (24) hours after the onset of work. Emergency work shall be defined as such on the PA One-Call System.
- 4.6** If work on an existing permit has not commenced by the expiration date of the permit, the permit will then expire and a new permit must be obtained before work can be initiated.
- 4.7** Failure by any utility or private contractor to obtain all applicable permits for work performed in the City right-of-way shall result in a written citation, and a fine of up to \$300.00 a day for each offense compounded each day it remains unresolved.
- 4.8** DPW requires that a Pennsylvania One-Call System telephone call be made, in compliance with the Underground Utility Line Protection Act, 73 P.S. sec. 176 et seq. and Pittsburgh Code section 415.17(g), before any street or sidewalk opening is performed. This includes core drills, soft digs, and digs using vector trucks for soil extraction.

5. Procedures for Street Openings and Permits

- 5.1** All contractors must obtain all necessary permits before commencing work within the public rights-of-way.
- 5.2** A bond must be active before any permit may be issued (Pittsburgh City code section 413.01).
- 5.3** A DPW permit does not waive any Pennsylvania “One-Call” System requirement.
- 5.4** The DPW must be notified before final restoration.

- 5.5** All restoration activities must be completed within 45 days of start. After 45 days, the permittee can be granted an extension but only after a \$100 fee is invoiced and paid. The only exception to this requirement is for cold weather; the permit then will stay on file until the spring for final restoration. Temporary restoration may be completed with cold patch, hot asphalt, or concrete to grade. Cold patch and concrete are deemed only a temporary surface for wintertime restoration and must be maintained at all times (November 1 to April 30); concrete base and trench shoulders must be in place during this period.
- 5.6** The only acceptable city spec for patching is 2A or 2B modified slag, #57 or #67 limestone and 2A sand and gravel. Anyone who restores a street improperly will be responsible for that patch indefinitely until a DPW inspector provides a written sign-off on the final restoration.
- 5.7** Until restoration is deemed “final” by a DPW inspector, all permits must be classified as “open” which will require the permittee to renew the permit for another 45-day period and pay the appropriate permit fee.
- 5.8** All permits need a final sign-off by the DPW before they can be deemed “final” or complete.

6. Traffic Obstruction Permits

When closing either vehicular or pedestrian traffic lanes due to construction, a traffic obstruction permit must be obtained showing a Maintenance and Protection of Traffic plan (MPT Plan). The MPT plan must follow the criteria outlined below:

- 6.1** Lane closures may not occur during the morning and afternoon rush hours. For purposes of this requirement, rush hours are defined as the hours of 7:00AM - 9:00AM and 3:00PM - 6:00PM. Additional work hour

restrictions may be required dependent upon the specific street, surrounding area, or previously scheduled public events.

- 6.2** The contractor must coordinate with adjacent activities, and with City permitted special events and sporting events. As needed, the contractor may be required to shift or suspend work activities or temporarily restore the roadway to accommodate special events.
- 6.3** In the event of a lane closure, the contractor must notify adjacent property owners, business owners, and residents at least 48 hours in advance. In the event of a street closure, a minimum 2 week notice is required. For emergency work, the contractor should provide notification as soon as possible to impacted property owners, business, owners, and residents.
- 6.4** Face-to-face notification is preferred, but at a minimum impacted parties must be notified using a door hang-tag that outlines important information related to the closure, including the area impacted, the expected begin and end dates for the closure, and a contact number for the responsible contractor.
- 6.5** The contractor must, at all times, keep the site accessible for emergency vehicles.
- 6.6** The MPT plan must conform to PennDOT Publication 213. In high volume areas (vehicular or pedestrian), for long term closures, or in areas of complicated traffic patterns, an MPT must be prepared by a Registered Engineer and submitted for approval prior to receiving a permit. The plan must show site specific detail.

7. Traffic Control

Uniformed off-duty police or flagmen may be required to aid in traffic control in some circumstances. The DPW in conjunction with the Bureau of Police will determine the requirements for each permitted location and communicate this information to the permittee. Requests for police support should be directed to Cover Your Assets at 412-200-5220. Guidelines used by DPW and the Bureau of Police for the use of police or flagmen for traffic control are as follows:

- 7.1** Traffic control may be required when short term or mobile operations occur within 100 feet of a signalized intersection or within a business district.
- 7.2** Long term operations are expected to include long term traffic control in place with little variation in traffic patterns from day to day. In that case, police use is minimal, but police control may be required for up to two weeks at nearby intersections to establish a new traffic pattern.
- 7.3** Officers may be required to operate traffic signals to reduce congestion during construction activities. This applies to mobile, short term or long term construction.
- 7.4** When traffic control is required by the traffic obstruction permit and police support has been requested through Cover Your Assets, but the shifts are not filled, the contractor may proceed with work if the contractor can provide an adequate number of flagmen in lieu of officers.
- 7.5** Officers must be hired to operate a traffic signal or for short term power outages at traffic signals. Flagmen cannot be used in these instances.

8. Emergency Work

Emergency work as outlined in TITLE IV of the City code can begin provided the Pittsburgh Police are notified by contacting (412) 200-5220 and a permit is obtained from Public Works within 24 hours or the next business day.

9. Responsibility

- 9.1** The entity receiving a City permit is held responsible for the work performed. DPW inspectors may contact utility companies, private contractors, or other parties for required adjustments or corrections, regardless of whether the utility company or private contractor performed the work itself, or subcontracted the work. The permit holder is the responsible party for any person or entity hired by the permit holder.
- 9.2** The permit holder or its subcontractors must maintain a copy of the permit on the job site at all times (unless it is within a 24-hour emergency period).
- 9.3** Should the condition of the street or sidewalk cut become such that additional material is in jeopardy of failure, then the permit holder shall be held responsible for repair of the area larger than what was applied for on the permit.
- 9.4** The permit holder shall repair within 24 hours of notification by the City any temporary restoration that, in the opinion of a City DPW inspector, is inadequate for safe use of the public right of way and materially interferes with the public's use or with the City's maintenance of the right of way. If, after 24 hours, the failed restoration has not been repaired in a workmanlike manner, a citation will be issued to the permit holder. DPW will then perform the repair. A charge for material and labor plus a 30% fee for the City's costs of administration, supervision and inspection caused by the permit holder's failed restoration work will additionally be billed to the permit holder.
- 9.5** All installations within the right-of-way must have a stamped approved construction drawing on site at all times together with all applicable permits.

