



**CITY OF  
TALLAHASSEE**

## Right-of-Way Management Manual

EFFECTIVE: February 10, 2021

City of Tallahassee  
Underground Utilities & Public Infrastructure

Engineering Division

## **Introduction**

This Right-of-Way Management Manual has been developed and adopted by City of Tallahassee in accordance with the Code of General Ordinances of the City of Tallahassee, Chapter 17, Article IV. The Right-of-Way Management Manual is to provide guidance for utility work and development work to be performed within the City of Tallahassee's Rights-of-Way or areas dedicated to the City.

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## **Chapter 1**

### **Overview**

#### **1.1.0 Intent and Applicability**

- 1.1.1 The intent of the “Manual” is to provide orderly use and development of the City’s Right-of-Way, to protect the public health, safety and general welfare by adopting and administering reasonable rules, regulations, policies and procedures not inconsistent with State and Federal law.
- 1.1.2 This document shall be referred to as the “City ROW Manual.”
- 1.1.3 The purpose of the City ROW Manual is to provide rules, regulations, policies and procedures for the placement, construction, and maintenance of development, utilities and communication facilities within the City Right-of-Way or land dedicated to the City. The City ROW Manual:
- Outlines City policies in regard to enforcement, fees and bonds required to construct or place utilities and communications facilities within the City’s Right-of-Way.
  - Outlines the procedure to register with the City pursuant to Chapter 17, Article IV, Code of General Ordinances of the City of Tallahassee;
  - Outlines utility construction standards and minimum material specifications;
  - Outlines the procedure to obtain a Right-of-Way Permit or Maintenance of Traffic Permit; and
  - Outlines the construction standards for all work performed within the City’s Right-of-Way.
- 1.1.4 The regulations set forth are the minimum standard. If a standard is not included, the City will defer to the Florida Department of Transportation (FDOT) standards.
- 1.1.5 Any permit issued prior to the effective date shall be valid on the terms under which it was issued.
- 1.1.6 Nothing herein shall excuse a utility provider, communications services provider or communications facility provider from complying with all applicable local, State, and Federal laws and regulations.
- 1.1.7 The Code of General Ordinances of the City of Tallahassee and the Land Development Code, as amended, shall prevail over the provisions of this City ROW Manual to the extent of any conflict therewith.
- 1.1.8 This City ROW Manual applies to all Persons seeking to construct, maintain, repair, operate and/or remove lines for the transmission of public utilities under, on, over, across, or within the City Right-of-Way, including but not limited to water, sewer, gas, power, and television.
- 1.1.9 This City ROW Manual applies to all Persons seeking to transmit Communications Services under, on, over, across, or within the City right-of-way or to construct, place,

install, maintain or operate a communications facility or utility pole under, on, over, across, or within the City Right-of-Way, unless otherwise exempt by operation of Federal, State or local laws or regulations.

1.1.10 This City ROW Manual applies to all Persons seeking to perform work within the City Right-of-Way.

## **1.2.0 General**

1.2.1 A Right-of-Way Permit, issued by the City, is required for construction and maintenance activities in the City right-of-way. Any person, who desires to construct, maintain, repair, operate or remove utilities or infrastructure in the City Right-of-Way will be required to obtain a Right-of-Way Permit through the City.

1.2.2 Permit applications shall be made with the City Traffic Engineering Section. However, for new single-family residences, the driveway connection permit shall be submitted to the City Growth Management Building Department.

1.2.3 Applications for Permits and Registrations shall be submitted to the City by electronic mail, U.S. mail, or by hand-delivery.

1.2.4 If a permit application package is submitted to the City by U.S. mail or hand-delivery, one (1) copy of the permit application with two (2) sets of the physically signed and sealed engineering documents, including the plans and drawings, must be provided. If a permit application package is submitted by electronic mail, the engineering documents, including the plans, must be electronically or digitally signed and digitally sealed in compliance with Chapter 61G125-23 of the Florida Administrative Code, as amended. The plans shall be in accordance with the City General Code of Ordinances and this City ROW Manual.

1.2.5 Except for exemptions provided in Chapter 17, Article IV, no construction or work shall be started until a Permit for the proposed activity has been granted.

1.2.6 The Permittee shall be in possession of permit, as applicable, prior to construction and shall have the permit and the approved plans available at the site during construction.

1.2.7 The Permittee, upon receiving a Right-of-Way Placement Permit, is authorized to perform only the work outlined in the Permit applications and attachments, and any conditions prescribed by the City or applicable State or Federal laws or regulations. The Permittee, while in the process of accomplishing the permitted activity, shall follow and perform all requirements promulgated by this City ROW Manual and all applicable City codes, policies and regulations and State and Federal laws and regulations.

1.2.8 Inspections may be required at both pre-construction and post-construction. Permit Applicant shall contact the City to schedule the required inspections for permits issued by the City. For permits issued for new single-family residences, Permit Applicant shall contact the City Growth Management Building Department to schedule inspections.

1.2.9 The contractor shall not employ the Engineer of Record as the contractor's Engineer of Record or as a specialty engineer.

### **1.3.0 Application to Existing Facilities**

1.3.1 The provisions of the "Manual" do not apply to existing facilities within the right-of-way, but will apply to any extension, new installations, and modifications made after the City ROW Manual is adopted with the exceptions made in Section 3.2. The City reserves the right to require replacement of existing infrastructure in accordance with the City ROW Manual if:

- Infrastructure threatens the health, safety, and welfare of the public, or
- Where repeated repairs are causing significant disruption and/or damage to the City's roadway or infrastructure.
- Existing underground utilities lack capacity.

1.3.2 If the City has a project where City owned infrastructure is being constructed or reconstructed to current City, State, Federal standards, existing utilities within the Right-of-Way that conflict with the proposed construction may have to be modified or relocated to meet current requirements. These changes, if required, will have to be in accordance with the latest version of the City Row Manual. Relocation and/or reconstruction shall be at the expense of the utility owner.

When a private entity develops a roadway project or extends existing infrastructure, the private entity shall be responsible for all relocations, adjustments, or extensions of existing infrastructure and/or utilities in accordance with each applicable City Codes, and State and Federal laws.

1.3.3 If work is proposed in a Right-of-Way that contains existing Electric Transmission Lines (69kV or higher), then the City of Tallahassee Electric Utility Transmission Easement / Right-of-Way Policy shall be reviewed to determine further project restrictions and requirements. This document is available upon request; please contact the Electric & Gas Utility to receive a copy. Note that where a project is proposed in the shared Right-of-Way with an Electric Transmission Line, the project design will require the approval of the Electric Utility and that additional design and construction requirements beyond what is listed in this City ROW Manual may be required.

## Chapter 2 Definitions

*ANSI*: the American National Standard Institute.

*Applicant* means any Person who submits an application to the City for an effective Registration or a Permit to locate a Communications Facility or Utility Pole within the Public Right-of-Way.

*ASTM*: the American Society for Testing and Materials.

*Casing* means a pipe surrounding a carrier pipe and designated to resist potential impacts and carry imposed loads.

*City Engineer* means the licensed engineer designated by the City to furnish engineering assistance for the administration of these regulations. The term City Engineer also includes his or her designee.

*City* means as indicated by the context used, either Tallahassee, Florida, as a geographic location, or Tallahassee, Florida, a Florida municipal corporation, as a legal entity.

*City Traffic Engineering/Operations Manager* means the individual, or their designee, designated to oversee the traffic related engineering activities to ensure the safe and efficient transportation of goods and people throughout the City and has the responsibility to review and approve Right-of-Way Permit Applications.

*Code* means the Code of General Ordinances of the City of Tallahassee, Florida, as amended from time to time.

Communications Facilities, or other physical features, on, above, within or under any part of the Public Right-of-Way.

*Communications Facility or Facilities* as defined in Section 17-124, City Code.

*Communications Services* as defined in Section 17-124, City Code.

*Communications Services Provider* as defined in Section 17-124, City Code.

*Comprehensive Plan* means the Tallahassee-Leon County 2030 Comprehensive Plan, as amended.

*Conduit* means an enclosure for protecting a Utility (e.g., wires, cables or pipes).

*Construct* or *Construction* means to construct, install, place, or excavate Utility Poles, Utilities, Communications Facilities, or other physical features, on, above, within or under any part of the Public Right-of-Way.

*Construction Bond* means a surety bond used in construction projects.

*Corrective Measures* means a task or action required to correct a deficiency.



*County or Leon County* means Leon County, Florida, as a geographic location, or Leon County, Florida, a charter county and political subdivision of the State of Florida, as a legal entity, as indicated by the context used.

*Culvert* means any structure not classified as a bridge or casing which provides an opening under a roadway.

*Day(s)* means, for purposes of computing any period of time expressed in day(s) in this Article, the day of the act, event or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or legal holiday, in which event the period shall run until the end of the next day, which is neither a Saturday, Sunday, or legal holiday.

*Department* means the City Underground Utilities & Public Infrastructure Department.

*Engineer* means a professional engineer licensed in the State of Florida.

*Engineer of Record* means the Professional Engineer or Engineering Firm registered in the State of Florida that develops the criteria and concept for the project, performs the analysis, and is responsible for the preparation of the Plans and Specifications.

*FDEP* means the Florida Department of Environmental Protection.

*FDOT* means the Florida Department of Transportation.

*Florida Building Code* means the Florida Building Code promulgated under Chapter 553, F.S., including the City amendments thereto, as both may be amended from time to time.

*Florida Department of Transportation Standard Plan* means The Standard Plans (formerly referred to as the Design Standards) are standard construction details, published as sets of Indexes in a web-based PDF format. The Standard Plans provide a consistent application of the Departments standard designs and details in the preparation of construction contract documents. Standard Plans are developed with consideration for durability, maintainability, and broad applicability. As such, Standard Plans may not be universally suitable for all projects or site conditions. The Engineer of Record (EOR) is responsible for the appropriate application of Standard Plans within a project.

*Florida Department of Transportation Standard Specifications* means requirements setting out or relating to the method or manner of performing work.

*Grace Period* means a specified time established by the Inspector, which will allow the Permittee to delay the performance of Corrective Measures necessary to address deficiencies found in the permitted construction operations, typically not to exceed 72 hours.

*Lot* means a designated parcel of land established by plat, subdivision, or as otherwise permitted by law, to be used, developed, or built upon as a unit.

*Manual* means Right-of-Way Management Manual adopted by the City of Tallahassee.

*Parcel* means any piece of real property that has a single parcel identification number assigned to it by the County Property Appraiser.

*Pass-through Provider* as defined in Section 17-124, City Code.

*Pavement Standards* means City of Tallahassee Flexible Pavement standards outlining the requirements of pavement restoration in City of Tallahassee Rights-of-Way.

*Permit* means the Public Right-of-Way permit that must be obtained before a Person may construct, place, install or maintain any infrastructure in the Public Rights-of-Way and shall include, but not be limited to, Right-of-Way engineering and construction permits issued by the City Traffic Engineering/Operations Manager.

*Permittee* means the Permit applicant or holder and authorized agent of the Permit applicant or holder.

*Person* as defined in Section 17-124, City Code.

*Plans* means drawings, including reproductions thereof, showing the location, character, dimensions and details of the work to be accomplished.

*Project Supervisor* means a person experienced in the type of work being performed and who has the authority to represent the Permittee in a routine decision-making capacity concerning the manner and method of carrying out the work authorized by Permit.

*Public Right-of-Way or Right-of-Way* means land in which the City owns the fee or has an easement devoted to or required for use as a transportation facility and may lawfully grant access pursuant to applicable law, and includes the surface, the air space over the surface and the area below the surface of such Right-of-Way.

*Transportation Facility* means any means for the transportation of people or property from place to place which is constructed, operated, or maintained in whole or in part from public funds. The terms *Public Right-of-Way* or *Right-of-Way* shall not include: (1) City, State, or Federal Right-of-Way unless the City has been properly delegated.

*Registration or Register* as defined in Section 17-124, City Code.

*Right-of-Way Permit* means a Permit authorizing the construction and/or placement of a Utility, Communications Facility, or other structure or facility within the Right-of-Way.

*Roadbed* means that portion of the Right-of-Way occupied by the subgrade and supporting Shoulder material.

*Shoulders* means that portion of the Right-of-Way outside the edges of the traveled way extending to the top of the front slopes. The Shoulders may either be paved or unpaved.

