

**CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER**



**ERIC PAPERFUSE
MAYOR**

**AARON JOHNSON
PUBLIC WORKS DIRECTOR**

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CITY ENGINEER**

Office of the City Engineer
123 Walnut Street, Suite 212
Harrisburg, PA 17101
(717) 255-6449

**STANDARD SPECIFICATIONS
FOR STREET CUT PERMITS**

1999

(REVISED 7/8/14)

STANDARD SPECIFICATIONS

**STREET CUTS AND EXCAVATIONS,
BACKFILL AND COMPACTIONS**

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For Work Zone Traffic Control visit:
<ftp://ftp.dot.state.pa.us/public/PubsForms/Publications/PUB%20213.pdf>

For On-Line Street Cut Permitting visit:
www.skellyloy-gis.com/hbg/stcuts/Default.htm

For City Details visit:
www.skellyloy-gis.com/hbg/stcuts/pdf/Details.pdf

For all work involving water and sewer connections contact Capital Region Water at:
717-525-7677 or 1-888-510-0606 www.capitalregionwater.com

STANDARD SPECIFICATIONS

STREET CUTS AND EXCAVATIONS, BACKFILL AND COMPACTIONS

SECTION 200

200.01 PERMIT REQUIRED

No person, firm or corporation shall cut or dig open the paved roadway of any public street within the City of Harrisburg without first obtaining a permit, therefore, from the Office of The City Engineer. Street Cut Permits will be valid for up to six (6) months from the date of issue. All permitted work shall be completed within those six (6) months. A time extension permit supplement will be issued to extend the completion time an additional six (6) months. The cost for each supplement is Fifty Dollars.

For private contractors, when a permit reaches the six (6) month expiration date and the work has not been completed and accepted by the Office of the City Engineer, the bonding company will be notified and no further permits will be issued until this matter has been corrected. In the case of a public utility company, a supplement will be issued automatically and the required fee will be added to the monthly invoice.

All permit fees are levied in accordance with the fees specified by City Ordinance, Section 9-103.11.
(Street cut fee schedule attached)

Permit is invalid until it is paid in full by check or money order, payable to “City Treasurer” at the receipt of your completed permit or within 30 days of monthly invoice date if applicable.

200.02 PERMIT APPLICATION

Application for a Street Cut Permit, copy attached, shall be made in writing on the forms prescribed by the City Engineer. The application shall indicate the property street address, location and description of the area for which such cut(s) or opening is to be made; the name and address of the applicant; dimensions; purpose of the proposed cut or opening; approximate time required to complete the work, and a copy of an approved Work Zone Traffic Control figure (Pub 203).

Application for a Supplemental Street Cut Permit Time Extensions, copy attached, shall be made in writing on the forms prescribed by the City Engineer. The application shall indicate the original permit number, expiration date and a written explanation as to the reason for the supplement.

To avoid work delays, submit your application to the Office of the City Engineer at least three (3) working days in advance of the anticipated date work is to commence or register and apply on-line at:

www.skellyloy-gis.com/hbg.

Information regarding the on-line system is attached.

200.03 BOND CONDITIONS AND AMOUNT

Before the issuance of a Street Cut Permit, the applicant therefore, as principal, shall execute and file with the Office of the City Engineer a street cut bond conditioned that the applicant shall fully and completely perform all acts and requirements with respect to the restoration and maintenance of the highway and the payment of the cost of such restoration and maintenance. A reputable surety company licensed to do business in the Commonwealth of Pennsylvania shall execute such bond.

Public Utility Companies desiring to open a street shall submit to the Office of the City Engineer a **bond properly executed which will be filed. Such bond shall be in the amount of FIFTY-THOUSAND DOLLARS** (\$ 50,000.00) and shall cover street opening work performed in one calendar year, and shall be for the same amount each year thereafter, unless otherwise adjusted by the Office of the City Engineer. Any approved bond amount adjustment shall be furnished separately for each calendar year and each shall be in effect for twenty-four (24) months.

