

CITY OF ORRVILLE, OHIO
Right-of-Way Excavation Cut and
Directional Boring Policy,
including Permit Application Form



The City of Orrville has a policy regarding right-of-way excavation cut and directional boring. A Permit is required for all right-of-way excavations, including street and curb cuts, street excavations, directional boring, and/or restoration projects. This Permit can be obtained from the following:

City of Orrville
Safety-Service Department
207 North Main Street
Orrville, Ohio 44667

Safety-Service Ph # 330-684-5001 City Inspector Ph # 330-684-5082
Application forms may also be returned via email to awilson@orrville.com
www.orrville.com

Below are the specifications and regulations for street and curb cuts, street excavations, directional boring, and restoration requirements, including pavement repairs, and the City's Ordinances covering such operations.

In addition to the attached Permit application form, the following are required:

PERFORMANCE BOND REQUIREMENTS

1. Prior to issuance of a Permit, the applicant, contractor and/or all subcontractors shall deposit with the City of Orrville a bond in the amount of Twenty-five Thousand Dollars (\$25,000.00) for a two-year period. The bond shall list the City of Orrville as the beneficiary/obligee and shall be conditioned upon compliance with all requirements of our right-of-way excavation and directional boring policy within the City of Orrville corporation limits for a specified two-year period.
2. A bond on file with the City of Orrville may be a continuing bond for future projects. However, if separate, simultaneous projects are taking place by a specific contractor and/or subcontractor, then a separate bond will be required for each project.
3. Public Utilities regulated by PUCO will not be required to remit a bond; however, they will need to apply for a Permit. Subcontractors of PUCO Utilities shall be required to remit a bond.
4. At the City's option, a bond may be released to a general contractor if future work within the City of Orrville corporation limits is not expected. However, a performance bond will not be returned to subcontractors of a public utility regulated by the PUCO.

INSURANCE REQUIREMENTS

1. Prior to issuance of this Permit, the applicant shall submit a certificate of insurance naming the City of Orrville as an additional insured. This certificate of insurance will indicate that the applicant has, in force, bodily

injury insurance in the amount of at least \$500,000 and property damage insurance in the amount of at least \$250,000. Under certain conditions, the insurance provision may be waived for property owners doing their own work.

2. Insurance is not required for owners who are self-performing the work outlined within this application.

DEPOSIT REQUIREMENTS

1. A deposit fee in the amount of \$300 is required for all driveway cuts or \$50.00 per square foot for all other excavation cuts in the public right-of-way in lieu of a bond.
2. Said certificate of insurance or deposit fee will be waived for public utilities regulated by the PUCO.
3. Upon satisfactory repair and approval by the inspector, a refund will be made to the applicant. In addition, if it becomes necessary for the work to be completed by the City of Orrville, then the cost of said work, plus administrative fees, will be deducted from the amount of the deposited fee; thereby reducing the amount of the refund.

PERMIT APPLICATION REVIEW

1. Work on excavation projects shall not begin prior to plan and permit approval and, if required, a preconstruction conference at the direction of the City of Orrville. Further, video of the job site prior to construction may also be required. Preconstruction conferences may be scheduled by contacting the City Inspector at the phone number listed above.
2. Each Permit application shall list at least one contact person name and phone number. The contact person shall be an individual who can be reached at any time of the day or night to handle any emergency situation that may arise. A second contact person shall be required for any commercial project. This number shall be available for residents to call for general information about the work covered in this permit.

CONDITIONS, SPECIFICATIONS AND REGULATIONS FOR STREET/CURB CUT, STREET EXCAVATIONS AND DIRECTIONAL BORING PERMITS

1. All work on the "Project" shall be done in conformance with the statutes and regulations of the federal government, State of Ohio, and City of Orrville as currently in effect at the time of the Project. Certain City of Orrville Codified Ordinances are identified and copied herein.
2. **The Construction Engineering Standards, posted on the City of Orrville website at www.orrville.com contain the current Standards and shall control in the event of any discrepancy between said Standards and what is set forth herein.**
3. The applicant shall assume the responsibility for and save the City harmless from any and all claims arising from the work performed, for personal injuries and property damages due to the negligence of the applicant, and to defend any action arising therefrom.

