

UTILITY ACCOMMODATION POLICY OF MIAMI COUNTY, KANSAS

The following policy has been adopted by the Board of County Commissioners of Miami County, Kansas. This policy supersedes any and all previously published Miami County policies or standards concerning utility accommodation.

A Public Accommodation Permit from Miami County, Kansas shall be required prior to any utility performing any work in a County right-of-way. A utility owner or contractor shall obtain a *Utility Permit* from the Miami County Road and Bridge Department, an executed permit shall be returned to the Utility Coordinator along with all fees and bonds required by this policy. A set of comprehensive plans of all proposed work shall accompany the permit. A copy of the appropriate permit application may be found later in this policy. An appropriate fee shall accompany the permit and any permit that does not include the fee shall not be processed. A fee schedule can be found on page **Six (6)** of this policy. A bond to insure conformance with this policy and with the plans submitted by the applicant shall also accompany the fee. The bond schedule can be found on page **Six (6)** of this policy. A utility owner or contractor may file and maintain a continuous bond in such amount as may be determined by the Board of County Commissioners. This continuous bond shall be in lieu of individual bonds for individual projects.

Applications for utility accommodation permits may be obtained from:

Miami County Road & Bridge Department
Utility Division
201 South Pearl, Ste. 203
Paola, Kansas 66071
Phone : 913-294-4377 Fax: 913-294-3228

It is the policy of Miami County that all utility installations, adjustments and/or relocations are to be made with due consideration to highway and utility costs. All work shall be performed in a manner to provide negligible hazards to highway users and minimum interference, and costs, of maintenance to the County as a result of the utility occupying public right-of-way. Where laws or orders of public authority with a higher degree of authority or governmental codes prescribe a higher degree of protection than provided by this policy, the higher degree of protection shall prevail.

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Registration Application, Utility
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Utility Permit
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Notification of Road Closure
Tree Trimming/Removal Permit

MAP OF MIAMI COUNTY

**REGISTRATION
REQUIREMENTS**

REGISTRATION REQUIREMENTS

A. REGISTRATION

Utilities

Each person who occupies, uses, or seeks to occupy or use the right-of-way or any facility in the right-of-way, including lease, sublease or assignment, or who has or seeks to have facilities in any right-of-way shall complete a Registration Application. The Registration Application shall be accompanied with the following:

- 1.) Appropriate Repair and Restoration Bond
- 2.) Appropriate Certificate of Liability Insurance

Contractors and Sub-contractors

All persons contracted by a utility, or its representative, to perform work within county right-of-way shall complete a Registration Application. The Registration Application shall be accompanied with the following:

- 1.) Appropriate Certificate of Liability Insurance
- 2.) Appropriate Register Fee

ALL UTILITY COMPANIES AND THEIR CONTRACTORS ARE REQUIRED TO OBTAIN A UTILITY PERMIT.

B. LIABILITY INSURANCE REQUIREMENTS:

Minimum Requirements

All registered utility companies and independent subcontractors must provide to the Miami County Utility Division a certificate of Insurance with the following minimum requirements prior to working within any county right-of-way.

Upon expiration of the Certificate of Insurance, it will become necessary for the utility company to notify the Department of same and to also reissue a copy of the new and/or renewed policy.

COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY

Bodily Injury	\$ 1,000,000	Each Occurrence
	\$ 2,000,000	Annual Aggregate
Property Damage	\$ 1,000,000	Each Occurrence
	\$ 2,000,000	Annual Aggregate, or a combined single limit of \$1,000,000

Property Damage Liability Insurance will provide blasting, explosion, collapses, and underground coverage where applicable.

Personal injury, with employment exclusion deleted: \$1,000,000 annual Aggregate.

COMPREHENSIVE AUOMOBILE LIABILITY

Bodily Injury	\$1,000,000	Each person
	\$1,000,000	Each occurrence
Property Damage	\$1,000,000	Each occurrence
	\$1,000,000	Combined single limit

C. BONDING REQUIREMENTS

All registered utility companies shall submit to the Miami County Road & Bridge Department, Utility Division, an appropriate Repair or Restoration bond, a Performance Bond, Letter of Credit, or cash deposit. The bond must remain current and on file for 36 months after the last repair or excavation. The bond shall be in the amount of Seventy-Five thousand dollars (\$75,000).

D. FEE SCHEDULE

UTILITIES

- \$200 per permit fee** Registrants that do not wish to pay an annual fee may pay per permit. **
- \$900 annual fee** Registrants that applied for two (2) to five (5) permits in the previous calendar year.
- \$1700 annual fee** Registrants that applied for six (6) or more permits in the previous calendar year.

The fee must accompany the permit when it is submitted.

**The utilities authorized representative must sign stating they are going to pay per permit. The method of payment will be for the whole year.

CONTRACTORS AND SUB-CONTRACTORS

All contractors and sub-contractors shall submit an annual non-refundable fee in the amount of \$100.00 (One Hundred dollars) along with the registration application and Certificate of Insurance.

The annual fee for contractors is due January 1st of each new year.

The utility is responsible for applying for the permit and supplying the contractor with an approved permit. If the utility has not applied for a permit, the contractor will be prevented from working on the site.

The contractor will be stopped from working on any project until the paper work has been completed to the county's satisfaction. Before permission is given, a registration form shall be completed, a copy of the certificate of insurance presented to the Utility department's office, and the fees paid.

E. INSPECTION FEES

There will be inspection fees of \$50 per week paid at the time the permit is issued.

F. ROAD CUT FEES

Road cut fees are \$150 for gravel roads per day. Days are counted until the road surface is restored and the road open to traffic, with a one (1) day minimum. On asphalt roads this means the cut must be paved, and on gravel roads lost surfacing replaced and the road shape restored. **Asphalt roads will not be cut for any reason.**

G. PERMIT FORM & REQUIREMENTS

A permit is required for:

- | | |
|-----------------------|-----------------------|
| Each road crossing | Break in construction |
| New excavation | Emergency Work |
| Maintenance Work | Bridge attachment |
| County requested move | |

Permit Forms

- 1.) Each permit is to be completely filled out and a design of the intended work attached.
- 2.) A copy, or portion, of a Miami County map indicating the work area must be attached
- 3.) A traffic control plan must accompany the permit if traffic will be affected.
- 4.) The permit must be submitted, allowing time, for approval before the start of the project.
- 5.) The contractor is responsible for contacting Miami County Utility Division at least 24 hours before the start of the project.
- 6.) The contractor, or his representative, must have a copy of the approved permit on site.
- 7.) The contractor is responsible for contacting Miami County Utility Division 24 hours before, and at the completion of the project.

**GENERAL
CONSIDERATIONS**

POLICY

This policy applies to the location, construction, maintenance, removal and relocation of all private, public and cooperatively owned utilities within the road right-of-way.

Utilities include lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, water, not connected with roadway drainage, and other similar commodities, which directly or indirectly serve the public.

A permit allowing a Utility Company to place its facilities in or on the roadway right-of-way does not constitute any permanent right of use. Removal, remodeling, maintenance or relocation of the facilities will be promptly accomplished by the owner at no cost to Miami County.

Utility companies who utilize subcontractors are responsible for subcontractor compliance. Unsatisfactory work will be rejected and result in permit revocation and may result in denial of future Highway Permits.

Subcontractors must carry the required liability insurance unless the subcontractor is covered by the Utility Company insurance.

An approved and signed copy of the Highway Permit must be on the premises at the start and during the period any work is performed.

The Utility Company and its subcontractor(s) are responsible for contacting Dig Safe.

A. LOCATION

Utility lines are to be located to minimize need for later adjustment, to accommodate future highway improvements, and to permit servicing such lines with minimum interference to highway traffic.

Longitudinal installations are to be located on uniform alignment as near as practicable to the right-of-way line so as to provide a safe environment for traffic operation and to preserve space for future highway improvements or other utility installation. The County realizes that installations along right-of-way lines are impractical in some cases and if such a situation occurs, the installation shall be made within the rights-of-way where so designated by the County.

To the extent feasible and practicable, utility line crossing of the highway rights-of-way are to be installed normal to the highway alignment.

B. DESIGN

Each Utility Company is responsible for the design of the utility facility to be installed within the highway rights-of-way.

Ground mounted utility facilities should be of a design compatible with the visual quality of the specific highway section being traversed.

All utility installations on, over, or under highway right-of-way shall be of durable material designed for long service life expectancy and relatively free from routine servicing and maintenance. Conformance with current applicable material specifications and codes is mandatory.

On new installations or adjustments of existing utility lines, provisions should be made for known or planned expansion of the Utility Company facilities, particularly those located underground or attached to structures. They shall be planned to minimize hazards and interference with highway traffic when additional overhead or underground lines are installed at some future date.

C. ADJUSTMENT OF EXISTING UTILITIES

The Construction Contractor shall be warned and made responsible for the security of existing utilities within the construction zone.

