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**UTILITY PERMIT APPLICATION FORM**

ROAD NAME: \_\_\_\_\_ ROUTE NO. \_\_\_\_\_ DATE: \_\_\_\_\_

AREA/ADDRESS: \_\_\_\_\_

COMPANY NAME/INDIVIDUAL: \_\_\_\_\_

\_\_\_\_\_  
(Mailing Address)

A. REQUEST PERMISSION TO: \_\_\_\_\_

B. LOCATION OF WORK: \_\_\_\_\_

C. CONTRACT OR REFERENCE NUMBER: \_\_\_\_\_  
(Contract, Drawings, Etc.)

D. Anticipated Starting & Completion Dates: \_\_\_\_\_

E. Estimated Number of Actual Work Days Needed: \_\_\_\_\_

F. Traffic Control Manager: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**MINIMUM REQUIREMENTS FOR UTILITY PERMIT SUBMITTAL:**

- A. Three (3) copies of permit application.
- B. Three (3) copies of an 8 ½ x 11-inch vicinity sketch with the work area highlighted.
- C. Three (3) sets of plans for the work within the St. Mary's County Right-of-Way.
- D. Three (3) copies of a Traffic Control Plan or applicable standard.
- E. **\$25.00 Application Fee per User Fee Schedule adopted by the Board of County Commissioners on July 1, 2005.**

**Items A-D to be submitted as three (3) packages to the following address:**

St. Mary's County Dept. Public Works & Transportation  
County Highways Division  
Traffic Supervisor  
P.O. Box 508  
California, MD 20619

ST. MARY'S COUNTY GOVERNMENT  
DEPARTMENT OF  
PUBLIC WORKS & TRANSPORTATION

John B. Norris III, Esq.  
Director



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President  
Michael R. Alderson, Jr., Commissioner  
Eric S. Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Scott R. Ostrow, Commissioner

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COUNTY HIGHWAYS DIVISION  
UTILITY PERMIT CONDITIONS

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So far as St. Mary's County (SMC) has the right and power to grant same, to perform limited work within various County rights-of-way as assigned by individual permit applications submitted and approved. All work described on various applications shall be performed in accordance with the provisions of this Master Permit and the special requirements outlined in the assigned Job-Specific Permit. No work other than that specifically authorized under each assigned Job-Specific Permit may be conducted pursuant to this Master Permit. In the event of a conflict, the provisions of the Job-Specific Permit shall apply.

A copy of this permit must be on all job sites at all times during performance of work covered under this permit in conjunction with the corresponding job-specific permit. Work hours are as specified in the Job-Specific Permit. The Permittee is responsible for compliance with all applicable County, State and Federal ordinances, regulations, laws, executive orders or restrictions, including, but not limited to, sediment control regulations.

**I. GENERAL PROVISIONS**

**A. NOTIFICATIONS**

1. **At least twenty-four hours prior to starting any work under this permit**, Permittee shall furnish St. Mary's County with the name of its representative on the job. At this time, Permittee will obtain from the Traffic Supervisor an authorization number, which must be on site with this permit at all times when work is being performed.
2. Forty-eight (48) hours advance notice must be provided by Permittee to *Miss Utility* at (800) 257-7777, and/or such other utilities or location services as required by law, before commencing any excavation.
3. The Permittee is responsible for contacting the Maryland Forest Service prior to the start of construction in order to comply with the Roadside Tree Care Section of the Annotated Code of Maryland.

**B. DESIGN**

1. Design and construction associated with this permit shall be performed in conformance with the practices, procedures, and policies of the following publications:
  - a. Standard Specifications for Construction and Materials - Maryland Department of Transportation - State Highway Administration – as amended;
  - b. General Provisions of Construction Contracts – latest edition;
  - c. Book of Standards, Highway and Incidental Structures, as amended;
  - d. St. Mary's County Road Ordinance, as amended; and
  - e. Manual on Uniform Traffic Control Devices (MUTCD), latest edition.
2. Permittee is responsible for compliance with all applicable laws, ordinances, executive orders and regulations including, but not limited to, those of the Federal Highway Administration, the Maryland Public Service Commission, the National Electric Safety Code, the Maryland Occupational Safety and Health Administration, planning and zoning boards or commissions, U.S. Department of the Interior, U.S. Army Corps of Engineers, the Maryland Board of Public Works, Department of Natural Resources, and the Maryland Department of the Environment. This permit **does not** release the Permittee from procuring any additional permits licenses or authorizations which these or other agencies may require to complete the work authorized under the Job-Specific Permit.
3. In the event that future road improvements require the removal and/or adjustment of this installation, the cost shall be borne by the Permittee. The relocation and/or adjustment of any public or private utility shall be the responsibility of the Permittee.