4. Any damage to public or private property, as a result of the actions to conduct the work outlined herein, shall be the responsibility of the permittee and shall be repaired or replaced to a condition equal to or better than what existed prior to the initiation of work under this permit.
5. Applicant shall not remove, disturb, or damage any trees not previously designated for removal. Any trees which are damaged or die within one (1) year of final acceptance of, and as a result of work performed, shall be totally removed and replaced with a ten foot (10') high tree of the same type. The replacement tree shall be guaranteed for at least one (1) year from the date of planting.
6. The applicant shall notify all utilities in the right-of-way at least two (2) working days prior to construction by calling the Ohio Utilities Protection Service at 1-800-362-2764 for notification of member utilities. Non-members must be called directly. Applicant shall take all necessary precautions to avoid damage to existing underground utility lines during any construction activity. Applicant shall investigate to determine the depth of the utility lines prior to any construction activity and shall follow all guidelines/instructions of the City in performing said construction activity.
7. The applicant shall notify the City Inspector at 330-684-5082 at least two (2) working days in advance of commencement of any construction activity, if possible. In the event of an emergency, Applicant shall notify City Inspector at the above number immediately prior to commencement of any work. Further, Applicant shall promptly notify City in the event that any project is left incomplete for any reason. All trenches and excavations shall be fully plated, covered, barricaded, back-filled with pre-approved material, or otherwise protected prior to Applicant leaving the project site.
8. Upon receipt of the Permit application, the City may schedule a preconstruction meeting with the Applicant, Contractor, and/or Subcontractor, City Safety-Service Director, and the City Inspector. Depending on the scope of work, the preconstruction meeting may include any/all of the following:
 - a. Review of submitted project plans;
 - b. Review of Bond and Insurance requirements;
 - c. Inclusion of other City Departments, as appropriate;
 - d. Determination and identification of any affected private infrastructure;
 - e. Review of relevant policy(ies);
 - f. Review of safety, traffic, environmental and other considerations;
 - g. Confirmation of notification of affected residents via mail, door hanger or telephone;
 - h. Walk-through to determine any pre-existing conditions;
 - i. Review of proposed work schedule; and/or
 - j. Any other relevant matter.
9. All property pins or monuments which are removed or disturbed during construction shall be replaced in the same location and manner as it occupied prior to construction. This work shall be completed by a registered professional surveyor.

10. Applicant shall be responsible for temporary water pollution, soil erosion, and siltation control due to construction within the project area and during the life of the project. These temporary operations shall be performed in accordance with Ohio Department of Transportation Item 207, as currently in effect.
11. The City will not be held liable for damage to the facilities covered by this permit. Applicant shall promptly reimburse the City for any labor and/or material expense it incurs in remediating any damage or incomplete work of Applicant.
12. In the event that field conditions do not match project plan conditions, Applicant shall contact the City of Orrville for inspection and approval of plan based upon revised field conditions.

13. Traffic Control

Traffic must be maintained at all times, unless special permission is granted by the City of Orrville, to close the street to through traffic, maintaining local traffic. All necessary lights, signs, barricades and/or flagmen and watchmen, all of which are conforming to the Ohio Manual of Uniform Traffic Control Devices, will be placed on the job, prior to any Excavation, for the protection of traffic, both vehicular and pedestrian, at all times, day and night, during the time the work is being done, and that all instructions in addition to the Ohio Manual of Uniform Traffic Control Devices required by the City of Orrville as to handling of traffic, will be fully complied with. The City will not provide signage.

When operations will close one lane of traffic, attached Figure 6H-11 shall apply for traffic control. When permission has been granted to close the street, attached Figure 6H-20 shall apply. Figure 6F-7 shows acceptable channelizing devices.

- a. Signs shall be the new style black letters on orange background. The old-style yellow signs are unacceptable.
- b. Failure to comply strictly with these traffic control specifications will be cause for revocation of this permit.

14. Street Cut Specifications.

- a. Refer to the attached figure titled "Pavement Replacement Details" on pages PV-3.0, PV-3.1, and PV-3.2 for the appropriate type street being excavated.
- b. The outline of the pavement cut will be made with a saw to neat, straight, vertical lines.
- c. All backfill shall be made with granular material compacted in 6" lifts with mechanical tampers. Bucket tamping or wheel rolling will not be acceptable.
- d. Acceptable granular materials shall be as per City Standards and specifications.
- e. No excavation may remain open overnight unless covered with traffic bearing steel plates.
- f. Excavations in streets, when left overnight or until a permanent patch can be made, must be steel plated or filled with compacted granular material topped off with 6" of 304 gravel or limestone in accordance

with the attached figure title "Temporary Patch Details." The City reserves the right to require hard surfaced temporary patches on streets on a case by case basis.

- g. Any street cut or excavation made between November 15 and April 15 must be temporarily patched with 2" of 405 bituminous cold mix or HPM, as in item (F) above, until the permanent patch can be placed.
- h. Temporary patches, both hard surfaced and aggregate, shall be maintained by the applicant until such time as the permanent patch is placed and accepted by the City.
- i. When the permanent patch is ready to be made, the temporary patch must be removed to the proper depth and 6" concrete base placed in accordance to the figure titled "Pavement Replacement Details." The concrete base shall be allowed to cure a minimum of five days (three if high early strength concrete is used). During the curing time, the excavation shall be plated and adequately protected with lighted barricades.
- j. Vertical edges of asphalt pavement cuts shall be primed with hot AC primer material before placement of the asphalt surface course.
- k. All pavement replacement, both temporary and permanent, shall be made to meet existing surfaces when compacted and finished.