10. Streetlighting, Traffic and Utility Poles, Electrical and Communication Enclosures

- 10.1** No one may move, adjust and/or relocate a City streetlight or traffic light without contacting the DPW Street Lighting Department at 412-255-2435 or the Traffic Division at 412-255-2873.
- 10.2** Utility companies must obtain permission before installing any type of enclosures. All enclosures, poles, and guy wire installation and/or removal must have an approved drawing signed off by DPW before obtaining a permit.

11. Electrical and Communication Wires, Fiber Optics, and Conduits

- 11.1** Any installation of electrical or communication wires, fiber optic cables, or conduits must be installed to National Electrical Safety Code (NESC) specifications or the violator will be responsible for all corrective measures and fines. Anyone installing over 200' feet of new overhead plant will need a DPW approved drawing before installation.
- 11.2** All conduits placed within the City rights-of-way must be Schedule 40 or better. All conduits must be installed at a minimum depth of 30" to finish grade in the City right-of-way. All conduits must have an approved drawing by the DPW before obtaining a permit.
- 11.3** All conduits placed in the right of way (streets and sidewalks) must be inspected for 30" minimum depth BEFORE closing. You must schedule an inspector BEFORE permanent restoration is started. If an inspector is not available, the opening must either be plated with I.D. and reflective tape around edges as specified in this manual, or cold patched. No barricades or plywood will be acceptable. Any conduit buried without the permission

of a DPW inspector will be subject to re-open and inspection and possible citations.

12. Procedures for Steel Plate Installation

12.1 Requirements for Plate Installation on Asphalt Streets

- a. The asphalt shall be scored to the outside dimensions of the steel plate.
- b. A steel plate (3/4" thickness) shall be installed over the trench with a minimum of one-foot shoulder on all sides and properly secured.
- c. The plate shall be installed so that the elevation of the top of the steel plate is the same as the asphalt surface.
- d. All plates must be identified on both sides of the plate by welding the permittee's name including a 24-hour phone number.
- e. All plates should be edged with reflective tape.

12.2 Requirements for Plate Installation on Concrete, Brick and Blockstone Streets

- a. The Plate shall be placed to span the trench by the minimum of one foot on all sides.
- b. The steel plate (3/4" thickness) shall be properly secured.
- c. The entire perimeter of the plate shall be transitioned with asphalt.
(After plate's removal, all asphalt must be removed)
- d. All plates must be identified by welding the Permittee's name including a 24-hour phone number on both sides of the plate.
- e. All plates should be edged with reflective tape.

13. Construction Restoration

- 13.1** All street construction shall be in conformity with plans and specifications approved by the DPW and subject to inspection.
- 13.2** No party shall construct, reconstruct, repair, cut, alter or grade any sidewalk curb or driveway in the public right-of-way without first obtaining all necessary permits from the DPW.
- 13.3** All sidewalk and curb construction, reconstruction, repair, cutting, alteration or grading shall be done in accordance with City specifications.
- 13.4** No party shall construct or maintain street roadways not in accordance with the DPW standards and specifications, unless otherwise approved by the Director of Public Works.
- 13.5** All roadways must be saw cut before opening. The permittee is responsible for any other damages due to saw cutting. No opening or excavation in any street shall extend beyond the center line of the street before being backfilled and the surface of the street temporarily restored unless specific prior written permission is obtained from the Director of Public Works.
- 13.6** No utility companies or private contractors shall install, improve or repair sidewalks, curbs or gutters at a crosswalk without installing an approved ramp so as to make the transition from street to sidewalk easily negotiable by disabled persons. Such ramp shall be constructed in conformity with City standards and specifications.
- 13.7** The Director of Public Works is authorized to waive the requirements for a ramp where such installation would not be feasible due to location or physical construction. In such cases, an accessible alternative must be available and easily identified by the user.

- 13.8** All parties accessing the public rights-of-way shall construct and maintain adequate and safe crossings over excavations and across streets under construction to accommodate vehicular and pedestrian traffic. Vehicular crossings shall be constructed of adequate size to accommodate regular vehicular traffic in a satisfactory manner. The steel plates and the placement and affixing thereof shall be properly maintained. All excavation in the public rights-of-way shall be permanently repaired as soon as weather permits. When an opening is not permanently repaired and an unsafe condition exists (e.g., steel plate has moved, temporary patch has settled), the responsible contractor(s) must repair the condition immediately. If the contractor(s) fail to do so, the Director of Public Works shall have the authority to cause such necessary labor and materials to be furnished by the City and all costs thereof shall be charged against the responsible entity as outlined in section 9.4.
- 13.9** All parties performing excavation in, adjacent to, or under any sidewalk shall provide a substantial and adequate footbridge over such excavation on the line of the sidewalk, which bridge shall be at least four (4) feet wide with a non-skid surface and securely railed on each side so that pedestrians can pass over safely at all times.
- 13.10** All parties accessing the public rights-of-way shall erect fencing, railings or barriers about the site of the excavation work sufficient to minimize danger to persons using the street or sidewalks, and such protective barriers shall be maintained until the work is completed or the danger eliminated. At twilight, there shall be placed upon such place of excavation, and upon any excavated materials or structures or other obstructions to streets, suitable and sufficient warning devices which shall be kept lighted throughout the night during the maintenance of such construction. Permittee shall inspect barriers and other protective devices every twenty-four (24) hours.

