

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

**CONSTRUCTION PERMIT  
for work within the  
COUNTY RIGHT-OF-WAY**

PERMIT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

ROAD NAME: \_\_\_\_\_

ROUTE NUMBER: \_\_\_\_\_

Application is hereby made to perform work within the County's right-of-way, located in the \_\_\_\_\_ Election District of St. Mary's County, Maryland, in accordance with the previously approved plan and as directed by the Department of Public Works & Transportation.

APPLICANT NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Application Fee: \$25.00

Inspection Fee: \$ \_\_\_\_\_

The Applicant hereby certifies that all construction shall be done in accordance with the St. Mary's County Subdivision Road Construction and Inspection Procedures and the approved plans and specifications; and shall be completed on or before \_\_\_\_\_, \_\_\_\_\_. Failure to correct any deficiencies as directed by the Department of Public Works & Transportation shall result in the suspension of all permits pertaining to work on the project until such time that said deficiencies are corrected and written authorization to resume construction has been issued by the Director of Public Works & Transportation.

I have read and understand the above and with my signature assume liability for the construction of the foregoing improvements.

BOND AMOUNT: \$ \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

BOND TYPE: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

PERMIT EXPIRATION: \_\_\_\_\_

REVIEWED BY:

APPROVED:

\_\_\_\_\_  
Daniel J. Fogel  
Deputy Director of Public Works  
& Transportation

\_\_\_\_\_  
John B. Norris III, Esq.  
Director of Public Works  
& Transportation

The Owner/Applicant must notify the Department of Public Works & Transportation two (2) days prior to the start of construction. Please contact the Construction & Inspections Division at (301) 475-4200, Ext.\* 3531.

**DEPARTMENT OF PUBLIC WORKS  
& TRANSPORTATION  
CONSTRUCTION PERMIT**

Permit Number \_\_\_\_\_

Route: \_\_\_\_\_

**PERMISSION IS HEREBY GIVEN TO:**

\_\_\_\_\_

**So far as the Board of County Commissioners for St. Mary's County has the right and power to grant same to perform work within the County Right of Way known as,**

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**GENERAL PROVISIONS:**

This permit authorizes work solely within St. Mary's County right-of-way subject to the stipulations within this permit. There shall not be any work done beyond the St. Mary's County right-of-way and associated easement areas under this permit. St. Mary's County shall not be responsible for permission needed and work done beyond the right-of-way and easement lines. There shall not be any cable buried where any County excavation, i.e., ditching, ditch cleaning, drainage pipe placement, signpost and guardrail implanting may occur, except where cable already exists prior to the issuance of this permit. All cable buried within the County right-of-way shall be placed a minimum depth of 30" below the surface. All cable shall be buried at the top and far side slope of the roadside drainage ditch where the County right-of-way will allow.

1. Notifications

- a. Permittee shall furnish the Department of Public Works and Transportation, 44825 St. Andrews Church Road, California, MD 20619, with the name of its representative on the job and shall give at least **48 hours'** notice prior to starting any work under this permit.
- b. The Permittee must call Miss Utility (800-257-7777), 48 hours in advance of any work under this permit.

2. Design and Construction

Design and construction associated with this permit shall be performed in conformance with the St. Mary's County Road Ordinance, Construction & Inspection Procedures and the practices, procedures, and policies of the following State Highway Administration publications (most current version unless otherwise specified on the plans and specifications).

- a. Standard Specifications for Construction and Materials.
- b. Book of Standards, Highway and Incidental Structures.
- c. Policy on the Accommodation of Utilities on State Highway Rights of Way.
- d. Guidelines for Traffic Barrier Placement and End Treatment.
- e. Maryland Manual on Uniform Traffic Control Devices.
- f. Sign Standard Book.
- g. Roadside Tree Law.

Permittee is responsible for compliance with all laws and regulations including, but not limited to, those of the Department of Justice, the Federal Highway Administration, the Maryland Public Service Commission, the National Electric Safety Code, the Maryland Occupational Safety and Health Administration, County Planning Commissions.

In the event future road improvements require the removal and/or adjustment of this installation, the cost shall be borne by the Permittee.