15. Curb Cuts.

- a. All curb cuts must be pre-approved by the City Inspector.
- b. All curb cuts will be made with an abrasive type power saw to insure a smooth cut.
- c. Both ends of a driveway approach shall be angle cut. Bottom of cut shall be approximately one inch off existing pavement. This will allow for some storm water channelization on the street.
- d. Storm water run-off cuts shall not have more than two four-inch pipes in any one cut. Ends shall be trimmed to conform to curb design. At the discretion of the Inspector, void spaces around pipes in the curb line may be required to be filled with concrete.

16. Directional Boring.

All utilities that shows no visible signs of leaking or malfunction during the preconstruction walk-through, or before construction begins, but develops a leak or malfunction during or after the construction process shall be repaired by Applicant to City of Orrville specifications. This includes, but is not limited to, any vibrations or impact that causes a leak or damage during or after the boring process.

17. Restoration.

Permittees, except for individual owners, shall be required to restore the work area(s) to pre-existing condition or better within sixty (60) days of completion of permitted work. Should the restoration fail to be completed within the required timeframe and no other arrangements made, the City may proceed to complete the restoration work at the sole cost of the permittee.

18. Inspections.

- a. The applicant shall call the City Inspector for inspections at 330-684-5082:
 - 1. Prior to backfilling;
 - 2. Prior to placement of concrete base;
 - 3. After placement of finished pavement;
 - 4. After all restoration work is completed (soft and hardscapes);
 - 5. For final inspection before release of deposit.
- b. The City inspector must be present during backfilling.

Policy Revised 11/20/23

CODIFIED ORDINANCES

901.01 Permit Required.

No person shall cut, move or take up any street, curb or sidewalk pavement or dig or make any excavation or trench, any street or public place in the City without having first applied for and received a written permit authorizing such work from the Director of Public Safety and Service. (Ord. 15-16. Passed 6-6-60)

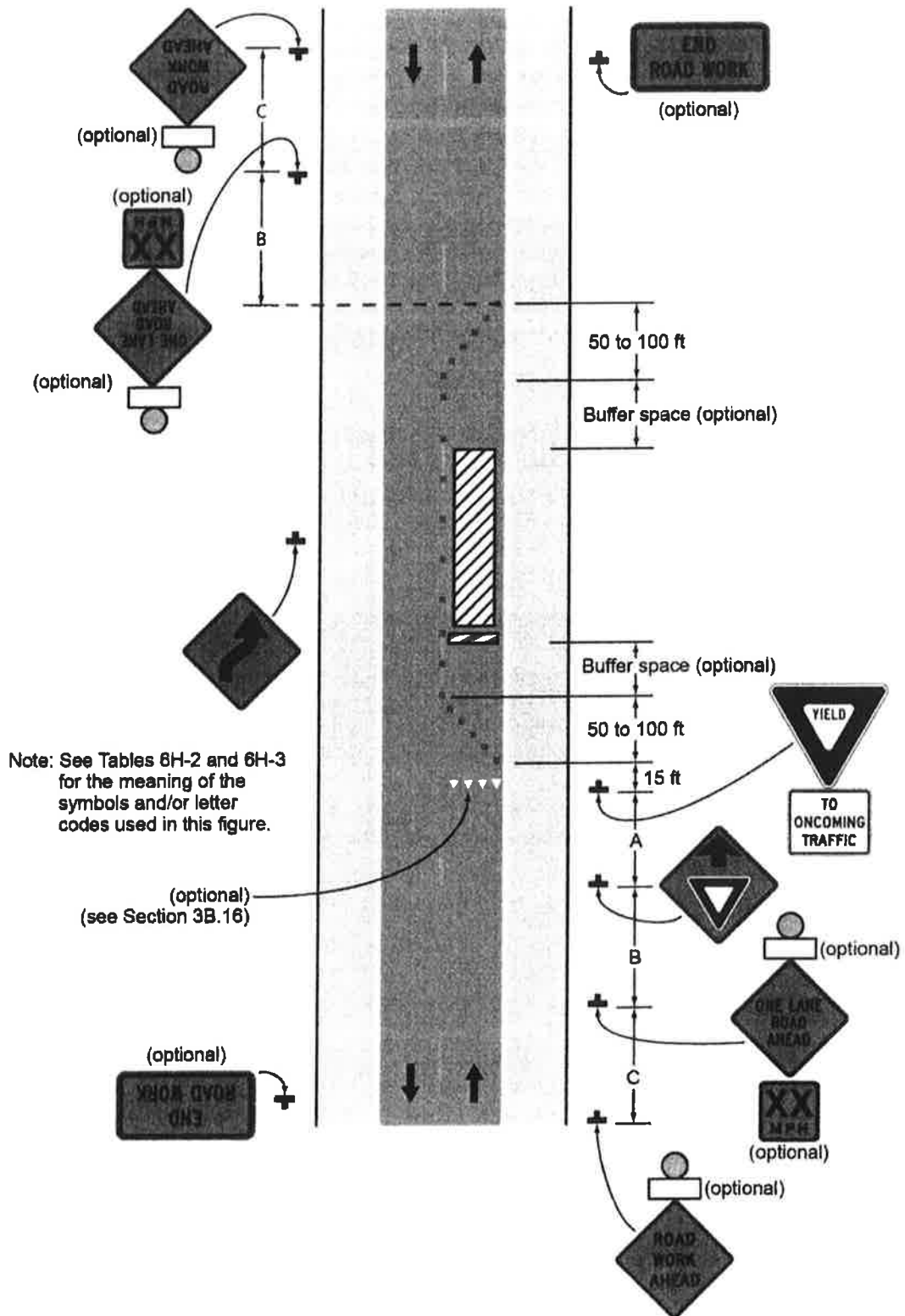
901.02 Work Specifications; Deposit for Repairs.