All other persons, including contractors performing work for city corporate authorities. desiring to open a street, shall furnish a properly executed corporate surety bond. Such bond shall cover street opening work performed during one calendar year. The bond shall be in effect for a twenty-four (24) month period. The amount of the surety bond shall be **TWENTY-FIVE THOUSAND DOLLARS** (\$ 25,000.00) unless any street excavation and restoration work for a single project exceeds such amount. In this case, a person must secure additional bonding in an amount equal to the difference between the **TWENTY-FIVE THOUSAND DOLLARS** (\$ 25,000.00) and a dollar amount computed at **TWENTY-FIVE DOLLARS** (\$ 25.00) per square yard.

(Copy of Bond Application attached)

200.04 STREET CLOSURE AND NO PARKING

City ordinances and Department regulations do not permit closure of City streets as a matter of course with issuance of a Street Cut Permit. Specific approval to close a street or to materially alter traffic patterns must be obtained from the City Engineer or designee. In their absence or in an emergency, the Traffic Safety Unit of the Harrisburg Police Bureau may grant approval. In every case, the Permittee's request to close or alter traffic must include precise location, reason, work methods, time and date, and what alternatives were considered.

The City reserves the right to require work hours of 9:00 a.m. to 3:00 p.m. and 6:00 p.m. to 6:00 a.m. in heavily traveled streets. Permittees will be required to place steel plates, pinned in place, to maintain traffic flow during non-working hours in such areas (also see Section 200.10 Weather Limitations). Such authority shall include, but not be limited to, the power to require that work be done on a continuous, around-the-clock, twenty-four-hour basis. It is the Permittee's responsibility to notify City Parking Enforcement (717-255-3141) two days prior for Temporary No Parking signs to be posted at non metered spaces. For parking metered spaces contact SP Plus at 717-234-2274 to request meters to be bagged within the work area.

200.05 TRAFFIC ACCOMMODATION AND CONTROL / PUBLIC NOTIFICATION

All permittees are responsible to notify businesses and residences that will be affected by street cut work that blocks, restricts traffic flow or prevents the usual parking in the area affected by the work. This notification shall be given by "door to door" notices in the work site area at least 48 hours prior to commencing work. (See sample notice attached)

All permittees shall furnish material and traffic control devices necessary for the maintenance and protection of traffic and Pedestrians, conforming to PA DOT Work Zone Traffic Control 67 PA Code, Chapter 203, until the roadway is restored to the condition as required. If at anytime a detour may be required, the Permittee shall first contact the Office of the City Engineer.

200.06 STREET CUT EXCAVATIONS, TRENCHING, CITY AND CRW NOTIFICATION

All existing pavements shall be saw cut. Cut shall be full depth of the concrete or base thickness, and care shall be taken in removing the concrete to insure that the slab breaks on the next line produced by the concrete saw. Asphalt concrete pavement and all excavated material shall be removed from the site. There shall be no storage of any material on the street surface.

All excavation, trenching and shoring, and the like, shall be performed in a manner that meets with OSHA Department of Labor, Safety and Health Regulations for construction. It is the responsibility of the permittee, therefore, to understand and abide by all OSHA regulations concerning trenching and shoring as outlined in the OSHA Technical Manual, Section V, Chapter 2.

All permittees are responsible to notify the Office of the City Engineer in advance of all excavations within the City right of way.

All permittees are required to contact Capital Region Water (CRW) prior to excavating for any water and sewer work at: 717-525-7677 or 1-888-510-0606 www.capitalregionwater.com

All permittees are responsible to notify the Office of the City Engineer prior to any concrete and/or final restorations in order to schedule the inspection visit to each location/site.

200.07 STREET RESTORATION AND MAINTENANCE

It shall be the duty of the permittee, in the manner set forth in this chapter, to cause within the period of six (6) months, such highways to be restored in the manner specified as outlined under paragraph 200.09 for asphalt base and paragraph 200.13 for concrete base.