Existing utilities which fall in the path of highway construction projects shall be protected as required for new utilities.

D. SERVICING, MAINTENANCE, AND REPAIR

Maintenance of the utility is the responsibility of the Utility Company.

Maintenance must be performed to keep the utility in an as constructed condition and in compliance with the requirements of Federal, State and local statutes, regulations and utility codes.

The Utility Company shall repair settlement of backfills, fills, and embankments placed by the Utility company or its contractors or subcontractors at any tier which may occur within one (1) year of notice of acceptance from the Miami County Road and Bridge Department, Utility Coordinator or his designee. All repairs shall be made by the Utility Company within thirty (30) days after receipt of written notice.

E. SCENIC ENHANCEMENT

Areas that have been acquired or set aside for their scenic qualities require specific controls of the type and size of Utility company facilities. Permits will be reviewed on an individual basis. New Utility Company installations in the following areas including those for highway use must be approved by the FHWA where Federal-Aid projects are involved.

- 1.) Scenic Strips
- 2.) Overlooks
- 3.) Rest Areas
- 4.) Recreation areas
- 5/) Right-of-way sections of highways that pass through public parks and historical sites.

F. VISUAL CONTROLS

Overhead Installations:

New aerial installations shall be avoided in areas which have been acquired or set aside for their scenic quality, unless other locations or manner of installation are difficult and unreasonably costly where suitable designs and materials are employed which give adequate attention to the visual qualities of the area being traversed.

Underground Installations:

New underground installations may be permitted within scenic areas where no extensive removal or alteration of trees or other natural features is visible to the motoring public and where the installation does not impair the visual quality of the lands being traversed.

G. PERMITS

Permits are required when utility facilities are installed, relocated, removed or maintained along or across all highway right-of-ways. All permits are approved through the Miami County Road and Bridge, Utility Division. Applications must be received at least 72 hours in advance to allow time for processing and approval.

Application and plans shall be submitted, for review and approval to the Utility Coordinator. The application shall show the location of the utility by route, section, township and range; and position of the utility within the right-of-way noting all construction details such as depth, type of materials, operating pressures, voltages, vertical and horizontal clearances, etc.

H. SPECIAL REQUIREMENT

For the permit to be effective it must be on the job site and available for review by any county personnel. The Permittee or Contractor is authorized to make copies for all personnel working in the county.

I. NOTIFICATION

The Miami County Utility Division is to be notified of the following:

1. 24 hours before the start of any project;
2. 24 hours before the completion of a project. The Utility Division shall be notified in order to inspect the location before the equipment is removed from the site.
3. When any county property is damaged during the course of the work.

J. NON-COMPLIANCE

Non-Compliance with any of the terms of this Utility Accommodation Policy or the Highway Permits may be considered as cause for shut down of operations until compliance is assured, or revocation of the permit. The cost of any work required by the county in the removal of non-complying construction will be assessed against the utility owner.

K. TRAFFIC CONTROL

All utility work on the highway, or within the right-of-way, requires a Traffic Control Plan. The traveling public shall be protected from the activities of the contractor or individuals involved with utility construction and maintenance within the highway right-of-way by means of signs, flaggers, and traffic control devices

as outline in the latest edition of "Manual of Uniform Traffic Control Devices". All warning devices and barricades shall be standard or approved by the Miami County Road and Bridge Department, Utility Division. Warning devices and barricades shall be kept clean and in good repair.

Personnel working on Miami County right of way must wear ANSI Class II High Visibility Safety apparel compliant with 23 CFR Part 634, as set forth in 71 Federal Register 67792 to 67800 (November 24, 2006). The purpose of the regulation is to decrease the likelihood of worker fatalities or injuries caused by motor vehicles and construction vehicles and equipment within the right-of-way.

Flaggers will be required, according to the MUTCD, when utility construction and maintenance work on the roadway (includes pavement) is in progress. Control by flaggers is for the safety of the workers and the traveling public.

All Traffic Control Plans must be preapproved by the Utility Coordinator or his designee.

L. WEATHER CONDITIONS

Contractors shall not work in foggy, rainy or icy conditions that may cause a hazard to the public traveling on the roadway. Emergency situations may be exempt.

Contractors shall not work when the ground saturation is such as to create problems in digging and backfill the trench, to leave ruts in the ditch, prevent proper flow of run-off or to leave ruts in or on the roadway. Emergency situations may be exempt.

M. DISTURBED AREAS

Areas of road right-of-way disturbed by the installation, maintenance, removal and relocation of utilities shall be kept to a minimum with special care taken to avoid disturbing existing drainage facilities.

All excavations will be backfilled within forty-eight (48) hours after work is completed, or as directed by the Utility Coordinator or his designee.

The disturbed areas shall be returned to normal grade and elevation, with adequate compaction of backfill material, and all excess or undesirable material removed by the Utility or Contractor. All destroyed vegetation shall be replaced by the Utility Company by laying sod, seeding, fertilizing, or mulching as required in this policy.

Adequate protection against erosion shall be provided by the Utility Company in disturbed areas that are susceptible to erosion. Such protection may be in the form of rock rip-rap, wash checks, hay cover or other material that does not interfere with Highway maintenance operations and is approved by the Utility Coordinator or his designee.

Restoration methods shall be in conformance with Miami County Utility Divisions specification and/or special provisions in utility use and occupancy agreements.

All work performed shall be in accordance with Division 900 of the Kansas Department of Transportation Standard Specifications for State Road and Bridge Construction.

N. TRENCHES

Trenches shall be cut to have vertical faces, where soil and depth conditions permit, with a maximum width of outside diameter of pipe, plus two (2) feet. They should be shored where necessary for safety and to protect the traveled way, shoulders to slopes.

Granular bedding material shall be provided to a depth of six inches (6") or half the diameter of the pipe; whichever is the least, if deemed necessary by the County. The bedding material shall be free of lumps, clods, stones, and frozen material and shall be graded to a firm but yielding surface without abrupt changes in bearing value.

O. BACKFILL

Backfilling of open trenches shall use only approved materials that will produce a dense, well-compacted backfill. Materials containing frozen soil, sod, debris, organic material shall not be used.

The material shall be placed in uniform layers not to exceed six inches (6") in depth and compacted by means of suitable equipment or by tamping with mechanical or hand tampers. Each layer shall be compacted to a density equal to or greater than that of the surrounding soil within the limits of the right-of-way.

The moisture content of the soil used for backfilling shall be uniform and shall be such that required compaction can be obtained.

Consolidation by saturation or ponding will not be permitted

P. SETTLEMENT

The Utility Company shall be responsible for all settlement of disturbed backfills, fills and embankments, which may occur within one (1) year after notice of acceptance of work.

All repairs or replacement necessary due to such settlement shall be made by the Utility Company within 30 days after receipt of notice from the Utility Coordinator.

Q. DRAINAGE DITCHES

Utility Company shall not disturb existing drainage facilities. Underground utility facilities shall be backfilled with previous material and outlets provided for entrapped water. Underdrains shall be provided where necessary.

No jetting or puddling shall be permitted under the roadway.

R. CLEAN UP

All county right-of way and improvement, including private improvements located on right-of-way, will be restored to a condition as good or better than before the work was started. This includes removing all debris (such as exposed rocks) from the site of the work areas, and leaving the right-of-way in a clean, presentable condition.

In the event that the right-of-way is not returned to its original and/or better appearance, the county reserves the right to use its own force or outside agents to perform work as needed to return the right-of-

way to its original state. If such repair work becomes necessary by the county, the cost and labor of such work will be deducted from the utility bond.

S. SEEDING

The entire disturbed area is to be seeded and shall be properly prepared prior to seeding. The area to be seeded shall be firm, smooth and reasonably free of rocks, clods and other debris sufficiently to permit subsequent mowing with lawn maintenance type equipment.

All disturbed areas not to be of sod shall receive fertilizer, seed and mulch.

Fertilizer (10-10-10) shall be applied at a rate of 400 lbs. per acre.

Yards and mowed areas shall be planted with fescue at a rate of 160 lbs. per acre.

Unmowed and agricultural areas shall be planted with the following mixture at a rate of 134 lbs. per acre.

<u>Seed</u>	<u>Pounds Per Acre</u>
Annual Rye Grass	34
Fescue (K-31)	<u>100</u>
TOTAL	134 lbs. per acre

All seeded areas shall be mulched with prairie hay, brome grass or wheat or oat straw.

The two general seeding seasons are as follows;

Spring Seeding Season	February 15 th to April 20 th .
Fall Seeding Season	August 15 th to September 30 th .

The seeding period may be extended a few days in special cases when mulching is specified to follow the drilling of seeds and fertilizer.

The county may require temporary seeding and/or erosion control on areas disturbed during times permanent seeding is not applicable.

T. VARIED USE

Pipeline installation permits are to specify the class of transmittance, maximum working pressure, and test and design pressures.