*Specifications* means the directions, provisions, casting work plans, and all stipulations contained in the plans or in the Permit setting out or relating to the method and manner of performing work, or the quantities and qualities of materials and labor to be provided under the Permit.

*State* means as indicated by the context used, either Florida, as a geographic location, or the State of Florida, as a legal entity.

*Substantial Change* means a substantial deviation from the approved Plans that results in a conflict with other Utility structures, a hazard to public health, safety, or welfare, or does not conform to County or Permit Specifications, or, in the opinion of the Inspector, a change that warrants review and approval by the Department.

*Surety* means the Person that agrees to become responsible and liable by executing, as surety, a Performance Bond or Maintenance Bond and who guarantees the faithful performance of the Performance Bond. Total Estimated Cost of Construction: the pre-determined total estimated cost of the project excluding those costs incurred from engineering, legal, and land acquisition. the day of the act, event or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or legal holiday, in which event the period shall run until the end of the next day, which is neither a Saturday, Sunday, or legal holiday.

*Total Estimated Cost of Construction* means the pre-determined total estimated cost of the project excluding those costs incurred from engineering, legal, and land acquisition.

*Traffic Engineering Section* means the Section within the Underground Utilities & Public Infrastructure Engineering Division designated to review and approve all Right-of-Way Permits and handle other delegated responsibilities.

*Tree* shall have the meaning ascribed to it in City Land Development Code Section 5-12.

*Utility or Utilities* means electric, gas, water, sewer, television, or other essential services provided to the public at large.

*Utility Pole* means a pole or similar structure used in whole or in part to provide Communications Services or electric distributions, lighting, traffic control or similar function. Street signs shall not be considered a Utility Pole for the purposes of this City ROW Manual.

*Utility Provider* means any Person or entity that is a local exchange carrier or an electric, gas, water, steam, drainage, storm water, sewer or other public utility, and who owns or operates appurtenant facilities or equipment that are situated within the Public Right-of-Way for transmission of such Utility's commodities or services.

*Wireless Infrastructure Provider* as defined in Section 17-124, City Code.

**CHAPTER 3**  
**General Construction Standards and Specifications**

**3.1.0 Construction Coordination with the City**

3.1.1 The Permittee shall coordinate with the City prior to performing any construction activities authorized in a Permit. The Permittee shall notify the City, schedule a pre-construction conference and inspection, and notify the Inspector upon completion of the construction.

Pre-Construction Notification:

The Permittee shall adhere to the following schedule when notifying the City of the Permittee's desired time of construction beginning.

<u>Day</u>	<u>Minimum Prior Notification Time</u>
Tuesday-Saturday	24 hours
Sunday	48 hours
Monday	72 hours

Pre-Construction Conference:

A pre-construction conference between the City and the Permittee's contractor is required prior to construction. Pre-construction conferences will be held at a location specified by the City. These conferences are generally held to discuss plan alternatives, routes, substitutions of materials, and any other topics that might affect the quality, time of construction, and public health, safety, and welfare.

**3.1.2 Inspection**

- a. Prior to the commencement of the construction, the City inspector shall ensure that the construction personnel are in possession of approved Plans and Permit, discuss any matters concerning the project, and inspect the site. The Inspector may verbally approve the construction to begin and so note on the Plans if requested.
- b. Permittee and the Inspector may schedule meetings throughout the pre-construction, construction, and post-construction phases of the project. If the Permittee is 1/2 hour or more late to the agreed upon time and place, the Permittee is required to contact the Inspector to schedule another meeting time. If the Inspector is 1/2 hour or more late to the agreed upon time, the Permittee may begin work without an inspection; however, the Permittee is not relieved of the responsibility to comply with the Permit, City Code, this City ROW Manual, or other State and local laws and regulations; and should subsequent inspections reveal deficiencies, the Permittee must correct the deficiencies immediately.

- c. During construction, the Inspector shall monitor the work for compliance with the approved Plans and Specifications. If a deviation or potential deviation is discovered that would require a substantial change, all work shall stop except for any corrective measures necessary to address the deficiency or to prevent a hazard to the public or any Utility or structure.
- d. The daily log maintained by the City shall list the notification of construction; and the Permittee shall be bound by the entries made within this log.

### 3.1.3 Field Changes to Plan

Substantial Changes to the Plans are only permitted after obtaining permission from the City and the changes have been noted on the previously approved plans and signed off by the Engineer of Record.

### 3.1.4 The Project Supervisor

During construction, the Inspector shall monitor the work for compliance with the approved Plans and Specifications. Deficiencies found by the Inspector will be made known to the Project Supervisor. The Project Supervisor shall cause immediate corrections to be made. A Project Supervisor shall be present at all times during the actual construction.

### 3.1.5 Completion of Construction

The Permittee shall notify the Inspector within one (1) day after the completion of the construction and restoration work and arrange to meet the Inspector at the work site. The Inspector shall inspect the project area and, if no further work is indicated at the time, shall note on the construction Plans that the final inspection has been completed. If either construction or restoration deficiencies are noted, the Inspector shall inform the Permittee and the Permittee shall immediately cause the deficiencies to be corrected and request a re-inspection. A repeat inspection fee may be charged.

### 3.1.6 Project Completion

If, upon final inspection, the City has determined that the work site has been restored to a condition equal to or better than that which existed immediately prior to construction, the Inspector shall notify the Permittee that no further restoration action is required at the time and enter the project completion in the official log.

## 3.2.0 **Non-compliance with Right-of-Way Permit**

- 3.2.1 Should the Inspector determine that a deficiency in materials or workmanship exists, or substantial change from the approved plans has occurred, the corrective measures necessary due to a deviation from the Plans, materials, or workmanship, shall be accomplished by the Permittee immediately upon notification by the Inspector. The Inspector may approve a grace period, for corrective measures to be completed if the Inspector determines that said deficiency does not place other Utilities, private property, or any structure in jeopardy, nor creates a hazard to the public.

- 3.2.2 A grace period shall not be approved when the Inspector determines that further construction will cause the required corrective measures to become more technically or financially impractical to complete at a later date than if the corrective measures were completed immediately.
- 3.2.3 The Inspector shall record the specifics of the deficiency or deviation and grace period in the Inspector's daily log and on the City's and Permittee's set of approved Plans.
- 3.2.4 The Permittee assumes any and all liabilities created by the permitted construction and any deficiencies or deviations from the permitted construction.
- 3.2.5 Upon completion of the work to correct the deficiency, and/or at the end of the grace period, the Inspector shall review the site to determine if the deficiency has been corrected.
- 3.2.6 If the Inspector determines that the specified corrective measures have not been initiated or satisfactorily completed by the end of the grace period, the Permittee shall be deemed in non-compliance of the issued Permit. The Inspector shall notify the Permittee of such non-compliance.
- 3.2.7 The Inspector shall monitor the permitted work for compliance according to the Permit application and attachments and for any conditions set forth by the City. If a deficiency or deviation from the Plans is found during construction or during the final inspection, the Inspector shall notify the Permittee or Project Supervisor of the deficiency, and the Permittee or Project Supervisor shall make corrective measures of the deficiency specified by the Inspector. It shall be recorded in the Inspector's daily log that the Permittee is not in compliance with the approved Plans and Specifications. A project shall not be considered complete, and the Inspector shall not sign off on any project, until all deficiencies have been corrected.
- 3.2.8 If the Inspector determines that corrective measures are needed immediately to protect the City or private property, or for the protection of the public, the Inspector shall instruct the Permittee to complete the corrective measures immediately. If immediate corrective measures are not taken by the Permittee, and the state of construction is such that there is a danger or hardship to the public, the Inspector shall arrange for the completion of the corrective Measures. The City may complete the corrective measures and call the Construction Bond. When the City completes the corrective measures, the cost incurred by the City to complete the corrective measures shall be reimbursed to the City from the Construction Bond proceeds.
- 3.2.9 If the corrective measures are not initiated within the time provided to perform the corrective measures, the City may complete the corrective measures and call the Construction Bond. When the City completes the corrective measures, the cost incurred by the City to complete the corrective measures shall be reimbursed to the City from the Construction Bond proceeds.
- 3.2.10 If, during the one year following the final inspection and approval, the Inspector finds that further work is required for reasons such as, but not limited to, erosion, backfill subsiding, inferior materials and/or workmanship, the Inspector shall determine the

urgency of the corrective measure as specified in this Section and notify the Permittee accordingly. The Inspector shall arrange a time to inspect the corrective measures.

- 3.2.11 If the corrective measures are not completed satisfactorily by the Permittee, the Permittee shall be in non-compliance of the Permit. The City may complete the corrective measures and call the Construction Bond. When the City completes the corrective measures, the cost incurred by the City to complete the corrective measures shall be reimbursed to the City from the Construction Bond proceeds.

### **3.3.0 Excavation-Pipe Installation-Backfilling**

#### **3.3.1 Clearing and Grubbing**

- a. Vegetation such as trees, shrubs, and grass shall be shown on plans and reviewed by the City, as per the City's Code of Ordinances and Land Development Code Chapter 5, Article IV, Section 5-83. Additional permitting may be required. Vegetation removal shall be minimized to the extent practicable. All shrubbery, trees and other such plantings, including those within construction areas, shall be satisfactorily replaced before the final approval of construction. All areas disturbed during construction shall be restored to a condition equal to or better than existing prior to beginning work.
- b. Trimming of branches and/or roots shall require additional permitting and be performed by contractor's landscape architect or certified arborist per ANSI A300 standards and the City's Code of Ordinances and Land Development Code Chapter 5, Article IV, Section 5-83. Review of arboricultural mitigation plan shall be included with plans/permit and reviewed by the City.

#### **3.3.2 Control of Water**

- a. Control of ground water shall be such that softening of the trench floor or of visible water shall be prevented. Dewatering systems shall be designed and operated so as to prevent removal of natural soils. All water discharged from the site shall meet all State and federal regulations and proper permits shall be obtained by contractor and displayed onsite prior to discharge activates.
- b. Static water level shall be drawn down below bottom of excavation so as to maintain undisturbed state of natural soils and allow placement of backfill to required density. A dewatering system shall be installed and operated so that the ground water level adjacent to the excavation is not reduced to the extent which would damage or endanger nearby structures or property.
- c. Release of ground water to its static level shall be performed in a manner so as to maintain an undisturbed state of natural foundation soils, prevent disturbance of compacted fill or backfill, and prevent floatation or movement of all structures and pipelines.
- d. Deviation from these procedures shall only be allowed when a suitable alternative, approved by the Inspector, is used which will adequately address the problem.

- e. Dewater and dispose of water so as not to cause injury to the public or private property or to cause a nuisance or a menace to the public. The Contractor shall at all times have on hand sufficient pumping equipment and machinery in good working condition for all ordinary emergencies and shall have available at all times competent workmen for operation of pumping equipment. Dewatering systems shall not be shut down between shifts, on holidays or weekends, or during stoppages without written approval from the City.

### 3.3.3 Excavation

- a. All construction activities shall strictly adhere to the Occupational Safety and Health Administration (“OSHA”), Department of Labor regulations, 29 CFR Part 1926, for trenching and excavation.
- b. All excavated material retained for backfill shall be piled in a manner so as not to endanger the work or obstruct sidewalks, driveways, or drainage. Fire hydrants, valves boxes, utility boxes and other utility controls shall be unobstructed and accessible at all times during construction.
- c. Trenches shall be excavated to the required depth and to a width sufficient to provide the necessary working room only. If the trench is on or along a Roadbed, saw cut the pavement in a neat, straight line. Trench sides shall be vertical up to at least the mid-point of the horizontal pipe. Loose pavement materials must be removed from the immediate area, taking precautions not to mix with soils intended for backfill. If excavation is carried below what is required, the overcut depth shall be backfilled with suitable bedding material and compacted to 95% of maximum density. Voids of ample size shall be cut under and around all joints to assure that the barrel of the pipe rests uniformly and in continuous with the supporting ground for its entire length.
- d. The compaction of fill material for Utility trenches under improved areas shall be 100% of density, as measured by Standard Proctor.
- e. When rock is encountered, the excavation shall continue to a depth of at least six (6) inches below the required grade and backfilled to grade with six (6) inches of suitable fill.
- f. Where pipe laying ceases at the end of the day or for any cause, the end of the pipe shall be securely closed to prevent the entrance of water, mud, or any other objectionable matter.