The Director of Public Safety and Service shall prescribe the manner and specifications for the performance of the work. He may estimate the probably cost of repair and may further require from any person a deposit of money or certified check in an amount sufficient to cover the cost of repairing any street or public place, or street, curb or sidewalk pavement. In the event that the same is not repaired in accordance with the specifications of the Director, then the deposit shall be used in making repairs according to the specifications. If the repairs are made in accordance with the orders and specifications of the Director, the deposit will be returned to such person. (Ord. 15-16. Passed 6-6-60.)

901.99 Penalty.

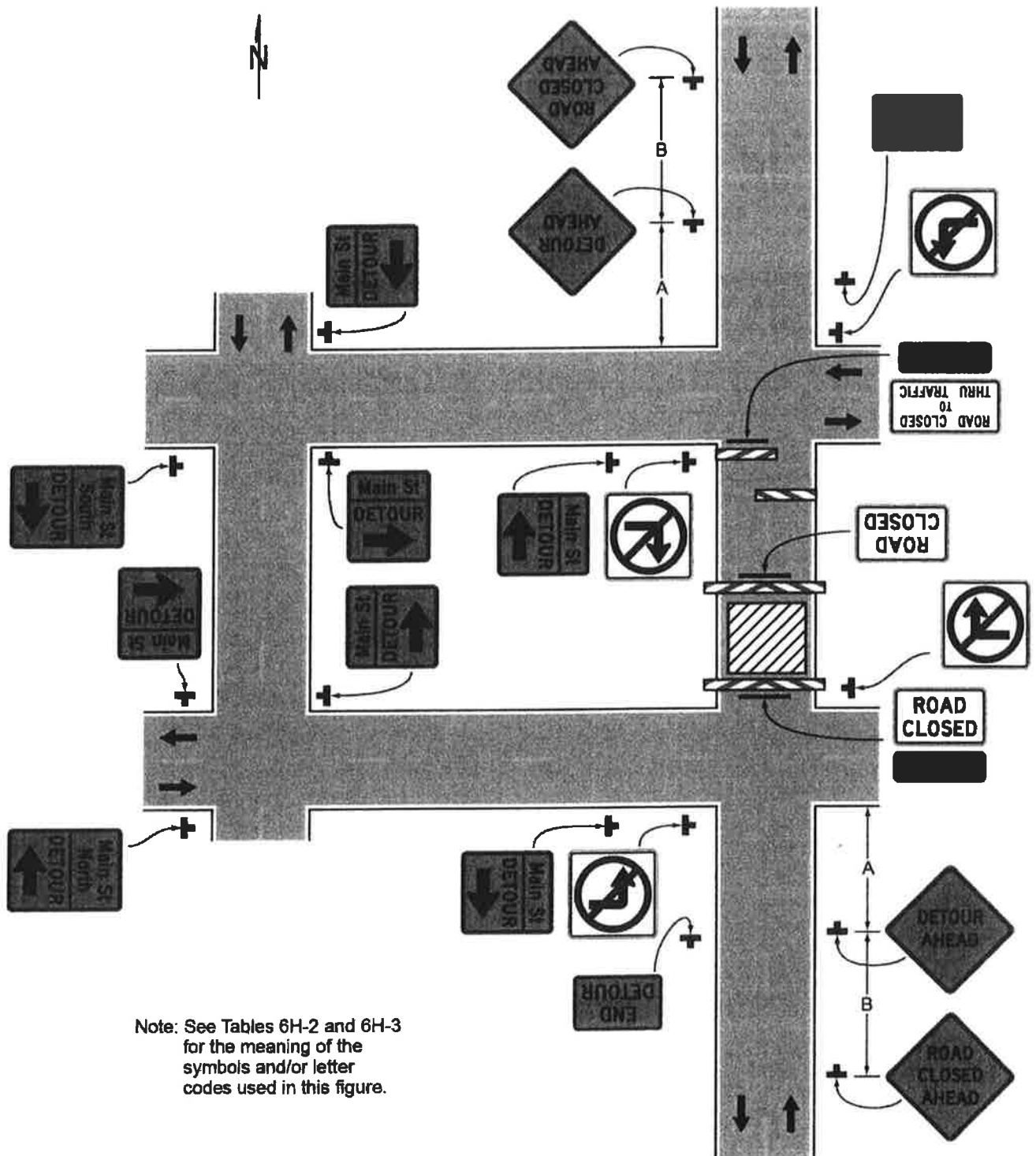
Whoever violates any provision of this chapter shall be fined not more than fifty dollars (\$50.00) for each offense. (Ord. 15-16. Passed 6-6-60).