Pipelines which are not constructed, operated, and maintained under regulations established under **The Department of Transportation Hazardous Materials Regulations Board** shall, upon revision in the class of transmittance or an increase in the maximum operating pressure, advise the Utility Division of such revisions.

U. PUBLIC UTILITIES INSTALLED LONGITUDINALLY ALONG RIGHTS-OF-WAY

Overhead Installations

Ground-mounted utility installations shall be located at the outer limits of the right-of-way, preferably within two (2) feet or less of the right-of-way line. If such installation is impractical, however, such installation shall be within the right-of-way where so designated by the county.

Where there are curbed sections, the utilities shall be located as far as practical behind the face of the outer curbs, and where feasible, behind the sidewalks.

All poles, guys, anchors, or other appurtenances shall be located to minimize interference with maintenance operations of the Miami County Road & Bridge Department.

No poles, guys, anchors, or other appurtenances shall be located in ditches, at drainage structure openings, or on roadway shoulders.

Installation shall be limited to single pole type construction, preferably with vertical configuration of conductors and cables. Joint-use single pole construction is encouraged at locations where more than one (1) utility or type of facility is involved.

The minimum vertical clearance to overhead installations shall be that required by the **NATIONAL ELECTRICAL SAFETY CODE**, U.S. Department of Commerce, and National Bureau of Standards. However, additional clearance may be requested by Miami County Road & Bridge Department in certain instances.

Underground Installations

Underground utility installations shall be located at the outer limits of the right-of-way, preferably within three (3) to five (5) feet of the right-of-way line.

The County realizes that installations located at the outer limits of the right-of-way are sometimes impractical. If such a situation occurs, the county may upon application of the utility, allow the installation of the underground utility in another location within the right-of-way.

- 1). If, for various reasons, the county has allowed an underground installation in the roadway and a drainage structure is encountered with less than 24 inches of cover, the ground installation shall either go under or around the drainage structure.
- 2.) Locations where it will be difficult to attain minimum burial due to wet or rock terrain shall be avoided.

All installations shall be in locations approved by the County.

V. PUBLIC UTILITIES CROSSING RIGHTS-OF-WAY

Overhead Installations

Where aerial crossings are required, all poles, guys, anchors, and appurtenances shall be located as near the outer limits of the right-of-way as possible.

No poles, anchors, guys, and appurtenance shall be located in the roadway, roadway shoulder, roadway ditch, or roadway median. Anchors may be permitted at the toe of the backslope in cut sections.

Where there are curbed sections all poles, guys, anchors, and appurtenances shall be located as far as practical behind the face of the outer curb and where feasible, behind the sidewalks.

Joint-use construction is encouraged at locations where more than one utility or type of facility is involved.

The minimum vertical clearance to overhead installations shall be that required by the **NATIONAL ELECTRICAL SAFETY CODE**, U.S. Department of Commerce, and National Bureau of Standards. However, additional clearance may be requested by Miami County Road & Bridge Department.

General clearance guides are provided as follows:

<u>VERTICAL CLEARANCE</u>	<u>LINE VOLTAGE</u>
18 feet (5.5 meters)	Any communication Line
18 feet (5.5 meters)	0-750
20 feet) (6.1 meters)	750 – 22,000
*	22,001 – 470,000
**	over 50,000

* Increase general clearance 0.4 inch (10 millimeters) for each 1,000 volts of the excess over 22,000 volts.

** All clearances for lines over 50,000 volts shall be based on maximum operating voltage. For voltages exceeding 50,000 volts, the additional clearance specified shall be increased 3% for each 1,000 feet (300 meters) in excess of 3,300 feet (1,000 meters) above mean sea level.

Underground Installations

Underground installations shall be located normal to the highway alignment where practical.

No manhole shall be located in the pavement or roadway shoulder without written approval by the County.

Locations which are considered unsuitable or undesirable for **pipeline** crossings shall be avoided. These include, but are not limited to locations such as: in deep cuts; near bridge footings; at cross drains where flow of water, drift or stream bedload may be obstructed; and rocky terrain where it will be difficult to obtain minimum bury.

Underground installations may be made by open trenching the outer limits of the right-of-way from the right-of-way line to the toe of the ditch backslope. The remainder will be tunneled, augured, or driven through the roadway grade and will require casing.

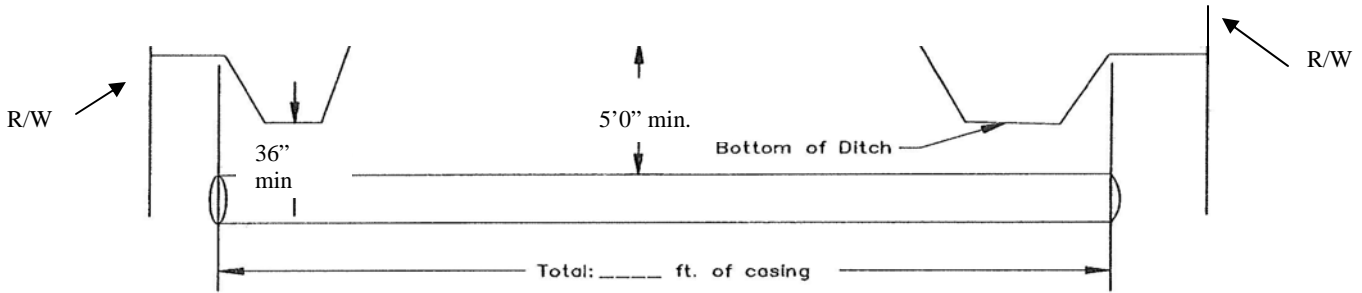
All utilities crossing through ditches and roadways shall have a minimum depth of cover of five (5) feet below crown grade or three (3) feet below ditch grade, whichever shall govern. In fill sections, the natural ground line at the toe of the slope will be considered as ditch grade. However, in no case shall the depth of cover be less than that meeting applicable industry safety requirement.

If less than minimum bury is made necessary because of existing utilities, water table, ordinances, or similar reasons, the line shall be rerouted or protected with a casing or allied mechanical protection.

Any pipe or utility installed underground must have a minimum of 12 inches of clearance between the outside of the pipe or utility and the extremity of any other underground structure. For transversing existing utilities, new installation will be installed beneath the existing utility where practical.

STANDARDS FOR UNDERGROUND UTILITY CROSSING COUNTY ROAD

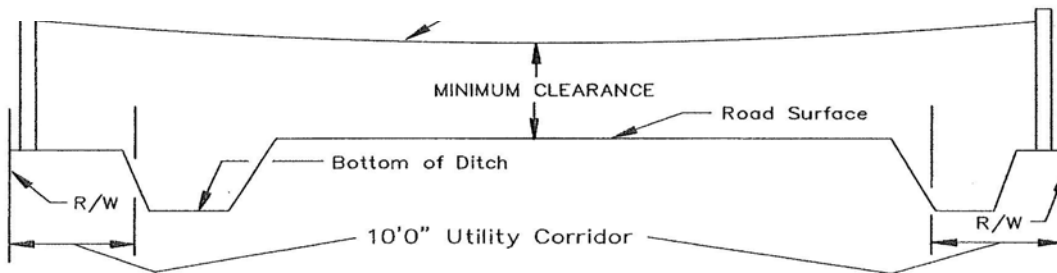
Underground utility must be cased in steel or PVC pipe from back of ditch to back of ditch.
 Underground utility crossing hard surface road must be bored or jacked.
 Minimum clearance from road surface shall be 5'.
 Minimum clearance from bottom of ditch shall be 36".
 Placement of any facility that crosses a travel way shall be perpendicular to the travel way.



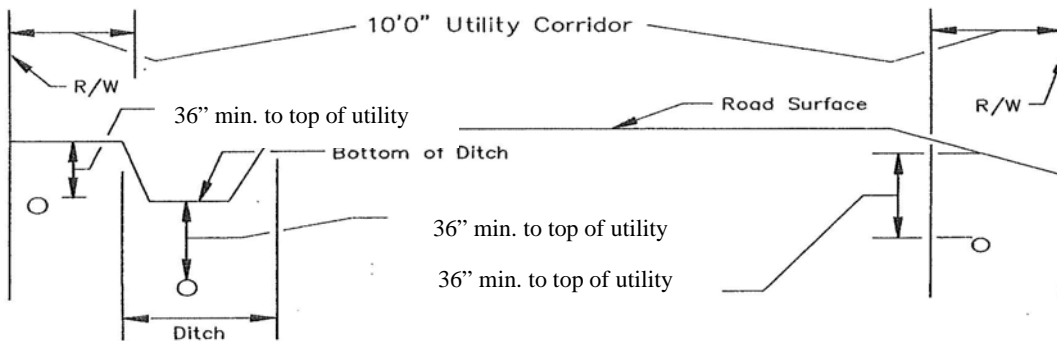
STANDARDS FOR OVERHEAD UTILITY CROSSING COUNTY ROAD

Utility poles, if located on road right-of-way, shall be located as close as practical to right-of-way line.
 Guys shall be located to cause as little interference as possible with road maintenance operations, such as mowing, cleaning ditches, etc.