### 3.3.3 Sheeting and Bracing

- a. It is the responsibility of the Permittee and/or Engineer of Record to provide for support of the trench walls when needed.
- b. Where sheet pilings, shoring, sheeting, bracing or other supports are necessary to protect adjacent property or the work and necessary for safety of the workmen or the



public, they shall be designed, furnished, maintained and removed by the Permittee or their designee.

- c. Design, planning, installation and removal of all sheeting, shoring, sheet piling and bracing shall be accomplished in a manner so as to maintain required trench or excavated section with an undisturbed state of soils at and below excavation bottom and must adhere to OSHA and Florida Trench Safety Act requirements.
- d. Movable trench boxes may be used and must comply with OSHA and Florida Trench Safety Act requirements.

### 3.3.5 Pipe Material, Laying, and Jointing

- a. Stormwater pipe in the right-of-way shall be reinforced concrete unless otherwise approved by the City Engineer.
- b. Pipe shall be laid either on a prepared bed or undisturbed earth in bottom of trench shaped as required to fit pipe or upon a layer of properly placed bedding material.
- c. Pipe joint tolerance shall comply with the latest edition of FDOT standard specifications.

### 3.3.6 Unsuitable Material Below Pipe Grade

- a. Unsuitable materials are soils exposed at the trench bottom of obtained from the Permittee's excavations that are compressible, expansive, contain extraneous rubble, offer uneven foundation support or have natural moisture content three percent or greater in excess of its optimum moisture content. Unsuitable materials/soils include, but are not limited to mulch, expansive clays, boulders, muck, rubble, any portion of trees or similar vegetation, wood or unyielding material such as rock.
- b. Whenever excavation exposes unsuitable materials, which in the opinion of the Inspector is unsuitable foundation to support the pipe, the material shall be removed to a depth necessary to reach material having adequate bearing capacity. The unsuitable material shall be replaced with 6 inch minimum of select backfill (Type "B", Section 7.3.9) up to the bottom of the pipe envelope.

### 3.3.7 Placing Backfill

- a. After the pipe has been properly laid and inspected, suitable backfill (Type "B") shall be carefully placed and compacted around the pipe up to the spring line of the pipe. Backfill materials shall be carefully placed in loose horizontal layers not exceeding six (6) inches in loose depth and equally on both sides of the pipe and shall be spaded, "walked in" and compacted to obtain a minimum density of 90% of maximum density as determined by ASTM D698 (Standard Proctor Density), except for depths ten (10) feet or less, where the minimum density allowed shall be 95% minimum density. When one layer is completed on both sides of the pipe, a second layer shall be started. Backfill materials shall not be obtained from trench walls.

- b. The Permittee may elect to place material in thicker lifts of no more than twelve (12) inches compacted thickness above the soil envelope if the Permittee can demonstrate with a successful test section that density can be achieved. The Permittee must notify the Inspector prior to beginning construction of the test section.

### 3.3.8 Subsequent Backfill

- a. Above the level of the initial backfill, the trench shall be filled with material placed in accordance with one of the following Specifications: Florida Department of Transportation, City, or Specifications by other overseeing authorities. In improved areas, or areas proposed to be improved, the Utility trench shall be backfilled with select backfill (Type "B") only; and the surface of the trench shall be prepared to receive base construction.
- b. The compaction of fill material for utility trenches under improved areas shall be 100% of density, as measured by Standard Proctor.
- c. In unimproved areas, and areas not proposed to be improved, the excavated top soils shall be used last in the backfill, and the surface of the trench restored to its original elevation and condition.
- d. The compaction of fill material for utility trenches under unimproved areas shall be 95% of density, as measured by Standard Proctor, within the pipe envelope. The compaction of fill material for the remainder of the trench shall be compacted to firmness approximately equal to that of the soil adjacent to the pipe trench.

### 3.3.9 Type "B" Material

- a. Type "B" material, per OSHA, 29 CFR 1926 Subpart P Appendix A, shall be a select granular material free from organic matter and of such a size and gradation that desired compaction can be readily attained. When tested in accordance with the latest ASTM D6913, it shall conform to the following requirements:
  - 1. Maximum size not to exceed three (3) inches.
  - 2. At least 95% shall pass through a one and one-half (1-1/2) inch sieve and not more than 10% shall pass through a No. 200 sieve.
  - 3. Uniformity coefficient shall be six (6) or greater.
  - 4. Material shall have a sand equivalent of 35% or greater.
- b. Material may be clean, natural sand or gravel, imported quarry waste, select excavation or mixture thereof.

### 3.3.10 Type "D" Material

Type "D" material shall be obtained from the contractor's excavations. Such backfill material shall be free of debris, deleterious materials, organic materials, and expansive soils, and shall contain no material larger than four (4) inches.

### 3.3.11 Gravel Base

Gravel base shall be clean, washed, well-graded rounded gravel or crushed rock of one and one-half (1-1/2) inch maximum size and three-eighths (3/8) inch minimum size.

### 3.3.12 Bedding Material

- a. Bedding material shall be three-fourths (3/4) inch nominal size coarse aggregate. When tested in accordance with latest ASTM D6913, it shall conform to the following gradation requirements:

Passing 1 inch sieve	100%
Passing 3/4 inch sieve	90-100%
Passing 3/8 inch sieve	20-55%
Passing No. 4 sieve	0-10%

- b. Bedding material for PVC force main shall be free from any rock, stone, or gravel larger than three-fourths (3/4) inch for a distance of twelve (12) inches from the pipe.
- c. Material shall be free from soft, laminated, or thin pieces.

### 3.3.13 Backfill for Structures

Backfill for structures shall be compacted select sand backfill as specified above for a minimum distance of ten (10) feet from the outside wall of the structure or to undisturbed excavation wall if nearer.

### 3.3.14 Use of Shrinkless Grout

In lieu of the use of backfill materials stated above, the City Engineer may require shrinkless grout if adequate coverage of pipe cannot be achieved.

In order to allow grasses and other natural cover to establish itself, the final six (6) inches of trench located off of the travelled surface of the right-of-way shall be filled with the excavated topsoil and shall be compacted.

### 3.3.15 Compaction by Flooding

The Permittee may compact granular backfill materials above level of initial backfill materials above level of initial backfill by flooding provided he has secured prior approval from the Inspector for each location. When compaction by flooding is to be done, backfill materials shall be coarse grained gravel, gravel-sand or sand, free of clay, having not more than five percent by weight which passes a No. 100 U.S. standard sieve

and no material which passes a No. 200 U.S. standard sieve. In addition, the character of soil through which trench passes shall be clay-gravel or gravel-sand-silt mixtures which possess permeability sufficient to result in flooding water being drained away in a reasonable time not to exceed three days. All tests required to determine if backfill material or soil adjacent to the trench is suitable for compaction by flooding shall be the sole responsibility of the Permittee.

#### 3.3.16 Disposal of Surplus Materials

The unauthorized disposal of surplus material on private property or within the right-of-way or easements is strictly prohibited. The Permittee shall indicate to the Inspector the area to be used for the disposal of surplus material and provide evidence of authorization to the Inspector showing that the Permittee has the right to use this area.

#### 3.3.17 Dust Control

Construction sites with land disturbance activity shall adhere to a dust control plan sufficient to prevent: off-site nuisance conditions; hazardous on-site conditions; and adverse impacts to stormwater runoff. Dust control plans shall follow standard best management practices. If the Inspector determines that dust has become a nuisance during the construction period, the Permittee shall employ additional measures as necessary to mitigate the condition. Any dust impacting adjacent personal property and real property must be addressed to the Inspector's satisfaction.

### **3.4.0 Jack and Bore**

The work shall include the installation of casing pipe by the method of boring and jacking as specified within this Section. The work shall include, but not limited to, boring and jacking pits, equipment, sheeting, steel casing pipe, casing spacers, coatings, location signs as required, and miscellaneous appurtenances to complete the entire work.

#### 3.4.1 Material Requirements

- a. **Steel Casing Pipe.** Steel casing shall conform to the requirements of ASTM A139 Grade B with minimum yield strength of 35,000 psi. Field and shop welds shall conform to American Welding Society (AWS) standard specifications. Field welds shall be complete penetration, single-bevel groove type joints. Welds shall be leak-proof, airtight, and continuous over the entire circumference of the pipe and shall not increase the outside pipe diameter by more than three-fourths (3/4) inch.
- b. **Carrier Pipe.** All pressurized carrier pipes for jack and bore installations shall be restrained joint ductile iron pipe and shall be lined and coated in accordance with Chapter IV Section 4.2.2 (b.) for water services or Section 4.3.2 (b.) for sewer services. Gravity sewers with bore lengths less than sixty (60) feet can be DR 26 PVC sewer pipe. Gravity sewers sixty (60) feet or greater in length must be restrained joint ductile iron pipe, lined for sanitary sewer application.
- c. **Casing Spacers.** Carrier pipes, inside of steel casing pipe shall be supported by casing spacers at no more than six and one-half (6.5) feet between spacers with double

spacers on each end of the casing at a maximum of two (2) feet behind the bell. Each spacer shall be a minimum of eight (8) inches wide for twelve (12) inch diameter or less carrier pipes and a minimum of twelve (12) inches wide for sixteen (16) inch diameter or greater carrier pipes.

The spacer shall be manufactured of a minimum of 14-gauge Type 304 stainless steel. A minimum of three casing spacers per carrier pipe segment is required. Spacers on the spigot end shall be positioned at the line marking the insertion limit into the bell, such that the casing spacer is in contact with the bell face when the pipe is properly seated. Each spacer shall have a minimum of four runner supports manufactured of an ultra-high molecular weight polyethylene or glass reinforced polymer. The runner supports shall be of adequate height to position the carrier pipe in the center of the casing with a minimum top clearance of one and one-half (1.5) inches. All nuts, bolts and washers shall be Type 304 stainless and compatible with the respective Type 304 stainless steel shell and band.

d. Casing End Seals.

1. Mechanical link-type casing end seal: Shall be interlinked rubber sealing elements that are compressible to create a water-tight seal between the casing pipe and the carrier pipe. The seal shall be manufactured from EPDM rubber elements with composite compression plates and stainless-steel nuts and bolts.
2. Skirt-type casing end seal: Shall be seamless rubber with stainless steel straps for securing the seal to the carrier pipe and the casing pipe. End seals shall be constructed of one-eighth (1/8) inch thick, specially compounded synthetic rubber with stainless steel banding straps.

### 3.4.2 Installation Requirements

- a. Pit Excavation. The construction shall not interrupt traffic on the roadway. The pit shall be no closer than four (4) feet from the edge of pavement or two (2) feet from a curb section, unless otherwise authorized by the City. The pit shall also be excavated and backfilled in the manner described in this chapter.
- b. Casing Pipe Installation. The installation of the casing pipe shall proceed from a pit excavated no closer than four (4) feet from the edge of the roadway, railroad, or other structure. Construction shall not interrupt traffic on the roadways or railroads. All horizontal and vertical locations of underground utilities shall be verified in the field. Maintain dry jacking and receiving pits and boreholes, free from groundwater infiltration or stormwater runoff. Dewatering through the casing pipe is not permitted.

Casing pipe shall be installed in accordance with approved jacking and boring methods. Install suitable reaction blocks for the jacking operation, as required. Jacking operations shall be continuous and precautions shall be taken to avoid interruptions that might restrict or prohibit the advancement of the casing pipe. Earth within the casing shall not be removed too close to the cutting edge in order to prevent the formation of void outside the casing. If voids are formed, they shall be

satisfactorily filled with grout by pumping. Installation of the casing pipes shall be at a horizontal and vertical alignment that will allow installation of the carrier pipe.

The joining of sections of steel casing shall be field welded in accordance with applicable portions of AWWA C206 and AWS D7.0 for field welded pipe joints. The contractor shall wire brush the welded joints and paint with an approved material.

- c. Carrier Pipe Installation. All carrier pipes shall be installed with approved casing spacers meeting the requirements of Section 7.6.1 (c) of this Chapter. All casing spacers shall be installed in accordance with the manufacturer's recommendations.

### **3.5.0 Directional Bore**

The contractor shall furnish and install underground pressure mains using the horizontal directional drilling (HDD) method of installation, or directional boring. The work shall include all drilling equipment, materials, piping, appurtenances, and labor for the complete and proper installation, testing, and placing into service of pressurized mains.

