

CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

MICHAEL L. STARN
City Manager/Road Commissioner

TEL: (207) 623-4021 FAX (207) 621-8317

APPLICATION/PERMIT FOR MUNICIPAL ROAD OPENING PERMIT

NUMBER: 5

STREET: Summer Street

STARTING DATE: June 6, 2016

COMPLETION DATE: June 30, 2016

APPLICATION SUBMITTED BY or FOR: Summit Natural Gas of Maine

PROJECT DESCRIPTION:

Install natural gas service line to customer at 5 Summer Street - *St. Michael's Parish*

SHOW SKETCH, OR PROVIDE ATTACHMENT, OF PROPOSED ROAD OPENING:

See Attached Draw Sheet

TYPE OF OPENING (check all that apply):

Road Surface:	Disturbed Area (Sq. Yds)	Est. Cost (see Fee Schedule)
<input checked="" type="checkbox"/> Paved	<u>1.5' x 32'</u>	<u>\$75</u>
<input type="checkbox"/> Unpaved Shoulder	<u>0</u>	<u>-----</u>
<input type="checkbox"/> ROW (not paved/not shoulder)	<u>-----</u>	<u>-----</u>
TOTAL:	<u>-----</u>	<u>\$75.00</u>

CONTRACTOR(S): Enterprise Trenchless Technologies, Inc.

ROAD CLOSURE REQUEST (include dates/times):
Per ETTI with notification to Public Works Department

SIDEWALK CLOSURE REQUEST (include dates/times):
N/A

SPECIAL CONDITIONS FOR PERMIT (to be filled out by City staff):

SUBMITTED BY: Bryan Foster/Summit Natural Gas of Maine Date: May 10, 2016
Address: 412 Civic Center Dr, Augusta Maine 04330 Tel: 207 465 6400

NOTICE TO APPLICANT

By signing this Application/Permit, the applicant agrees to comply with all conditions and fees set forth in the Hallowell Code of Ordinances, Chapter 6, Sections 261-263. The applicant also agrees to comply with 23 MRSA, Section 3360-A regarding utility notification prior to excavation.