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

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

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

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

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

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

All Permittees test boring, or drilling into any City highway for location of leaks or venting of leaks will be required to backfill holes with 1-B stone to 1" below highway surface and fill and compact holes with ID-2 and Seal with AC-20.

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

200-8 COMPACTION AND BACKFILL

Do not commence with backfilling of any part of the excavation until an Engineering Representative has inspected such part.

Backfill each material at optimum moisture content and compact to a modified proctor density of not less than 95%.

Compaction to be performed using vibrating compaction equipment or mechanical tampers. Hand tamp around utilities, if necessary.

Backfill trenches to contours and elevations with unfrozen materials.

All backfill material shall be either No. 57 coarse aggregate or select granular material as specified by PA DOT Form 408, Section 703.2 and 703.3 and placed in 6 inch (6") lifts to one foot (1') below the subgrade elevation for streets or poured surfaces.

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

Maximum Allowable Compressive Strength at 28 days of 200 psi.

Mix Design: 90lbs. Cement; 400lbs. Fly ash; 2652lbs. Sand; 480lbs. Water. (57.6 gal.)

7" to 8" slump.

200.09 ASPHALTIC CONCRETE BASE PAVING

Streets with existing bituminous base, or concrete which is in poor condition as verified by the City Engineer or Representative, final street cut restoration must consist of 8" min. of Bituminous Concrete Base Course (BCBC). Place 1 ½" min. ID-2 wearing course to match the existing street surface. (See Detail D-2)

Seal all edges with AC 20 asphalt sealer and paint the date completed with white spray paint. Where concrete base is required (see 200.12 Cement Concrete Base Paving).

200.10 TEMPORARY RESTORATION

The uses of Temporary cold patch and or steel plates, weather permitting, are permitted for street cuts. Plates must be secured to the pavement to prevent movement and noise by the use of pins and cold patch under and around the edges. Under no circumstances will the City permit a street cut to remain stone filled without a cover as mentioned in this paragraph.

200.11 WEATHER LIMITATIONS

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

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

Permittee will not be allowed to place steel plates on City streets between October 31 and April 1. Refer to Section 200.09 for temporary repairs.

200.12 MATERIALS

Asphalt cement: AC-20 asphalt cement or Emulsion E-1 conforming to PDT Bulletin 25.

Bituminous Concrete Base Course (BCBC): Conforming to PA DOT Publication 408, Section 305.

Wearing Course Mix: Hot mixed, hot laid bituminous wearing course ID-2 conforming to PA DOT Publication 408, Section 420.

200.13 CEMENT CONCRETE BASE PAVING

Streets with existing concrete base with an opening exceeding four feet (4') in width: The Permittee will be required to dowel. Epoxy coated dowel bars 1-1/4" x 18" shall be installed in the concrete base placed at twelve inch (12") centers measured longitudinally in the direction of the traffic flow, place dowel bars to centerline and surface of the slab in conformance with PA DOT Specs 408. (See standard concrete base detail D-1 for proper cutback)

Where bituminous wearing course is to be used as the surface course, a minimum of 1 ½ " of ID-2 binder and a minimum of 1 ½ " wearing course is to be applied. Concrete base must match the existing concrete base and the depth of the bituminous areas must compensate to match the existing surface.

Apply tack coat in accordance with PA DOT Publication 408, Section 460 over existing surface prior to spreading of new bituminous course. Do not apply after sunset or on a wet surface.

Paint the date completed with white spray paint upon the completed patch.

Cement concrete shall be Class AA 3500 psi mix as per PA DOT 408 standards.

Reinforcing welded steel wire fabric, plain type. ANSI/ASTM A185 uncoated finish may be required.

The Office of the City Engineer shall be notified twenty-four (24) hours prior to placement of concrete.

200.14 BITUMINOUS CONCRETE CURB

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

200.15 TREES

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

200.16 PROTECTION OF SEWER SYSTEM/STORM WATER INLETS

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

Any contractor who does not provide protection as described herein will be required to clean and flush each inlet that the City Engineer's Representative determines has been contaminated.