4. It is agreed and understood that significant deviation from the plans submitted shall be reported to the Traffic Supervisor, and a revised plan showing the changes made shall be submitted for approval.
5. If any work under this permit is to be performed in any proximity of a St. Mary's County Highway **construction project**, or will have any effect whatsoever on any work performed on a St. Mary's County construction project, or will effect Maintenance of Traffic concerning any other roadway network system in conjunction with any St. Mary's County construction project, the Permittee is required to notify the Project Engineer for that project at least 48 hours in advance of any commencement of work and is, therefore, required to coordinate all work performed under this permit with the Project Engineer.
6. If any work under this permit is to be performed in any proximity of a St. Mary's County Highway **maintenance project**, or will have any effect whatsoever on any work performed on a St. Mary's County maintenance project, or will affect Maintenance of Traffic concerning any other roadway network system in conjunction with any St. Mary's County maintenance project, the Permittee is required to notify the Traffic Supervisor at least 48 hours in advance of any commencement of work and is, therefore, required to coordinate all work performed under this permit with the Traffic Supervisor.

#### C. MAINTENANCE OF TRAFFIC

1. General Provision - The Permittee shall be required to adhere to the provisions of the Manual on Uniform Traffic Control Devices (MUTCD), latest edition, including, but not limited to, Part IV, and to Section 104 of the Maryland DOT Standard Specifications for Construction and Materials, including all revisions and supplements to each.
2. Special Provisions
  - a. The purpose of this portion of the Special Provisions is to set forth the site specific traffic control requirements for this project.
  - b. Any changes to these special Provisions will be noted on the Supplement To: Maintenance of Traffic Special Provisions Sheet(s), if included.
  - c. Specific Signing Instruction - Sign details are available from the Traffic Supervisor.
    - (1) Construction Identification signs (Hat and Shovel) G21-3(1), G21-3(2), or G21-3(3) shall be installed and maintained by Permittee at each approach and end of all projects greater than two months in duration, unless otherwise noted or directed by the Traffic Supervisor/Engineer in writing.
    - (2) Where specified, substitute the ROAD CONSTRUCTION (W20-1) sign with the ROAD WORK (W21-4) sign; and the END CONSTRUCTION (G2002) sign with the END ROAD WORK (G20-2a) sign.
    - (3) SHOULDER DROP-OFF signs shall be placed and maintained by Permittee in advance of any "shoulder drop-off", defined as in "e" below as "Pavement Drop-Off", and spaced at appropriate intervals throughout the area of any shoulder drop-off.
    - (4) Where longitudinal paving joints are left exposed to traffic, Permittee shall erect and maintain warning signs indicating UNEVEN PAVEMENT. They shall be placed in advance of the uneven joints and spaced at appropriate intervals, as set forth in the SHA Standard Specifications and the MUTCD, throughout the area of the uneven longitudinal paving joint.
    - (5) Where lateral paving joints are exposed to traffic, the warning sign message shall be erected and maintained by Permittee.
    - (6) When milling a pavement, (removing the top layer to smooth the roadway) a ROUGH ROAD (W8-8) sign or a GROOVED PAVEMENT (W8-8a) sign, as the warning message.
    - (7) Along two and three-lane, bi-directional roadways where a standard centerline is not provided and passing is not permitted (due to resurfacing, etc), the Permittee shall erect and maintain DO NOT PASS (R4-1) signs at the beginning of such zones along the right side and at appropriate intervals throughout the project.
    - (8) A NO PASSING ZONE pennant (W14-3) shall be erected and maintained by the Permittee at the beginning of such zones defined in Section A.2.C(7), hereof, on the left-hand side of the roadway across from the first DO NOT PASS sign. The NO PASSING ZONE pennants shall be used only at the beginning of such zones and shall not be placed at intermediate points throughout the zone.
    - (9) Standard no passing center lines may be installed at the direction of the Traffic Supervisor if the Traffic Supervisor determines at his/her sole discretion, site conditions

and, (at a particular location) past accident history indicates that this would be a prudent thing to do.

