



PERMIT# _____

EXCAVATION/RIGHT OF WAY PERMIT

DATE: _____

NOTE: No permit shall be issued without **CURRENT** Montana Contractors License, Insurance and Bonding on file with the Public Works Department. **It is the CONTRACTORS RESPONSIBILITY to use OSHA approved shoring**

PROPERTY OWNER: _____

PROJECT LOCATION: _____

CONTRACTOR: _____ CONTACT PHONE: _____

MT CONTRACTORS LIC. # _____ CITY BUSINESS LIC. # _____

CURRENT BONDING? _____ CURRENT INSURANCE? _____

PURPOSE OF PERMIT (check all that apply):

- Water Tap/Line Elect. Utility Driveway
- Sanitary Sewer Tap/Line Phone Utility Curb/Gutter
- Storm Sewer Tap/Line Sidewalk General Excavation
- Gas Utility Other _____

Description of Work: _____

Plumber (If Water Sewer or Storm) or Firm _____

If fire hydrant is to be shut off or moved or road closed, applicant must notify the Fire Dept.

START DATE: _____ END DATE: _____

DESTINATION OF EXCAVATED MATERIALS: _____
(physical address)

I am familiar with the portions of the Standards for design and Construction for the City of Whitefish and any subsequent requirements that apply to the work I have described above and agree to abide by such. I have in effect the required Liability Insurance and Bonding.

SIGNED: _____ DATE: _____ FEE: \$25.00 CHECK: _____ CASH _____
(contractor)

PERMIT ISSUED BY: _____

TRAFFIC PLAN APPROVED BY: _____

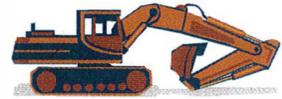
INSPECTION BY: _____ DATE: _____ APPROVAL _____

REMARKS: _____

**City of Whitefish - Public Works Department
Construction & Maintenance Division**



EXCAVATION GUIDELINES



This is a general guideline and check-list and does not contain all the necessary information or all of the requirements needed for excavating within the City of Whitefish.

The Excavating Contractor should be familiar with the latest editions of the following documents: The City of Whitefish Standards for Design and Construction, the Montana Public Works Standard Specifications, the Manual on Uniform Traffic Control Devices, the Montana Department of Transportation's Manual for Work Zone Safety, OSHA and all other applicable Federal, State and Local laws and requirements.

Permits

- The Excavating Contractor must have a completed, signed, and approved copy of a City of Whitefish Excavation/Right-of-Way Permit in their possession **prior to excavating** in any City R.O.W.
- Additional permits may be required before an excavation begins depending on the location and the nature of the excavation, i.e., State and County R.O.W. permits, and City grading and utility permits.
- The Contractor must have a current City of Whitefish Business License, proof of insurance, and have the required bond on file with the City Clerk's office.

Utility Locates

- A One-Call System (UDIG) utility locate request must be fulfilled prior to beginning any excavation within the City of Whitefish. Forty-eight (48) hour advance notification is required and will be enforced.
- The Contractor will mark the proposed excavation site with **white** paint and/or **white** marking flags in accordance with APWA/UULC Standards.

Traffic Control

- A Traffic Control Plan must be submitted to the Public Works Department for approval, at least forty-eight (48) hours prior to the commencing of an excavation. The contractor must also notify the City Police and Fire Departments at least forty-eight (48) hours prior to any street or alley closure. A news release to the news media is also required at least two (2) days prior to the beginning of any construction activity that requires road or lane closures.
- All traffic control devices used must meet the MUTCD 2003, Montana Public Works Standard Specifications and City of Whitefish Standards for Design and Construction. Devices remaining during night hours will be constructed of reflective material, illuminated or lighted as required.
- All traffic control devices must be in-place prior to the commencement of the excavation and left intact until the street is reopened to the general public.**

Tracking Pads

- Only one access route is allowed to an excavation or construction site. A single tracking pad must be installed before excavating or hauling commences. All vehicles and equipment must enter/exit thru the tracking pad. The pad will be replaced or cleaned as needed when the material becomes contaminated and no longer functions. (See *City of Whitefish Standards for Design and Construction for the detail on tracking pads.*)

Inspection

- The City may require a pre excavation “walk thru” inspection of the proposed site prior to startup with the Excavating Contractor.
- The Contractor must place a request with the Public Works Department, **at least two (2) hours** prior to backfilling, for an inspection of the excavated area, available compaction equipment and backfill materials. Inspections during compaction and a final inspection after paving will also be required.