#### **3.5.1 Material Requirements**

- a. Drilling fluid shall be a gel-forming colloidal fluid consisting of at least 10% high-grade bentonite, which is totally inert and contains no environmental risk, or equal.
- b. Pressure Main Pipe shall be fusible HDPE or PVC pipe with ductile iron pipe size (DIPS) outside diameters (OD) in accordance with AWWA C906 or C900, respectively. The Dimension Ratio (DR) of the pipe shall be based on the pipe material, joint type, drilling rig specifications, and in-situ conditions, and shall be suitable to withstand the pull-back forces required for the directional drilling without permanent deformation in the pipe section or strength.
- c. Four (4) inch or greater HDPE pipe (AWWA C906), the maximum DR shall be DR11. For four (4) inch through twelve (12) inch PVC pipe (AWWA C900), the maximum DR shall be DR18.
- d. Fusible HDPE and PVC pipe for horizontal directional drilling applications shall be joined by means of zero leak-rate thermal butt-fusion welds. Joints shall provide axial pullout resistance. The bending radius shall not exceed 80% of the manufacturer's recommended maximum bending radius for the size and type of pipe.

#### **3.5.2 Installation Requirements**

- a. Erosion and sedimentation control measures and on-site containers shall be installed per City Land Development Code Chapter 5, Article IV, Section 5-88. Prevent drilling mud from spilling out of entry and/or exit pits. Drilling mud shall be disposed of off-site in accordance with local, State, and Federal requirements and/or Permit conditions. No other chemicals or polymer surfactant shall be used in the drilling fluid without written consent of the City and after a determination is made that the chemicals to be added are not harmful or corrosive to the facility and are

environmentally safe. Drilling mud shall not be discharged into the City's drainage system.

- b. Pilot Hole: Pilot hole shall be drilled on bore path with no deviations greater than 2% of depth over a length of 100-feet. In the event that pilot does deviate from bore path more than 2% of depth in 100-feet, the Contractor shall notify the City. The City may require the Contractor to pullback and re-drill from the location along bore path before the deviation.
- c. Reaming: Upon successful completion of pilot hole, the Contractor will ream borehole to a minimum of 25% greater than outside diameter of pipe using the appropriate tools. Contractor will not attempt to ream at one time more than the drilling equipment and mud system are designed to safely handle.
- d. Pullback: After successfully reaming borehole to the required diameter, Contractor shall put the pipe through the borehole. In front of the pipe shall be a swivel and barrel reamer to compact bore-hole walls. Once pullback operations have commenced, operations must continue without interruption until pipe is completely pulled into borehole. During pullback operations, the Contractor shall not apply more than the maximum safe pipe pull pressure at any time. A break away head rated at the maximum safe pull pressure shall be utilized.
- e. The pipe entry area shall be graded to provide support for the pipe to allow free movement into the borehole. The pipe shall be guided in the borehole to avoid deformation of, or damage to, the pipe.
- f. If unexpected subsurface conditions are encountered during the bore, the procedure shall be stopped immediately. The installation shall not continue until the City has been consulted.
- g. The pipe shall be pulled back through the borehole using the wet insertion construction technique. The pipe shall be installed full of water.
- h. The pipe shall be installed in a manner that does not cause upheaval, settlement, cracking, movement or distortion of surface features.
- i. A boring log shall be kept with horizontal and vertical location every ten (10) feet. The horizontal location of the bore shall be marked in the field during the bore. The surveyor shall locate these marks and include this information with the bore depths in the Record Drawings. The surveyor may make a note on the drawing page containing the directional drill and provide an exception for the directional drill only, as the directional drill route cannot be uncovered and physically located.
- j. The pipe shall be installed at a depth of no more than fifteen (15) feet below pavement, as measured from the top of pipe.

### **3.6.0 Casings**

Casings are required for underground crossings of utilities where the carrier conduit is on insufficient strength due to composition or cover or such that it cannot reasonably be jacked.

When casing is used for transporting flammable gasses or fluids, the casing should extend to the top of the slope and be vented at the outside of the Right-of-Way line.

### **3.7.0 Codes and Standards**

The latest edition of the established standards of the following organizations shall be followed as if they were fully written herein and constitute a part of the specification requirements, except where otherwise specified:

- a. National Fire Protection Association - "National Electrical Code".
- b. Occupational Safety and Health Administration - "O.S.H.A."
- c. Appropriate City Ordinances, Policies, Rules, and Regulations.

### **3.8.0 Closed Circuit Television Pipe Inspection**

Closed Circuit Television Inspection. If Construction utilizes directional bore that will intersect with or be placed within three feet horizontally of any gravity utility systems (i.e., sanitary sewer manholes, mains, and laterals and stormwater manholes, inlets and pipes) ("Gravity Systems"). Registrants, or their contractors, are required to perform a closed-circuit television pipe inspection ("CCTV Inspection") video of those Gravity Systems, within the right-of-way to verify damage did not occur during the installation of directional drilled conduits. A Pipe Observation Summary Report must be prepared, submitted, and approved prior to closure of the subject permit. Each pipe must be identified in the Pipe Observation Summary Report and in the pipe inspection video by the Facility Identification (FID) number as provided by the City Engineer. The file naming convention of each pipe inspection video must contain the FID of the pipe and/or structure associated with the video. All Pipe Observation Summary Reports must be compatible with Pipeline Observation System Management (POSM) software. The CCTV inspection must be submitted to the City within ninety (90) days of completion of installation; however, this time frame may be extended at the City's sole discretion.

In lieu of performing CCTV Inspection on lateral lines of City infrastructure, Registrant may provide the City with a construction bond of no less than twenty-thousand (\$20,000) for each Permit issued to meet the requirements of this subsection. In lieu of providing a construction bond for each Permit, the Registrant may, at their sole discretion, provide the City with a blanket construction bond in the amount of \$100,000 to meet the requirements of this subsection. All construction bonds issued in accordance with this subsection must satisfy all the requirements set forth in Section 17-311 and must be issued for a term of not less than two (2) years after the completion of the Construction. For purposes of this subsection, lateral lines means a service pipe that connects a home's



or business' plumbing to the City's sanitary sewer system; generally, all homes or businesses in the vicinity of a sanitary sewer system have a lateral connection to that system.

### **3.9.0 Road Restoration**

Restoration of pavement cuts shall be restored as outlined in the City's Flexible Pavement Standards.

### **3.10.0 Final Dressing**

Cleanup is an essential part of the work. As work progresses and is completed, the Permittee shall clean the site of all signs of operation. The cleanup shall be done as promptly as practical and shall not be left until the end of the construction period. The final inspection will not be complete until all areas are restored to original or better condition.

Included in cleanup is protection of road shoulders, ditch banks, and other natural or artificial slopes subject to rapid erosion. Except where there is soil-cement riprap, this protection shall be by grassing and mulching. A sufficient stand of grass shall be obtained by sprigging, sodding or seeding over the entire work site.

### **3.11.0 Sodding**

Sod species shall match with the existing/surrounding area.

Immediately before sod is placed, an appropriate fertilizer shall be applied at the rate specified by the manufacturer to promote fast healthy growth. The sodded area shall be watered appropriately. Water shall be provided by the Permittee at his expense and whenever necessary to assure sustained growth and vitality.

### **3.12.0 Record Drawings**

Utility work performed in right-of-way shall not be accepted until certified Record Drawings are delivered to the City and approved by the City Engineer. The delivered Plans will be certified by the Engineer of Record for accuracy of the installation in accordance with both the Plans and the required Specifications.

The Record Drawings shall be reflective of the actual details of the installation and include plan views descriptive of all fittings, valves, and appurtenances placed in the pipelines. This can usually be accomplished on a revised set of the original construction Plans. The Record Drawings shall be professionally drafted, and delivered on reproducible media, to a scale of not less than one (1) inch = fifty (50) feet. Linear pipeline dimensions shall be indicated for all piping branches, valves, appurtenances, or changes in size along the pipeline, from verifiable points of reference. Differing materials used shall be indicated. Changes in elevation information shall be recorded where such differs from typical installation details, such as recording significant changes in depth of cover.

## **Chapter 4**

### **Right-of-Way Placement Permit**

#### **4.1.0 Right-of-Way Placement Permit**

- 4.1.1 Any Person who desires to construct, maintain, repair, operate, or remove lines for transmission of water, sewage, gas, power, communication facilities, other public Utilities, and television under, on, over, across, or within the Right-of-Way shall first register with the City. A registration provides the ability to apply for a Permit, if applicable, and the ability to place or maintain utilities in the Right-of-Way. This requirement does not apply to City of Tallahassee owned utilities.
- 4.1.2 Although the Florida Public Service Commission has regulatory authority over all Public Water Systems and Public Sewage Disposal Systems serving or proposing to serve over 100 persons, unless exempt from the jurisdiction of the Florida Public Service Commission, the City maintains authority to enforce reasonable rules or regulations regarding the placement, construction or maintenance of all facilities under, on, over, across, or within the Right-of-Way.
- 4.1.3 A permit to place Utilities within the Right-of-Way must be submitted to the City.
- 4.1.4 By submitting the application, the applicant agrees to:
  - a. Prevent the creation of any obstructions or conditions which are or may become dangerous to the traveling public;
  - b. Require the registrant to repair any damage or injury to the road or highway created during the installation of a Utility facility and to repair said road or highway promptly, restoring the same it to a condition at least equal to that immediately prior to the infliction of such damage or injury; and
- 4.1.5 The following information and documentation shall be submitted with the application for registration to place Utilities within the Right-of-Way:
  - a. Contact information, including an emergency contact.
  - b. The type of Utility.
  - c. Applicant's certificate number of authorization, public convenience and necessity, or other similar certification or licenses by the Florida Public Service Commission, the Florida Department of State, the Federal Communications Commission, or other federal authority.
  - d. Proof of general liability insurance.
  - e. A Construction Bond of no less than fifty thousand dollars (\$50,000), or other amount as determined by the City Engineer (or their designee).

- 4.1.6 A registrant shall provide updated information to the City within thirty (30) days of any change in the information required to be submitted for this registration.
- 4.1.7 Each registrant shall renew its registration by April 1 on or before the fifth (5) anniversary of the initial registration. Restricting the issuance of additional Permits until the Utility Provider has complied with the registration requirements of Chapter 17, Article IV, City Code.
- 4.1.8 Right-of-Way Placement Permit is not required for:
- a. Repairs under emergency conditions, such as service failures or public hazards. An after-the-fact Permit application shall be submitted within seven (7) days following the repairs.
  - b. Removal, relocation, or adjustments of a utility in accordance with a project initiated by the City if said project disturbs less than 400 square feet. If the roadway is affected, restoration shall be per the City's pavement standard.
- 4.1.9 Plans submitted with the Right-of-Way Placement Permit application shall include:
- a. The type of proposed facility, location of the proposed facility, and the dimensions and the height/depth.
  - b. The existing site conditions.
  - c. The distance between the proposed facility and nearby pavement, sidewalks, driveways, ramps, trees, underground Utilities and other above-grade and below-grade structures and Utilities.
  - d. Sufficient specificity demonstrating compliance with the Florida Building Code, the Florida Department of Transportation's Manual of Minimum Standards, the Utility Accommodation Guide, and the National Electric Safety Code, as amended and as applicable.
  - e. Attestation that the proposed facility is to be located within the Right-of-Way, except that if the City Engineer reasonably disagrees the Applicant shall submit a survey.
  - f. Trees or landscaping to be removed or impacted.
  - g. For a proposed tree removal of a protected tree within the Canopy Road Tree Protection Zones, provide additional information and documentation in accordance with Sections 10-4.206(b)(2) and 10-4.206(c)(1) of the Code of Laws.
  - h. Description of the installation or construction, such as jack and bore, open cut, or trenching.
  - i. Description of the type of material used for the pipes, casing, etc.

- j. Type of soils to be employed and information as to the backfill and compaction operation and type and method of final dressing and road restoration; and
  - k. Additional information pursuant to Sections 16-201(c) and 16-302(d), as applicable.
- 4.1.10 Cross-sections, profiles, key maps, etc. shall be used as needed to provide the above required information.