- (10) When complete pavement markings are not in place and passing may be permitted, Permittee shall erect and maintain sign(s) indicating WARNING: PASSING ZONES UNMARKED (W14-3a) with supplemental plate "NEXT X MILES". These signs shall be placed in advance of the unmarked zone and at appropriate intervals throughout the unmarked zone where passing is permitted.
  - (11) Type VI (vinyl microprismatic) retro-reflective sheeting conforming to Federal Highway Administration's Standard Specifications for Construction of Roads and Bridges and ASTM D 4956 is acceptable for use on roll up signs and channelizing devices.
- d. Work Restrictions
- (1) SMC reserves the right to modify and/or expand the methods of traffic control specified and to restrict working hours if, in the reasonable opinion of the Traffic Supervisor, the Contractor's operations are a detriment to the safe and efficient flow of traffic.
  - (2) Work is not permitted on Saturdays, Sundays or National Holidays, unless otherwise allowed by the Traffic Supervisor. The National Holidays mentioned are listed in Appendix A, which is hereby incorporated by reference. These National Holidays may or may not be the same as the State holiday.
  - (3) Additional work restrictions, if any, will be noted on a *Supplement to Maintenance of Traffic Special Provision Sheet(s)*, which is hereby incorporated by reference.

e. Pavement Drop-off

During construction and maintenance activities involving pavement surface work, it often becomes necessary to maintain traffic along-side or near lanes and shoulders having different elevations. Special traffic control devices are needed to safely guide traffic through such areas, and the traffic control requirements are described in these guidelines. In the event these provisions conflict with the requirements of the publications listed at Part I.B (1) of this Permit, the more restrictive, more onerous or safer requirements shall apply.

- (1) Drop-off of two inches or less:
  - (a) Pavement elevation differences of two inches or less may be freely crossed by traffic. Drop-offs of two inches or less shall be indicated to traffic through the use of the UNEVEN PAVEMENT warning sign erected and maintained by the Permittee as set forth in this Permit with respect to longitudinal joints.
- (2) Drop-offs greater than two inches but not greater than five inches:
  - (a) Pavements with vertical elevation differences exceeding two inches but not exceeding five inches shall be marked with drums or other suitable channelizing devices so as to prevent traffic from crossing from one area to the other. The Permittee shall be responsible for erecting and maintaining such channelization device(s).
  - (b) While it is intended that traffic traveling in the same direction drive to one side of the drop-off or the other, such traffic may be permitted to drive along both sides under *properly controlled conditions* as approved in writing by the Traffic Supervisor, but such traffic may *not be permitted to freely cross*.
  - (c) Such drop-offs may be provided with an abutting wedge with a minimum slope of 3:1. Pavement drop-offs not exceeding five inches that are provided with wedges may be freely crossed by traffic. The standard word-message or symbol UNEVEN PAVEMENT warning sign shall be erected and maintained by the Permittee and shall be used where traffic is allowed to cross, as set forth in this Permit with respect to longitudinal joints.
  - (d) Such drop-offs along which traffic passes in opposite directions shall be marked and maintained by the Permittee with drums or other suitable channelizing devices and traffic shall not be permitted to cross.
- (3) Drop-offs exceeding five inches:
  - (a) Pavements drop-offs exceeding five inches, if next to a lane of traffic or within twelve feet of a lane of traffic, shall be provided with a positive barrier acceptable to the Traffic Supervisor to preclude crossing the drop-off throughout the entire length. Permittee shall be responsible for the erection, anchoring, maintenance and repair with respect to this barrier.

- (b) Unused pavement areas, and pavement areas exceeding twelve feet in width along which a positive barrier is not placed, shall be marked with drums or other suitable channelizing devices.

3. Traffic Control

- a. It shall be the responsibility of the Permittee to ensure that all lights, signs, barricades, etc., are erected and maintained in accordance with Part VI of the U.S. Department of Transportation/Federal Highway Administration Manual on Uniform Traffic Control Devices and its latest official rulings. This manual is available at a nominal charge from the Superintendent of Documents, U. S. Government Printing Office, Washington, D.C. 20402. In addition, all lights, signs, barricades, etc. shall be in accordance with the approved Traffic Control Plan and State of Maryland Department of Transportation and SHA Traffic Control Standards, 104, as applicable to the specific construction.
- b. Flashing arrow boards as early warning devices (see State Highway Administration Interim Specifications for arrow board requirements) shall be used whenever a lane is closed, unless considered unnecessary by the Traffic Supervisor.
- c. Under certain circumstances, a variable message sign (VMS) may be required. If required, the corresponding job-specific permit will provide details about what message must be displayed, how much advance notice must be given, etc. Any such provisions of the Job-Specific Permit are hereby incorporated by reference.
- d. All personnel used for flagging shall be properly dressed and qualified to perform flagging operations as outlined in the MUTCD.