- 13.11** All material excavated from trenches must be removed from the job site. Excavated material shall not be used for backfill. It shall be the permittee's responsibility to secure the necessary permission and make all necessary arrangements for all required storage and disposal sites.
- 13.12** All damage done to existing improvements during the progress of the excavation work shall be repaired by the permittee to the satisfaction of the Director of Public Works. If upon being ordered to do so the permittee fails to furnish the necessary labor and materials for such repairs, the Director shall have the authority to cause such necessary labor and materials to be furnished by the City and all costs shall be charged to the permittee as detailed in section 9.4.
- 13.13** The permittee shall backfill and restore the surface of all streets, broken into or damaged as a result of the excavation work, to their original condition or better in accordance with the specifications of the DPW. The permittee may be required to place a temporary surface over openings made in paved traffic lanes.
- 13.14** From November 1 to April 30, temporary restoration may be necessary due to weather conditions. Temporary restoration work may be completed with cold patch, hot asphalt, or concrete to grade. Cold patch and concrete are deemed only a temporary surface for wintertime restoration and must be maintained at all times; concrete base and trench shoulders must be in place during this period.
- 13.15** Permanent restoration of the street shall be made by the permittee in strict accordance with the specifications to restore the street to its original and proper condition. The Director of Public Works will require full lane replacement of wearing surface outside trench. If the street has a transverse joint, the permittee must replace the full pad concrete paving base.

- 13.16** Curb to Curb restoration is required on all streets when a utility cut is made to that street within the first 36 months after paving was completed on asphalt streets and the first 60 months after paving was completed for concrete streets or concrete base streets with an asphalt or brick wearing course.
- 13.17** Acceptance or approval of any excavation/ restoration work by the City shall not prevent the City from asserting a claim against the permittee and/or the representative surety under the surety bond required hereunder for incomplete or defective work, if discovered within twenty-four (24) months from the completion of the excavation work or the length of any warranty, whichever is longer. Verbal/non-written discussion with City personnel shall not relieve the permittee of any responsibilities under City ordinance or this policy.
- 13.18** In any excavation work, all streets and private properties shall be thoroughly cleaned of all rubbish, excess earth, rock and other debris resulting from such work. All clean-up operations at the location of such excavation shall be accomplished at the sole expense of the permittee and shall be completed to the satisfaction of the Director of Public Works.
- 13.19** The permittee shall expeditiously complete with diligence all excavation work (in accordance with the excavation permit) and shall promptly complete such work and restore the street to its original condition or better, as soon as practicable. In any event, said work shall be completed no later than the date specified in the excavation permit.
- 13.20** The permittee shall not disturb any surface survey monuments or hubs found on the line of excavation work until authorized to do so by the Director of Public Works.
- 13.21** Work materials may be deposited in the street after a permit has been obtained from the DPW, provided such deposits do not reduce the usable

width of the roadway and provided that such material is not other than that to be used in actual roadway construction. In any event, the placing of material shall not seriously interrupt the normal and customary flow of traffic.

- 13.22** Except for emergencies, no party accessing the public rights-of-way shall erect barricades or scaffolds, cover or uncover walk ways, erect or relocate utility poles on sidewalks or roadways or temporary bridges or make any curb cuts or lay or repair a sidewalk without first obtaining a permit from the DPW.
- 13.23** All emergency work must be called into 412-255-2434 within six hours of work commencing 24 hours a day.
- 13.24** Construction markings shall be large enough and spaced enough so as to be seen by a contractor, but not so large as to become a blemish on the pavements. Curb and sidewalk markings of valve boxes and service locations shall be made neatly and be less than 4" square. The over-large paint marks left after work has been completed are a safety concern to the DPW. Marks made on curbs as well as remaining pavement markings must be removed as part of the final site restoration. Markings not removed as part of final restoration which must be removed by the City shall henceforth be charged to the utility as detailed in section 9.4.
- 13.25** Lane striping or other painted and affixed delineators removed by parties accessing the public rights-of-way shall be replaced by such parties before restoration will be considered complete. The parties shall take direction from DPW inspectors as to approved product and applications. Refer to the City's lane striping specifications in Appendix A.
- 13.26** Disturbed areas shall be limited to 200 linear feet of open trench before temporary repairs are required. All trench work more than 30 linear feet

must submit a true and correct drawing to the DPW Inspector prior to work.

- 13.27** No work will be permitted (except for emergencies) on certain streets during special City events, such as the “Great Race” or other special events so designated by the Director of Public Works in conjunction with other City officials.

14. Utility Tag Identification Requirements

- 14.1** Permittees working within the City of Pittsburgh are required to install utility repair tags on all asphalt patches. Utility repair tags are not intended to identify underground utility infrastructure. The utility repair tag requirements are only intended to identify the permittee who is responsible for maintaining the compliance of a roadway patch during the three year guarantee period.
- 14.2** Utility repair tags must be used on any temporary or permanent patch which will be in place for more than thirty (30) days. Utility tag design standards and requirements are established by the DPW but permittees are responsible for ordering and installing utility tags in accordance with the following guidelines:
- a. Utility repair tags must be installed during the final lift of paving. The tags must be pressed into the asphalt before compaction of the final lift commences. All utility tags must be embedded at zero grade tolerance.
 - b. The use of nails to secure tags is prohibited.
 - c. Utility repair tags should not be placed within 12” of any casting unless space does not allow otherwise. Tags should be placed away from direct wheel traffic when possible.

- d. The permittee is responsible for replacing damaged or faded identification utility repair tags throughout the 24 month guarantee period for the patch or trench repair. Beginning in 2016, the guarantee period will be increased to 36 months; tags must be maintained throughout this period.
- e. Utility repair tags must be placed in accordance with the guidelines in Table 1

Table 1: Utility Repair Tag Placement Guidelines

Patch/Trench Length	Tag Placement	
$X < 50'$	1 tag placed in the center of the patch	
$50' \leq X \leq 100'$	1 tag placed at each end of the patch/trench approximately 12" from the edge	All laterals extending from the main patch or trench must have their own tag in the center of the lateral.
$100' < X \leq 400'$	1 tag placed in the beginning, center, and end of the trench, with the beginning and end tags approximately 12" from the edge. An additional tag must be placed at every intersecting street.	
$X > 400'$	1 tag placed at the beginning and end of the trench approximately 12" from the edge, and at 200 linear foot intervals. An additional tag must be placed at every intersecting street.	