Figure 6H-11. Lane Closure on a Two-Lane Road with Low Traffic Volumes (TA-11)



Typical Application 11

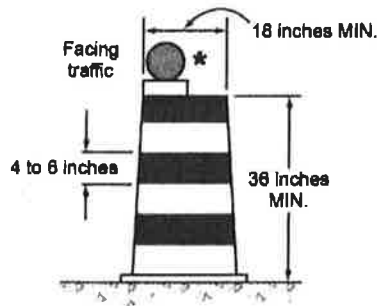
Figure 6H-20. Detour for a Closed Street (TA-20)



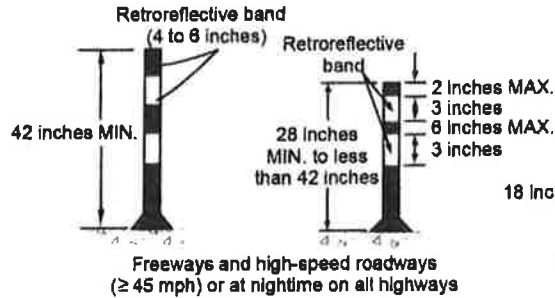
Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

Typical Application 20

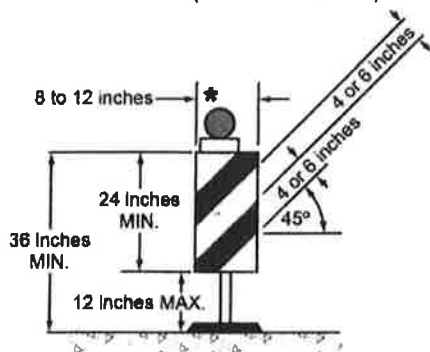
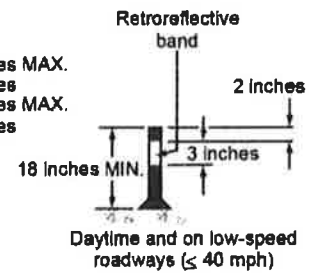
Figure 6F-7. Channelizing Devices



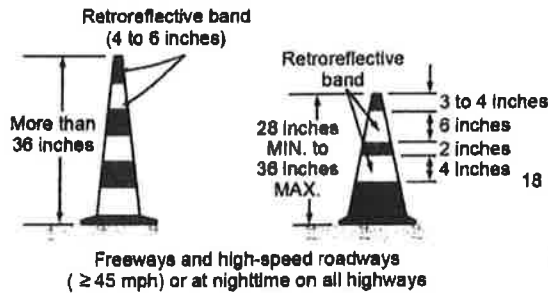
DRUM
(See Section 6F.67)



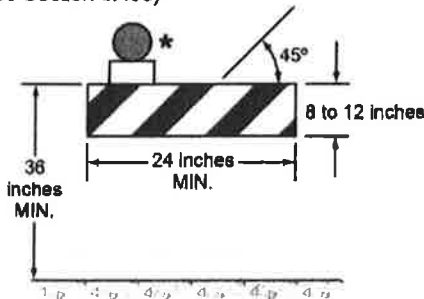
TUBULAR MARKERS
(See Section 6F.65)



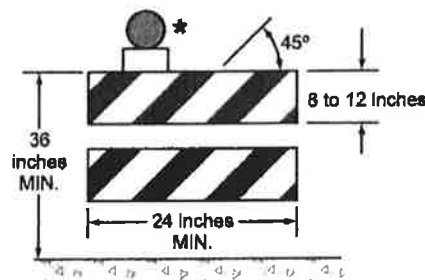
VERTICAL PANEL
(See Section 6F.66)



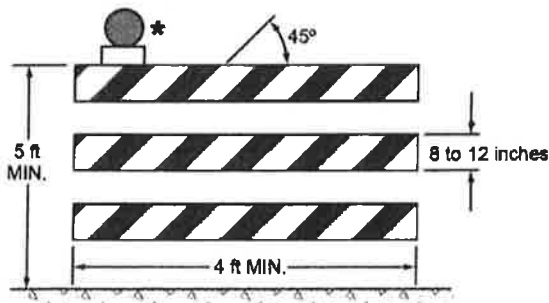
CONES
(See Section 6F.64)



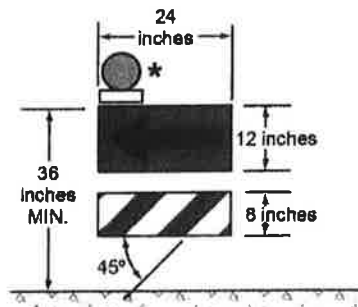
TYPE 1 BARRICADE **
(See Section 6F.68)



TYPE 2 BARRICADE **
(See Section 6F.68)