D. SAFETY

- 1. Cuts or excavation will not normally be permitted to remain open overnight or at any time when work is not in progress at the cut or excavation area. Suitable protective measures, approved by the SMC, will be required at any excavation.
- 2. All equipment and material shall be **removed** from the SMC right-of-way or, at the discretion of the Traffic Supervisor, located a minimum of thirty feet (30') from the edge of the existing traveled pavement of SMC roadway during non-working hours and when not being used in daily construction operations. In no case will construction material or equipment be allowed to remain in the median or a divided highway when the materials or equipment is not in use.
- 3. Private automobiles and non-essential construction vehicles shall not be parked on the SMC right-of-way. The Permittee shall warrant compliance with this provision and shall transport workers to the job site from a safe parking site procured by the Permittee.
- 4. All mud and debris tracked or spilled on the County highway shall be removed by Permittee promptly and, at least, to the satisfaction of the Traffic Supervisor to eliminate potential hazards.
- 5. Permittee shall take all necessary precautions, particularly in freezing temperatures, to keep water off the traveled lane.
- 6. No excavated or construction material shall be stored within thirty feet (30') of the edge of the existing traveled pavement. Permittee shall further store material in a way which does not reduce driver sight distances nor interfere with roadway drainage.

E. PROTECTION OF HIGHWAYS

- 1. No metallic tread equipment shall be driven or towed on any SMC road surface or surfaced shoulder.
- 2. Material or equipment not provided with wheels will not be dragged or skidded across paved surfaces.
- 3. No excavated or backfill material is to be placed or stockpiled on any improved surface within the jurisdiction of SMC.

F. QUALITY CONTROL

- 1. The work hereby permitted shall be done under the supervision and to the satisfaction of the Traffic Supervisor, said Traffic Supervisor reserving full control over said roads or highways and the subject matter of this Permit. Effective on-site inspection shall be provided by the Permittee at all times to ensure compliance with the specification, plans and this Permit.
- 2. Work areas shall be maintained daily in a neat and clean condition. The Permittee will be responsible for maintaining this facility in a safe working condition.

3. At the sole expense of Permittee, Materials Testing shall be performed on all backfill placed within the roadway and shoulder areas. The individual performing the testing shall be certified or the testing shall be performed by a certified testing agency.
  4. Density requirements shall be as follows: (reference MD specifications section 204.03.04)
    - Material 1 ft. below the top of sub-grade shall be compacted to not less than 92% of the maximum dry density as specified in the T 180.
    - Material in the top 1 ft. shall not be compacted to less than 97% of the maximum dry density.
  5. The frequency of testing shall be one test for every other layer of backfill required per 100 ft.
  6. A soils testing report demonstrating compliance with material density, type and placement requirements shall be submitted for approval to the Traffic Supervisor prior to the release of any permit.
- G. DRAINAGE - All drainage structures must function while work under this Permit or the Job-Specific Permit is in progress, as well as, upon completion of work. Storm drain facilities; including, but not limited to, pipe, inlets, headwalls, underdrain, and ditches etc., if damaged, shall be replaced "in kind" in accordance with SMC publications heretofore referenced. Should any disturbances be made to the existing surface drain ditches, it will be necessary to restore the drainage ditches to their original condition and to leave them in a neat and orderly condition to the satisfaction of the SMC Traffic Supervisor. All stream beds must be left free of debris so as to provide for a free flow of water at all times. Concrete ditch reconstruction shall be in accordance with standards.
- H. VALVES AND MANHOLES - When valves or manholes are placed in the SMC Right-of-way, St. Mary's County shall not be responsible for repair to the structure. The Permittee shall assume the full responsibility for injury to SMC personnel and damage to its equipment as a result of SMC's equipment striking these types of structures.