15. Core Boring

The procedure for any core boring within City right-of-way is as follows:

- a. Any concrete street or concrete base slab street with a bituminous or brick wearing course built within 5 years will have full slab replacement.
- b. All streets older than 5 years may have two 2" core borings per slab, centered and 2' from any edge or expansion joint. If this is not possible, full slab replacement is required. Full slab replacement is also required for any core

- larger than 2”.
- c. Any core boring in sidewalks will require full slab replacement regardless of the size of the existing sidewalk slabs.
 - d. All holes must be filled with a dig-able non-porous slurry mix topped with 12” class “P” concrete.
 - e. On brick streets, carefully remove existing brick, replace the base patch and reuse the original brick. Please note that ½ brick size is the smallest allowed.
 - f. Asphalt streets will be restored as in line “D” with 4” of asphalt top.
 - g. Before core borings, a Street and/or Sidewalk Opening Permit will be required as well as a Machinery in the right-of-way Permit.

16. Material-Specific Restoration Requirements

16.1 Asphalt Streets

This section does not apply to concrete streets with an asphalt overlay.

Cuts should be kept to a minimum and be reflective of the area which requires work. Cuts shall be clean, edges straight and corners squared off (Full lane replacement). Patches within forty feet (40’) of another must be tied together. All cuts will be properly sealed. Cutbacks shall be consistent with City requirements or work standards provided below. Material shall be disposed of properly, and new material shall meet City quality requirements and be compacted in lifts according to City specifications.

- a. Crowned Streets: If a road is crowned, the utility or contractor who is cutting into the street shall repair the crown in order to maintain good drainage on the street.

- b. Trench Detail: City specifications require that one foot (1') on each side of the cut be repaired so as to preserve the integrity of the street by shouldering. All cuts are full lane replacement. This shall apply to all street types.
- c. Super Elevated Streets: The extent of the replacement shall be determined by such conditions as drainage, traffic movement and existing conditions. The DPW shall make the determination regarding slab/lane replacement requirements.
- d. Offsetting Street Cuts: Separate street cuts, on opposite side of the streets sporadically placed, will require total street surface replacement. This will apply if the street cuts are within forty (40) linear feet of one another.
- e. Street Cut Tie-Ins: In order to avoid a “checker-board” effect, when a street cut is within forty (40) linear feet of another street cut, the cuts shall be tied together, pavement material removed, and a rectangular full lane patch provided. **THIS TIE-IN IS REQUIRED REGARDLESS OF WHEN OR BY WHOM THE PREVIOUS CUT WAS MADE.**
- f. Sealing: All perimeters of asphalt patches shall be sealed with a six-inch wide sealing strip of fiber reinforced sealer.
- g. Longitudinal Cuts: Longitudinal cuts within forty linear feet (40') of one another, shall be repaired continuously, beginning at the first cut and ending with the last longitudinal cut consistent with full lane requirements.
- h. Transverse Cuts Curb to Curb: All cuts shall be rectangular and a transverse cut shall be at a 90-degree angle to the curb. Restoration work will be organized as to lane configurations and consideration will be given to crown or other drainage considerations as to the placement of the utility cut and the restoration work.

- i. Full Lane Replacement Requirement: All cuts require edge of lane to edge of lane roadway replacements. Curb to Curb restoration will be required when the utility cut is made to that street within the first 36 months after paving was completed.
- j. Moratorium Streets: No street openings for planned work will be approved on asphalt streets paved within the last 36 months. All emergency openings are to be restored from curb to curb, starting at the utility cut and ending no sooner than 5' from the end of the trench and no further than the nearest intersection. This section must be milled and paved according to the City standards.
- k. Guarantee Period: Restoration work will be guaranteed for a period of 24 months from the date of final restoration. Any failure of the patch during the guarantee period must be corrected by the permittee within 45 days of being notified by a City representative. In 2016, the City will begin requiring a 36 month guarantee period for all patches in the right-of-way.

16.2 Concrete Streets and Concrete Streets with Asphalt Overlay

- a. Replacement Requirements: If a concrete slab or base slab is disturbed by a utility cut or cuts, then full slab or base slab replacement is required.
- b. Partial Replacement: The contractor may be allowed to replace only half the slab or base slab, at the discretion of the DPW.
- c. Drainage (subsurface, curb drains, etc.): If as a result of the utility cut work, the drainage system is disturbed, then restoration will be required so that the existing drainage system is repaired and functioning.
- d. Sidewalk Curbs/Slabs: Sidewalk, curbs and slabs must be placed separately. New construction curb reveal must be at a minimum of seven

inches from ordained grade; and curb depth of 24". All joints must be sealed with appropriate joint seal material (See City Standards). Monolithic curbs are discouraged and must be approved in advance by a DPW Inspector. Call the DPW inspector for deck curb procedures.

- e. Surface Sealing: All concrete surfaces shall be sealed after they have been cured for 28 days. The contractor shall be responsible for sealing slabs according to City specifications.
- f. Bituminous overlay repair: The bituminous overlay portion of this section is to be removed one foot from all adjacent slabs and replaced. All transverse and longitudinal joints are to be re-sawed and sealed.
- g. Moratorium Streets: No street openings for planned work will be approved on concrete streets and concrete streets with asphalt overlay paved within the last 60 months. All emergency openings are to be restored from curb to curb, starting at the utility cut and ending no sooner than 5' from the end of the trench and no further than the nearest intersection. This section must be restored according to the City standards.
- h. Guarantee Period: Restoration work will be guaranteed for a period of 24 months from the date of final restoration. Any failure of the patch during the guarantee period must be corrected by the permittee within 45 days of being notified by a City representative. In 2016, the City will begin requiring a 36 month guarantee period for all patches in the right-of-way.

16.3 Brick and Blockstone Streets

- a. City Standards: Follow standards of concrete streets with inspector's final approval.
- b. Overlays: A DPW inspector will inspect the street in order to determine whether a street should be repaired, restored and/or paved over. The City will make the determination as to the appropriate repair of brick and

blockstone streets. Brick or blockstone streets that are to be repaved with asphalt must be agreed to, in writing, by a majority of the property owners and with permission of the Director of Public Works on the segment of the street that is being considered for repaving.