APPROVED BY: _____ Date: _____

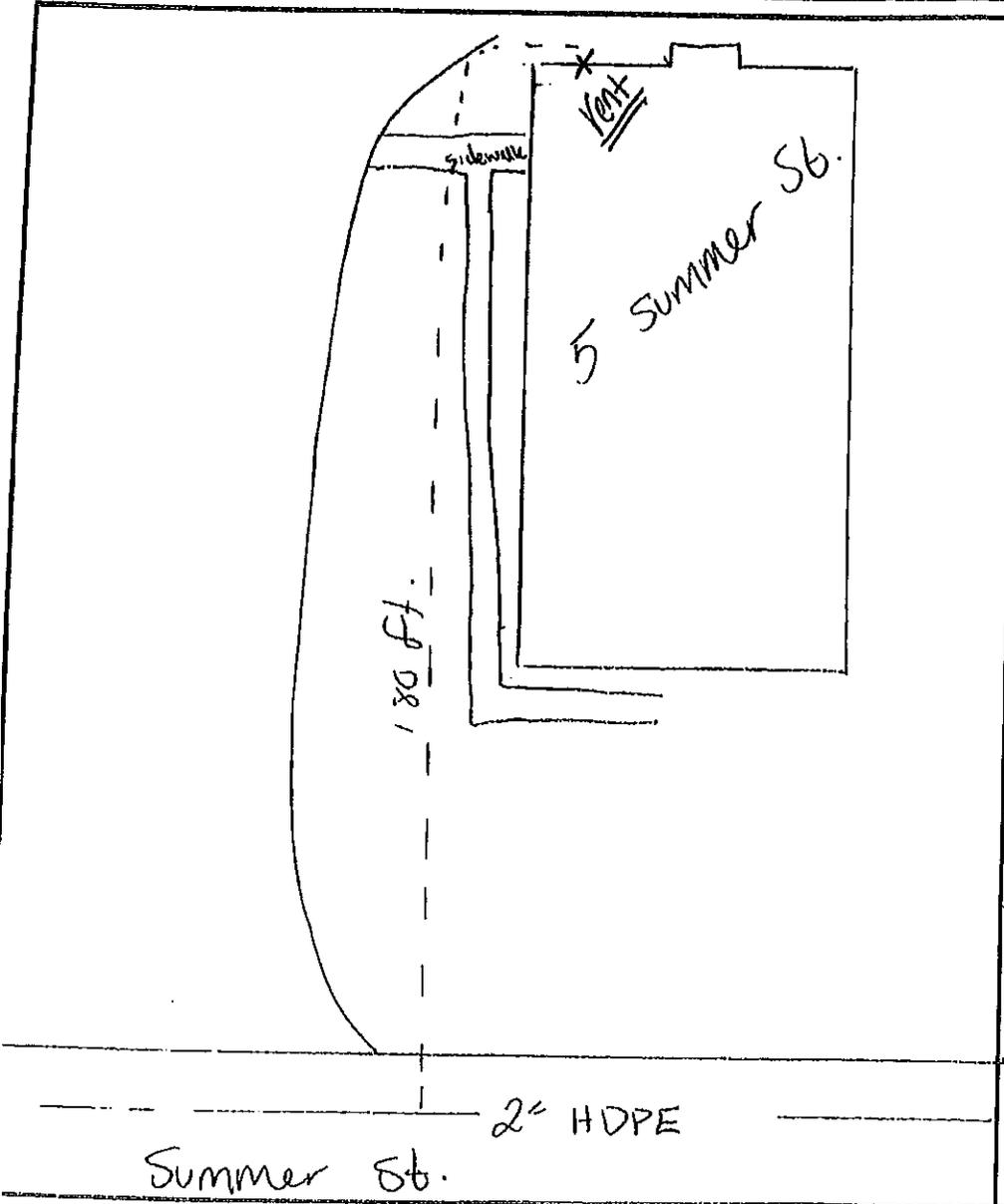
Drawing Sheet

Residential Commercial

Notes:

Name St. Michael Parish
 Address 5 Summer St.
Hallowell, Me 04847
 Subdivision _____
 Phone Home _____
 Cell 592-5145
 Office 623-8823
 Date 5/19/16

Please call
 Noreen Hane
 @ 623-8823
 prior to install



Legend

Heating Source

- Propane Electric
 Fuel Oil
 _____ gallons

Notes:

Items Checked

- Electric
 Propane
 Cable
 Dish
 Septic Tank
 Leach Field
 Well Head
 Fence
 Culvert
 Dog Fence
 Other:

CFH Total: 120

Meter Size: _____

Delivery Pressure: 21bs

Estimated Length of Service Line: 180 ft
 Length of Yard Line: _____
 Width of Bore or Road Cut: _____

Customer Approval:
X Noreen Hane
 Service Line Specialist:
Skye Austin 509-0495

City of Hallowell

----- Receipt -----

06/30/16 2:59 PM ID:DPK W5604-1

TYPE-----	REF---	AMOUNT
CODE ENFORCEMENT		
18 ACADEMY ST, 5 SUMNER ST, 14 SUMNER		
ROAD OPENINGS		375.00

Total: 375.00\$
Paid By: SUMMIT NATURAL GAS OF MAINE
Remainig Balance: 0.00

Check # 375.00

18663 - 375.00



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ONE WINTHROP STREET
HALLOWELL, MAINE 04347

MICHAEL L. STARN
City Manager/Road Commissioner

TEL.: (207) 623-4021 FAX (207) 621-8317

APPLICATION/PERMIT FOR MUNICIPAL ROAD OPENING PERMIT

NUMBER: 14

STREET: Summer Street

STARTING DATE: June 6, 2016

COMPLETION DATE: June 30, 2016

APPLICATION SUBMITTED BY or FOR: Summit Natural Gas of Maine

PROJECT DESCRIPTION:

Install natural gas service line to customer at 14 Summer Street

SHOW SKETCH, OR PROVIDE ATTACHMENT, OF PROPOSED ROAD OPENING:

See Attached Draw Sheet

TYPE OF OPENING (check all that apply):

Road Surface:	Disturbed Area (Sq. Yds)	Est. Cost (see Fee Schedule)
<input checked="" type="checkbox"/> Paved	3 x 50	\$150
<input type="checkbox"/> Unpaved Shoulder	0	
<input type="checkbox"/> ROW (not paved/not shoulder)		
TOTAL:		\$150

CONTRACTOR(S): Enterprise Trenchless Technologies, Inc.

ROAD CLOSURE REQUEST (include dates/times):
Per ETTI with notification to Public Works Department

SIDEWALK CLOSURE REQUEST (include dates/times):
N/A

SPECIAL CONDITIONS FOR PERMIT (to be filled out by City staff):

SUBMITTED BY: Bryan Foster/Summit Natural Gas of Maine Date: May 10, 2016
Address: 442 Civic Center Dr, Augusta Maine 04330 Tel: 207-465-6400

NOTICE TO APPLICANT

By signing this Application/Permit, the applicant agrees to comply with all conditions and fees set forth in the Hallowell Code of Ordinances, Chapter 6, Sections 261-263. The applicant also agrees to comply with 23 MRSA, Section 3360-A regarding utility notification prior to excavation.