## II. SPECIAL PROVISIONS

- A. EROSION AND SEDIMENT CONTROL - The Permittee is required to install and maintain all sediment control devices as specified in the assigned job-specific permit or any other permits which have been or should have been obtained by the Permittee.
- B. TRAFFIC SIGNALS
1. All agencies having jurisdiction over the traffic signals involved must be notified a minimum of seventy-two hours before the start of construction work in order to ascertain the location of detectors and/or the conduit runs and associated traffic equipment. Care shall be exercised when working adjacent to traffic signal poles.
  2. To determine the locations of underground power sources for SMC signs and street lighting, contact the St. Mary's County Highway Maintenance Facility.
  3. Permittee shall provide suitable replacement temporary safety equipment during the interim period between excavation and completion of backfill operations for all signs and traffic and pedestrian control devices removed from service or blocked from view to conduct work authorized under the Job-Specific Permit.
- C. SHEETING - Where the distance of the roadside edge of any excavation is less than the depth of the excavation, tight sheeting will be required. The roadside face must be tightly sheeted and braced securely against skeleton sheeting on the opposite or far side of the excavation. When, in the opinion of the Traffic Supervisor, field conditions dictate, tight sheeting may be required. The Permittee shall install all tight sheeting, when required, in accordance with all MOSHA requirements. All wood sheeting is to be left in place and cut off one foot below the finished grade. Metal sheeting systems may be used with prior approval and pulled only as fully compacted fill progresses. If the excavation is to be left open, it must be tight sheeted and Traffic Supervisor notified. A trench box support may be used with the prior approval of the SMC Department of Public Works.
- D. STEEL PLATES - Whenever steel plates must be used, the following provisions will apply:
1. The Traffic Supervisor shall be notified at least 48 hours in advance of any steel plates, being placed in the roadway. Steel plates will not be left in the roadway longer than five calendar days, without permission of the Traffic Supervisor.

2. All steel plates must be at least one inch (1") thick and firmly held in place with pins when used.
3. Steel plates must be large enough to allow a minimum of one foot (1') of bearing on three sides of the trench.
4. Bituminous concrete cold mix must be used on all edges of the steel plate to minimize the hazard to the traveling public. Cold mix must be tapered from the height of the steel plate to the existing road surface for a minimum distance of one foot (1').
5. From October 1 to April 1 all steel plates are to be marked with a stake placed in the grass parallel to the edge of the steel plate facing on-coming traffic for identification during snow events. Both sides of the stake shall be painted **International Orange**.
6. Should an emergency condition occur that SMC forces must correct, the Permittee will be charged for any repairs made by our forces.
7. At the discretion of, and upon the order of the Traffic Supervisor, steel plates shall be required to be recessed flush with the surrounding pavement and pinned in place.

E. SIGNING: STEEL PLATES

1. When steel plates are used to bridge open cut excavations within SMC pavement areas, signs shall be placed approximately 500 feet in advance of the steel plates.
2. Location and spacing of these signs will depend on field conditions and is subject to approval by the Traffic Supervisor.
3. Signs shall conform to MUTCD specifications.

F. BACKFILL

1. Backfill shall be placed in six inch layers and shall be mechanically compacted in accordance with SMC specifications. When the trench is located within the paving section or the shoulder area, the backfill will be placed to within one foot of the top of the specified patch depth; the remaining depth of the trench shall be backfilled with dense graded aggregate and compacted and approved by SMC before repairing the road, or as specified in the assigned job-specific permit.
2. State-certified flowable fill may be required as backfill as identified in the Job-Specific Permit, or as directed by the Traffic Supervisor.