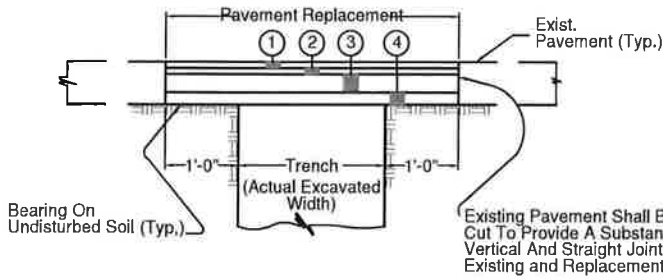
TYPE 3 BARRICADE **
(See Section 6F.68)



DIRECTION INDICATOR BARRICADE ***
(See Section 6F.69)

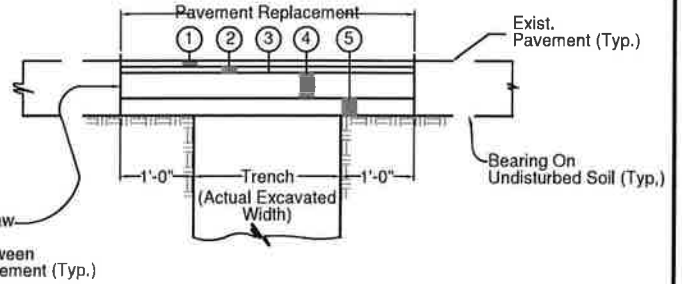
- * Warning lights (optional)
- ** Rail stripe widths shall be 6 inches, except that 4-inch wide stripes may be used if rail lengths are less than 36 inches. The sides of barricades facing traffic shall have retroreflective rail faces.
- *** Rail stripe widths shall be 4 inches. The sides of barricades facing traffic shall have retroreflective rail faces.

PAVEMENT REPLACEMENT OVER UTILITY TRENCH



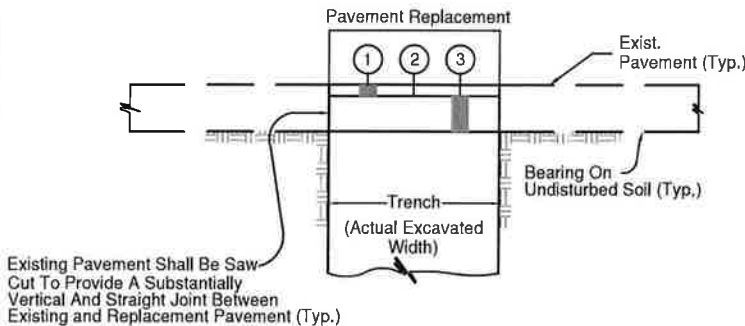
- ① 1/4" - Item 441 Asphalt Concrete Surface Course, Type 1, Medium Duty
- ② 1 3/4" - Item 441 Asphalt Concrete Intermediate Course, Type 2, Medium Duty
- ③ 6" - Item 301 Bituminous Aggregate Base (Placed In 2 Equal Layers)
- ④ 4" - Item 304 Aggregate Base (Limestone)

FULL DEPTH ASPHALT SURFACE
N.T.S.



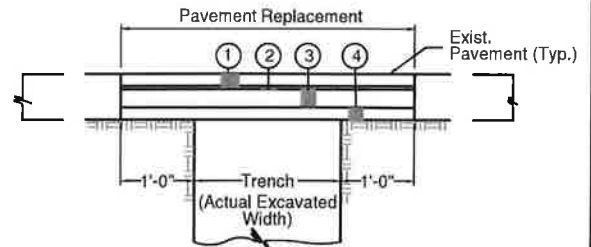
- ① 1/4" - Item 441 Asphalt Concrete Surface Course, Type 1, Medium Duty
- ② 1 3/4" - Item 441 Asphalt Concrete Intermediate Course, Type 2, Medium Duty
- ③ Item 407 Tack Coat (0.1 Gal. Bituminous Material Per Sq. Yd.)
- ④ 6" - Item 305 Portland Cement Concrete Base
- ⑤ 4" - Item 304 Aggregate Base (Limestone)

ASPHALT SURFACE ON CONCRETE OR BRICK BASE
N.T.S.



- ① 3" - Item 441 Asphalt Concrete Surface Course, Type 1, Medium Duty
- ② Item 408 Prime Coat (0.5 Gal. Bituminous Material Per Sq. Yd.)
- ③ 6" - Item 304 Aggregate Base (Limestone)

CHIP & SEAL SURFACE ON AGGREGATE BASE
N.T.S.



- ① Relaid or Replacement Bricks
- ② 1" - Item 703.6 Sand Cushion
- ③ 6" - Item 305 Portland Cement Concrete Base
- ④ 4" - Item 304 Aggregate Base (Limestone)

BRICK PAVEMENT
N.T.S.