It is agreed and understood that significant deviation from the plans submitted, shall be reported to the Department of Public Works and Transportation, California, Maryland, and a revised plan showing changes made, shall be submitted to the Department of Public Works and Transportation, California, Maryland for approval. The submitted plans upon which this permit is based, are identified as follows:

The relocation and/or adjustment of any public or private utility shall be the responsibility of the Permittee.  
P.O. BOX 508 ♦ THE ARNOLD BUILDING ♦ 44825 ST. ANDREWS CHURCH RD. ♦ CALIFORNIA, MD 20619  
PHONE 301.475.4200 EXT. 3512 ♦ FAX 301.863.8810 ♦ www.co.saint-marys.md.us

3. Maintenance of Traffic

Lights, signs, barricades, pavements markings, etc., shall be maintained by the Permittee in accordance with Part VI of the Maryland Manual on Uniform Traffic Control Devices latest edition.

A minimum of **TWO** complete traffic lanes shall be kept open to vehicular traffic at all times.

Flashing arrow boards as early warning devices shall be used whenever a lane is closed unless considered unnecessary by the Director of Public Works and Transportation. The type of flashing arrow board must be approved by the Director of Public Works and Transportation.

All personnel used for flagging shall be properly dressed and qualified to perform flagging operations as outlined in the Maryland Manual on Uniform Traffic Control Devices.

Work shall be programmed to minimize interference with normal traffic flow. Time restrictions on work as follows:

**Monday through Friday, 8:00 a.m. to 4:00 p.m. – peak hours may be restricted if required by the Inspector. No work to be done on Saturdays, Sundays or Holidays.**

4. Safety

Cuts or excavations will not normally be permitted to remain open overnight and at any time when work is not in progress at the cut or excavation area. Suitable protective measures, approved by the Director of Public Works and Transportation will be required at any excavation.

All equipment and material shall be removed from the County right-of-way or located at a minimum of 30 feet from the edge of the existing traveled pavement of County roadways during non-working hours and when not being used in daily construction operation. In no case will construction material or equipment be allowed to remain in the median of a divided highway when the material or equipment is not in use.

Private automobiles and non-essential construction vehicles will not be parked on the County right-of-way. The contractor must transport workers to the job site from a safe parking site procured by the contractor.

All mud and debris tracked or spilled on the County Highway shall be removed promptly to eliminate potential hazards.

Precautions shall be taken, particularly in freezing temperatures, to keep water off the traveled lanes.

No excavated or construction material shall be stored within 30 feet of the edge of the existing traveled pavement. Material shall be stored in a way which does not reduce sight distance or interfere with roadway drainage.

5. Protection of Highways

No metallic tread equipment shall be driven or towed on any County Road surface or surfaced shoulder. Material or equipment not provided with wheels will not be dragged or skidded across paved surfaces.

6. Drainage

All drainage structures must function while work is in progress as well as upon completion of work. Storm drain facilities, including, but not limited to; pipe, inlets, headwalls, underdrain, etc., if damaged, shall be replaced "in kind" in accordance with the St. Mary's County Standards and Specifications for Highway and Street Construction. Should any disturbance be made to the existing surface drain ditches, it will be necessary to restore the drainage ditches to their original condition, by resodding and leaving them in a neat and orderly condition, to the satisfaction of the Director of Public Works and Transportation. 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 County standards.

7. Blasting

No blasting will be permitted within the rights-of-way without prior approval of type and method by the County. Further, the Director of Public Works and Transportation reserves the right to require an insurance policy and to stipulate the amount of insurance required.

8. Quality Control

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The work hereby permitted shall be done under the supervision and to the satisfaction of the Director of Public Works and Transportation 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 permit.

Work areas shall be maintained daily in a neat and clean condition.

The Permittee will be responsible for maintaining his utility facilities, installed within the County right-of-way, in a safe working condition.

**SPECIAL PROVISIONS: OVERHEAD UTILITIES**

All poles and anchors shall be located in conformance with the latest edition, ASHTO Roadside Design Guide. The preference is to have all poles installed one foot inside of the existing right-of-way or existing dedication. Where there are curb sections, the poles shall be located as far as possible behind the face of the outer curb, which shall be a minimum of 6 feet from face of curb to face of pole, or 7 feet from face of curb to center of pole, and to be located behind the sidewalk.