APPROVED BY: _____ Date: _____

Drawing Sheet

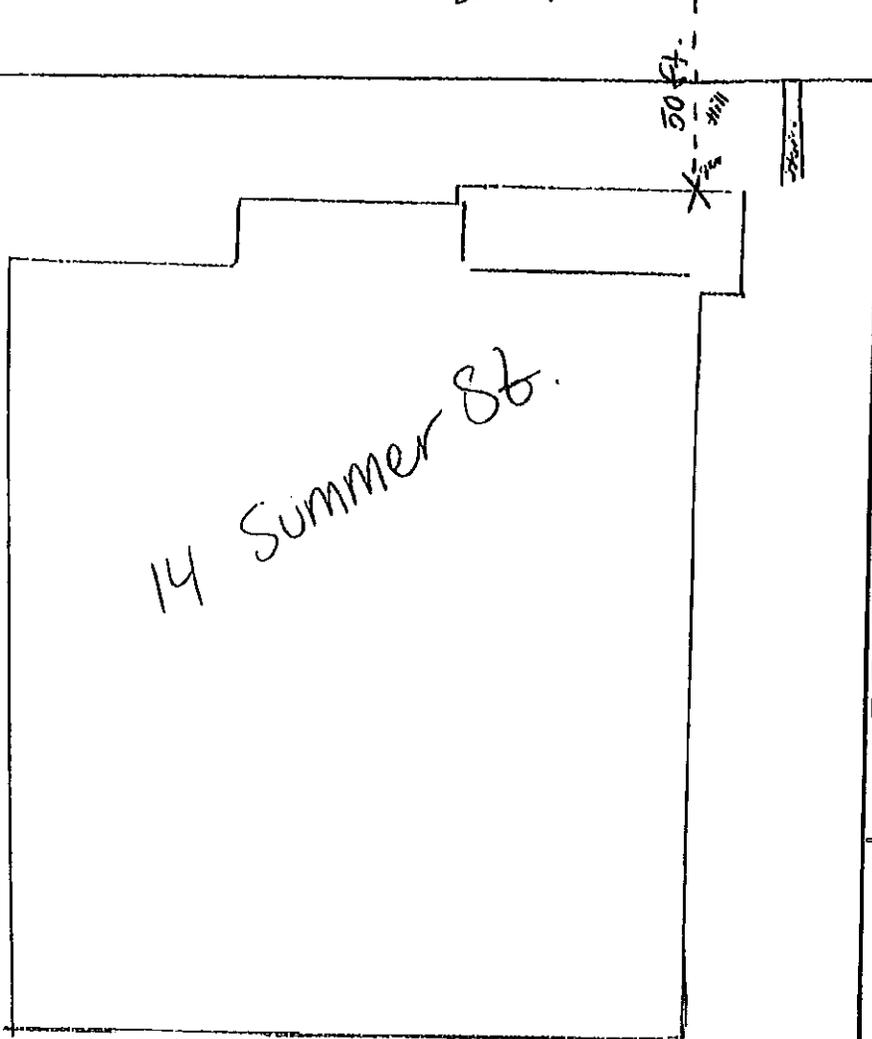
Residential Commercial

Notes:

Name: St. Michael Parish
 Address: 14 Summer St.
Hallowell, Me 04347
 Subdivision: _____
 Phone: _____
 Home: _____
 Cell: 592-6145
 Office: 623-8823
 Date: 5/19/16

Please call
 Noreen Hane
 @ 623-8823
 prior to install

2" HDPE



Legend

Heating Source

- Propane Electric
 Fuel Oil
 _____ gallons

Notes:

Items Checked

- Electric
 Propane
 Cable
 Dish
 Septic Tank
 Leach Field
 Well Head
 Fence
 Culvert
 Dog Fence
 Other:

CFH Total: 413

Motor Size: _____

Delivery Pressure: 2/125

Estimated Length of Service Line: 50 ft.
 Length of Yard Line: _____
 Width of Bore or Road Cut: _____

Customer Approval:
 x Noreen Hane
 Service Line Specialist:
Skye Austin 509-0495

[Derivation: Section 20-52, 1973 Revised Code of Ordinances]

SECTION 6-244 CONVEYANCE BY REFERENCE TO UNAPPROVED, UNRECORDED PLAN; RECORDING REQUIRED PRIOR SEWER, SIDEWALK, STREET, CONSTRUCTION

No person shall transfer, sell, agree to sell or negotiate for the sale of any land by reference to or exhibition, of or by other use of a plot or subdivision of land into three (3) or more lots in urban areas or three (3) or more lots in rural areas until such plan has been approved by the planning board and recorded in the Kennebec County Registry of Deeds, and no application of a developer for street, sidewalk or sewer construction shall be entertained until such approval and recording has been completed.

[Derivation: Section 20-53, 1973 Revised Code of Ordinances]

DIVISION C - EXCAVATION

SECTION 6-261 PERMIT REQUIRED

No person except the City Manager/Street Commissioner shall make or cause to be made an excavation or shall dig up paving in any municipal street until the person has filed an Application/Permit (hereinafter "permit"), paid the required fee, and has received an approved permit therefor from the City Manager/Street Commissioner, except in an emergency, in which case such application/permit shall be submitted to the City Manager/Street Commissioner by 4:00 PM on the next business day after the street has been opened.

1. Permit Issuance. The City Manager/Street Commissioner shall execute and issue Road/Street Opening Permits. In the absence of the City Manager/Street Commissioner the Highway Foreman is authorized to issue Road/Street opening permits.
2. Permit
 - A. All applications for Road/Street Opening Permits shall be made on a form supplied by the City of Hallowell.
 - B. The Permit application shall be made and signed by the person, persons, firm, corporation or district for whom the work is to be done, or their authorized contractor, and the Hallowell City Manager/Street Commissioner or the Highway Foreman.
 - C. The permit shall contain:
 - 1) The name and address of the applicant(s).