NOTE 1: THIS DETAIL IS VALID ONLY WHEN USED AS PRESENTED HERE, WITHOUT CHANGES, AND IN CONJUNCTION WITH ANY GENERAL NOTES AND/OR OTHER DETAILS WHICH MAY APPLY. ANY CHANGES TO THIS DETAIL SHALL FIRST BE SUBMITTED TO AND APPROVED BY THE SAFETY-SERVICE DIRECTOR.

NOTE 2: BEFORE ANY EXCAVATING, CALL THE FOLLOWING NUMBERS AT LEAST 48 HOURS IN ADVANCE: O.U.P.S. @ (800) 362-2764 AND O.A.G.P.U.P.S. @ (800) 925-0988.

City of Orrville : Safety-Service Department

207 N. Main Street Orrville, Ohio 44667

Phone: (330) 684-5000

Fax: (330) 684-5023

Steven M. Wheeler
Safety-Service Director

**SUBDIVISION AND ZONING REGULATIONS
ENGINEERING CONSTRUCTION STANDARDS
PAVEMENT REPLACEMENT DETAILS**

NO.	DATE	REVISION
1	4/1/09	Revise Chip & Seal Buildup, Add "Limestone" to Item 304 Aggregate Base
2	3/20/15	Revise Item Numbers for Asphalt Concrete

CAD FILE
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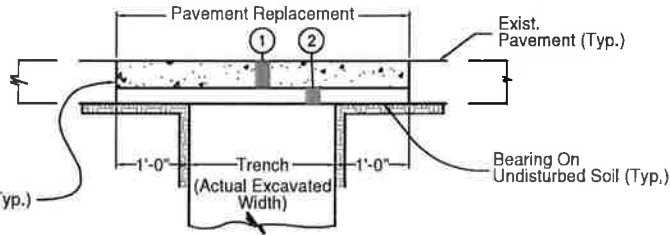
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DRWN BY	APPRVD BY	ISSUE DATE	SCALE
DLS	BLJ	03/15/07	NONE

PV-3.0

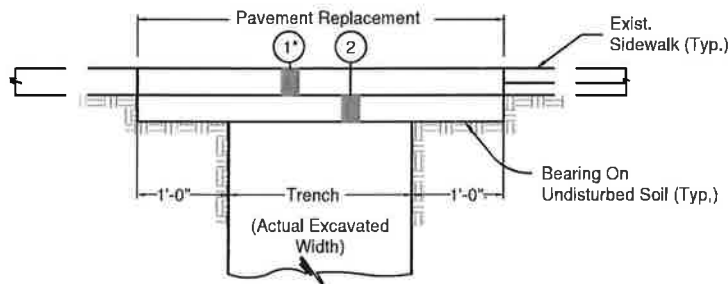
PAVEMENT REPLACEMENT OVER UTILITY TRENCH, CONT'D

Existing Pavement Shall Be Saw Cut To Provide A Substantially Vertical And Straight Joint Between Existing and Replacement Pavement (Typ.)



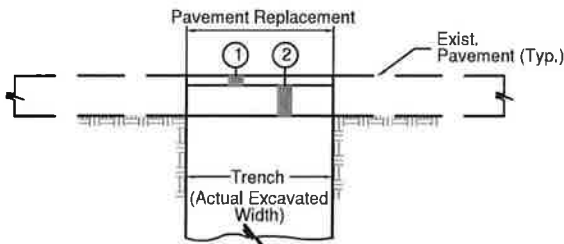
- ① 7" - Item 452 Non-Reinforced Portland Cement Concrete Pavement (Limestone Aggregate)
- ② 4" - Item 304 Aggregate Base (Limestone)

CONCRETE SURFACE
N.T.S.



- ① 4" - Item 608 Concrete Walks (Limestone Aggregate)
- ② 3" - Item 304 Aggregate Base (Limestone)

SIDEWALKS
N.T.S.



- ① 2" - Item 411 Stabilized Crushed Aggregate (Limestone, Slag, Gravel Or Cinders To Match Existing.)
- ② 4" - Item 304 Aggregate Base (Limestone)

CRUSHED AGGREGATE SURFACE
N.T.S.

NOTES: PAVEMENT REPLACEMENT OVER UTILITY TRENCHES:

1. All Pavement And Sidewalk Replacement Details Shown Represent The Minimum Acceptable Repair. If Existing Surfaces Exceed These Details, Then Repaired Surfaces Shall Match The Existing.
2. All Joints Between Existing Curb Or Pavement And The Pavement Replacement Surface Shall Be Sealed With A Hot Applied Joint Sealer Conforming To O.D.O.T. 705.04.
3. The Integrity Of Concrete Pavements Will Be Compromised By Saw Cutting. Therefore, The Entire Panel Of Pavement Affected Must Be Replaced, Unless Otherwise Authorized By The Safety-Service Director Or Their Designee. If Damage Or Spalling Occurs During Construction On An Adjacent Panel, Saw Cutting And Replacement Of A Part Of The Adjacent Panel Will Also Be Required.
4. Pavement Replacement Shall Include Restoration or Replacement of All Damaged Pavement Markings.
5. Limestone Aggregate Shall Be Used In All Asphalt And Concrete Used For Pavement Replacement.
6. Refer to ST-11, UT-2 and UT-3 For Utility Trench Backfill Requirements.
7. These Notes Also Apply To PV-3.0.