**SPECIAL PROVISIONS: UNDERGROUND UTILITIES**

Valves and Manholes

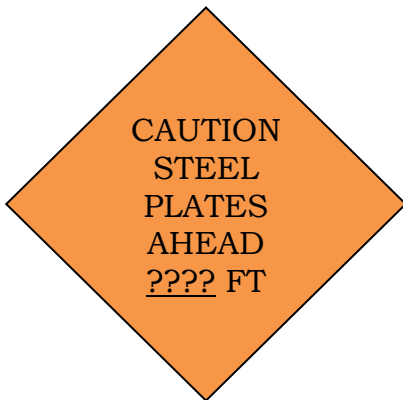
When valves or manholes are placed in the shoulder areas, the County will not be responsible for repair to the structure and the utility company will assume the full responsibility for injury to our personnel and equipment, as a result of our grader striking this type of structure.

Signing: Steel Plates

When steel plates are used to bridge open cut excavations within the County pavement areas, signs shall be placed approximately 200 feet in advance of the steel plates.

Location and spacing of these signs will depend on field conditions is subject to approval by the Director of Department of Public Works and Transportation.

Sign will conform to MUTCD specifications and is described as follows:



***All sides to be 36"***

Black 1" wide stripe 1" from edge. Sign color to be reflective orange. Black lettering to be 4" high. Distance to be specified on 5" x 11" detachable metal plate with 1/2" border around letters.

Signing: Identification

The Permittee is required to install signs identifying his organization and telephone number. Signs shall meet the following standards:



***White letters and numerals on dark blue background.***

Overall dimensions may be modified to fit the name, number, and spacing of these identifying signs of the permittee, shall be subject to the approval of the Director of Public Works and Transportation.

County facilities will 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.

### **SPECIAL PROVISIONS: TUNNELING, JACKING, AND BORING**

#### **Tunneling**

- a. 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 support 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, and a method to support the face and periphery of the excavation, before doing any work.
- b. The excavation for the tunnel liner plate shall be advanced in increments not greater than 2 feet and the liner plates shall be installed immediately after each increment of excavation. Excavation shall be carried out 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.
- c. It is a requirement that at least 2 grout plugs be provided per ring to appropriately fill voids between the liner plate and the excavation.
- d. 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 within the working day, with grout. It will be necessary that a bulkhead be made sufficiently 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 ½ cubic yard in order to assure that adequate grouting materials will be placed within a reasonable period of time, 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.

#### **Jacking and Boring**

- a. The 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 an auger so as to prevent cave-ins.
- b. The pipe shall have sufficient length to extend beyond the shoulders. No excavations for pushing pipes shall be made in the shoulder area.
- c. A heavy timber at either end of the jacking pit will be provided in order to prevent failure of the embankments and to maintain access to the jacking and boring operation. This support shall be maintained during non-working hours in order to prevent cave-ins.
- d. Any roadway failure is the applicant's responsibility to replace any, or all pavements as required in the opinion of the County Engineer.
- e. In case of a false start, the void will be back backfilled by grouting or other approved method.

### **SPECIAL PROVISIONS: TREE REMOVAL**

The County does not grant the Permittee authority to remove trees and/or shrubbery except as specifically requested by the permittee, shown on the plans, and approved by the County. It shall be the permittee's responsibility to contact the Maryland Forestry Service to obtain the necessary authority to remove trees from within the right-of-way, even though permission is given by St. Mary's County.

#### 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 the requirements for intersecting roads and streets except the concrete patch will be a 6 inch depth instead of a 10 inch depth. Existing concrete entrances aprons, if damaged, shall be replaced in their entirety using the concrete mix as indicated under ROAD REPAIR.

#### Topsoil

Topsoil will be salvaged- stockpiled and to be replaced to a 2 inch depth after completion of work. As soon as possible after completion of work, all disturbed areas shall be restored as follows:

- a. All disturbed areas to be top soiled and fertilized.
- b. All grass areas disturbed must be re-sodded. At the direction of the County Engineer, seeding and mulching may be used for areas which presently have established grass.
- c. All existing suitable plant material to be replaced to the satisfaction of the County Engineer.
- d. It is understood that the permittee will take all steps necessary to keep erosion and siltation.
- e. In case of disturbance of the earth adjoining our right-of-way, we are requesting that the areas disturbed be seeded and mulched according to State Highway Administration's specifications, so that erosion into our right-of-way does not occur.