- c. Brick Work: Efforts must be taken to match the color of the brick and the pattern in which it is laid. Utility companies, as part of their cutting, should save all bricks and store them securely so that they can be reused. If the situation exists where a permittee is digging into a City street and discovers bricks that are buried, the contractor or utility should notify Public Works of this so that the City may come and recover these bricks for use in future restoration jobs. For full street restoration, if brick or blockstone are to be removed, they shall be delivered to a city determined location.
- d. Brick Streets and brick crosswalks within the Central Business District (CBD): will be repaired in accordance with construction requirements of the Department of Public Works, Bureau of Transportation & Engineering (BTE), (412)-255-2733 and will be reviewed by inspectors from that department.
- e. Moratorium Streets: No street openings for planned work will be approved on brick and blockstone streets paved within the last 60 months. All emergency openings are to be restored from curb to curb, starting at the utility cut and ending no sooner than 5' from the end of the trench and no further than the nearest intersection. This section must be restored according to the City standards.
- f. Guarantee Period: Restoration work will be guaranteed for a period of 24 months from the date of final restoration. Any failure of the patch during the guarantee period must be corrected by the permittee within 45 days of being notified by a City representative. In 2016, the City will begin requiring a 36 month guarantee period for all patches in the right-of-way.

17. Moratorium

17.1 Permission to excavate in newly constructed or renovated streets will not be granted for three years after completion of street construction or renovation for asphalt streets and five years for concrete or concrete base streets with an asphalt or brick wearing course. Upon written request, after being reviewed by DPW, permission to excavate in these moratorium streets may be granted by the Director of Public Works when one of the following conditions is met:

- An emergency that endangers life or property
- Interruption of essential utility service
- Service for buildings where no other reasonable means of providing service exists
- Work that is mandated by City, State or Federal legislation

17.2 In circumstances where permission to excavate is granted, excavations made in moratorium streets shall be permanently patched according to the current City specifications to include but not limited to curb-to-curb restoration. Only the Director has the authority to grant exceptions to this rule and requests for variances must be submitted in writing to DPW for review.

18. Inspections

The DPW, through a uniform and responsive inspection process, can assure that work in the rights-of-way is completed in accordance with current City standards and national codes for reconstruction and site restoration. The objective of the Department's inspection effort is to insure that the City infrastructure is preserved, public safety is maintained and that restoration-related callbacks are

minimized. If you have any questions about this section, please call your DPW inspector at 412-255-2518 or 412-255-2434.

18.1 Quality Control Inspection

- a. DPW inspectors may serve as liaison among entities who access the public rights-of-way to advise on construction standards, to coordinate activities between permit holders, and to advise on the procedure for restoration.
- b. Inspection will be provided by the DPW inspectors, and assisted by other City officials as necessary and appropriate.
- c. DPW inspectors shall inspect the restoration of the right-of-way, and shall monitor backfilling, compaction, repaving, and hazard protection.
- d. DPW inspectors will inspect to ensure that all restoration shall result in a condition equal to or better than that which existed prior to construction.

18.2 Method of Inspection

Some inspections will be on-going throughout the course of a job whereas other inspections may be made only after completing a phase of the work. The following considerations will apply.

- a. All parties accessing the public rights-of-way will notify the City inspector of their work schedule(s) prior to the start of those activities.
- b. Inspectors will establish with the requisite permit holder(s) a schedule of inspection before excavation is started and before restoration is complete.
- c. Inspectors shall monitor all work in the City's right-of-way to ensure proper permitting is on site.
- d. Inspector will have available the applicable City standards for restoration, as necessary.
- e. Inspector(s) will constantly communicate with the DPW and other City officials, as appropriate.
- f. Inspectors will organize and review all City permits and PA One-Calls for

- their respective permit holders on a daily basis, as appropriate.
- g. Inspectors may require materials testing should conditions warrant.

19. Failure to Comply

Where any person working in the City right-of-way fails to comply with the City Code of Ordinances, and/or with the procedures set forth herein, and/or with the terms or conditions of any permit issued by the City, the City, without waiving any rights or remedies it may have in law or equity, may invoke against such person the sanctions, remedies, penalties and extra fees set forth in the Pittsburgh Code of Ordinances, Title Four, Article I, Chapter 415, Sections 415.13, 415.14 and 415.15, reproduced below:

19.1 Work Without a Permit (§ 415.13)

- a. **Non-emergency situations:** Except in the case of an emergency, any person who fails to obtain all permits required under this Article before commencing any opening or excavation of a sidewalk is subject to immediate termination of work, and is responsible for the costs of all mitigating and restorative work required by the City. If the Director of the Department of Public Works determines that allowing the work to proceed is in the best interests of the City, the person performing the opening or excavation must subsequently obtain all required permits, paying triple the normal fees for said permits, pay triple all the other fees required by the Code, deposit with the Department of Public Works the fees necessary to correct any damage to the rights-of-way and comply with all of the requirements of this Article.
- b. **Emergency situations:** Any person registered under this Article and owning any facilities permitted under this Article may take whatever actions it deems

necessary in order to respond fully to an emergency regarding its facilities. The registrant shall immediately notify the City of any such emergency, and shall obtain all required permits at the earliest opportunity. Emergency permits shall be exempt from paying additional fees as penalties, but are subject to all normal fees. The Director of the Department of Public Works may take whatever action it deems necessary in order to respond to the emergency, the cost of which shall be borne by the registrant whose facilities occasioned the emergency.

19.2 Revocation of Permits (§ 415.14)

- a. The City reserves its right, as provided herein, to revoke any permit, without refunding any fees already tendered, in the event a registrant fails to comply with the terms and conditions of any City Code ordinance, rule or regulation, or any condition of the permit.
- b. If the City determines that the registrant has failed to comply with a term or condition of any statute, ordinance, article, rule, regulation, or any condition of the permit, the City shall make a written demand upon the registrant to remedy such failure. The demand shall state that continued failure to comply may be cause for revocation of the permit.
- c. Within twenty-four (24) hours of receiving notification of failure to comply, the registrant shall provide the City with an accepted plan for correction of such failure. Registrant's failure to so contact the City, or the registrant's failure to submit or implement an acceptable plan, shall be cause for immediate revocation of the permit.