- 2) The purpose of the opening and location of proposed new installation.
- 3) The estimated time the excavation will remain open.
- 4) A sketch, or map, showing the location and size of the cuts to be made.
- 5) An agreement that the applicant shall comply with all applicable rules, regulations and statutes of the city which pertain to street openings. Such agreements to be joint and several with multiple applicants.
- 6) An estimate of the square yards of roadway and shoulder area to be disturbed.
- 7) An estimated cost to replace the roadway surface and shoulders, based on the fee schedule in Section 6-263. This amount shall be known as the estimated permit fee.
- 8) Every permit shall include the estimated permit fee, which amount shall be subject to adjustment depending on the surface area actually disturbed and satisfactorily rehabilitated. The permit holder shall be responsible for all final restoration of the affected area to the satisfaction of the City Manager/Street Commissioner. Upon satisfactory completion of the repairs and after sufficient time has elapsed to evaluate the restoration work, the permit shall be deemed complete and the City of Hallowell will refund an amount consistent with the Fee Schedule found in Section 6-263. If satisfactory repairs are not done in a timely manner as is customary according to industry standards, and upon reasonable notice to the permit holder to do same, then the City of Hallowell may complete the final restoration and utilize the permit fee for all expenses incurred by the City of Hallowell for final road/street opening restoration. If the road/street opening restoration expenses exceed the application fee, then the City of Hallowell will bill the permit holder for all additional expenses.
- 9) The Hallowell Water District (HWD) and the Greater Augusta Utility District (GAUD) are not required to pay the application/permit fee.
- 10) After the application has been approved and signed by the City Manager/Street Commissioner, or the Highway Foreman, it becomes the Road Opening Permit.

D. Every Permit shall be identified with a number when the Permit is approved.

3. Administration.

A. Limitation.

- 1) Permits for any portion of a roadway that has been reconstructed or undergone reclamation within the five (5) years prior to the date of the permit, and three (3) years for overlays, must be referred to the Hallowell City Council for permit approval. Except in the case of an emergency for a governmental or private utility, no work shall be done on any such section of the roadway until the permit has been approved by the Hallowell City Council.
- 2) If the applicant can show that the need for an opening permit could not have been reasonably anticipated before the roadway was reconstructed or overlaid, and has made an effort to investigate alternate procedures, an emergency permit may be issued by the City Manager/Street Commissioner.
- 3) For the purpose of this section, reconstruction is defined as a road that has had the gravel base replaced and a minimum of three (3) inches of new pavement for the entire width of the roadway. Reclamation means pavement grinding, compacting and resurfacing. Overlay means at least one (1) inch of hot asphalt on entire road surface.
- 4) For any opening permit issued within the 5-year, or 3-year, period mentioned above, the City of Hallowell may make sufficient charge, over and above the normal opening charge, to offset the cost of additional paving adjacent to the opening.

B. Conditions.

All granted permits shall be subject to the following conditions:

- 1) The traveling public shall be adequately protected at all times.
 - a. The work area shall be signed and lighted as required by the City.
 - b. Traffic Officers and / or Certified Flaggers shall be paid by the permittee; even when required by the City.
 - c. All traffic controls shall be in accordance with the latest edition of the Manual on Uniform Traffic Control Devices for streets and highways, as issued by the Federal Highway Administration.

- 2) Construction methods shall be such that excessive excavation and excessive destruction of pavement shall be avoided.
 - a. Dig Safe and local utilities shall mark the area prior to cutting the pavement.
 - b. Pavement shall be cut in advance along the proposed edges of the excavation.
 - c. All trench work shall comply with OSHA regulations.
- 3) The backfill material shall be as follows:
 - a. Top 18 inches, or full depth of gravel base in more recently constructed roadways, shall be made with Maine Department of Transportation (MDOT) base gravel specification.
 - b. All other backfill shall be equivalent to material removed, except that special backfill of suitable material may be used immediately around pipe, cable, conduit, etc. or to replace material, which cannot be compacted.
- 4) Backfill material shall be uniformly distributed in layers of not more than eight (8) inches and thoroughly compacted by use of approved mechanical compactors before successive layers are placed. Water shall be added when necessary to increase the moisture content of the backfill material to obtain adequate compaction. Puddling or jetting of backfill material is not permitted.
- 5) Surplus material shall be removed from the site and the area shall be left in a clean, presentable condition.
- 6) Permanent pavement shall be replaced by a qualified paving contractor to the full depth and extent of the existing pavement removed up to a maximum depth of four (4) inches.
- 7) Compliance with the terms and conditions of this permit shall be the responsibility of the permit holder. The City of Hallowell will not assume any liability for damages arising out of or resulting from a violation of the permit terms.
- 8) The City of Hallowell reserves the right, after due notice in writing to the holder of the permit, to cause the following to occur:
 - a. To provide such application review, supervision and inspection as it may deem necessary.