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City of Orrville : Safety-Service Department

207 N. Main Street Orrville, Ohio 44667
Phone: (330) 684-5000 Fax: (330) 684-5023

Steven M. Wheeler
Safety-Service Director

**SUBDIVISION AND ZONING REGULATIONS
ENGINEERING CONSTRUCTION STANDARDS
PAVEMENT REPLACEMENT DETAILS**

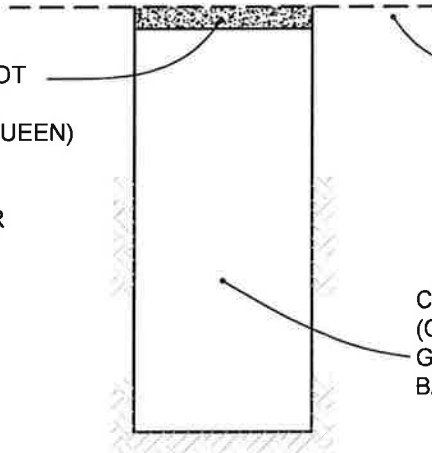
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DRWN BY DLS APPRVD BY BLJ ISSUE DATE 03/15/07 SCALE NONE

SHEET

PV-3.1

NO.	DATE	REVISION
1	7/03/07	Note 3. Revision
2	4/01/09	Add "Limestone" to Item 304 Aggregate Base
3	3/20/15	Revise Note 2.; Add Note 6. & 7.

2" 4000 PSI CONCRETE (ODOT ITEM 499.03) WITH AN ANTI-BONDING LAYER (VISQUEEN) OR COLD MIX ASPHALT, AS DIRECTED BY THE SAFETY-SERVICE DIRECTOR



EXISTING PAVEMENT

COMPACTED GRANULAR MATERIAL (ODOT 304) LIMESTONE, CRUSHED GRAVEL OR LOW STRENGTH MORTAR BACKFILL (ODOT 613, TYPE 1)

NOTE 1: TEMPORARY PAVEMENT PATCHES SHALL BE MAINTAINED IN A DRIVABLE CONDITION.

NOTE 2: TEMPORARY PAVEMENT PATCHES SHALL BE REPLACED WITH PERMANENT PAVEMENT RESTORATION AS SOON AS POSSIBLE.

NOTE 3: TEMPORARY CONCRETE SHALL USE NO. 8 STONE.

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City of Orrville : Safety-Service Department

207 N. Main Street Orrville, Ohio 44667

Phone: (330) 684-5000

Fax: (330) 684-5023

Steven M. Wheeler
Safety-Service Director

NO.	DATE	REVISION
1	6/29/07	Compacted Granular Material Spec. Revised
2	4/01/09	Add Crushed Gravel to Granular Material
3	3/20/15	Revise Surface Course Spec.

**SUBDIVISION AND ZONING REGULATIONS
ENGINEERING CONSTRUCTION STANDARDS
TEMPORARY PAVEMENT
REPLACEMENT DETAIL**

CAD FILE
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DRWN BY DLS	APPRVD BY BLJ	ISSUE DATE 03/15/07	SCALE NONE
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PV-3.2

APPLICATION FOR RIGHT-OF-WAY EXCAVATION PERMIT



City of Orrville, Safety-Service Department
207 North Main Street
Orrville, Ohio 44667
Phone: 330/684-5004
aaspiras@orrville.com

Date _____

Application is hereby made by: _____ Phone# _____

Address: _____

Do you have a contractor and/or subcontractor? Yes / No

If yes, Contractor/Subcontract name : _____ Phone# _____

Contractor/Subcontractor Address: _____

To cut or excavate the: street curb tree lawn sidewalk other _____

at the following location: _____

Size of excavation: _____

Estimated start date: ___/___/___ Completion date: ___/___/___

BOND: Attached [] On File []

INSURANCE CERT: Attached [] On File []

DEPOSIT MADE: \$ _____

CONTACT PERSON(S): Name: _____ Phone: _____

Name: _____ Phone: _____

I, the undersigned applicant, agree to comply with the conditions, specifications, and regulations of the City of Orrville governing right-of-way cuts or excavations. I understand that the failure to comply may be cause for revocation of this permit and possible loss of deposit.

DEPOSITS

\$300.00 for driveway cut

\$50 per Sq. Ft. for all other cuts

Applicant Name

Applicant Signature

DO NOT WRITE BELOW THIS LINE - CITY USE ONLY

Deposit, Inspection, and Refund Information

Sq. Ft. of Excavation/Cut _____ x \$ _____ = Amount of Deposit \$ _____ Date _____

Amount of Refund \$ _____ Date _____

Comments _____

Pre-Inspection _____

Final Inspection _____

PERMIT NO. _____