- d. If a permit is revoked, the registrant shall reimburse the City for the City's reasonable costs, including mitigating and restorative measures and reasonable attorneys' fees incurred in connection with such revocation.

19.3 Probationary Status (§ 415.15)

- a. Any registrant who fails to comply with the conditions of this Article or who has had a permit revoked for cause shall be deemed to be on probation. The probationary period shall be in effect for one (1) year from the date that a person has been notified in writing that they are on probation.
- b. Permit fees for a registrant on probation shall be tripled during a probationary period.
- c. If, while on probation, a registrant fails to comply with any requirement of a permit granted under this Article, the permit automatically will be revoked, and the person will not be issued further permits for one (1) calendar year, except for emergency repairs.

20. Appendix A: Utility Paving Specifications

PAVERLAID HOT-MIX PAVING SPECIFICATIONS FOR UTILITY RESTORATION REVISED: MAY 2014

All bituminous (asphalt) for City of Pittsburgh streets must be produced by a State approved vendor. The list of vendors can be found in State Contract 5610-36. The City of Pittsburgh requires paving material to be HMA 9.5mm for Wearing course and 19mm for the Binder course pursuant to PA DOT Publication 408/ 2207 Section 401 Table A (metric) Table B. **Note: the City requires an ESAL level of no less than 3 to 30 million ESAL. All mix designs should be faxed to 412-622-6944 for approval and include a cover sheet with the utility company name, the contractor's name, the contact person and phone number.**

PennDOT's Specification 408 will be used for lay down and compaction procedures.

The City of Pittsburgh reserves the right to test the paving material at the Asphalt Testing Laboratory located at 4501 Centre Avenue. The City's inspection team will check the compaction, milling, and material dept.

The City of Pittsburgh requires the paving contractor to provide a copy of all material delivery tickets.

Milling Operation for Primary Streets

All milling is to be completed to a depth of 4"

Paverlaid hot-mix paving

The 19mm **3-30** Binder course will be applied in a 2.5 inch compacted layer.

The 9.5 mm **3-30** Wearing course will be applied in a 1.5 inch compacted layer.

Note 1: Bus routes: the City requires (76-22) otherwise (64-22) is acceptable.

Note 2: Contractors will be required to install wedge curbs on unimproved streets per direction from the City.

Note 3: Contractors will be required to saw and seal over expansion joints of streets that were originally installed as concrete.

Milling Operation for Secondary Streets

All milling is to be completed to a depth of 3.5"

Paverlaid hot-mix paving

The 19mm Binder course will be applied in a 2 inch compacted layer.

The 9.5 mm Wearing course will be applied in a 1.5 inch compacted layer.

The City of Pittsburgh reserves the right to test the paving material at the Asphalt Testing Laboratory located at 4501 Centre Avenue. The City's inspection team will check the compaction, milling, and material depth.

All curbs, utility castings, and any cold transverse joints shall be sealed with AC-20 immediately after the wearing course is placed.

The contractor is responsible for the placement of all pavement markings required by the City of Pittsburgh.

Contractor is to use hot thermoplastic pavement markings that are sixty (60mm) millimeters thick per Penn DOT Publication 408 section 960 (current edition). The following are the sizes and types to be used:

1. 4" double yellow for center lines
2. 6" white for lane lines
3. 24" or 12" white for cross walks
4. 18" white for stop bars

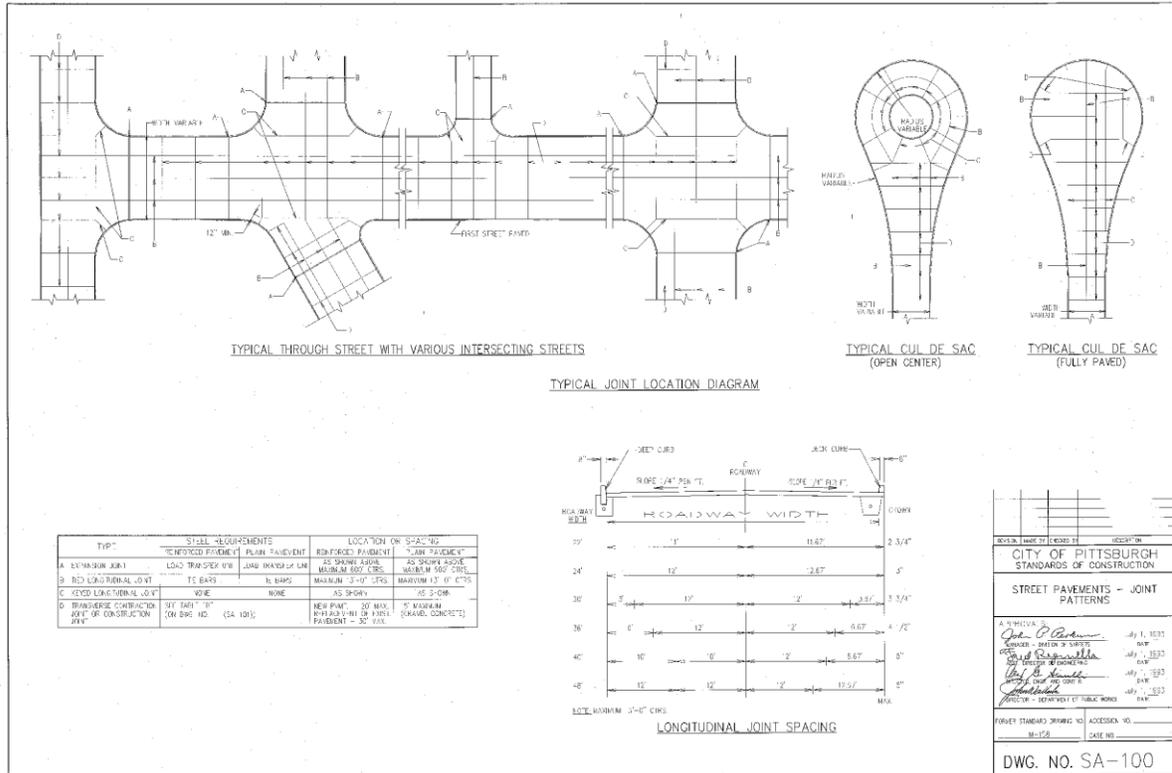
Stencils will need to be replaced in kind and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

The Contractor is to follow manufacturer's application procedure when placing the markings.