Backfill Requirements

- 100% imported backfill is required in all City R.O.W.; the use of specific types of native backfill may be accepted, however exclusive approval by the City Engineer must be obtained first. All excavated materials will be immediately loaded into trucks, removed from the site and disposed of by the Contractor. Excavated materials will not be stockpiled on City R.O.W.
- The Contractor is only allowed to excavate the amount of trench which can be compacted and backfilled within each work day.
- All City of Whitefish Standards for Design and Construction and/or Montana Public Works Standard Specifications requirements for the type and compaction

of backfill materials must be met. Density and gradation submittals on the backfill material may be required.

- Compaction testing may be required by the City at the Contractor's expense.
- The Contractor will be responsible for **daily** maintenance of the excavation until final asphalt paving is completed. 3/4 inch minus crushed top surfacing will be used for this purpose.

Asphalt Pavement

- Pavements must be cut with a saw or pneumatic asphalt breaker **prior** to excavating. The trench will be cut along a neat vertical line **a minimum of 12" from each edge of the trench opening**. (For example: If the excavator bucket width is 2', then the width of the asphalt cut must be a minimum of 4', with the excavation centered between the two cuts.)
- If any adjacent longitudinal or transverse joints or cracks are less than 3' from the cut lines, the pavement will be removed and replaced to that joint or crack.
- Additional asphalt cuts will be required if the cut edges or adjoining sections of asphalt are disturbed during excavation.
- All permanent paving must be completed within seven (7) working days.**
- Trench edges must be cleaned and a tack coat (SS-1, SS-1h or approved equal) applied before placing asphalt.
- Do not place asphalt hot-mix when the air temperature is less than 40°F and rising. Do not place asphalt upon a surface which is frozen or that has a temperature less than 32°F. Paving is not allowed during rainfall or if standing water is encountered.
- Pavement replacement: A **minimum** of four (4) inches' of Hot-mix Asphalt (PG 64-34) placed in two (2) properly compacted lifts. In no case will the new replacement be less than the existing section. Compaction testing may be required by the City at the Contractor's expense.
- Temporary paving with a "winter" mix asphalt such as UPM or QPR is allowed only when Hot-mix Asphalt is not available; a three (3) inch minimum thickness is required. The contractor will maintain the temporary repair until final paving with Hot-Mix is completed. The Public Works Department may require the use of lean concrete in place of the cold-mix asphalt.
- Crack sealing of all asphalt joints may be required.

Gravel Surfaced Roads & Alleys

- Backfill and compaction requirements are the same as for paved roads, except

that the final lift of material will be eight (8) inches of 3/4 inch minus crushed top surfacing.

- Excavated areas in gravel must be regularly maintained by the Contractor for a period of two (2) years after backfill has been completed.

Haul Routes - Site & Route Cleanup

- A haul route map showing proposed direction of travel must be submitted and approved by the Inspector before excavating begins.
- The excavation site and truck haul routes **must** be cleaned of all debris, dirt or dust prior to the end of **each** project day by the Contractor. A vacuum style street sweeper must be used. Additional cleaning(s) during the day may be necessary as conditions warrant. Failure to comply may result in the issuance of a monetary fine or a stop work order.

Warranty

- The Contractor is responsible for maintaining and or repairing any and all defects or failures in the excavation area; including but not limited to ditch settlement and asphalt failure for a period of two (2) years. The City will give notice of observed defects with reasonable promptness. In the event the Contractor fails to make such repairs, The City will have the repairs performed and charge the Contractor the cost thereby incurred.

Other

- Federal (OSHA) regulations require that the excavation be designed to provide worker protection if the excavation is greater than 5' deep or if it less than 5' deep and there is indication of a potential collapse or cave-in. A trained Competent Person should be onsite at all excavations.**
- If construction fabric or geotextiles are encountered and disturbed in the existing road base, repairs to the fabric must meet the requirements of the Fabric Manufacturer and the Whitefish Public Works Department. The fabric is to be uniformly cut, not torn, ripped, or pulled by the excavator. Typically the repair consists of overlapping the existing fabric by 2' with the newly placed section.
- Any existing facility that is damaged during the excavation such as water and sewer lines, manholes and covers, valve boxes, storm inlets, culverts, concrete sidewalks, curb or gutter sections, and traffic or street signs must be repaired or replaced immediately.
- Any paint striping such as center lines, edge lines, parking lanes, or x-walk lines disturbed must be repainted within three (3) working days. Temporary lane markings or traffic control devices will be used until final striping is completed.

- The shallowest portion of any buried pipeline, conduit or other facility should not be less than forty-two (42) inches below the roadway surface.

**City of Whitefish - Public Works Department
418 E. 2nd Street
P.O. Box 158
Whitefish, MT 59937**

**406.863.2456 or 406.863.2457
Fax: 406.863.2419**

<http://www.whitefish.govoffice.com/>