- b. To re-excavate and backfill as may be necessary.
 - c. If the area is improperly and unsatisfactorily cleaned up, to clean up the area.
 - d. To charge the holder of the permit the cost of all work performed under reservations (a., b., and c. above); which charge will be in addition to the normal fee for opening the roadway and may include an additional bill to the permit holder.
- 9) After the excavation has been made and backfilled, a representative of the City of Hallowell will measure the actual yardage of disturbed area, including any areas adjacent to the installation disturbed by blasting or other similar cause. If the final permit fee, based upon actual measurements differs from the estimated fee, an adjustment will be made either as a refund under Section 6-261 (2.C-8) or a bill showing the additional amount due.

C. Policy.

- 1) The City of Hallowell shall limit the permit by setting the time within which the work must be accomplished and shall prohibit work on Saturday, Sunday or holidays, unless expressly authorized by the City Manager/Street Commissioner.
- 2) No permit, except in the case of an emergency shall be granted unless the work contemplated is to be completed before November first.
- 3) No new work shall be started in the spring before such time as the frost leaves the ground.
- 4) The applicant for a permit may appeal to the City of Hallowell's City Council to make an exception to the dates specified above. The appeal shall be accompanied by supporting data adequate to show cause why an exception should be granted.
- 5) If an opening permit is granted for work after November first, the City of Hallowell may require the permit holder to provide temporary paving and to maintain the trench until the frost is out of the ground.
- 6) The total cost to the permit holder will correspond to the damage done to the roadway facility. Permits are required for paved areas (defined as areas paved or surfaced with gravel), shoulder areas, openings between a normal ditch cut, bottom of slope in fills, and the shoulder, and under-pavement drilling using trenchless technology.

- 7) Installations proposed to be made under paved areas shall be designed to use the shortest possible distance under the pavement consistent with the particular installation involved.
- 8) When crossing a local highway, the permittee shall give due consideration to the installation of a conduit or sleeve of adequate design to minimize opening the highway. The City may require installation of a conduit or sleeve.
- 9) Private water, power and cable crossings shall be placed through a suitable pipe sleeve extending not less than twelve (12) inches out of the shoulder.
- 10) All installations under the pavement and shoulders shall have not less than twenty-four (24) inches of cover. Elsewhere the cover shall not be less than twelve (12) inches. Installations subject to freezing shall be sufficiently deep so that it will not be damaged by frost penetration.
- 11) The City may direct proposed new installations to be under sidewalks.
- 12) The City may direct the location of the proposed new installations.

[Derivation: Section 20.78, 1973 Revised Code of Ordinances]

[Derivation: Ordinance No.: 03-10, Effective May 23, 2003; Ord. No. 14-02, eff. 3/20/2014]

SECTION 6-262 RECORD OF PERMITS

The City Manager or such officer as the City Council may appoint shall be authorized to issue permits, shall keep a record of all permits granted by him, work done by the City employees excepted.

[Derivation: Section 20-79, 1973 Revised Code of Ordinances; Ord. No. 14-02, eff. 3/20/2014]

SECTION 6-263 FEE SCHEDULE

There is hereby established the following schedule of fees for granting permits for any excavation or disturbance of ground in the Right-of-Way (ROW) of any municipal street or sidewalk in the City.

1. For street/road paved surfaces and sidewalks, fifty dollars (\$50.00) per square yard.
2. For unpaved shoulders, ditches and other parts of the ROW, including trenchless technology used under the ROW, thirty dollars (\$30.00) per square yard.