200.17 RESTORATION OF ADJACENT SURFACES

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

STREET CUT PERMIT FEE SCHEDULE

City of Harrisburg Ordinance Section 9-103.11

APPLICATION FEE: **\$ 50.00**

INSPECTION FEE

Up to & including three square yard: **\$ 60.00**

Each additional square yard above three (3) square yards: **\$ 30.00 per square yard.**

Minimum charge is one square yard. Fractions are rounded to the next whole square yard.

A separate permit is required for each property address.

DEGRADATION FEE:

Degradation fee to a permittee for a street cut or excavation that has been applied for and granted within ten years after the City has repaved a street. This charge will be on a sliding scale basis.

Minimum charge is two square yards rounded to the next whole square yard.

Those charges will be:

IF STREET HAS A CONCRETE BASE:

1st Year	2nd Year	3rd Year	4th Year	5th Year	6th-10th Year
\$110/SY	\$100/SY	\$90/SY	\$80/SY	\$70/SY	\$60/SY

IF STREET DOES NOT HAVE A CONCRETE BASE:

1st Year	2nd Year	3rd Year	4th Year	5th Year	6th-10th Year
\$80/SY	\$70/SY	\$60/SY	\$50/SY	\$40/SY	\$30/SY

SUPPLEMENTAL PERMIT FEE: **\$50.00**

The on-line street cut permit system is available for your use.

Our street cut system web site is: www.skellyloy-gis.com/hbg.

After you register, at this site, you will be able to apply and receive your street cut permits on-line from any computer. You can also view street cut inspection reports and history. By clicking on the engineering tab you can view and print street cut bond application forms, street cut specifications, construction and restoration details, street cut permit applications and instructions. You may also apply to be billed monthly for all fees currently active.

Once you register please call the City Engineers office for set up information and assistance at (717) 255-6449.

You can view and print other City of Harrisburg construction and restoration details on-line.

1. Go to www.skellyloy-gis.com/hbg
2. Click on *Engineering*
3. Click on *Download Details*
4. Choose the detail you want

Adobe reader will then open up that detail.

You will then be able to save it, print it, or e-mail it from there.

If you have a problem, make sure that you have the updated Adobe reader installed on you computer.

CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER

STREET CUTTING BOND APPLICATION
FOR CONTRACTORS

Bond Number _____

KNOW ALL MEN BY THESE PRESENTS, THAT _____

Of _____ as

Principal, and, _____

Surety, are jointly and severally held and firmly bound unto the City of Harrisburg, Pennsylvania, in the aggregate sum of **Twenty-Five Thousand and 00/100 ----- (\$25,000.00)** lawful money of the United States of America, to be paid to the said City of Harrisburg, its successors or assigns, to which payment will and truly be made we do bind ourselves and each of us, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

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

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

Required period of this bond is two years, renewable annually. The term of this Bond shall be from _____ to _____ . All street cuts are to be maintained for a period of two years from the date of completion as per the ordinance.

SIGNED AND SEALED WITH OUR SEAL, this _____ day of _____.

Witness:

Principal

SURETY COMPANY

Witness

Attorney-in-Fact

CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER

STREET CUTTING BOND APPLICATION
FOR UTILITY COMPANIES

Bond Number _____

KNOW ALL MEN BY THESE PRESENTS, THAT _____

Of _____ as

Principal, and, _____

Surety, are jointly and severally held and firmly bound unto the City of Harrisburg, Pennsylvania, in the aggregate sum of **Fifty Thousand and 00/100 ----- (\$50,000.00)** lawful money of the United States of America, to be paid to the said City of Harrisburg, its successors or assigns, to which payment will and truly be made we do bind ourselves and each of us, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

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

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

Required period of this bond is two years, renewable annually. The term of this Bond shall be from _____ to _____ . All street cuts are to be maintained for a period of two years from the date of completion as per the ordinance.