Minimum clearance from road surface shall be:
 18'0" for line voltage up to 750V.;
 20'0" for line voltage of 750 V. to 22,000 V.



STANDARDS FOR UNDERGROUND UTILITY PARALLEL TO COUNTY ROAD



DCPW Form No. 508

W. ENCASEMENT OF UTILITIES

Casings are oversized load bearing conduits or ducts through which a utility is inserted:

To protect the roadway from damages and to provide for repair, removal and replacement of the utility without interference to highway traffic.

To convey leaking fluids or gases away from the area directly beneath the traveled way to a point of venting at or near the right-of-way line.

The casing shall include necessary appurtenances, such as vents, drains, and markers. Casing pipe shall be sealed at both ends with a suitable material to prevent water or debris from entering the annular space between the casing and the carrier, in accordance with Pipeline Industry Standards.

Utility Company lines crossing County Right-of-Way shall be cased from right-of-way line to right-of-way line. The Utility coordinator may allow minimum encasing from toe of backslope to toe of backslope in ditch sections and from toe of fill slope to toe of fill slope in fill sections.

Utility Company lines installed parallel to highway right-of-way require casing at certain locations. Locations include, but not limited to, are the crossings of side roads and major entrances.

1.) CASING REQUIREMENTS FOR UTILITIES CROSSING THE RIGHT-OF-WAY

All highway crossings shall be cased unless permission is given by the County Utility Coordinator to make such installation without casing.

Underground electric service lines shall be placed in conduit or ducts from right-of-way line to right-of-way line and shall be clearly marked by the Utility Company at the outer limits of the right-of-way.

Underground fiber optic lines shall be placed in schedule 40 PVC, HDPE or equivalent from right-of-way to right-of-way line, with a tracer wire and must be clearly marked by the Utility Company at the limits of the right-of-way.

Water lines must be cased, from toe to toe of backslope in ditch sections or toe to toe of fill slope in fill sections. Venting and sealing of easement is not required. Casement is not required provided the waterline is placed prior to roadway construction utilizing extra strength cast iron or ductile iron with mechanical and/or restraint joints and seals, and properly bedded. And, any copper, steel, or plastic waterline has an inside diameter of two inches (2") or less.

Direct buried telephone and communications cable will not be required to be cased.

Utility lines crossing highway rights-of-way shall be encased from toe of backslope to toe of backslope in ditch sections and from toe of fill to toe of fill in fill sections. See Section VI, Paragraph "B" for exceptions.

Utility lines installed longitudinally along highway rights-of-way may require casing at certain locations. Such locations include, but are not limited to, crossing of side roads and major entrances.

Casing installations shall be made by boring, tunneling, jacking, trenching, or other approved methods.

Casing pipe shall be sealed at both ends with a flexible material to prevent water or debris from entering the annular space between the casing and the carrier. The casing shall include necessary appurtenances, such as vents, drains, and markers.

2.) Uncased Construction

Where it is acceptable to both the utility company and the Miami County Road & Bridge Department, underground utility installations may be installed without protective casing. Normally such installations are limited to open trenched construction or to small bores for wire or cable facilities.

Suitable bridging, concrete slabs, or other appropriate measures shall be used to protect uncased utility installations which by reason of shallow bury or location make them vulnerable to damage from highway construction or maintenance operations. All such measures must be approved by the Public Works Department.

For uncased construction crossings, a means of control for external corrosion control shall be implemented. Corrosion control can be accomplished by the application of an effective protection coating supplemented with cathodic protection and/or suitable drainage.

CASING MATERIALS AND USAGE CRITERIA

Approved Materials

Smooth wall, welded steel pipe in sound condition with a minimum wall thickness as specified in the current KDOT "Standard Specifications for State Road and Bridge Construction".

<u>CASING DIAMETER</u>	<u>MIN. WALL THICKNESS</u>	<u>Schedule</u>
4 inches	0.237 "	40
6 inches	0.280 "	40
8 inches	0.322 "	40
10 inches	0.365"	40
12 inches	0.460"	40

Corrugated pipe and coupling bands meeting the requirements of Section 1009.05, **STANDARD SPECIFICATION FOR STATE ROAD AND BRIDGE CONSTRUCTION**, State Highway Commission of Kansas, Edition 1990 and all future editions. Reinforced concrete round pipe meeting the requirements of Section 1009.02, concrete pipe, **STANDARD SPECIFICATION**

Usage Criteria

Sanitary sewer lines of P.V.C., fiber, transite, or vitrified clay pipe may be installed but, must be cased from right-of-way line to right-of-way line.

Sanitary sewer lines of cast iron, P.V.C. or schedule 40 grade or better, gravity flow, placed prior to construction and properly bedded, may be installed without casing provided that the cast iron pipe is installed from right-of-way line to right-of-way line with heavy cast iron pipe being used within construction limits and provided that suitable mechanical joints and seals are used.

All lines carrying liquid petroleum gas, ammonia, chlorine, or other hazardous or corrosive products shall be cased from right-of-way line to right-of-way line and shall be vented and marked at the outer right-of-way limits.

Low pressure natural gas distribution and service lines of steel or copper, protected and installed in accordance with industry requirements and standards, may be installed without casing. Plastic pipe for water or gas lines may be used within the limits of the right-of-way, providing that it meets minimum 'ASTM' specifications and all applicable laws and codes. Utility lines will not be permitted to use drainage structures or cattle passes as a conduit or casing.

X. BORING

Bored or tunneled installations shall have a hole diameter which shall not exceed the outside diameter of the casing (including coating) by more than one inch (1").

The use of water under pressure (jetting) will not be permitted to facilitate jacking operations. Some boring may require water to lubricate cutter and pipe and under such conditions, may be considered dry boring.

Where unstable soil conditions exist, boring or tunneling operations shall be conducted in such a manner as not to be detrimental to the roadside being crossed.

All voids or abandoned holes caused by boring or jacking shall be filled by pressure grouting when deemed necessary by the Miami County's Utility Coordinator. The grout material shall be sand cement slurry with a minimum of two (2) sacks of cement per cubic yard with a minimum of water to assure satisfactory placement.

Y. APPURTENANCES TO PIPELINE INSTALLATION

Vents

Vents are appurtenances by which fluids between carrier and casing may be inspected, sampled, exhausted, or evacuated.

Vents shall be located at the high end of short casings and at both ends of casing longer than 150 feet.

Vent standpipes shall be located and constructed so as not to interfere with maintenance of the highway nor to be concealed by vegetation. Where possible, they shall be located at or outside of the right-of-way line.

Drains

Drains are appurtenances by which liquids or heavy gases may be evacuated or exhausted

Drains shall discharge into roadside ditches or natural watercourses. Such outfall shall not be used as a waste way for purging the carrier unless specifically authorized by a County representative and approved by the Kansas Department of Health and Environment.

Markers

The utility company is to place readily identifiable markers at the right-of-way lines where it is crossed by lines carrying transmittants which are flammable, corrosive, expansive, energized or unstable, particularly if carried at high pressure or potential, except in those cases where a vent serves as a marker. Markers shall also be placed at the right-of-way line for all other utilities when so directed by the County.

Z. SAFETY

Public safety is critical. Storage of materials, parking of equipment and vehicles when not used in actual utility work within the Right of Way will not be permitted on the right-of-way unless no other alternative is available. If such storage or parking is permitted, then it must be located as far to the edge of the right-of-way as possible.

Maintain the roadway in good condition at all times. Repair any damage done to the roadway immediately. If dirt or mud is tracked onto the roadway, it shall be removed immediately to ensure the roadway is safe for the traveling public.

Patch damaged pavement as directed by the Director of Road and Bridge. Saw cutting to provide a neat patch may be required. Patch thickness shall match existing pavement thickness or minimum 6" depth, whichever is more. Patch material shall be BM-2 asphaltic concrete, properly compacted, or as otherwise directed by the Director of Road and Bridge.

PERMITS

PERMITS

Permits are required when utility facilities are installed, relocated, removed or maintained along or across all highway right-of-ways. All permits are approved through the Miami County Road and Bridge, Utility Division. Applications must be received at least 72 hours in advance to allow time for processing and approval.

Application and plans shall be submitted, for review and approval to the Utility Coordinator. The application shall show the location of the utility by route, section, township and range; and position of the utility within the right-of-way noting all construction details such as depth, type of materials, operating pressures, voltages, vertical and horizontal clearances, etc.

A certificate of liability insurance shall be on file with the Miami County Road and Bridge Department for each permit. Signing and all work shall be subject to the requirements of this Utility Accommodation Policy and the Highway Permits.

Changes in the scope of work on a highway Permit will require prior review and approval by the Utility Coordinator or designee.

A. New Excavation Requirements

The excavation permit will allow permittee to establish facilities on county road public easements in the unincorporated area of Miami County, Kansas. Work covered by the excavation permit shall include establishing facilities in the right-of-way, crossing of roadways and/or replacing new lines.

