



TOWN OF MANCHESTER

(410) 239-3200

FAX (410) 239-6430

Melinda Smith, Mayor

Application for an Excavation/Utility Permit

EXCAVATION PERMIT#: _____

DATE: _____

Company Name: _____

Address: _____

Project Contact Name: _____ Phone #: _____

Project Contact email: _____

Location of proposed work: _____

Anticipated start date: _____ Expected duration of work: _____

Reference or Job# _____

Description of proposed work (check which applies):

- ☐ Routine maintenance and repair of existing utilities.
- ☐ Construction /relocation of aerial utilities.
- ☐ Construction/relocation of underground utilities.
- ☐ Trenchless installation.
- ☐ Open pit trench.
- ☐ Pavement cuts expected (include test pits)
- ☐ Other (specify) _____.

Detailed description of proposed work: _____

PERMIT REQUIRED

Any persons or companies desiring to excavate, bore, or disturb any street or right-of-way owned or controlled by the Town of Manchester shall be required to obtain an Excavation/Utility Permit. Town of Manchester Code Chapter 196-20.

FEE REQUIREMENT

A fee requirement of \$150.00 shall be paid to the Town of Manchester for said permit. Service utilities such as Water, Sewer and Storm drain which will become the responsibility of the Town of Manchester shall be exempt from said fee, permit requirements must still be followed. If work is not performed within six (6) months of approval date, the company must re-apply and pay the associated fee to renew.

APPROVAL

Approval is hereby given for an application, dated _____ for the location as explained herein above and included attachments.

Approval is contingent upon the following conditions that shall be followed:

Rodney C. Kuhns, DPW: _____ Date: _____

EXCAVATION PERMIT #: _____
DATE: _____

CONDITIONS OF APPROVAL

1. The Mayor and Town Council, at its discretion, may require any applicant to furnish a good and sufficient Letter of Credit to indemnify the Town of Manchester against loss or negligence of such applicant in the performance of the activities authorized by any such permit or for any default in payment of the costs of restoration.
2. Workdays of this permit will be limited to Mondays through Friday, 7:30am to 5:00pm. Work shall not be permitted on Saturdays, Sundays, and Recognized National Holidays unless deemed an emergency.
3. **Persons or companies performing proposed work shall contact the Department of Public Works, Rkuhns@manchestermid.gov & 410-239-1482 at least 72 hours before mobilizing for excavations. No exceptions.**
4. That your company contact the Town of Manchester and Miss Utility 48 hours prior to construction for the purpose of locating any water or sewer services and mains that may be in proximity of the construction area. Utility markings are approximate. Underground crossing utilities shall be test pitted for location purposes. In the event your construction interferes or damages any existing water mains, water service lines, water valves, sewer force mains, manholes, or any other appurtenances of the water, sewer, storm drain system or storm water handling devices shall be relocated and or repaired at your expense.
5. Unless otherwise directed; all abandoned utilities shall be removed, not abandoned in place.
6. That any opening required in the macadam or bituminous roadway must be cut by mechanical means to ensure all edges of trench are square.
7. That proper personnel, signs, lights, etc., will be provided by the applicant for the maintenance of traffic until the temporary repairs to the surface are made. **EVERY PRECAUTION IS TO BE TAKEN FOR THE PROTECTION OF THE PUBLIC AND PROPERTY.**
8. No more than one-half of the roadway shall be closed at any one time.
9. **Should the entire roadway/street be shut down to traffic for any time period, the following requirements will be followed and will be responsibility of contractor.**
 - Pre-Construction meeting with Town of Manchester representatives at a minimum of 2 weeks prior to work being started.
 - A detailed traffic plan, including, but not limited to, Sign Locations and Identification, Sign Board Locations, Flagger verification, Contact representative Name and information.
 - All residents affected by closure must be notified at a minimum of seven days in advance by mailing(s), door hangers or any approved means of communications by the Town of Manchester.
 - The Manchester Police Department will be notified at a minimum of 2 weeks prior to construction.
 - Carroll County Public Schools Transportation Department will be notified at a minimum of 2 weeks prior to construction.
 - Carroll County Emergency Operations Center will be notified at a minimum of 2 hours prior to construction.
 - When roadway/street is reopened for traffic, all agencies listed above will be notified.
10. Any street proposed to be closed by Applicant for more than two (2) consecutive working days shall require submission of request for approval by the Town DPW.
11. Newly paved roads within three (3) years old shall not be disturbed for **planned** excavation work. As such, the permit will be denied. Underground technology may be accepted and must be approved by the Town DPW.

EXCAVATION PERMIT #: _____

DATE: _____

12. All trenches of four (4) feet or more in depth, must be shored and sheeted solid to comply with all MOSH and OSHA standards.
13. Trenches which must remain open during non-working hours must be steel plated or protected by a positive barrier. Steel plates must be at a min. one inch (1") thick and sized to effectively carry the traffic load without excessive flexing. Steel plates must be spiked down on all four corners, and bituminous concrete Cold mix must be used and tapered from the height of the steel plate to existing road surface on plate edges.
14. Steel Plate warning signs must be placed at least 300' feet from location.
15. All trenches shall be backfilled and tamped in 6" layers with a mechanical tamper with temporary repairs being made to the surface immediately after tamping.
16. All surfacing that is damaged or disturbed by the excavation shall be replaced and/or repaired by the applicant at their expense.
17. Any damaged surfacing must be replaced with an 18" CR-6 base and brought to an elevation even with the existing street surface or to a grade to allow for temporary paving in the event the permanent paving is not done immediately. Temporary surfacing will consist of a minimum of 3" of bituminous concrete cold mix.
18. All trenches will be repaired by removing three (3) inches of temporary paving and six (6) inches of CR-6 crusher run base material. One foot (1') of existing surfacing on each side of the trench shall be removed to a depth of nine inches (9"). Two 3 ½" layers of bituminous concrete base material meeting Maryland State Highway Administration specifications and a two (2) inch surface course to a finished grade level with the surrounding trench cutbacks clean and square.
19. The Town of Manchester, when it is deemed necessary, may require the contractor to use a concrete sub-base, utilizing a #6 Concrete Mix.
20. The permanent repairs to the area will be made within 60 days from the date of the temporary patch.
21. Applicant shall assume all responsibility for any damage that may occur on account of the work under this project and will acquit the Town of Manchester from any liability in connection therewith for a period of not less than (1) year.
22. If for any reason the Town of Manchester deems it necessary or desirable to reconstruct or regrade said street, and it becomes necessary for utilities covered by this permit to be relocated, then relocation shall be accomplished at no expense to the Town of Manchester.
23. The Town of Manchester shall be notified when all work covered by this permit has been completed.
24. Notification required by this permit shall be made to Mr. Rodney Kuhns, Director of Public Works at 410.239.1482 or 410.239.3200