#### **4.2.0 Registration**

- 4.2.1 Any Communications Services Provider, Wireless Infrastructure Provider, or Pass-through Provider that desires to place or maintain a Communications Facility, conduit, backhaul facility, or utility pole intended to support the collocation of a Small Wireless Facility in the Public Right-of-Way shall first Register with the City in accordance with Chapter 17, Article IV, City Code.

#### **4.3.0 General**

- 4.3.1 Any Person who desires to place or maintain a Communications Facility within the Right-of-Way is required to obtain a Right-of-Way Placement Permit in accordance with the procedures outlined in Chapter 17, Article IV, City Code.
- 4.3.2 Any Person who desires to construct or maintain any utility lines within the Right-of-Way is required to obtain a Right-of-Way Placement Permit in accordance with the procedures in this Chapter.
- 4.3.3 Any Person who desires to perform any work within the Right-of-Way, including but not limited to obtaining soil samples or constructing improvements, is required to obtain engineering approval from the City, unless otherwise exempt by Federal, State or local law.

#### **4.4.0 Coordination with Other Utilities**

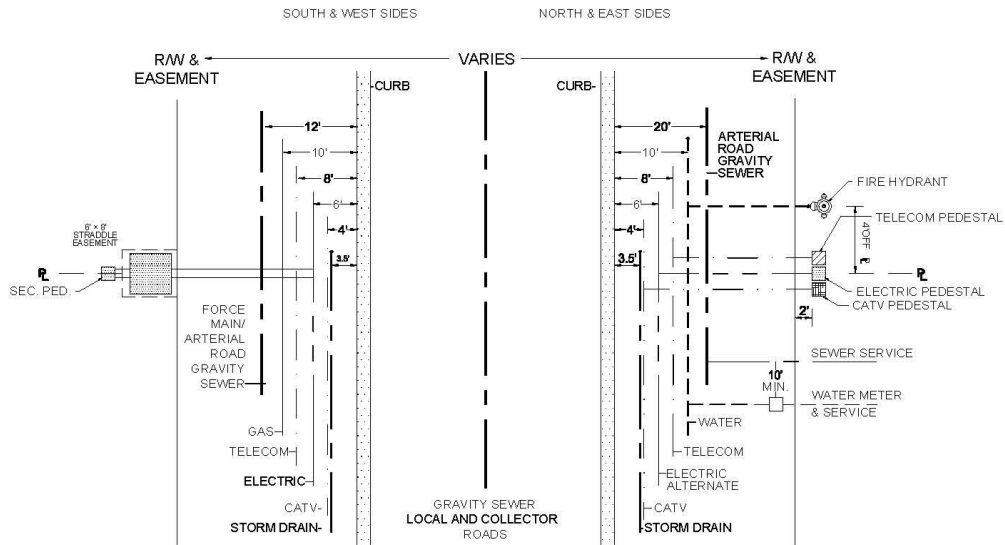
- 4.4.1 The applicant is responsible for notifying all other Utility Providers or Persons located in the proposed construction area, list the Utility Providers notified on the application, and certify on the permit application that such Utility Providers have been notified in writing. Prior to construction, the Permittee is responsible for contacting Sunshine 811 and notifying the appropriate Utility Providers when construction will begin.
- 4.4.2 Notified Utility Providers and Persons must submit their objections to the proposed construction to the City within seven (7) days following the date the application was submitted. To expedite the permitting procedure, the applicant may submit along with the application, signed letters of concurrence from the Utility Providers located in the proposed construction area. The seven (7) day waiting period may be waived by the City upon receipt of all appropriate signed letters of concurrence. If objections to the construction are received by the applicant, the objections shall be noted on the Permit application. All correspondence regarding the Permit or construction procedures will be handled directly by the Permittee or their agent.

#### **4.5.0 Proper Corridor for Placements**

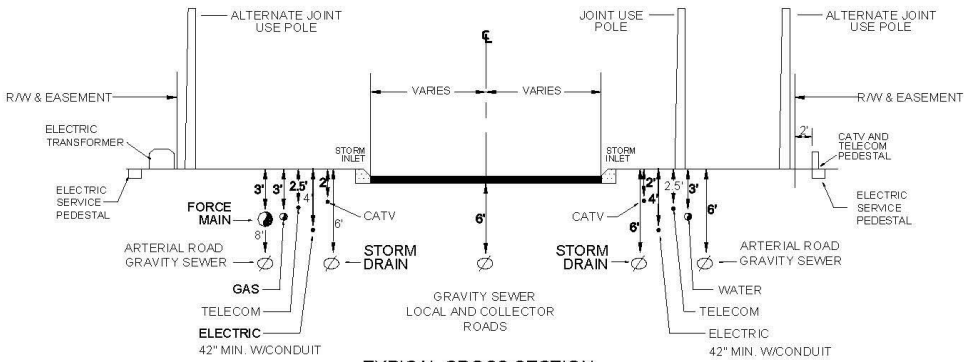
- 4.5.1 Where reasonably possible, Utilities and Communications Facilities shall be placed in the corridors and at depths or heights established in Figures 4.1 and 4.2. unless otherwise approved by the City.
- 4.5.2 All Plans accompanying a Permit application shall reflect the use of the appropriate corridors where possible. Approval by the City shall be on a case-by-case basis when slopes or buffer areas are insufficient to accommodate the Utility in its appropriate corridor, if another Utility is already occupying the corridor, or if another circumstance exists to preclude the Utility from being located in the appropriate corridor.
- 4.5.3 Communications Facilities shall comply with the locational standards provided in Chapter 17, Article IV, City Code.

# RECOMMENDED GUIDE FOR UTILITY PLACEMENT

## RIGHT-OF-WAY AND EASEMENT WITH CURB AND GUTTER



TYPICAL PLAN



TYPICAL CROSS SECTION

**NOTE:**

THESE PLANS APPLY TO ALL STREET R/W AND EASEMENT WIDTHS EXCEPT WHERE ADEQUATE SPACE BETWEEN EDGE OF PAVEMENT AND R/W IS NOT AVAILABLE OR OTHER FED. OR STATE REGS. APPLY.

ALL DEPTHS ARE MINIMUM BELOW FINISHED GRADES.

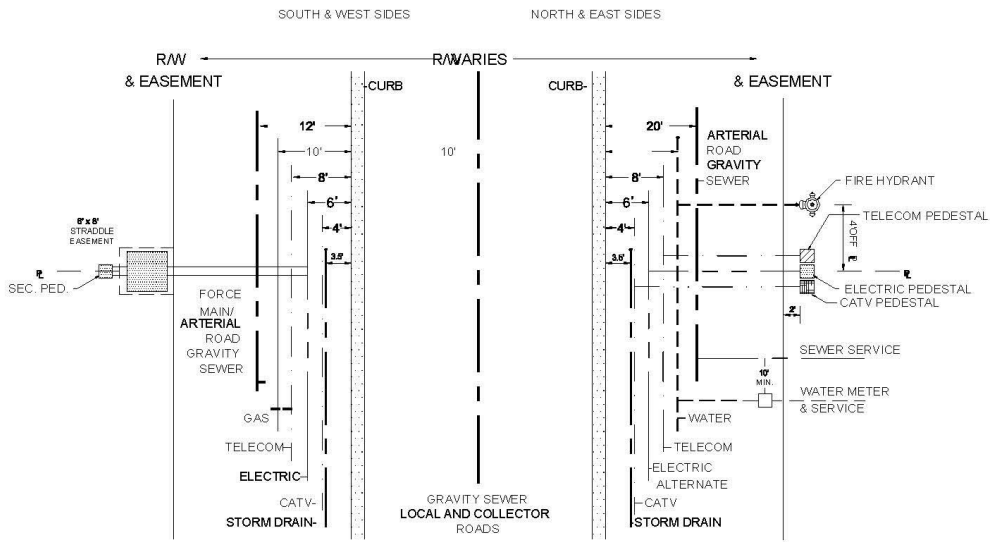
FIG. 4.1

DRAWINGS NOT TO SCALE

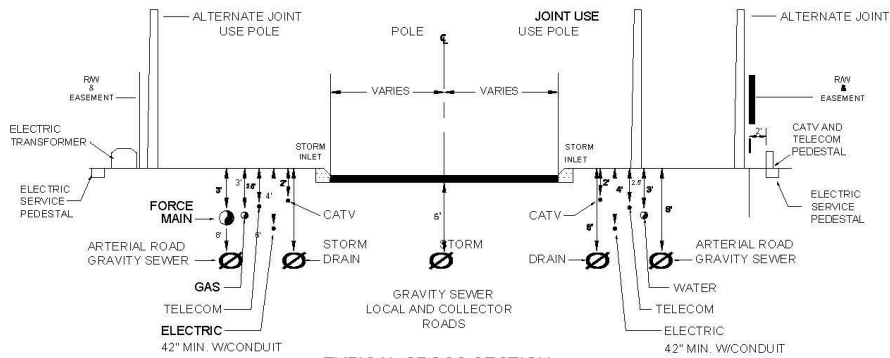
DATE 11/14/2019 DRAWN _____ DESIGNED _____ CHECKED _____ JOB No. _____ SHEET 1 of 2	PREPARED BY  UNDERGROUND UTILITIES AND PUBLIC INFRASTRUCTURE	PROJECT <b>UTILITY PLACEMENT</b> SHEET <b>Figure 4.1</b>	REVISIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">DATE</th> <th style="width: 50%;">BY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	DATE	BY								
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## RIGHT-OF-WAY AND EASEMENT WITH CURB AND GUTTER



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FIG. 4.2

DRAWINGS NOT TO SCALE

DATE <u>11/14/2019</u> DRAWN _____ DESIGNED _____ CHECKED _____ JOB No. _____ SHEET 2 of 2	PREPARED BY CITY OF <b>TALLAHASSEE</b> UNDERGROUND UTILITIES AND PUBLIC INFRASTRUCTURE	PROJECT UTILITY PLACEMENT - ARIAL SHEET Figure 4.2	REVISIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">DATE</th> <th style="width: 50%;">BY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	DATE	BY								
DATE	BY												

#### **4.6.0 Existing Drainage Structures**

Drainage culverts, drainpipes, driveway culverts, or other facilities installed for drainage purposes shall not be cut, modified, or removed without obtaining approval from the Department. Drainage structures are sized and installed to accommodate a design flow rate. The placement of facilities should not decrease or otherwise impede the design flow capability of such structures.

#### **4.7.0 Removal and Relocation of Facilities from the Right-of-Way**

- 4.7.1 All abandoned utility transmission lines and any associated Utility appurtenances shall be removed from the Right-of-Way and backfilled to specification, at the utility's expense, upon the request of the City.
- 4.7.2 Removal or relocation of any Utility shall be governed by the provisions of Chapter 337, F.S., as amended, and applicable State or federal laws or regulations.

#### **4.8.0 Duration of the Right-of Way Placement Permit**

- 4.8.1 A Right-of-Way Placement Permit for a Utility or a Communications Facility (other than the collocation of a Small Wireless Facility) shall remain effective for and construction must be completed within one year. The City may extend the expiration of the Permit for good cause. The work permitted by the Right-of-Way Placement Permit shall commence within sixty (60) days of issuance unless a Permit extension request is submitted in writing fourteen (14) days prior to the expiration date and approved by the City. Permits will also become void if the installation is not completed within sixty (60) days of commencement, unless this period is extended in writing by the Department.
- 4.8.2 A Right-of Way Placement Permit for a repurposed structure, as defined in Chapter 17, Article IV, City Code, or Utility Pole intended to support the collocation of small wireless facilities shall remain effective for and construction must be completed within one (1) year. The City may extend the expiration of the Permit for good cause. A permit extension request must be submitted in writing prior to the expiration date.
- 4.8.3 A Right-of Way Placement Permit for the collocation of a small wireless facility shall remain effective for and construction must be completed within one (1) year. The Department may extend the expiration of the Permit for good cause. A permit extension request must be submitted in writing prior to the expiration date.
- 4.8.4 Permits shall not be granted for an indefinite period. If a permit extension is not timely requested, the permit shall be void and a new permit application must be submitted.

#### **4.9.0 Construction Bond**

- 4.9.1 Prior to the City issuing the Right-of-Way Placement Permit, the applicant shall deliver to the City a Construction Bond as outlined in Chapter 17, Article IV, City Code and this Manual. Except for blanket construction bonds, typically, the bond will be returned after final inspection and approval.