B. Emergency Repair Requirements

The emergency permit will allow permittee to repair a break in their line due to natural causes or by being cut by other sources.

Emergency repair of utilities located on county right-of-way is permissible without first obtaining a Highway Permit, if an emergency exists that is dangerous to the life, safety or welfare of the traveling public and requires immediate repair. The Utility Company shall take all reasonable safety measures and temporary traffic control measures consistent with the MUTCD to protect the traveling public during repairs.

The Utility Company will coordinate with Miami County on the work and traffic control. Any damage to the right-of-way will be restored to normal grade and elevation with adequate compaction of backfill material and all excess material removed. A Highway Permit should be requested by the Utility Company within 48 hours after the emergency.

C. Maintenance Permit Requirements

Work Covered by the Maintenance Permit

The maintenance Permit will allow permittee to maintain existing facilities on county road public easements in the unincorporated area of Miami County, Kansas. Work covered by this maintenance permit includes the maintenance or repair of underground facilities, repair of poles and other overhead facilities, and tree trimming.

Work covered by this maintenance permit shall include only those activities performed outside the travel way. Right-of-way disturbance shall be limited to an area no greater than one-thousand square feet adjacent to the roadway.

Maintenance permits are for the express purpose of maintaining an existing utility. The upgrade of any existing facilities other than routine maintenance will require an additional permit. Right-of-way disturbance shall be limited to an area no greater than one-thousand (1,000) square feet adjacent to the roadway.

One (1) set of comprehensive plans of the proposed work and a Miami County map with the work area indicated, will accompany the Maintenance Permit.

The Utility Company will furnish all material, do all work, pay all costs and restore said right-of-way to the condition existing, or better, prior to approval of work. Any sod, shrubs, trees or landscapes disturbed by this work shall be replaced as directed by the Utility Coordinator. All materials and construction methods used on work within the county right-of-way shall be in conformance with the standard requirements of the industry, the Utility Accommodation Policy of Miami County Road & Bridge Department.

There will be no interference with traffic, for work performed on the easement. Traffic protection and control must be in accordance with the Uniform Manual on Traffic Control Devices. All traffic control operations are the responsibility of the Utility. No portion of the right-of-way will be used for parking, advertising signs or any other commercial activity. The Utility Company will assume all risk and liability for accidents and damage that may occur to persons or property on account of this work.

If the Utility Company willfully fails or neglects to comply with a request to alter, change the location or move the construction or work off the road or right-of-way, Miami County may repair roadway or right-of-way and the costs shall be paid by the Utility Company upon receipt of statement.

Miami County Road & Bridge Department may deem it necessary to alter or improve the roadway or right-of-way, and the Utility Company will hold the Department harmless for any damages to Utility Company's construction along the right-of-way.

The Utility Company, upon receiving written notice from Miami County will, within a reasonable time, alter, change the location or move construction work off the right-of-way as requested and without expense to the Miami County Road & Bridge Department.

Work NOT Covered by the Maintenance Permit

Work that requires the closure of a road, or any portion of a road, shall not be covered by this maintenance permit. Road boring, pavement cuts, trenching across the road and backhoe excavations or any work requiring the removal of pavement, curb, sidewalk, rock surfacing, traffic signs, guardrail, or other public-improvements shall not be covered by this maintenance permit. The upgrade of any existing facilities other than routine maintenance will require an additional excavation permit.

D. Attachments to Highway Bridges and Structures

Permits

Any public utility proposing to use a new or existing structure for the support of the utility must obtain the approval of the Miami County Road & Bridge Department as to location of the line on the structure and the method of attachment. The utility company shall make application to attach facilities to a structure by submitting a "Utility Permit" form, together with a "Public Utilities on Bridges Permit" form to the Miami County Road & Bridge Department.

The Company shall provide utility attachment drawings, prepared by a Kansas licensed professional engineer, and approved by the Director of Miami County Road & Bridge Department. Approved drawings shall be attached to the bridge permit.

When a structure is in the design stage, the Miami County Road & Bridge Department, through cooperation with the utility company, may arrange for conduit or pipe hangers to be shown on bridge construction plans for installation by contractor. Additional costs resulting from such attachments are borne by the utility company unless otherwise provided by agreement.

Since highway structure design and site conditions vary, the adoption of standardized methods to accommodate utility facilities on structures is not feasible.

The utility company is responsible for the design of the facility to be attached to a roadway structure. The attachment shall be designed by a professional engineer licensed by the State of Kansas. Said design shall be submitted to Miami County Engineering Department. Miami County authorities have the right to review and approve the utility's proposal, particularly the measures to be taken to preserve the roadway, its safe operation, maintenance and appearance. In these respects, the following considerations govern.

Attachments of pipelines carrying liquid petroleum products, toxic gases or fluids will normally not be permitted on bridges or structures except in extreme cases where the owner can make a clear showing that any other location is extremely difficult and unreasonably costly to the consumer. At no time are these structure permitted to be located on the bridge where there is a possibility of conflict with a vehicle.

In general, utility pipelines and conduits are located within the bays between girders and beneath the bridge deck. Location is subject to approval of the county. At no time are these structure permitted to be located on the bridge where there is a possibility of conflict with a vehicle.

Welding and drilling on the steel structures of bridges is not permitted. All attachments to steel structures must be supported by some type of clamping device.

On concrete structures, utilities are attached by use of the plug anchor installed by drilling the concrete. The explosive type driving force method of anchoring is prohibited.

Attachment of a line carrying fluids such as petroleum products, water, sewage, etc., to a structure or bridge overcrossing a street, other highway, freeway, or railroad shall be encased throughout the bridge with casing carried beyond the back of the bridge abutments and opened or vented at each end to detect leakage of fluids.

Pipelines carrying natural gas, liquid petroleum products or other volatile fluids or gas under pressure will require installation of emergency shutoff valves. Such valves shall be placed within an effective distance on each side of the bridge, unless the pipeline is equipped with nearby shutoff valves or operates under control of automatic shutoff devices.

Communication and electric power line attachments shall be suitably insulated grounded and carried in protective conduit or pipe from point of exit from the ground to reentry. The cable shall

be carried to a manhole located beyond the back wall of the structure. Carrier and casing pipe shall be suitably insulated from electric power line attachments.

Satisfactory provision for longitudinal pipeline movement due to temperature differentials or lineal expansion and contraction of the bridge shall be made in pipeline designs. Such provisions may be line bends, flexible couplings, or other methods acceptable under appropriate industry codes and practices.

Utility lines installed through existing bridge abutments, wing walls, or back walls shall be installed in such a manner that no leakage of water or backfill material shall occur. The hole created in the structure shall be of minimum size and structure shall be completely filled with suitable mastic substance. Where pipeline sleeves are employed, the space between the sleeve and pipeline shall be filled with a suitable mastic material.

E. County Requested Move Requirements

At times the county may require utilities to be moved for road improvement or construction. The utility will need to submit a Move Request Permit.

The utility will need to correspond with any special requirements of the County.

A diagram of the utility moved shall accompany the permit.

The fee for Move Request permits shall be waived.

F. REVOCATION

In the event of willful failure or neglect by Utility, Contractor, or its agents to perform and comply with the prescribed conditions, restrictions and regulations, the Miami County Road and Bridge Department, Utility Division, may revoke a permit and order the Contractor to remove any and all structures or property belonging to Utility from the legal limits of the County right-of-way. In the event the Contractor leaves the roadway in a condition needing repair or construction, Miami County Road & Bridge Department will repair such highway and the costs of such repair or construction shall be paid by the Contractor or utility company.

DEFINITIONS

DEFINITIONS

Applicant	Any person or entity requesting permission to excavate, obstruct and/or occupy a County right-of-way.
Backfill	Replacement of soil around and over an underground Utility Company facility.
Boring	Piercing a hole under the surface of the ground without disturbing the earth surrounding a hole. Holes may be mechanically bored and cased using a cutting head and a continuous auger mounted inside of the casing. Small diameter holes may be augured and the casing or utility facility pushed in later.
Bury	Placement of the Utility Company facility below grade of roadway, ditch or natural ground to a specified dept.
Casing	A larger pipe enclosing a carrier.
Coating	Material applied to or wrapped around a pipe.
Conduit or duct	An enclosed tubular runway for enclosing wires or cables.
Conventional	Any highway other than a freeway including the highway intersecting a freeway at any interchanges or grade separation except a freeway to freeway interchange.
County	County of Miami, a State of Kansas municipal corporation, including a dually authorized representative of the county.
Degradation	The accelerated depreciation of county right-of-way, caused by an excavation of the right-of-way, resulting in the need to reconstruct or repair such right-of-way earlier than would be required if the excavation did not occur.
Department	Miami County Road & Bridge Department
Ditch Grade	Original plan grade, not silted in.
Emergency	A condition that (1) poses a clear and immediate danger to life or health or of a significant loss of property; or (2) requires immediate repair or replacement in order to restore service to a customer.
Encasement	Structural element surrounding a pipe or cable.
Engineer	A Kansas licensed Professional Engineer
Excavate	To dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.
Facilities	All equipment owned, operated, leased or subleased in connection with the operation of a service or utility service, and shall include but not be limited to poles, wires, pipes, cables, underground conduits, ducts, manholes, vaults, fiber optic cables, lines and other structures and appurtenances.