G. ROAD REPAIR AND RESTORATION

1. Standard No. MD 578.01 (attached) shall be used as a guide for all roadway repair work. SMC reserves the right to change any permit repair specifications. Maryland 578.01 is a **minimum guideline only**.
2. Concrete Roadway: All improved roadway pavement disturbed is to be replaced with at least a ten-foot length of reinforced concrete patch or to the length required by State Highway Administration's Book of Standards, Standard No. MD 578.01 (attached) and placed in accordance with standard requirements of SMC. **Concrete Mix No. 7 will be used.** Curing of the Concrete patch shall be in compliance with State Highway Administration's Specifications. In the event the edge of the trench is within six feet of a construction joint, the reinforced concrete patch must be extended to the construction joint. All trenches must be sawed full depth with a concrete saw. The roadway openings must be compacted as specified under "Backfill" Section of this permit. SMC may, at its discretion, allow a temporary patch of bituminous concrete for a short period of time. The period of time for the temporary patch shall be a maximum of twenty-one days, subject to weather conditions allowing the work to be completed. It will be the Permittee responsibility to contact the appropriate county government department to obtain the necessary permit, licenses or approvals for all work involving the disturbance of sidewalks.
  - a. Accelerator for Concrete Pavements – When, in the opinion of SMC, a concrete accelerator is required, the accelerator shall be approved by the SMC and used in accordance with manufacturer's specifications to obtain 350 p.s.i. split tensile strength within 12-16 hours.
4. Bituminous Concrete Roadway: All conditions, as indicated under Concrete Roadway, shall be applicable, except that the minimum length of concrete patch will be at least six feet and a minimum of ten inches deep. The concrete patch shall be overlaid with Bituminous Concrete as follows: (2") Surface Hot Mix Asphalt, thoroughly compacted in accordance with State Highway Administration Specifications.

- H. **SHOULDERS** - All disturbed shoulder areas shall be replaced with the same type of material that existed prior to the work under this permit unless specified otherwise. The excavation shall be compacted in accordance with State Highway Administration Specifications and the improved area repaired as follows:
1. **Dense Graded Aggregate Shoulders:** Shall be placed and compacted to a 12 inch depth and graded to match the existing shoulder slope, or as directed by the Traffic Supervisor. The material must have a dual treatment of calcium chloride consisting of one pound per square yard each treatment, with treatments 14-90 days apart as required in the opinion of the Traffic Supervisor. The Permittee shall maintain the disturbed shoulder area for a minimum of six months after completion of all work.
  2. **Bituminous Concrete Shoulders and Existing Double Surface Treated Shoulders** shall be placed and compacted on a twelve-inch dense graded aggregate base, which has been compacted and approved by the Traffic Supervisor, and graded to match the existing shoulder slope, or as directed by the Traffic Supervisor.
    - a. **Temporary repair** - The shoulder openings must be serviced by a minimum of three inches of cold patch blacktop material pending the permanent repair. Temporary repair may only be used with the approval of St. Mary's County.
    - b. **Permanent repair** - Shall include the complete removal of the temporary repair. All improved shoulder disturbed is be replaced with at least six foot concrete patch and must extend at least two feet on each side of the open trench onto the existing undisturbed ground, six inches in depth, using Mix No. 7. The permanent pavement patch shall be overlaid with 2" Surface Hot Mix Asphalt.
- I. **INTERSECTING ROADS, STREETS, AND PRIVATE ENTRANCES** - Intersecting roads and streets shall be restored in accordance with the requirements of this permit. Private entrances shall be restored in accordance with the requirements for intersecting roads and streets except the Concrete Patch will be a six inch (6") depth instead of ten inch (10") depth. Existing concrete entrance aprons, if damaged, shall be entirely replaced using the appropriate concrete mix or as specified in the MDOT Standard Specifications for Construction and Materials.
- J. **CURBS** - Any existing curbs that are disturbed shall be replaced to the limits as indicated above for concrete roadway with the exception that in the event the edge of the trench is within four feet (4') of a construction joint the concrete curb must be continued to said construction joint and must conform with the existing curbs, and to be constructed in accordance with the State Highway Administration Book of Standards and the Maryland Department of Transportation Standard Specifications for Construction and Materials.
- K. **SIDEWALKS**
1. Permanent repairs to concrete sidewalk shall consist of removal of the entire blocks of concrete sidewalk affected and the entire area replaced with State-certified concrete (if applicable, type will be specified in job-specific permit), five inches thick and finished to a true grade and alignment of existing sidewalk - scored and blocked.
  2. All work and materials shall be in accordance with the requirements of the Maryland Department of Transportation Standard Specifications for Construction and Materials, 610 - Sidewalks, pages 354-57. It will be the Permittee's responsibility to contact the Permit Section of the Department of Public Works involving the disturbance of sidewalks. Both State and Federal laws require provisions for the handicapped on *all* highway or roadway projects which include either curbs or curb and sidewalk construction at crosswalks.  
It is mandatory, therefore, should this work include *new* or *reconstructed* curbs or sidewalks, that these facilities be provided and constructed in accordance with the MDOT Standard Specifications for Construction and Materials.
- L. **TOPSOIL** - Topsoil will be salvaged, stockpiled, and replaced to a two inch (2") depth after completion of work. As soon as possible after completion of work all disturbed areas shall be restored as follows:
1. All disturbed areas shall be top-soiled, seeded, fertilized, and mulched according to sediment and erosion control requirements of the State and the County.
  2. All grass areas disturbed shall be re-sodded. At the discretion of SMC, seeding and mulching may be used for areas that presently have established grass.