#### **4.10.0 Material Specifications and Construction Standards**

- 4.10.1 Minimum material standard and specifications for the construction of utilities within the Right-of-Way shall be in accordance with minimum standards and specifications outlined in this Manual.
- 4.10.2 The standards of construction, safety precautions, and road and site restoration shall be in accordance with minimum standards and specifications outlined in this Manual.

#### **4.11.0 Unauthorized Placement**

- 4.11.1 Any Person who places a utility, is in the process of placing a utility, or completing any work, within the Right-of-Way without first acquiring a Right-of-Way Permit is in violation of Chapter 17, article IV, City Code and this Manual and is not authorized to commence the placement of the Utility.
- 4.11.2 Any Person who is in possession of a Right-of-Way Placement Permit, but fails to notify the City, is in violation of this Manual, and is not authorized to commence the placement of the Utility.

#### **4.12.0 Enforcement**

- 4.12.1 The City, upon discovering an unauthorized placement of a Utility or the completed placement of a Utility is authorized to act in accordance with the enforcement policies and procedures set forth in Chapter 17, Article IV, City Code.

#### **4.13.0 Permittee Liability**

- 4.13.1 The Permittee is responsible for all construction and work performed within the Right-of-Way as determined by the permit application and attachments during the actual placement and for one (1) year following the date of the final inspection and approval. The Permittee will typically hold a Construction Bond during the construction of the Utility or work.
- 4.13.2 Within one (1) year following the date of the final inspection and approval, the Inspector may require repairs due to inferior materials and/or workmanship. The Inspector shall notify the Permittee of the required repairs and arrange a time to inspect the work performed. The Permittee shall not be responsible for damages and/or creations created by other developers, contractors, or local residents.

#### **4.14.0 Non-Compliance with Placement Permit**

- 4.14.1 If upon being notified, the Permittee fails to perform corrective measures to address a deficiency, the Permittee shall be in non-compliance of the Right-of-Way Placement Permit. The Permittee shall be required to post a Construction Bond and retribute any and all cost that the City has incurred to restore the Right-of-Way prior to securing another Right-of-Way Placement Permit, as outlined in Chapter 17, Article IV, City Code and this Manual.

## **Chapter 5 Communication Providers**

### **5.1.0 Below-Grade and Above-Grade Communication Facilities and Small Cell Facilities**

#### **5.1.1 Placing Pipe Under Existing Pavement**

Directional bore is strongly encouraged. Proposed open cuts shall be shown on drawings along with justification of the open cut. Applicant will be required to restore pavement in accordance with the City Pavement Standards.

#### **5.1.2. Plans**

All plans shall be submitted electronically, provided that scale requirements are met. Plans for directional bore shall include plan and profile and show all existing facilities.

#### **5.1.3 Backfill and Compaction**

Backfill material shall be placed and compacted in accordance with City Standards and FDOT Standard Specifications. Copies of density test reports shall be sent to the Traffic Engineering Section.

#### **5.1.4. Inspections, Test, and Certifications**

When indicated by the City inspections a test will be required when necessary to ensure construction is in accordance with this Manual and applicable City Standards. No labor, material, or equipment shall be furnished by the City.

#### **5.1.5. Reports**

Reports relating to construction, test, or other matters shall be submitted to the City Traffic Engineering Section.

#### **5.1.6. Interruption and Restoration of Services**

Provisions shall be made for safe, continuous operation of all existing utilities, stormwater facilities, sanitary sewer facilities encountered during construction. If an existing facility is damaged during construction, the affected utility owner shall be notified immediately and is the permit applicant's responsibility for repairing.

#### **5.1.7. Job-Site Safety**

All permitted work in Right-of-Way must be done in strict accordance with the provisions of the Occupational Safety and Health Administration (OSHA) Regulations, and all other applicable codes. The Contractor shall be solely responsible for job-site safety.

#### 5.1.8. Removal of Pavement, Drives, Sidewalks, Curb and Gutter

Pavement shall be pre-cut straight, clean, and square and restored in accordance with the City Pavement Standard.

When the removal of sidewalk, curb and gutter is necessary for construction, they shall be removed in full sections to the nearest joint and match existing.

#### 5.1.9 Disposal of Excavated Material

Debris from construction shall be removed from the site as soon as possible at the applicant's expense. Material shall not be stockpiled in the Right-of-Way.

#### 5.1.10 Wraps

Applicant may propose a wrap for approval or select a wrap that has already been approved by the City.

#### 5.1.11 Completion of Work

Until the right-of-way is fully restored to pre-construction or better condition following construction activities the permit will not be closed.

#### 5.1.12 Construction Dumpsters

Placement of construction dumpsters within the Right-of-Way is not permitted unless permitted through the City's Traffic Engineering Section.

#### 5.1.13 Hurricane Preparedness

Upon issuance of a tropical storm warning or hurricane watch issued by the National Weather Service, all projects within the right-of-way shall immediately be secured. All excavations shall be backfilled, and all paved/concreted areas shall be restored. All barricades and signing shall be secured.

#### 5.1.14 Storage of Material in Right-of-Way

Placement of materials within the Right-of-Way is not permitted unless permitted through the City.

#### 5.1.15 Pre-Construction Meeting

The applicant for a Right-of-Way Permit is strongly encouraged to coordinate a pre-construction meeting.

#### 5.1.16 Protection of Existing Facilities

It shall be the responsibility of the Right-of-Way Permit applicant to protect City infrastructure from damage. If damage occurs, full replacement will be required at the applicant's expense.

#### 5.1.17 Pavement Restoration

Shall follow the City's Flexible Pavement Standards.

#### 5.1.18 Construction Access

Contractor shall designate access points and maintain approved access points throughout the project. It shall be the contractor's responsibility to restore all City infrastructure to City standards prior to permit being closed.

#### 5.1.19 Temporary Pavement Patches

Excavated roadways shall be patched with asphalt at the end of each workday.

#### 5.1.20 Disturbance within the Conservation and Preservation Areas

Shall follow Chapter 5-81 of the City of Tallahassee Land Development Code.

#### 5.1.21 Impacts to, or Removal of, Trees

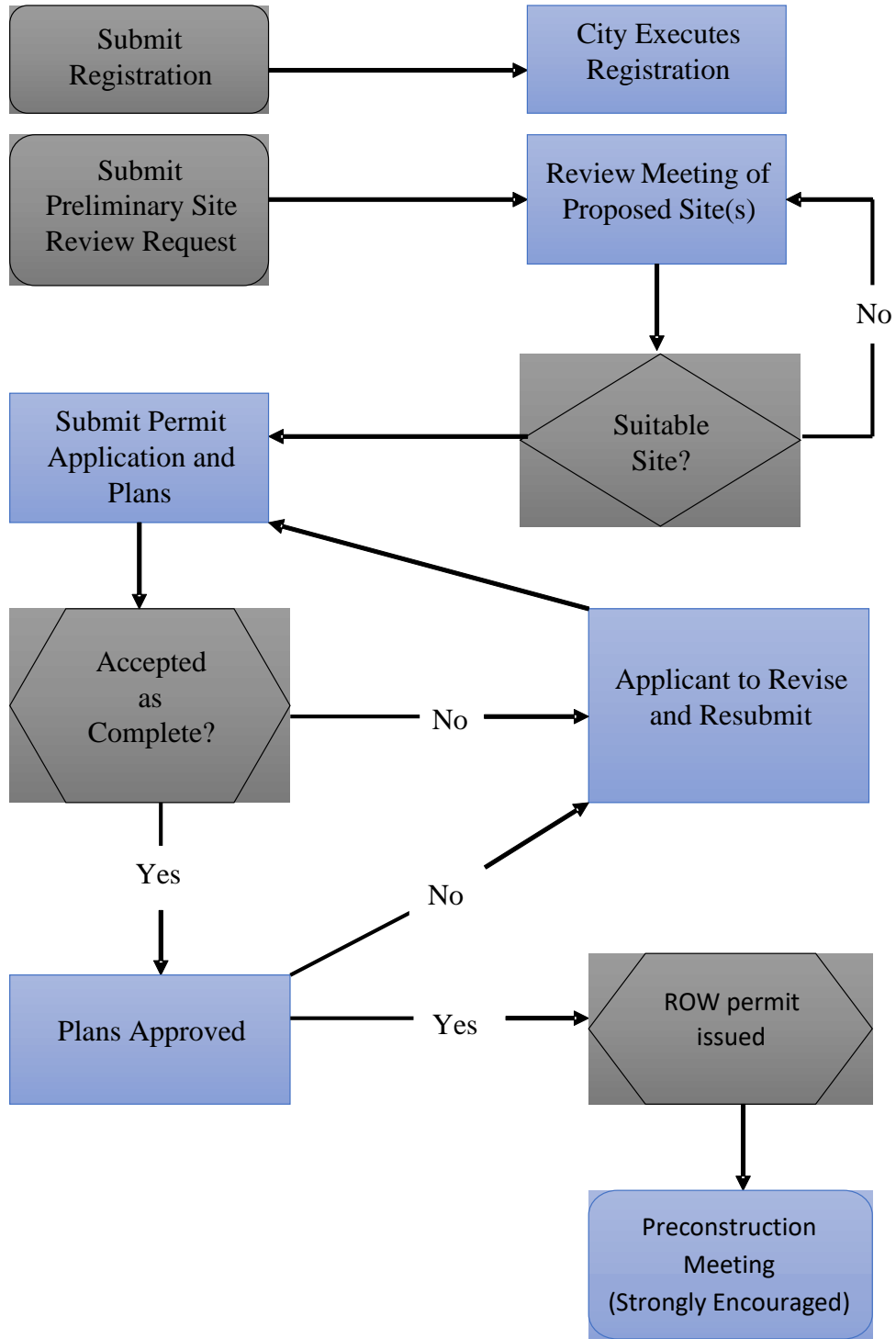
Shall follow Chapter 5-83 of the City of Tallahassee Land Development Code.

#### 5.1.22 Landscaping and Urban Forest Standards

Shall follow Chapter 5-85 of the City of Tallahassee Land Development Code.

## 5.2.0 Small Wireless Facilities in the Right of Way

Small Wireless Facility Right-of-Way Process.



## **Chapter 6**

### **Private Development Projects**

#### **6.1.0 Private Development Projects in The Right-of-Way**

##### 6.1.1 Plans

All plans shall be submitted electronically, if scale requirements are met.

##### 6.1.2. Closed Circuit Television Pipe Inspection

After installation of directional drilled conduits, Contractor is required to perform a closed-circuit television (CCTV) pipe inspection video of all gravity utility systems, (i.e., sanitary sewer mains, sanitary sewer laterals and stormwater pipes) that are crossed by, or are within three (3) feet of, the installed conduits to verify no damage to these systems occurred during the installation of directional drilled conduits. A Pipe Observation Summary Report must be prepared, submitted, and approved prior to closure of the subject permit. Each pipe must be identified in the Pipe Observation Summary Report and in the pipe inspection video by the Facility Identification (FID) number as provided by the City Engineer, or their designee. The file naming convention of each pipe inspection video must contain the facility identification number (FID) of the pipe associated with the video. All Pipe Observation Summary Reports must be compatible with Pipeline Observation System Management (POSM) software.

##### 6.1.3. Backfill and Compaction

Backfill material shall be placed and compacted in accordance with City Standards and FDOT Standard Specifications. Copies of density test reports shall be provided to the City Inspector

##### 6.1.4. Inspections, Test, and Certifications

When indicated by the City Inspector a test will be required when necessary to ensure construction is in accordance with this Manual and applicable City Standards. No labor, material, or equipment shall be furnished by the City.

##### 6.1.5. Reports

Reports relating to construction, test, or other matters shall be submitted to the City Inspector.

##### 6.1.6. Interruption and Restoration of Services

Provisions shall be made for safe, continuous operation of all existing utilities, stormwater facilities, sanitary sewer facilities encountered during construction. If an existing facility is damaged during construction, the affected utility owner shall be notified immediately and is the permit applicants' responsibility for repairing.

#### 6.1.7. Job-Site Safety

All permitted work in Right-of-Way must be done in strict accordance with the provisions of the Occupational Safety and Health Administration (OSHA) Regulations, and all other applicable codes. The Contractor shall be solely responsible for job-site safety.