Freeway	A highway with full control of access and all grade crossings eliminated.
Frontage Road	A public street or road auxiliary to and locate, on one side of the highway. (also called a local service road for service to abutting property and adjacent areas for control access)
Highway	A highway is a public road especially a major road connecting two or more destinations
In	When used in conjunction with “right-of-way”, means over, above, in, within, on or under a right-of-way.
Inspector	Any person authorized by the County to carry out inspections.
Median	That portion of a divided highway separating traveled ways for traffic of opposite directions.
Natural Gas	Natural gas mains generally located within cities and Distribution Systems, to service patrons; generally at a pressure not exceeding 60 PSI.
Obstruct	To place any object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.
Occupy	To dwell or reside above, in, or below the boundaries of the public right-of-way.
Permittee	Any person to whom a permit to excavate or occupy a right-of-way has been granted.
Person	Any municipality, corporation, company, association, firm, partnership, limited liability company, limited liability partnership and individuals and their Lessor’s, transferees and receivers.
Pressure	Relative internal pressure in PSIG (Pounds per Square Inch Gauge).
Private Utility	Privately owned facilities which convey or transmit commodities but are devoted exclusively to private use.
Public Utility	Facilities which convey or transmit commodities as defined and directly or indirectly serve the public or any part thereof.
Registrant	Any person who has registered with the County to have its facilities located in any county right-of-way or easement; or to use or seek to occupy the use of right-of-way or any facility in the right-of-way.
Repair	To perform construction work necessary to make the right-of-way useable for travel, according to department specifications, or to return facilities to an operable condition.
Repair or Restoration Bond	A performance bond, a letter of credit, or cash deposit posted to ensure that availability of sufficient funds to assure the right-of-way excavation repair work is completed in both a timely and quality manner, per Department specifications.

Restore or Restoration	The process by which an excavated right-of-way and surrounding area, including pavement and foundation, is reconstructed according to Department specifications.
Right-Of-Way	The surface and space above and below a public roadway, highway, street, bicycle land and public sidewalk in which the County has an interest, including ditches, drainage easements and all other land and property within the boundaries of the county's dedicated right-of-way.
Roadway	That portion of the highway extending between curb lines or from shoulder line to shoulder line. Divided highways are considered to have two roadways.
Shoulder	That portion of roadway contiguous with the traveled way for accommodation of stopped vehicles, emergency use and lateral support of base and surface courses.
Traffic Control Plan	A signing plan for controlling traffic when work is being performed on the roadway. The signing plan will be in accordance with the Manual on Uniform Traffic Control Devices. The signing plan will also address storage of materials and parking for work crew vehicles on the right of way when appropriate.
Traveled Way	That portion of roadway, exclusive of shoulders, used for vehicular traffic.
Trenched	Installed in a narrow excavation
Unusable Facilities	Facilities in the right-of-way which have remained unused for one year and for which the registrant is unable to provide proof that it has either a plan to begin using them within the next twenty-four months or a potential purchaser or user of the facilities.
Utilities	All privately, publicly or cooperatively owned lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water, and other similar commodities, including fire and police signal systems and street lighting systems which directly or indirectly service the public.

FORMS



Miami County Road & Bridge Department
Utility Division
201 South Pearl, Ste. 203
Paola, Kansas 66071
(913) 294-4377 FAX (913) 294-3228

REGISTRATION APPLICATION UTILITY COMPANY

As outlined in Miami County Resolution No. **R 11-12-042**, each person who occupies, uses, or seeks to occupy or use, the right-of-way or any facilities in the right-of-way, including lease, sublease or assignment, or who has or seeks to have, facilities located in any right-of-way shall register with the Miami County Utility Division

This registration application must be complete prior to the construction, installation, repair, relocation, removal or performance of any other work on, or use of any facilities or any part thereof in any right-of-way. Upon approval of this application and submittal of the per permit fee, a Certificate of Insurance and Performance Bond, registrant will be granted approval, per permit, to work on and in county rights-of-way.

COMPANY	
Contact Name	
Address	
Email Address	
Phone No.	
Fax No.	
Ks. One-Call Registration Certificate #	
Local Representative available for supplemental/emergency information	

INDEMNIFICATION

By signing this registration, Permittee expressly acknowledges and agrees, by acceptance of the registration, to indemnify, defend, and hold harmless the County, its officers, boards, committees, commissions, elected officials, employees and agents, from and against all loss or expense (including liability costs and attorney's fees) by reason or any claim or suite, or of liability imposed by law upon the County or its agents or employees for damages caused because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Permittee's acts or omissions in the exercise of its rights under this permit, whether caused by or contributed to by the County or its agents or employees.

Signature of Registrant

Date



Miami County Road & Bridge Department
Utility Division
201 South Pearl, Ste. 203
Paola, Kansas 66071
(913) 294-4377 FAX (913) 294-3228

REGISTRATION APPLICATION CONTRACTORS/SUB-CONTRACTORS

As outlined in Miami County Resolution No. **R 11-12-042**, each person who occupies, uses, or seeks to occupy or use, the right-of-way or any facilities in the right-of-way, including lease, sublease or assignment, or who has or seeks to have, facilities located in any right-of-way shall register with the Miami County Utility Division

This registration application must be complete prior to the construction, installation, repair, relocation, removal or performance of any other work on, or use of any facilities or any part thereof in any right-of-way. Upon approval of this application and submittal of the per permit fee, a Certificate of Insurance and Performance Bond, registrant will be granted approval, per permit, to work on and in county rights-of-way.

COMPANY	
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Local Representative available for supplemental/emergency information	

INDEMNIFICATION

By signing this registration, Permittee expressly acknowledges and agrees, by acceptance of the registration, to indemnify, defend, and hold harmless the County, its officers, boards, committees, commissions, elected officials, employees and agents, from and against all loss or expense (including liability costs and attorney's fees) by reason or any claim or suite, or of liability imposed by law upon the County or its agents or employees for damages caused because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Permittee's acts or omissions in the exercise of its rights under this permit, whether caused by or contributed to by the County or its agents or employees.

Signature of Registrant

Date



Miami County Road & Bridge Department
 Utility Division
 201 South Pearl, Ste. 203
 Paola, Kansas 66071
 (913) 294-4377 FAX (913) 294-3228

For Miami County Use Only

Permit #:

Utility Permit Application

Utility Section: WHEREAS, (Name of utility) _____

Hereinafter termed the Utility, requests permission and authority to install, operate, and maintain facilities as described on the attached sheet and any attached plans prepared by Utility within public rights-of-way under the jurisdiction of Miami County, and located as follows: _____

Utility agrees to hold harmless Miami County for any damage to utility's facilities due to road construction or maintenance activities if Utility's facilities are not buried at least 36" deep. In the event Miami County deems it necessary or proper to make any alteration or improvement along or upon the road or right-of-way the Utility agrees that upon notice being served, within a reasonable time, adjust said facilities to clear the proposed work as requested by Miami County. If the facilities are located upon existing road right-of-way the required adjustments shall be made without expense to Miami County. The permit is hereby requested and the provisions of the permit hereby accepted and agreed to.

Signed: _____ Printed Name: _____ Title: _____ Date: _____

Contractor Section: WHEREAS, (Name of Contractor) _____

hereinafter termed the Contractor, requests permission and authority to install Utility's facilities as described above and on the attached sheet and any attached plans prepared by Utility within public rights-of-way under the jurisdiction of Miami County.

The Contractor agrees the proposed work will be located and constructed to the satisfaction of the Utility Coordinator for Miami County or his duly authorized representative. The material and construction methods used on all the work within the right-of-way limits shall conform to the Miami County Accommodation Policy, and any attached county drawings. Contractor agrees not to unreasonably interfere or obstruct traffic on the road. Contractor agrees not to close road to traffic except for authorized road cuts. Contractor plans to commence work on _____, and agrees to complete work and restore the road and right-of-way to a condition better or equal to that existing prior to commencement of the work within _____ days after the date the work is scheduled to commence

Contractor shall notify Miami County 24 hours prior to beginning work, and 24 hours before the completion of the described work by contacting the Utility Coordinator at 913-294-4377. The Contractor, their successors or assigns, shall hold harmless Miami County from all risk and liability for accidents and damages that may accrue to persons or property on account of this work.

The permit is hereby requested and the provisions of the permit hereby accepted and agreed to.