3. All existing suitable plant material shall be replaced to the satisfaction of the SMC Traffic Supervisor.
  4. Permittee shall take all steps necessary to keep erosion and siltation into the SMC right-of-way to a minimum during construction.
  5. In the case of disturbance of earth adjoining our right of way, the areas disturbed shall be seeded and mulched according to MD SHA Specifications, so that erosion into the SMC right-of-way does not occur.
- M. ADDITIONAL RESTORATION - Existing signs, delineators, guard rail, markers, trees, shrubs, fences, walks, steps, mailboxes, etc., that are disturbed by this construction shall be replaced or restored to their original condition to the satisfaction of the SMC Traffic Supervisor and adjacent property owners. SMC signs, delineators, and guard rails shall only be removed immediately prior to excavation and shall be replaced in their original locations immediately following the backfill operations. If damaged, they shall be replaced in kind in accordance with MD SHA Specifications and Standards.
- N. MARKING ROAD REPAIRS
1. When the Permittee open cuts or digs test pits, they shall mark the repaired road or shoulder area with the appropriate color as designated by "Miss Utility". (See "Appendix B"). The initials of the Permittee are also required to be painted within the repaired area.
- O. TUNNELING
1. A heavy timber shaft at either end of the tunnel will be provided in order to prevent failure of the embankments and to maintain access to the tunnel. The tunnel liner plates shall be installed by tunnel methods using an approved method to support the face and periphery of the excavation, which shall be adequately strong, braced and shored. This support shall be maintained during non-working hours in order to prevent cave-ins. The contractor shall have approved plans, as well as a method to support the face and periphery of the excavation, before doing any work.
  2. The excavation for the tunnel liner plate shall be advanced in increments not greater than two feet (2'), and the liner plates shall be installed immediately after each increment of excavation. Excavation shall be performed in such a manner that voids behind the liner plates will be held to a minimum. Such voids shall be completely filled with grout placed under pressure.
  3. It is a requirement that at least two grout plugs be provided per ring to appropriately fill voids between the liner plate and the excavation.
  4. Permittee assumes responsibility in the event of any roadway failure to replace any or all pavement as required in the opinion of the Traffic Supervisor.
  5. It is the responsibility of the specific utilities, or agencies responsible for construction work, to direct the contractor to begin the grouting operation as soon as a sufficient length of tunnel liner plate has been installed that will insure a proper seal. Grouting in general shall proceed progressively with each adjacent set of holes provided in the liner plates. All voids shall be completely filled with grout within the working day. A bulkhead shall be made sufficient to ensure the proper seal in order that all voids will be completely filled with the grout being placed under pressure. The grouting equipment shall have a minimum capacity of one-half cubic yard in order to ensure that adequate grouting materials will be placed within a reasonable period of time and to avoid the setting up of grouting from the previous grout batch. Upon completion of grouting, all holes shall be plugged with the fitting provided.
  6. All plans for tunneling operations must be approved by and bear the seal of a Professional Engineer licensed in the State of Maryland.
- P. JACKING AND BORING
1. Any pipe crossing under the roadway is to be jacked and bored. The hole is not to exceed the outside diameter of the pipe. Jetting will not be permitted. Casing shall be pushed simultaneously with auger so as to prevent cave-ins.
  2. The pipe shall have sufficient length to extend beyond the shoulders. No excavation for pushing pipes shall be made in the shoulder area.
  3. A heavy timber shaft at either end of the jacking pit shall be provided in order to prevent failure of the embankments and to maintain access to the jacking and boring operations. This support shall be maintained during non-working hours in order to prevent cave-ins.

4. Permittee assumes responsibility in the event of any roadway failure to replace any or all pavement as required in the opinion of the Traffic Supervisor.
5. In case of a false start, the void will be backfilled by grouting or other approved method.
6. All plans for jacking and boring operations must be approved by a Professional Engineer.