#### 6.1.8. Removal of Pavement, Drives, Sidewalks, Curb and Gutter

Pavement shall be pre-cut straight, clean, and square and restored in accordance with the City of Tallahassee Pavement Standard.

When the removal of sidewalk, curb and gutter is necessary for construction, they shall be removed in full sections to the nearest joint and match existing.

#### 6.1.9. Disposal of Excavated Material

Debris from construction shall be removed from the site as soon as possible at the permit applicant's expense. Material shall not be stockpiled in the Right-of-Way.

#### 6.1.10 Completion of Work

Until the Right-of-Way is fully restored to pre-construction or better condition following construction activities the permit will not be closed.

#### 6.1.11 Construction Access

Contractor shall designate access points and maintain throughout the project. It shall be the contractor's responsibility to restore all City infrastructure to City standards prior to permit being closed.

#### 6.1.12 Construction Dumpsters

Placement of construction dumpsters within the Right-of-Way is not permitted unless permitted by the City.

#### 6.1.13 Hurricane Preparedness

Upon issuance of a tropical storm warning or hurricane watch issued by the National Weather Service, all projects within the Right-of-Way shall immediately be secured. All excavations shall be backfilled, and all paved/concreted areas shall be restored. All barricades and signing shall be secured.

#### 6.1.14 Storage of Material in Right-of-Way

Placement of materials within the Right-of-Way is not permitted unless permitted by the City's Traffic Engineering section.

#### 6.1.15 Pre-Construction Meeting

The applicant for a Right-of-Way permit may be required to coordinate a pre-construction meeting.

#### 6.1.16 Protection of Existing Facilities

It shall be the responsibility of the Right-of-Way permit applicant utilizing the right of way to protect City infrastructure from damage. If damage occurs, full replacement will be required at the applicant's expense.

#### 6.1.17 Temporary Pavement Patches

Excavated roadways shall be patched with asphalt at the end of each workday.

#### 6.1.18 Private Signs, Stairs, Walls and Other Private Encroachments

Private signs, stairs, walls and other private Right-of-Way encroachments will only be permitted with the City's prior approval.

#### 6.1.19 Disturbance within Conservation and Preservation Areas

Shall follow Chapter 5-81 of the City of Tallahassee Land Development Code.

#### 6.1.20 Impacts to, or removal of, Trees

Shall follow Chapter 5-83 of the City of Tallahassee Land Development Code.

#### 6.1.21 Landscaping and Urban Forest Standards

Shall follow Chapter 5-85 of the City of Tallahassee Land Development Code.



## Chapter 7 Paving and Drainage Requirements

### **7.1.0. Plans and Specifications**

- 7.1.1 All plans shall be submitted electronically, if scale requirements are met. In addition to the proposed project, they shall show all existing facilities as well as all other proposed facilities sufficiently for permit assessment of the compatibility of the proposed work and the existing system.
- 7.1.2 Dimensions of the Right-of-Way shall be indicated.
- 7.1.3 New pavement shall be indicated by notes and/or light shading and per City's Flexible Pavement Standards.
- 7.1.4 Cross sections and/or typical sections or proposed road and drainage construction, shall show dimensions, materials, and purposes of all existing and proposed facilities in the Right-of-Way.

### **7.2.0 Ditch Enclosure**

- 7.2.1 The following is the minimum requirements when enclosing a ditch within a City Right-of-Way. The applicant will be required to provide the following.
  - a. Provide an engineered analysis of the existing conditions for the 25-year storm event runoff.
  - b. Provide an engineered conveyance design including pipe sizes (Min. 18"), connection details, inlet locations and end details as applicable.
  - c. Provide an engineered development analysis showing post development conditions, downstream effects and overflow design.
  - d. Provide an existing conditions survey and proposed grading plan.
  - e. Provide sediment and erosion control plans as well as post construction stabilization.
  - f. All documents and calculations must be signed and sealed by a Florida registered professional engineer. All material must meet the 50 year design life standard.
  - g. If disturbance is less than 2,500 square feet then the project may be eligible for an environmental permit waiver, provided all required calculation information is provided.
  - h. If disturbance is greater than 2,500 square feet then the project will require an Environmental Management Permit from the Growth Management Department. The applicant will also be required to provide a Natural Features Inventory (NFI) or an NFI exemption as appropriate.
  - i. The applicant must provide an owner's affidavit from the affected adjacent property owner(s) that will cover the work on their property. For work within the Right-of-Way the owner's affidavit must be secured from the City's Real Estate Administrator.

- j. Submit all information to Growth Management for a permit and provide all other documentation required by Growth Management to complete the review.
- k. Once a permit is obtained from Growth Management a permit to work within the Right-of-Way is required.

### **7.3.0 Curb Inlets**

All new curb inlets shall be FDOT type 5 & type 6 typical.

### **7.4.0 Drainage Easement**

Drainage easements behind residential houses containing only swales shall belong to the Homeowners Association.

## **Chapter 8**

### **Maintenance of Traffic**

#### **8.1.0 General Conditions**

Interruptions to vehicular traffic and/or pedestrian traffic (sidewalks and trails) require a Maintenance of Traffic permit with the City Traffic Engineering Section.

##### **8.1.1 Plans and Specifications**

A Maintenance of Traffic Plan shall be submitted electronically. The Maintenance of Traffic plan shall show all existing facilities as well as all other proposed facilities sufficiently for permit assessment of the compatibility of the proposed work.

8.1.2 No closures shall be placed until a permit for the proposed activity has been granted. Failure to comply will result in cessation of operations and the removal of project-related obstruction until compliance is achieved.

8.1.3 Lane closure hours are Monday-Friday 9:00 a.m. to 4:00 p.m. or 7:00 p.m. to 6:00 a.m. No lane closures are permitted on Florida State University or Florida Agricultural and Mechanical University football game weekends or any special events in the City. Times maybe adjusted to fit specific location and condition. Pedestrian ADA routes must be maintained at all times throughout the duration of construction.

8.1.4 All warning devices (cones, barricades, signs, etc.) for road and sidewalk work must comply with design standards and shall be erected as directed in the Manual of Uniform Traffic control Devices and/or FDOT roadway and traffic design standards.

8.1.5 The Maintenance of Traffic Plan shall be designed and submitted from a certified representative and is required to be maintained per the approved plan for the entire approved duration.

8.1.6 The contractor is responsible for notifying emergency services, media, businesses, and other organizations of any road closures at least 48 hours prior to the closure.

8.1.7 The view of any traffic signal, sign, or other traffic control device shall not be obstructed.

8.1.8 Open excavations must be protected at night with barricades and warning lights or other devices, as required

#### **8.2.0 Enforcement**

8.2.1 The City shall have the authority to have any closure removed if it was not previously approved, not installed per the approved plan and permit, or unsafe. If the permittee does not comply immediately the City shall have the authority to suspend any permit issuance to the permittee for up to seven (7) days.

### **8.3.0 Traffic Control**

#### 8.3.1 Public Safety

- a. Safety devices and the detouring of traffic are utilized to prevent the creation of any obstruction or conditions which may become dangerous to the traveling public, pedestrians, and personnel working at the construction site. The devices are normally visual aids in the form of information, instructional, warning and prohibition signs, barricades, torches, use of flagmen and detour signs.
- b. Maintaining the continuous and safe control of traffic in the permitted work area is the responsibility of the Permittee. Do not maintain traffic over those portions where no work is to be accomplished or where construction operations will not affect existing roads. Do not obstruct or create a hazard to any traffic during the performance of work, and repair any damage to existing pavement open to traffic. Normal working hours within the City's Rights-of-Way shall be from 9:00 a.m. to 4:00 p.m., Monday through Friday to avoid conflicts with peak traffic flows. The Permittee may request a deviation from this schedule, which shall be considered by the City on a case-by-case basis. An exception to the normal working hours will be made for emergency repairs. Failure to follow scheduled work hours may result in revocation of all issued Permits. Pedestrian ADA routes must be maintained at all times throughout the duration of construction.

#### 8.3.2 Road and Lane Closure Request

Full road or lane closure request shall comply with City Standards.

#### 8.3.3 Initial Signs and Placements

- a. The appropriate above-mentioned public safety devices shall be in place prior to the placement of material or equipment on a work site that would require such safety precautions.
- b. As work begins and progresses, signs and flagmen shall be placed, replaced, moved or taken down, accordingly, to provide maximum information and safe road conditions for the traveling public. The instruction set forth in the *Manual on Uniform Traffic Control Devices for Streets and Highways* by the U.S. Department of Transportation will be strictly adhered to as minimum requirements. The Permittee may voluntarily increase sign requirements as a situation warrants or the Inspector may direct additional signs or relocation of existing signs.
- c. The placement of signs for convenience to the Permittee and which are detrimental to the traveling public is prohibited.

#### 8.3.4 Detour Routes

- a. Detour routes may not be established where the public would be unreasonably inconvenienced as determined by the City. Plans to detour traffic, including

pedestrian traffic, must be included in construction and Right-of-Way Permit applications.

- b. The responsibility to place the necessary signs, flagmen, and other safety devices on approved detour routes is the same as for the work area.

### 8.3.5 City Public Road Signs and Property

The Permittee shall be responsible for removal and replacement of any existing City road signs or property that interferes with the authorized construction operation. Any damaged property shall be replaced by the Permittee at the Permittee's expense. Damage to the paved surfaced shall be repaired to the satisfaction of the City, which may include milling and overlaying the full width of the Road Surface as determined by the City.

### 8.3.6 Aerial Utility Installation over Roadways

- a. When lines are being placed over traffic lanes, warning signs shall be placed at appropriate distances on each end of the work area. Flagmen will be posted to warn on-coming motorists during the entire crossing operation. After all conductors have been pulled in and secured, the bucket truck, flagmen, and warning signs will be removed from the roadway. Conductors will not be energized for any reason during construction.
- b. At no time will the road be open to traffic when over-headlines are less than eighteen (18) vertical feet from the road surface.
- c. Procedures for crossings of high voltage lines across major City roads when guard poles are needed will be approved by the City on an individual basis.

### 8.3.7 Use of Signs

- a. Street and highway construction and maintenance signs fall into three major categories: regulatory signs; warning signs; and guide signs. Many signs normally used elsewhere will find application for signing construction and maintenance operations.
- b. Construction and maintenance signs shall follow basic standards for all highway signs as to shape. Warning signs in construction area shall have a black legend on an orange background. Existing yellow warning signs already in place within these areas may remain in use. Color for other signs shall follow the standard for all highway signs. the use of striped (other than the standard border) or other geometric patterns or contrasting colors on or around any sign in an attempt to make it more conspicuous, distracts attention from the message and defeats the purpose of maintaining uniformity and simplicity of design. Such practice is contrary to standards and is accordingly disapproved. However, warning lights in conjunction with signs is permitted, so long as they do not interfere with a clear view of the sign face.

- c. After daylight hours, signs are to remain erected, but illuminated or reflectorized.
- d. Design and color of regulatory and warning signs shall be in conformance with the *Manual of Uniform Traffic Control Devices for Streets and Highways* published by the U.S. Department of Transportation.

#### 8.3.8 Drums, Barricades, and Other Commonly Used Signs

- a. The design, color, and application of drums, barricades, and all other regulatory and information signs shall be in conformance with the *Manual of Uniform Traffic Control Devices for Streets and Highways* published by the U.S. Department of Transportation.
- b. The "ROAD CLOSED" sign shall be used where the roadway is closed to all traffic except contractor's equipment or officially authorized vehicles. The sign is to be erected at or near the center of the roadway on or above the appropriate barricade. The "ROAD CLOSED" sign shall not be used where traffic is maintained or where the actual closure is some distance beyond the sign.
- c. The "LOCAL TRAFFIC ONLY" sign should be used where through traffic must detour to avoid closing of the road or street some distance beyond and by where the road or street is open for traffic up to the point of closure. It shall carry the legend "ROAD CLOSED (10) MILES AHEAD--LOCAL TRAFFIC ONLY" or optionally for urban use, "STREET CLOSED TO THROUGH TRAFFIC," and shall be accompanied by the appropriate detour signing.

## **Chapter 9**

### **Driveways in the Public Rights-of-Way**

#### **9.1.0. Connection Classifications**

9.1.1 Roadway Connections will be classified according to the expected traffic volume using the connection. The City design standards governing the construction of the connection will be based on the classification. The City shall determine the classification of all connections.