SIGNED AND SEALED WITH OUR SEAL, this _____ day of _____.

Witness:

Principal

SURETY COMPANY

Witness

Attorney-in-Fact



CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER
APPLICATION FOR STREET CUT PERMIT

Applicant _____ Contact Person _____

Address _____ Zip Code _____

Phone _____ Fax _____

E-Mail _____ Web Site _____

24 Hour Emergency Phone (if different from above) _____

Location of Opening _____ Size (in ft.) _____

Distance to Nearest Intersection _____ Name of Intersection _____

Description of work _____

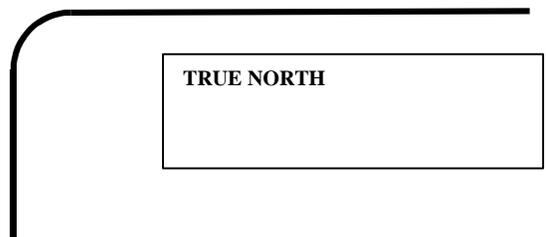
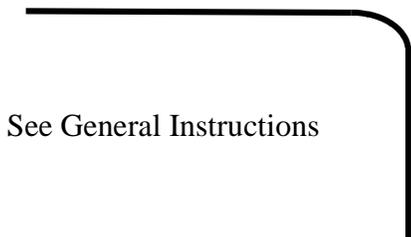
Estimated Start Date _____ Time _____ End Date _____ Time _____

City Mercantile Number _____ PA One Call Serial Number _____

City Building / Plumbing Permit Number _____

NOTIFY THE OFFICE OF THE CITY ENGINEER PRIOR TO ACTUAL START OF WORK

DRAW A DETAILED SKETCH INCLUDING ALL MEASUREMENTS BELOW



CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER
123 WALNUT STREET, SUITE 212
HARRISBURG, PA 17101-1695

PHONE: 717.255.3091 - FAX: 717.255.3078

GENERAL INSTRUCTIONS

PERMIT REQUIRED

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

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

APPLICATION FORM

Complete all items on the face of this form. Describe in detail what work you intend to do, how you intend to perform the work, and the materials you intend to use. You must include your City Business Mercantile Account Number, City Building and or Plumbing Permit Number and a valid PA One Call Serial Number.

To avoid delays, submit your application to the City Engineer's office at least 3 working days prior to the anticipated start of work or register and apply on-line at: www.skellyloy-gis.com/hbg.

PLANS

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

ADDITIONAL PLAN REQUIREMENTS

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

FEE

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

STREET CUT PERMIT

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



CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER
123 WALNUT STREET, SUITE 212
HARRISBURG, PA 17101-1695

PHONE: 717.255.3091 - FAX: 717.255.3078

APPLICATION FOR SUPPLEMENTAL STREET CUT PERMIT

Applicant _____ Contact Person _____

Address _____ Zip Code _____

Phone _____ Fax _____

E-Mail _____ Web Site _____

24 Hour Emergency Phone (if different from above) _____

Original Permit Number _____

Original Expiration Date _____

Reason for Supplement _____

(THIS IS A SAMPLE NOTICE)

**USE YOUR COMPANY LETTERHEAD
HERE**

NOTICE OF CONSTRUCTION

DEAR RESIDENT:

THIS NOTICE IS TO INFORM YOU THAT _____ WILL BE

WORKING AT OR IN THE VICINITY OF _____ FOR THE

PURPOSE OF _____

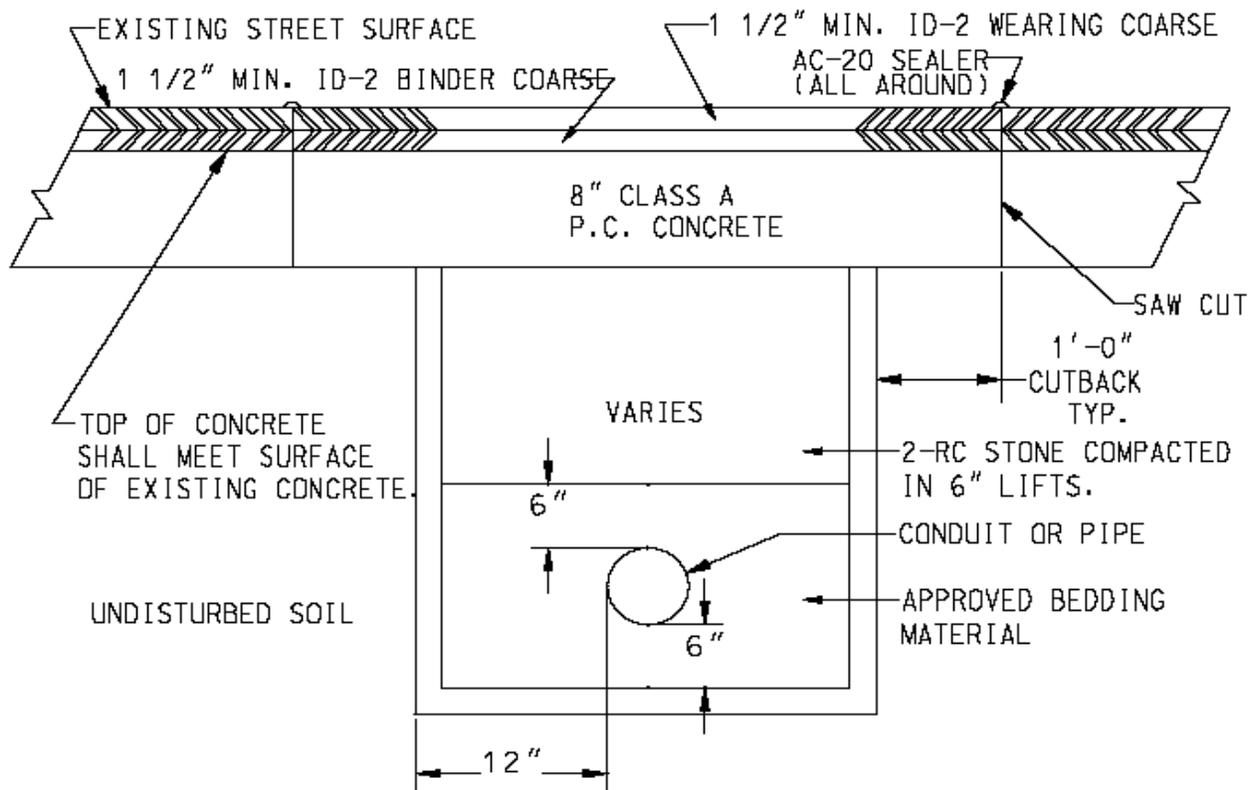
WORK IS SCHEDULED TO BEGIN ON / ABOUT _____ AND END ON / ABOUT _____

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

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

BEING PERFORMED YOU CAN CONTACT US AT _____ AND ASK FOR _____

THANK YOU FOR YOUR UNDERSTANDING.