**Q. SIGNING - Identification**

1. The Permittee is required to install signs identifying his organization and telephone number within the vicinity of the work authorized under this and the Job-Specific Permit and, if possible, visible to the general public. Signs shall be at least 14" in height by 22" in width. They shall have white letters and numerals on a dark blue background and must provide all of the following information:
  - a. the name of the owner of the utility
  - b. the name of the contractor that is performing the work
  - c. a 24-hour telephone number for the contractor
2. Overall dimensions may be modified to fit the name of the Permittee with approval of the Traffic Supervisor.
3. The number and spacing of these identifying signs shall be subject to the approval of the Traffic Supervisor.
4. St. Mary's County facilities shall not be used to provide or install the signs or their supports. Identifying signs shall be erected immediately before the start of the Permittee's work operations and must be removed immediately upon completion of permanent construction and restoration.
5. Permittee is responsible for obtaining all necessary approvals for the erection of this sign.

**III. PERMIT REGULATIONS**

- A. As a condition precedent to issuance of this and the Job-Specific Permit, the Permittee shall indemnify SMC and hold it harmless from any and all claims, actions, suits, liabilities, damages, costs, statutory penalties or expenses arising in whole or in part from or involving the work authorized under this Permit and the Job-Specific Permit, Permittee's acts or omissions in preparing for, conducting or completing the work authorized under the Job-Specific Permit. Without limiting the foregoing, this provision applies to all claims, actions, suits, liabilities, damages, costs, statutory penalties or expenses involving all of the Permittee's facilities, regardless of when they were placed, constructed or replaced and it applies to any claims, even those which accrued before this permit was issued.
- B. St. Mary's County reserves the right to assign inspection forces while work is being accomplished under this or the Job-Specific Permit within the rights-of-way at the expense of the Permittee.
- C. St. Mary's County reserves the right to halt any operation which proves to be detrimental to our highway system and work may be permitted to resume only if a proper method can be devised so as to prevent such damage from further occurring.
- D. This Permit is not assignable. The use of this Permit by any party, or for any purpose, not listed on the first page of this Permit shall constitute the immediate revocation of said Permit.
- E. Permission, when granted, to place a utility or structure within the limits of the right-of-way of a bridge or highway by this permit is revocable by St. Mary's County.
- F. The St. Mary's County right-of-way affected by this Permit will be left in a neat and clean condition and no excess material will be permitted to remain on or adjacent to the SMC right-of-way.
- G. The Permittee will be responsible for the cost of any repairs necessary to roadway embankments, drainage facilities, or any facilities owned by St. Mary's County, should they become necessary or caused by the construction or the existence of this utility.
- H. It is necessary that a copy of the SMC master permit be on the job site at all times. The Traffic Supervisor shall have the option of closing down projects or hauling operations where the Permittee's representative does not have a copy of this Permit and assignment permit on the job site and/or is not familiar with the contents of the Permit.

- I. It is agreed and understood that the issuance of this Permit and commencement of the work authorized under the Job-Specific Permit shall constitute full and complete acceptance of the specifications and terms outlined herein. This permit expires on December 31, 2005, at 23:59 hours.

St. Mary's County  
Department of Public Works & Transportation  
County Highways Manager

## APPENDIX A

### State and Federal Holiday Observances

As used in the Public Utility Permit, "National Holidays" shall include the following days, which may or may not be the same as the State's official observance of the holiday:

#### NATIONAL HOLIDAYS:

<b><u>Holiday</u></b>	<b><u>Date of Observance</u></b>
New Year's Day .....	January 1
Martin Luther King's Birthday .....	the third Monday in January
Washington's Birthday .....	the third Monday in February
Memorial Day .....	the last Monday in May
Juneteenth .....	June 19
Independence Day .....	July 4
Labor Day .....	the first Monday in September
Columbus Day .....	the second Monday in October
Veteran's Day .....	November 11
Thanksgiving Day .....	the fourth Thursday in November
Christmas Day .....	December 25

Please note that in addition to the holidays themselves, any work that disturbs regular traffic patterns will be prohibited on the days immediately preceding and following the holidays, as well as on any adjacent weekend.

**APPENDIX B**  
**UTILITY COLOR CODES**  
(AS DESIGNATED BY *MISS UTILITY*)

<u>UTILITY</u>	<u>COLOR</u>
ELECTRIC.....	RED
GAS/OIL .....	YELLOW
COMMUNICATIONS .....	ORANGE
WATER .....	BLUE
SEWER .....	GREEN