Signature Printed Name Title Date

Address City State Zip code

Contact name _____ Phone (business) _____ Phone (Emergency) _____

Miami County Approval Section:

Received: Utility Registered with Miami County ____ YES, ____ NO Contractor Registered with County ____ YES, ____ NO

This permit is hereby granted for work to begin on _____ and to be completed on _____

Signature Printed Name Title Date

Final inspection date: _____ Date of completion and acceptance _____ Signed: _____

THIS PERMIT SHALL BE ON JOB SITE AT ALL TIMES

UTILITY COMPANY _____

This information prepared by: _____ Title _____ Date _____

Gas/Water/Oil <input type="checkbox"/>	Power <input type="checkbox"/>	Telephone <input type="checkbox"/>	Data / Cable TV <input type="checkbox"/>
Inside pipe diameter (inches) _____	# of phases _____	wire or fiber _____	fiber or coax _____
Pipe material _____	Voltage _____	# of pairs _____	# of pairs _____

Underground Off Road Installations

Normal bury depth _____ in. Bury depth thru ditch _____ in. Minimum bury depth is 36"

Installation Method Backhoe Trenching Plowing Directional boring

Backfill Material: Top 12" AB-3 Asphalt Concrete Top depth _____ inches
 All backfill material below top 12" shall be AB-3 compacted in 6" lifts. Top 12" of backfill shall be as above in roadway and shall be soil, compacted in 6" lifts, suitable for establishing grass when in ditch area.

Overhead Parallel Installations and Crossings

Minimum height of lines above roadway _____ ft. Distance from the road center line to the pole line _____ ft.

Distance from the road edge: To pole line _____ ft. Distance from road edge to closest pole _____ ft.

Road Bores

Depth below ditch _____ in. Depth below road _____ in. Top of bore holes from edge of road _____ ft

Casing: Yes No Size of Casing _____ inches Type of material (casing) _____

Backfill Material: Top 12" AB-3 Asphalt Concrete Top depth _____ inches
 All backfill material below top 12" shall be AB-3 compacted in 6" lifts. Top 12" of backfill shall be as above in roadway and shall be soil, compacted in 6" lifts, suitable for establishing grass when in ditch area.

Road Cuts

Pipe depth below ditch _____ in. Pipe depth below road _____ in. Casing Yes No

Road Cut Locations

Road Type		Construction Days Required	
Asphalt	Gravel	Road closed	Pavement Restored *

Vaults and Splice Facilities

Number of buried vaults proposed by this permit _____

Number of above ground splice facilities with any horizontal dimension exceeding 2 feet proposed by this permit _____

Attach list of locations of vaults and splicing facilities proposed, include location, size and attach a typical detail drawing.

Traffic Control.

Signing will be done in accordance with the Manual on Uniform Traffic Control Devices.

Will vehicles or equipment ever be parked on or working on the road:

Yes No

Will traffic ever be restricted to one lane of traffic?

Yes No

Will vehicles or equipment ever be parked or working within 10' of the road edge?

Yes No

Additional devices: _____

If yes to any of the above questions, attach a traffic control plan.

In addition to above listed road cut locations the following, will be closed to traffic: _____

Note: Attach signing plans for all road closure locations.



Miami County Road & Bridge Department
Utility Division
201 South Pearl, Ste. 203
Paola, Kansas 66071
(913) 294-4377 FAX (913) 294-3228

For Miami County Use Only

Permit #:

PUBLIC UTILITIES ON BRIDGES PERMIT

THIS AGREEMENT made and entered into this _____ day of _____, _____, by and between the MIAMI COUNTY ROAD & BRIDGE DEPARTMENT, with headquarters at 23765 West 327th, Paola, Kansas, hereinafter called "THE COUNTY", and _____, with office located in _____, State of _____, hereinafter called "THE COMPANY".

WHEREAS, the County has jurisdiction and control of all bridges within Miami County on all right-of-way owned by the County; and

WHEREAS, for the benefit of the public, Miami County allows public utilities to utilize their bridges in certain circumstances; and

WHEREAS, the Company desires to construct and maintain a _____ across and on Bridge No. _____, located at _____, in Miami County, Kansas.

NOW, THEREFORE, in consideration of the permission of the Miami County Road & Bridge Department to utilize its bridge for said crossing, the Company agrees to the following terms and conditions, to-wit:

1.0 PLANS: The Company shall furnish one (1) set of plans or sketches, 8-1/2" x 11" or 11" x 17", of the proposed work. Plans must indicate the size, type, and nominal weight of the proposed installation, and include details of the location, method of attachment and type of attaching hardware or method of installation as applicable.

2.0 MATERIALS AND METHODS: Company shall furnish all material, do all work, and pay all costs for the work described on this permit.

2.1 All proposals for Utility Installations and other attachments to bridges must be approved by the Director of Road and Bridge Department. All materials used shall be first approved by the County

2.2 All attachments to bridges or other structures shall comply with the conditions and requirements of the "Utility Accommodation Policy of Miami County".

2.3 All materials and construction methods used on work within the limits of the right-of-way shall be equal to or better than that required by the Standard Specifications for State Road and Bridge Construction, current edition.

3.0 OBSTRUCTION OF TRAFFIC: Company shall ensure roadway traffic will be free of interference unless specifically provided for as a part of this Permit. All temporary traffic control devices and their installation and maintenance shall comply with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD). Workers shall wear ANSI Class II High Visibility Safety apparel compliant with 23 CFR Part 634, as set forth in 71 Federal Register 67792 to 67800 (November 24, 2006).

4.0 RIGHT OF WAY. Petitioner shall restore the right-of-way to the condition existing prior to approval of the work described on this Permit.

4.1 Any sod, shrubs or trees destroyed by this work shall be replaced as directed by the Director of Road and Bridge Department.

4.2 The right-of-way shall be kept free from parking.

5.0 MAINTENANCE: All Utility installations shall be maintained by Company and performed to the satisfaction of the County.

6.0 INITIATION AND COMPLETION OF WORK: The Company agrees to notify the County 24 hours before work is initiated and again when work is completed.

6.1 An approved signed copy of this Permit shall be on the premises at the start and during the period any work is performed.

6.2 All work, including right-of-way restoration shall be completed within _____ calendar days of APPROVAL DATE, otherwise this Permit is null and void. The Director of Road and Bridge, or the Utility coordinator may grant an extension of time upon request of the Company.

7.0 LIABILITY: The Company will assume all risk and liability for injuries and damages that may occur to persons or property by reasons of the negligence of the Company or its representatives in constructing or maintaining the _____ on said bridge and that they will further hold the County harmless from any and all claims or demands for any such injuries and damages which might result therefrom.

7.1 Liability Insurance. Company shall carry "General Liability" insurance under an occurrence policy that has a minimum combined single limit of \$1,000,000 for personal injury and property damage. County shall carry "Worker's Compensation and Employer's Liability" insurance that complies with Kansas state law. Company shall carry "Automobile Liability" insurance under an occurrence policy that has a minimum combined single limit of \$1,000,000 for personal injury and property damage.

7.2 Certificate of Insurance. This Permit shall not take effect unless Company provides County a "Certificates of Insurance" confirming Company carries insurance in the amounts and type this section requires. The "Certificate of Insurance shall include a clause requiring the insurer to notify the County thirty (30) days in advance of a change in or cancellation of the insurance contracts.

8.0 DAMAGE TO UTILITIES: County shall not be liable for damage to any utility not installed in the location authorized by any permit or agreement issued pursuant to the Utility Accommodation Policy.

9.0 PIPELINE LIABILITY: For attachments to bridges, or other structures and for roadway crossings of PIPELINES CARRYING PETROLEUM, HAZARDOUS AND/OR CORROSIVE PRODUCTS, Company shall solely assume all risk and liability for accidents and damages that may occur to persons, property or natural resources by reason of the operation of the pipeline attached to the bridge or structure or crossing the roadway.

9.1 COMPANY shall maintain the insurance required for as long as the pipeline remains attached to the bridge for as long as the pipeline crosses the roadway. The insurance contract shall cover claims for such length of time as the law permits such claims.

10.0 HIGHWAY IMPROVEMENTS: In the event the County deems it necessary and proper to make any alternation in or improvement on said bridge or the approaches thereto, the Company will within a reasonable time after written notice from the County, and without cost or expense to Miami County, Kansas, alter, change the location of, or remove said facilities as requested by the County.

11.0 CANCELLATION: This Permit may be terminated or cancelled by either party upon thirty (30) days written notice to the other party and all rights and privileges accrued to Company shall cease forever, and upon termination or cancellation of this Permit, Company shall remove the attachments to the bridge or structure without damage or injury to the bridge or structure.

12.0 ABANDONED OR RETIRED IN PLACE: Company shall notify County when the facilities will be abandoned or retired in place and shall submit a plan or abandonment or retirement in place to the County or designee for review and approval. Company shall remove or abandon the facilities in place in accordance with the approved plan. Company shall pay all costs associated with removal of abandoned or retired in place upon highway right-of-way facilities.