THE CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER

PROJECT: CDNCRETE BASE DETAIL

DRAWN BY: M. PICKENS

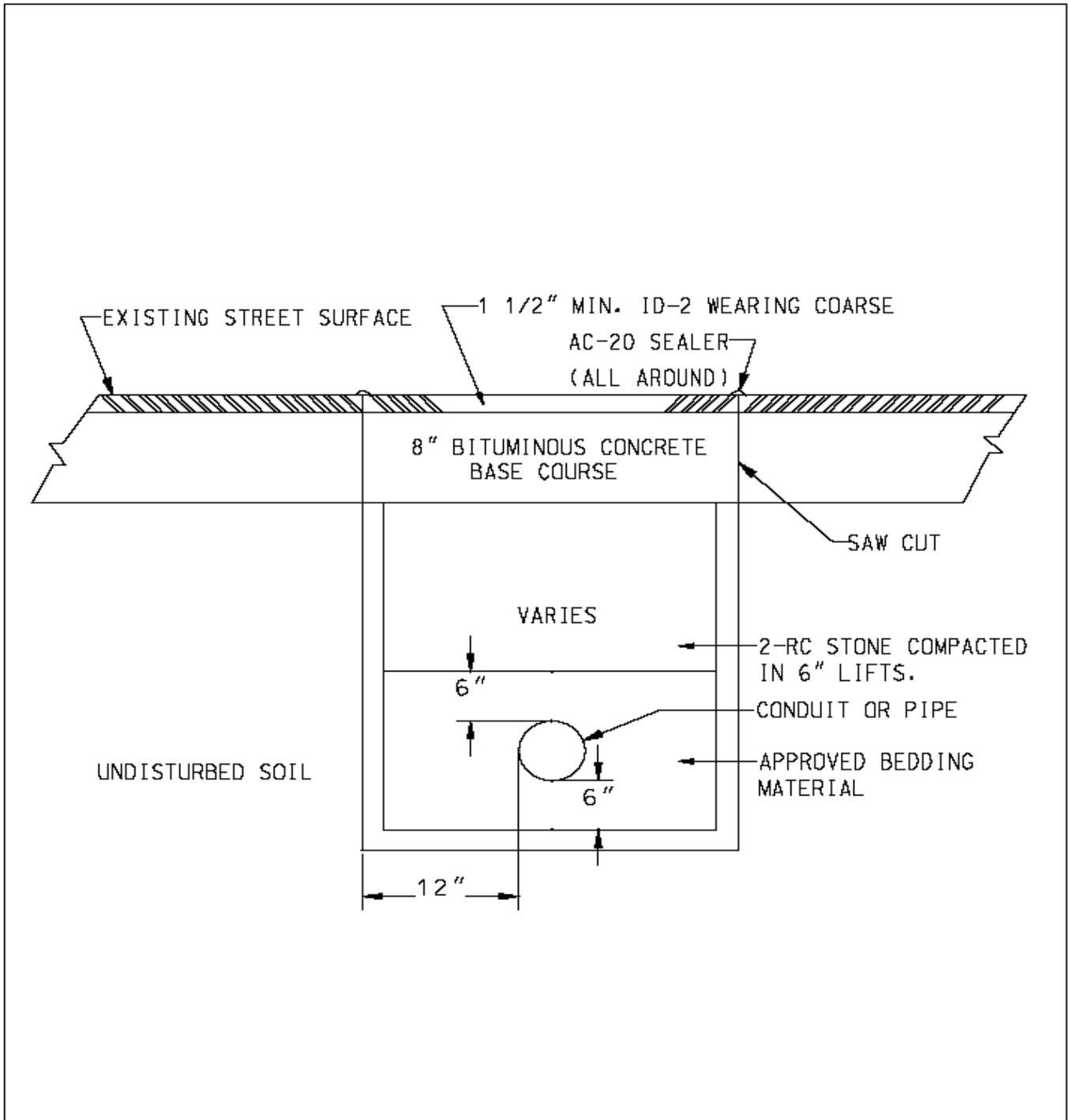
DATE: MAY 3, 2001

CHECKED BY: J.V.L., P.E.