#### Addition Restoration

Existing signs, delineators, guard rails, markers, trees, shrubs, fences, etc., that are disturbed by this construction shall be replaced or restored to their original condition to the satisfaction of the County Engineer and adjacent property owners. County signs, delineators, and guard rail shall only be removed immediately prior to excavating and shall be replaced in their original locations immediately following the backfill operations. If damaged, they shall be replaced "in kind" in accordance with Maryland State Highway Administrations Specifications and Standard Plates.

#### **SPECIAL PROVISIONS: TRAFFIC SIGNALS**

The Maryland S-H-A- must be notified 72 hours before construction work is to start 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.

#### **SPECIAL PROVISIONS: RESTORATION**

##### Road Repair

Standard Number MD-578.01 (Page \_) will be used for all road repair work.

- Concrete Mix Number \_\_\_ will be used.
- Asphalt Concrete Mix type \_\_\_ will be used.
- An approved accelerator (Silka Set or equal) will be used in the proportion necessary to obtain 500 p.s.i. flexural strength in 12 to 16 hours.

##### Backfill

Backfill in \_\_\_ inch layers and mechanically tamped in accordance with the requirements of: Section 204 "Embankment and Subgrade" and Section 210, "Tamped Fill" of Maryland Department of Transportation, State Highway Administration's "Standard Specifications for Construction and Materials" dated July 2008. When the trench is located within the paving section or the shoulder area, it is to be backfilled in compliance with the above, to within one foot of the top for

the subgrade: the remaining depth of the trench shall be backfilled with thoroughly compacted crusher run stone or gravel to be at the option and approval by the County Engineer.

Sheeting- Where the distance of the roadside edge of the longitudinal trench is less than the depth of the trench, this roadside edge must be tightly sheeted and braced securely against skeleton sheeting on the opposite or far side of the trench; or when any other circumstances which require tight sheeting in the opinion of the Director of Public Works. All wood sheeting to be left in place and cut off one foot below the finished grade. Metal sheeting may be pulled only as tamped fill progresses.

#### Shoulder area

All disturbed shoulder areas shall be replaced with the same type of material that existed prior to the work under this Permit and compacted in accordance with the State Highway Administration's Specification.

a. Gravel and Crusher Run Shoulders

Compact to a 12 inch depth and to be graded as to have a fall of ¾ inch per one foot from the edge of the existing road to the edge of the shoulder or to the flow line. The material must have a dual treatment of calcium chloride consisting of one pound per square yard each treatment; treatments 14 to 90 days apart as required in the opinion of the Director of Public Works and Transportation. The permittee shall maintain the disturbed shoulder area for a minimum of 6 months after completion of all work.

b. Double Surface Treated Shoulders

Compaction, depth, and fall in accordance with the first sentence of paragraph (a) above. Restoration of Double Surface Treatment shall be as follows and in accordance with Maryland Department of Transportation, State Highway Administration's "Standard Specifications for Construction and Material" dated July 2008, Section 503 "Chip Seal".

c. Bituminous Concrete and Concrete Opening Repairs

Compaction, depth, and fall in accordance with the first sentence of paragraph (a) above. Repairs of Bituminous Concrete openings shall be in accordance with the MD Dept. of Transportation, SHA standard specifications for Construction and Materials July 2008, or latest addition, Section 505 Hot Mix Asphalt Patches and Section 522- Portland Cement Concrete Pavement Repairs.

#### Curbs

Any existing curbs disturbed shall be replaced to the limits as indicated above for concrete roadway with the exception that in the event edge of the trench is within 4 feet 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 SRC (SHA) Book of Standard. Specifications for Construction and Materials July 2008 Edition or latest edition.

#### Sidewalks

Permanent repairs to concrete sidewalk shall consist of removal of the entire blocks of concrete sidewalk affected and the entire area replaces with, 5 inches thick concrete and finished to a true grade and alignment of existing sidewalk. All work and materials shall be in accordance with the requirements of Maryland Department of Transportation, State Highway Administration's "Standard Specifications for Construction and Material" dated July 2008, (or latest edition), Section 603.