No work will commence either on construction or maintenance until the complete copy of this permit has been dully authorized and issued.

IT IS MUTUALLY AGREED AND UNDERSTOOD by the Parties that this agreement may be terminated or canceled by either party upon thirty (30) days written notice and all rights and privileges accrued to the Company by the terms of this agreement shall cease forever and upon termination or cancellation of this agreement the Company shall remove said _____ without damage or injury to the bridge and the Company further agrees to reimburse Miami County, Kansas for any and all damages which might result therefrom.

THIS PERMIT is hereby accepted and its provisions agreed to this ____ day of _____, _____.

OWNER

AGENT, LESSEE, CONTRACTOR

Recommended for approval by:

Director of Road & Bridge

PERMIT GRANTED THIS _____ DAY OF _____, _____

Board of County Commissioners,
Miami County, Kansas

ATTEST:

CHAIRMAN

CHAIRMAN, PRO-TEM

County Clerk

COMMISSIONER

COMMISSIONER

COMMISSIONER



Miami County Road & Bridge Department
 Utility Division
 201 South Pearl, Ste. 203
 Paola, Kansas 66071
 (913) 294-4377 FAX (913) 294-3228

Utility Permit Fee Estimate

Utility _____

Contractor: _____

Estimate prepared by contractor - Name: _____ Date: _____

Items:	Contractor's Estimate	Actual (By County)
Inspection fees @ \$50 per week:		
Estimated # weeks _____ @ \$50.00		
Actual from _____ to _____		
Paved road crossings @ \$250 per day	Actual	
Location	Date beg	Date End
Gravel road crossing @ \$150 per day	Actual	
Location	Beg Date	End Date
Total for permit		
Final accounting - Amount due from Contractor _____		

Date invoice mailed: _____

Final accounting by County - Name: _____ Date: _____

Note: This form is the fee estimate prepared by the contractor prior to applying for a Utility Permit or a Road Crossing Permit. Total for permit is to be paid at time the permit is issued. Utility Coordinator will also use this form to calculate any unpaid fees at completion of work and final inspection.



Miami County Road & Bridge Department
 Utility Division
 201 South Pearl, Ste. 203
 Paola, Kansas 66071
 (913) 294-4377 FAX (913) 294-3228

Notification of Road Closure

MIAMI COUNTY, KANSAS

Date:		Road Name/Number:	
Location:			
Date of Closure:		Approximate Length of Closure:	
Reason for Closure:			
Requested by:			
Special Instructions:			

Notification List

Note: The below listed notifications are to be made by utility company making the closure.

	Name of Person to be Notified	Phone #	Name of Person Notified	Time & Date Notified	
				Closed	Open
Sheriff	Dispatcher	294-3232			
Miami County Road & Bridge Dept. Utility Division	Matt Oehlert	294-4377 (cell) 913-982-6252			
Public Schools: (When in session)					
Paola	Bus Co.	294-9610			
Osawatomie	Bus Co.	755-3593			
Louisburg	Bus Co.	837-4470			
Spring Hill	Bus Co.	592-5121			
Prairie View	Bus Co.	849-3494			

Completed by: _____



Miami County Road & Bridge Department
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For Miami County Use Only
Permit #: _____

**MIAMI COUNTY ROAD & BRIDGE DEPARTMENT
 Tree Trimming/Removal Permit**

Contractor: _____

Street Address: _____

City, State, Zipcode: _____

Contact Person: _____

Phone Number : _____ Fax Number: _____

Brief description of proposed route or location: _____

Work is scheduled to commence on _____ and should be completed by _____, otherwise the permit will be NULL and VOID. An extension of time may be requested in writing.

Whereas, the contractor requests permission and authority to remove obstacles (i.e. brush) from the county right-of-way which would interfere in the moving of a large structure (i.e. house).

Contractor shall submit a copy of a certificate of liability insurance.

Contractor shall submit one (1) set of comprehensive plans of the proposed route.

Contractor shall furnish all material, do all work, and pay all costs for the removal of obstacles. All debris shall be removed leaving the easement in the condition existing or better, prior to approval of this permit. If any sod or landscape is adversely disturbed, the county may require replacement of such.

Contractor is responsible for identifying and assuring all brush/trees trimmed or removed is on county right-of-way.

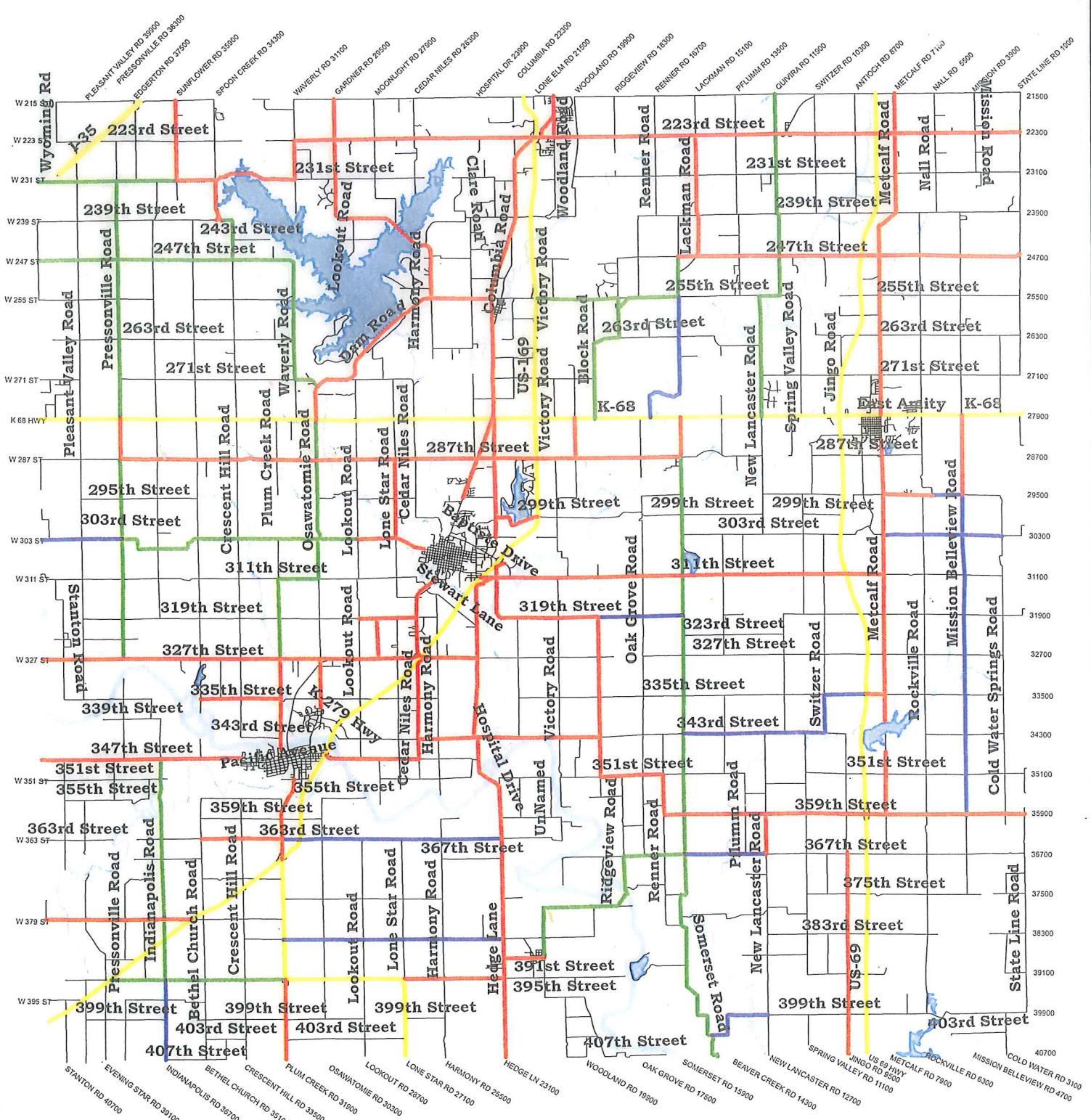
Contractor agrees that there will be no interference with traffic unless specifically provided for as a part of this permit.

Traffic protection and control must be in accordance with the Uniform Manual on Traffic Control Devices. All traffic control operations are the responsibility of the Contractor. Contractor agrees that no portion of the right-of-way will be used for parking, advertising signs or any other commercial activity. The Contractor, his successors, or assigns shall assume all risk and liability for accidents and damage that may occur to persons or property on account of this work.

Contractor agrees that an approved sign copy of this permit will be on/with the contractor while working in the right-of-way and that said permit shall be exhibited upon request.

Submitted by: _____ on the _____ day of _____, 20_____

Approved by: _____ on the _____ day of _____, 20_____



Legend

- Paved
- County minor
- County collector
- Highways
- Roads
- Lakes
- Rails
- Maraisdes.shp
- Majorcreeks.shp