- a. Class I- Non-Commercial Driveway or Sidewalk-Low volume traffic generator. Provides access to a single-family dwelling, a duplex or a multi-family dwelling of four (4) units or less. Shall also apply to driveways used to access agricultural land including field entrances and all sidewalk connections.
- b. Class II- Minor Commercial Driveway-Medium volume traffic generator. Provides access to property being used for other than nominal residential use. (Approximately less than 1500 VPD).
- c. Class III- Major Commercial Driveway-High volume traffic generator. Provides access to facilities which generate high traffic volumes such as shopping centers, industrial parks, office parks, college apartments or condominium complexes. (Approximately greater than 1500 VPD).
- d. Class IV- All new public or private roads.

#### **9.2.0. Right-of-Way Permits**

Before any connection to the Public Right-of-Way is constructed or modified the City shall either issue a permit for the work or make a determination that a permit is not required.

A Right-of-Way permit shall generally be required for the following:

- a. All new driveways onto the public street, regardless of whether the development served by the driveway is new or existed previously.
- b. All modifications to existing driveways, desired by the property owner, that will result in a change in the driveway's dimensions, location, profile, the movement of vehicular or pedestrian traffic or in the way stormwater is handled at the driveway(s) site.

- c. All modifications to the driveway(s) required by the City due to changes on the public street that effect the safe and efficient operation of the driveway(s).
- d. All modifications to the driveway(s) required by the City due to changes made by the property owner on the site that effect the safe and efficient operation of the driveway(s).
- e. All new public roads or modifications to the public road.
- f. All sidewalk connections to the public street.
- g. A temporary driveway which would accommodate access to Parcels of land that are vacant or on which a building is under construction and that are not served by a permanent driveway.

### **9.3.0 Required Information**

The following information is required for all connection classes:

- a. Location - The location of the property shall clearly be identified.
- b. Property Use - The planned property use shall be indicated in sufficient detail to determine the appropriate permit classification.
- c. Plan - Plans shall clearly indicate the character and extent of work proposed on the connection. When significant the improvements or development on the property being served by the connection shall be shown. For Class I a simple sketch is acceptable.

For Class I connection, the minimum information should include property address, dimensions of the connection, distances from the property lines, right-of-way line location, proposed driveway surface, and proposed pipe.

For Class II or III plans shall contain the minimum information specified for Class I. In addition, Class II and III plans should include the following:

- d. Right of-Way and property lines.
- e. Existing public street widths.
- f. Proposed and/or existing driveway approaches including the proposed turning radii and widths, driveway angle to public street, distance between double drives, distance from driveway to property lines and intersecting streets Right-of-Way and other dimensions as appropriate.



- g. Design profile along the centerline of the driveway.
- h. Typical cross section of the driveway showing the proposed pavement design.
- i. Proposed and existing drainage, including pipe size and type of material. Also include existing and proposed grading and contouring that affects the natural drainage pattern or runoff toward the roadway and the driveway connection.
- j. Existing and proposed retaining walls, poles, sidewalks, bike path, drainage structures, utilities, and any other feature that may affect the driveway location.
- k. All existing and proposed building that will be served by the proposed driveway.
- l. All parking and interior drives that may impact the driveway connection.
- m. Distance from proposed driveway to intersecting roads, streets, railroads, median, crossovers, and adjacent driveways, if within 300 feet on both sides of the street.
- n. Distance from Right-of-Way line to gasoline pumps and/or proposed buildings.
- o. All Trees that must be removed or impacted per Chapter 5, Section 5-83 of the City of Tallahassee Land Development Code to construct the connection. Connection location should minimize impacts to existing Tree wherever possible. Additional permitting with Growth Management Land Use Division may apply.
- p. All parcels intended for use with requested access;
- q. Traffic control devices and lighting.
- r. The actual and required sight distance from the connection along the public street in the direction(s) of approaching traffic.
- s. Additional information concerning traffic data shall be required for driveways that are determined to be Class III. Traffic data may also be required for Class II. This data may include the following:
- t. Vehicle Turning Movement data for present conditions and future conditions when fully developed.
- u. Amount and type of traffic that will be generated by the proposed improvement.
- v. Traffic signal warrant analysis and signal design if appropriate. (If signal warrants are met and a signal is to be installed as a part of the connection construction, the permittee may be required to dedicate Right-of-Way or grant easements required to contain all signal components and to assure efficient

operation of the signal).

- 9.3.1 For Class IV connections, a complete set of construction plans for the intersection with the public street.
- 9.3.2 A temporary driveway will require the issuance of a right of way permit and will only be valid for 12 months from the date of issuance and the permittee will be required to remove the driveway at that time at the permittee expense. A temporary driveway request shall include the following information.
  - a. Existing and proposed sidewalks, bike paths, stormwater, and utilities.
  - b. Distance from the proposed driveway to intersecting streets, railroads, median crossovers, and adjacent driveways if within 300 feet on both side of the street.
  - c. The actual sight distance from the proposed connection along the public street in the direction of approaching traffic.

#### **9.4.0 Connection Design Requirements**

- 9.4.1 The minimum standards and recommended guidelines for the construction and modifications of connections to the public street system in the City of Tallahassee are essentially identical to those included in the Florida Department of Transportation Manual of Uniform Minimum Standards and Design, Construction and Maintenance for Street and Highway (“Florida Greenbook”) or Florida Department of Transportation Standard Plans. There are some differences, however, reflecting the fact that traffic characteristics on local streets are, in some cases, different than those on major, high speed, high volume State roads.
- 9.4.2 In the interest of public safety and convenience, the City may:
  - a. Restrict the placement of a driveway to a particular location along the frontage.
  - b. Require driveway access to other public roads, if available to a frontage property, where direct driveway access to a facility may be unsafe or cause improper traffic operations.
  - c. Require the owner to provide facilities on his property allowing vehicles to turn around and avoid backing onto the street from single driveways.
  - d. Deny direct driveway access or require redesign of an existing or proposed connection when the traffic patterns, points of connection, roadway geometrics, or traffic control devices are causing disruption to traffic or creating safety hazards at existing connections, or are expected to cause such disruption or hazards at proposed connections. Existing driveways may be required to be removed should the roadway characteristics, classification or usages change and may be removed should the city reconstruct the roadway.
- 9.4.3 At an intersection, no driveway shall be allowed within the radius return of the intersecting roadways. All driveways shall be placed as far from the intersection on the owned Parcel as determined feasible by the City.

## **9.5.0 Operational Characteristics of Driveways**

- 9.5.1 The driveway should be constructed so that all entering and exiting movements can be accomplished with minimum disruption to traffic flow on the intersecting roadway. For developments having drive-in services, the service area should be far enough from the roadway to ensure adequate vehicle storage space within the property limits, i.e., avoid vehicle backups blocking the service operation and interfering with the safe movement of highway traffic. A driveway shall not be constructed along acceleration or deceleration lanes and tapers connecting to interchange ramp terminals, intersecting roadways, bus bays or other driveways unless access is unreasonably denied and they can be made to function properly, i.e., safe and efficient traffic operation.
- 9.5.2 Driveways shall be designed with stormwater features in mind. Stormwater in the street shall not enter the site by way of the driveway entrance.
- 9.5.3 Ingress and egress to commercial Lots and office subdivisions along major collector streets and arterial roadways shall be in conformance with applicable codes.
- 9.5.4 Additional driveways may be permitted when one or two driveways will not provide adequate access due to the topographic conditions. Also, along arterial highways, in addition to the 660 foot width requirement to warrant additional driveways, the total access volumes to a property should exceed 500vpd. Additional driveways may be authorized only where a City approved traffic engineering study indicates additional driveways are needed and permissible.
- 9.5.5 The actual width and length of driveways shall be subject to internal and external traffic flow considerations. The driveway width considerations include, but are not limited to the number of lanes, the driveway geometries, internal obstructions, traffic safety, etc. The width of the proposed driveways shall adhere to the minimum and maximum dimensions shown in Table I. The length of driveways shall be subject to providing for an uninterrupted traffic flow on the public street. This will require that the entering vehicles not be confronted with maneuvering vehicles at the immediate point of entry, thus requiring other entering vehicle(s) to stop in the through traffic flow. The driveway length therefore, will be subject to the anticipated required stacking length of entering vehicles during the peak period.
- 9.5.6 The area to which the driveway provides access shall be sufficiently large to store any vehicles using the driveway completely off the Right-of-Way and shall be of sufficient size to allow the necessary functions to be carried out completely on the private property (22-foot minimum).

## **9.6.0 Driveway Requirements and Materials**

These are the minimum requirements for Class I, II, and III driveway connections, major commercial connections and streets may require thicker designs. All driveways shall be paved to the Right-of-Way line.

- 9.6.1 All materials used shall be approved by the City prior to being placed.
- 9.6.2 The pavement should be structurally adequate to meet the expected traffic loads and shall not be less than indicated in the Florida Department of Transportation design standards

and standard specifications.

9.6.3 Six (6) inches of Portland cement concrete is acceptable in lieu of the asphalt and base material requirements shall meet the minimum standards of the Florida Department of Transportation design standards.

9.6.4 All portions of the driveway connection constructed in the Right-of-Way shall be constructed at least 6” thick Portland cement concrete to the right-of-way line.

**9.7.0 Maintenance of Driveway and Infrastructure**

For driveway connections on City streets the City will maintain any sidewalk surfaces only. The property owner is responsible for all other maintenance including but not limited to headwalls, culvert, pavers, concrete, asphalt. If the City damages a driveway it will be replaced back with 6” concrete. Any driveway constructed with alternative materials will be the responsibility of the property owner if they do not wish to have the replacement driveway reconstructed with concrete.

**9.8.0 Table I - Driveway Connection Layout Requirements**

Element		Connection Type				
		1	2		3	
			1-Way	2-Way	1-Way	2-Way
<b>Curbed Roadways</b>						
“W” Driveway Width (note 1)		9’ min 18’ max	14’ min 24’ max	24’ min 40’ max	14’ min 24’ max	24’ min 48’ max
“F” Flare (Drop Curb)	Local Street Minor Collector	10’ min	10’ min		N/A	
	Major Collector Arterial Street					
“R” Radial Returns	Local Street Minor Collector	N/A (note 2)	N/A (note 2&3)		15’ min 25’ max (note 3)	
	Major Collector Arterial Street					
“Y” Angle of Driveway		60° - 90°				
“E” Edge Clearance (note 4)		3’ min			10’ min	
Corner Clearance	Local Street Minor Collector	50’ min	100’ min		200’ min	
	Major Collector Arterial Street					
Distance Between Drives	Local Street Minor Collector	40’ min			75’ min	
	Major Collector Arterial Street	100’ min	175’ min		250’ min	
Channelizing Island		N/A			4’-22’ wide	
<b>Flush Shoulder Roadways</b>						
“W” Driveway Width		9’ min 18’ max	14’ min 24’ max	24’ min 40’ max	14’ min 24’ max	24’ min 48’ max
“F” Flare (Drop Curb)		N/A	N/A		N/A	
“R” Radial Returns (note 3)	Local Street Minor Collector	10’ min 20’ max	15’ min 25’ max		25’ min 50’ max	
	Major Collector Arterial Street	10’ min 25’ max	15’ min 35’ max			
“Y” Angle of Driveway		60° - 90°				
“E” Edge Clearance (note 4)		3’ min			10’ min	
Corner Clearance	Local Street Minor Collector	50’ min	100’ min		200’ min	
	Major Collector					
Distance Between Drives	Local Street Minor Collector	40’ min			75’ min	
	Major Collector Arterial Street	100’ min	175’ min		250’ min	
Channelizing Island		N/A			4’-22’ wide	

Table I Notes

1. Driveways designed for larger vehicles requiring larger driveway width may be permitted where deemed appropriate by the City.
2. In lieu of the standard drop curb, a radial curb return may be permitted where deemed appropriate by the City and in the public interest.
3. Driveways designed for large vehicles requiring a larger radius may be permitted where deemed appropriate by the City.
4. Ten (10) feet minimum width is intended for new construction or initial issue as a Class III connection. Exception: When upgrading or reclassifying an existing connection and traffic conditions warrant then a lesser edge clearance is allowable, but no less than Class II requirements and upgraded connection complies with all other Class III layout requirements.

Table I Detail

