



**\$25 Application Fee**

PERMIT# \_\_\_\_\_

## **EXCAVATION / RIGHT OF WAY PERMIT**

**NOTE:** No permit shall be issued without current Montana Contractors License, Insurance and Bonding on file with the Public Works Department. **The City of Whitefish Public Works Department reserves the right to deny any permit and to temporarily halt any construction to protect the safety of the public or to insure compliance with City requirements as determined appropriate by the Public Works Department.**

PROJECT LOCATION: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE/AFTER HRS # \_\_\_\_\_

MT CONTRACTORS LIC # \_\_\_\_\_ CITY BUSINESS LIC # \_\_\_\_\_

CURRENT BONDING \_\_\_\_\_ CURRENT INSURANCE \_\_\_\_\_

PURPOSE OF PERMIT: (X all that apply)

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

Description of Work: \_\_\_\_\_

Plumber Name (If Water, Sewer): \_\_\_\_\_

\*\*\*\*\*

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

DESTINATION OF EXCAVATED MATERIALS: \_\_\_\_\_  
(Physical Address)

**By my signature below:**

I certify that I have read and fully understand all the **“EXCAVATION GUIDELINES”** attached.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

**(OFFICE USE ONLY)**

PERMIT ISSUED BY: \_\_\_\_\_ COMMUNITY EVENTS: YES OR N/A

WATER and/or SEWER PERMIT PULLED: YES NO N/A

PERMIT APPROVED BY: \_\_\_\_\_ & \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

**DAILY INSPECTION REPORT**

DATE \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_  
CONTRACTOR \_\_\_\_\_  
CONST. SUPER. \_\_\_\_\_

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ACTIVITY INSPECTED \_\_\_\_\_

- |                                |                                      |                                   |
|--------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> SEWER | <input type="checkbox"/> STORM DRAIN | <input type="checkbox"/> CONCRETE |
| <input type="checkbox"/> WATER | <input type="checkbox"/> ASPHALT     | <input type="checkbox"/> GRADING  |

TRACKING PAD ADEQUATE? \_\_\_\_\_

DESCRIBE: (personnel met with, problems on site, activity inspected, test performed, etc...) \_\_\_\_\_

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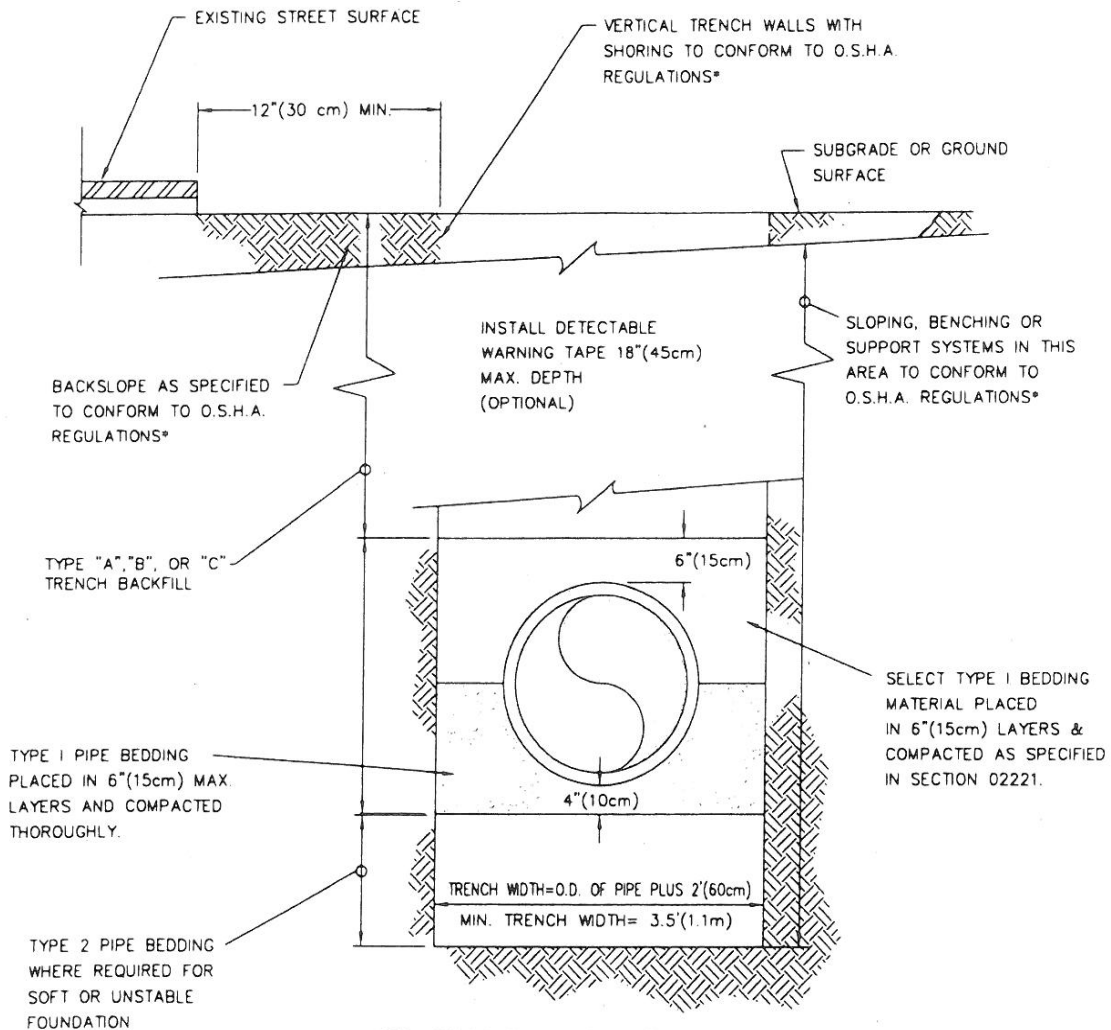
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# Notice to all Contractors