The final disposition of the marking will be decided by the City of Pittsburgh/Department of Public Works Traffic Supervisor or his/her designee.

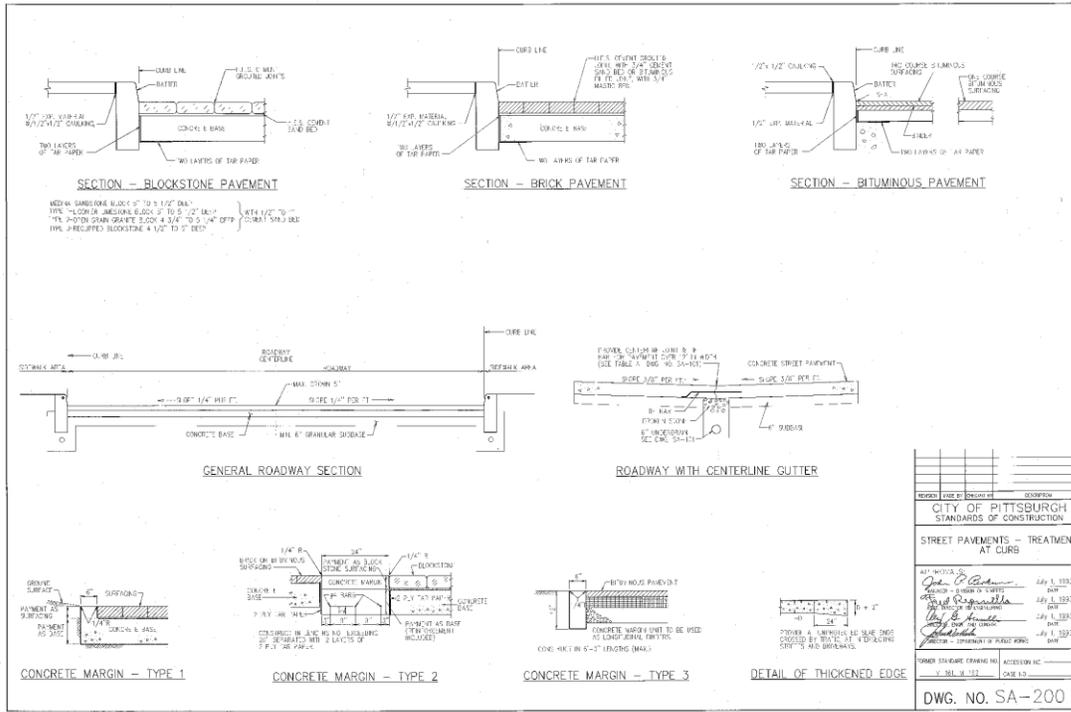
21. Appendix B: Street Pavements – Joint Patterns (DWG. NO. SA-100)

Click on the picture below to download this file and open it in pdf format.



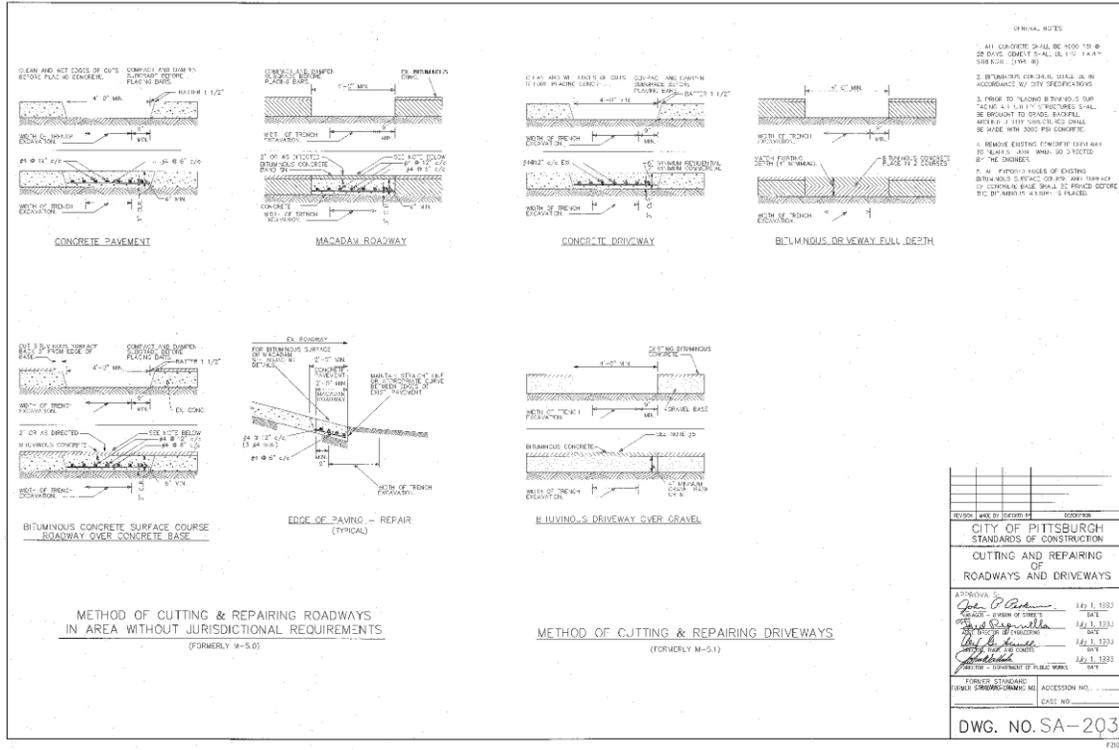
23. Appendix D: Street Pavements – Treatment at Curb (DWG. NO. SA-200)

Click on the picture below to download this file and open it in pdf format.