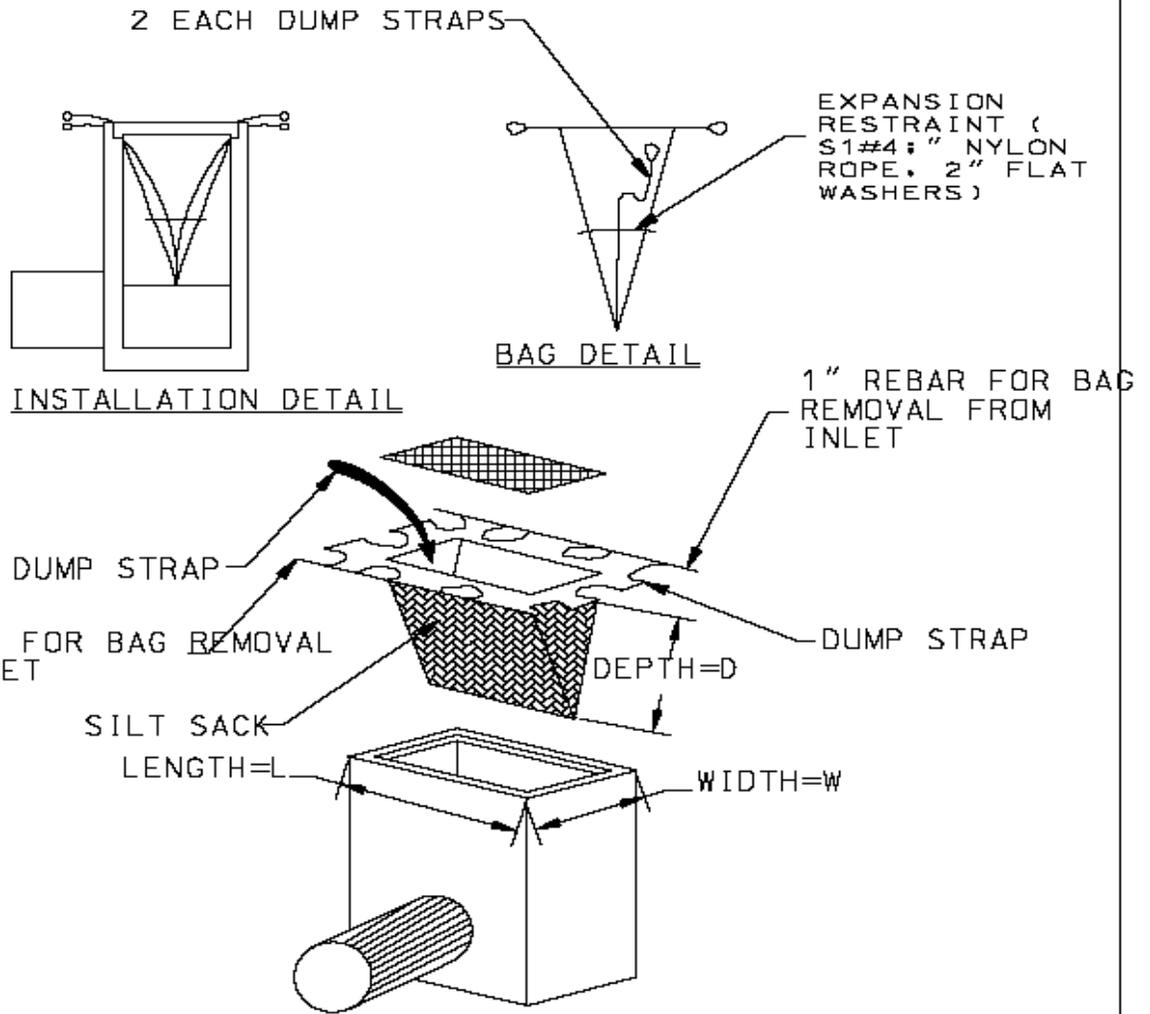
SCALE: NONE

SHEET:

D-1



	THE CITY OF HARRISBURG OFFICE OF THE CITY ENGINEER		SHEET: D-2
	PROJECT: STANDARD BITUMINOUS CONCRETE BASE COURSE DETAIL		
	DRAWN BY: D.K.S.	DATE: MAY 3, 2001	
	CHECKED BY: J.V.L., P.E.	SCALE: NONE	



THE CITY OF HARRISBURG
OFFICE OF THE CITY ENGINEER

PROJECT: STORM INLET SILT SACK	
DRAWN BY: MICHAEL J. HILTON	DATE: SEPTEMBER 25, 1996
CHECKED BY: KRISTIE A. HEBERLIG	SCALE: NONE

SHEET:
D-24