## EXCAVATORS ARE NOT ALLOWED TO DO ANY PLUMBING

- You are required to read the EXCAVATION GUIDELINES...
- No pea gravel for bedding -- Sand bedding only-- 100% imported backfill----  
----- NO DRAIN ROCK....
- For downtown business areas and major traffic areas; Asphalt needs to be pre-cut the day before construction begins. Surrounding business owners are to be given at least a forty-eight (48) hour of advance notice of construction. Copy of all City activity is available upon request.
- Construction Ordinance: **5-2-5: DISTURBING THE PEACE**; During the period from ten o'clock (10:00) P.M. until seven o'clock (7:00) A.M. the following morning, a person shall be deemed to have knowingly disturbed the peace and quiet of a neighborhood if he or she operates construction, excavation, or earthmoving equipment, operates a dump truck or other heavy delivery truck (except when on a state highway), or engages in construction activities that produce noise.
- **NO TAPS ON FRIDAYS AND THE DAY BEFORE HOLIDAYS.**  
New Year's Day (January 1st), Martin Luther King, Jr. Birthday (Third Monday in January), Presidents ' Day (Third Monday in February), Good Friday, Memorial Day (Last Monday in May), Independence Day (4th of July), Labor Day (First Monday in September), Columbus Day (Second Monday in October), General November Election Day, Veteran's Day (November 11th), Thanksgiving Day (Fourth Thursday in November), Friday following Thanksgiving, Christmas Day.
- Demolition Containers/Dumpster. Right-of-way permits for temporary construction or demolition containers/dumpster will allow them to remain on City property for a maximum of five (5) calendar days. Construction or demolition containers /dumpsters are not allowed to be placed on City streets at anytime between November 1<sup>st</sup> and March 15<sup>th</sup>. They are allowed to be placed on City streets for five (5) calendar days between March 15<sup>th</sup> and November 1<sup>st</sup>

NOTE: WHERE TRENCH PASSES THROUGH EXISTING PAVEMENT THE PAVEMENT SHALL BE CUT ALONG A NEAT VERTICAL LINE A MINIMUM OF 12" (30cm) FROM THE EDGE OF THE TRENCH OPENING. WHERE NEAT LINE IS LESS THAN 3' (0.9m) FROM EDGE OF EXISTING PAVEMENT OR CURB AND GUTTER SECTION, REMOVE AND REPLACE ENTIRE PAVEMENT SECTION BETWEEN TRENCH AND EDGE OF PAVEMENT.



NOTE: SEE CONTRACT SPECIAL PROVISIONS FOR ANY MODIFICATIONS TO STANDARD TRENCH MATERIALS AND/OR OTHER TRENCH DESIGN FEATURES

\* SEE O.S.H.A. CONSTRUCTION STANDARDS FOR EXCAVATIONS.

REVISED: 10/25/02

CONSTRUCTION STANDARDS  
MPWSS

SCALE:  
NONE

TYPICAL UTILITY TRENCH DETAILS

STANDARD DRAWING  
NO. 02221-1

# 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 – 5<sup>th</sup> Edition, the Manual on Uniform Traffic Control Devices 2003, the Montana Department of Transportation’s Manual for Work Zone Safety, OSHA and all other applicable Federal, State and Local laws and requirements.

### **Permits**

City of Whitefish Ordinance: 7-1A-3: PERMIT REQUIRED

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 ROW or when excavating around utilities – directly connected to City owned mains.

- Additional permits may be required before an excavation begins depending on the location and the nature of the excavation, i.e., State and County ROW permits and City 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**

- One-Call System (UDIG) utility locate request must be fulfilled prior to beginning any excavation within the City of Whitefish. Forty-eight (48) business hours 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.

### **Site & Route Cleanup**

- 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. Additional cleaning(s) during the day may be necessary as conditions warrant.

### **Traffic Control**

- A Traffic Control Plan must be submitted to and approved by the Public Works Department, at least forty-eight (48) business hours prior to the commencing of any excavation. The contractor must also notify the City Police and Fire Departments at least forty-eight (48) business hours prior to any street or alley closure. A news release to the news media is also required at least two (2) business days prior to the beginning of any construction activity that requires road or lane closures.
- All traffic control devices used must meet the MUTCD 2009, 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.

### **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 Excavation Contractor.
- The Contractor must place a request with the Public Works Department, at least one (1) hour prior to backfilling, for an inspection of the excavation area, available compaction equipment and backfill materials. Inspection during compaction and a final inspection after paving will also be required.

### **Backfill Requirements**

- 100% imported backfill is required in all City ROW. All native 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 ROW.
- 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 excavation 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 placed incorrectly you will re-cut, removed and replaced!**
- 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.
- 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 "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.
- 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 six (6) inches of three quarter (¾) inch minus crushed for surfacing.
- Excavated areas in gravel must be regularly maintained by the Contractor for a period of one (1) year after backfill has been completed.

### Haul Routes – Sites & 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 cleanings(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 failure 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 is 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. **It is the CONTRACTORS RESPONSIBILITY to use OSHA approved shoring.**
- 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. 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 stripes such as center lines, edge lines, parking lanes, or x-walk lines disturbed must be repainted within three (3) business days.
- The shallowest portion of any buried pipelines, conduit or other facility should not be less than 42" below the roadway surface.
- The Contractor will be responsible for daily maintenance of the excavation until final asphalt paving is completed. Three quarter ( $\frac{3}{4}$ ) minus crushed top surfacing will be used for this purpose.



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