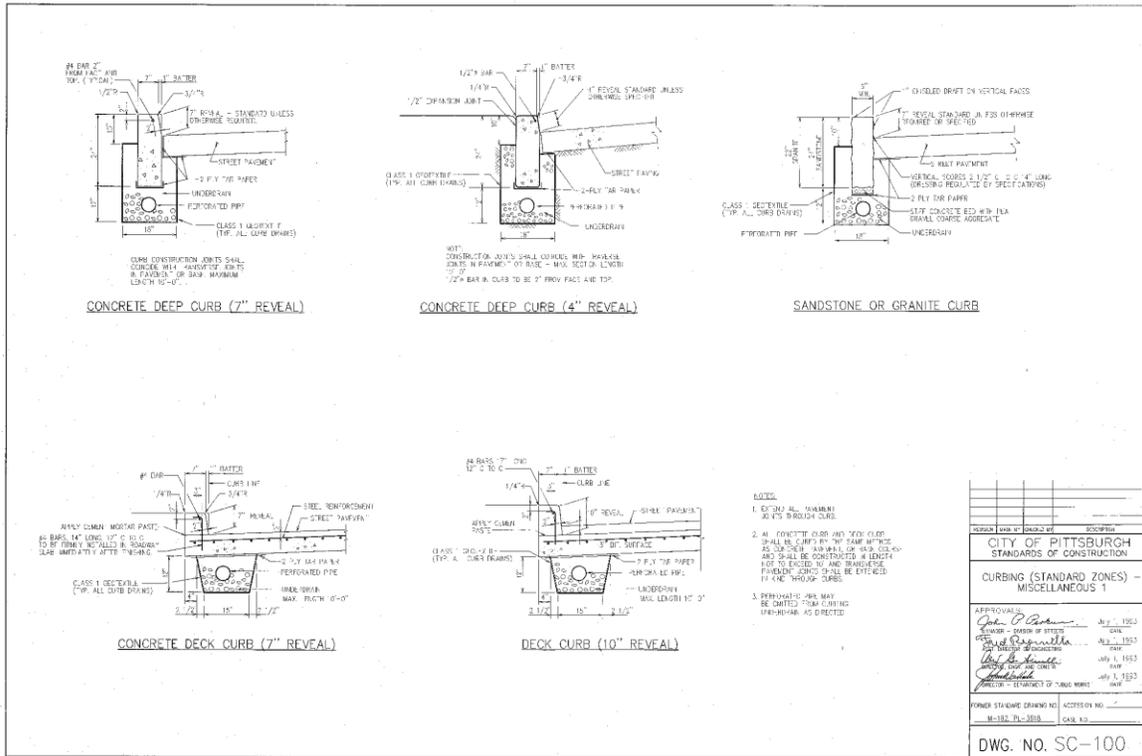
25. Appendix F: Cutting and Repairing of Roadways and Driveways (DWG. NO. SA-203)

Click on the picture below to download this file and open it in pdf format.



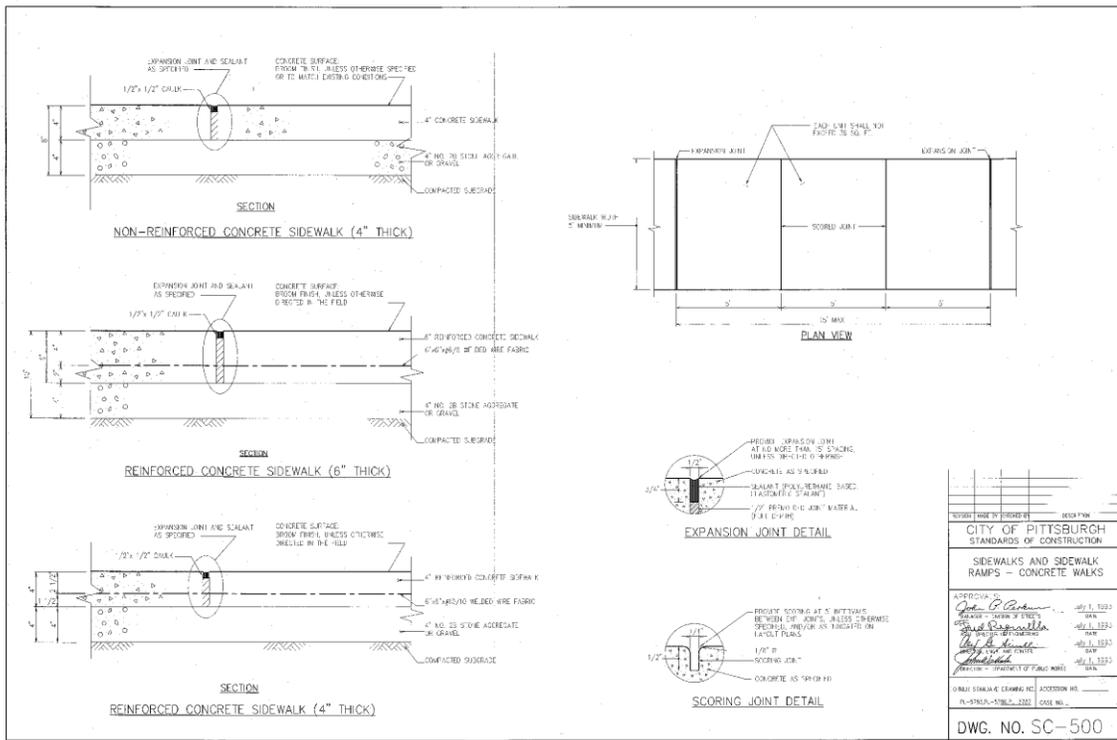
26. Appendix G: Curbing (Standard Zones) – Miscellaneous 1 (DWG. NO. SC-100)

Click on the picture below to download this file and open it in pdf format.



28. Appendix I: Sidewalks and Sidewalk Ramps – Concrete Walks (DWG. NO. SC-500)

Click on the picture below to download this file and open it in pdf format.



29. Appendix J: Sidewalks and Sidewalk Ramps – Special Zone Sidewalks (DWG. NO. SC-501)

Click on the picture below to download this file and open it in pdf format.

