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DEPARTMENT OF PUBLIC WORKS
Roads Division

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CECIL COUNTY GOVERNMENT

Department of Public Works

Roads Division

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GUIDELINES FOR BURIED UTILITIES UNDER CECIL COUNTY RIGHT-OF-WAY

Pursuant to Part 6 of the Cecil County Road Code and Standard Specifications the following Rules and Regulations are established for the purpose of regulating the construction of utility work performed in the rights-of-way and or easements owned and or maintained by the Cecil County Department of Public Works

Permit requests for buried utilities must be submitted and approved prior to the commencement of any work on Cecil County Right-of-Way. Permit requests shall be submitted to:

CECIL COUNTY ROADS DIVISION

758 E. OLD PHILADELPHIA ROAD

ELKTON, MD 21921

TELEPHONE: 410-996-6270

The County shall be allowed up to 20 working days for the initial submittal review from time of receipt, and 15 working days from the time of each subsequent revised submittal. Review times are subject to change, both increased and decreased, and are at the discretion of the Cecil County Roads Division.

I. DEFINITIONS

Division Chief – Chief of the Cecil County Department of Public Works Roads Division or designee.

Department – The Department of Public Works Roads Division.

Utility – Any utility company, contractor, subcontractor or representative.

Applicant – A Utility which completes a permit application.

Permittee – An applicant who has received an approved permit.

Work Site – The location of construction activities described in the permit.

Contractor – The name of the company actually performing the work. This includes any subcontracting company link in the chain between the Applicant/Utility and the crew actually performing the work.

Contact – The responsible person(s) to whom the Department may contact to discuss work site activities and direct corrective measures as necessary.

MUTCD – Manual on Uniform Traffic Control Devices (Federal).

Utility Construction Permit – A permit issued in accordance with these Rules and Regulations regulating the construction of utilities within Cecil County and or prescriptive maintenance rights-of-way and or easements.

II. PERMIT REQUESTS

Each applicant shall complete and file with the Cecil County Department of Public Works Roads Division a request for a utility permit which contains the following information:

- A. Applicant (Utility Company) name, address, city, state, zip code
- B. Applicant contact name, telephone number, and email address.
- C. Applicant Fee in the amount of \$100.00 and made payable to Cecil County, Maryland shall be received after the permit is approved and prior to formal issuance of the Utility Permit.
- D. Utility job number and application date.
- E. Contractor name, address, city, state, zip code.
- F. Contractor contact name, telephone number, and email address.
- G. Signature of applicant and printed (or typed) name.
- H. Proposed location of work with associated location map.
- I. Complete description of work, anticipated start and duration of work.
- J. Construction means and methods – cut and cover, directional drilling, depth of facility, etc.

- K. Drawings and or aerial imagery on 8 ½" x 11", 11" x 17", or larger in size with the following:
- Road Name and address points.
 - Where the utility is not located near a known address or other permanent feature, provide an additional map showing the nearest address(es) over a large viewing field.
 - Property lines and road right-of-way, prescriptive maintenance of right-of-way, and or easements.
 - Other utilities, both overhead and underground, with separation distances between utilities.
 - Full limits of proposed utility work.
 - Proposed disturbed and staging areas.
 - Erosion and Sedimentation controls (If required).
 - Traffic control plans – Standard traffic control sheets from the MUTCD or State Highway Administration Standards for Highway and Incidental Structures. The Department, at its discretion, may require specific engineering engineered traffic control plans depending on the location and complexity of the utility installation.
- L. During review of the request the Division Chief may request additional information be submitted in order to make determinations on impacts on other utilities or road improvements, and for further clarifications as necessary.

III. GENERAL REQUIREMENTS

- A. All work described in the permit shall be subject to inspection by the Division Chief or designee.
- B. The Permittee shall maintain at the work site a copy of the permit, together with a copy of the drawings and other documents required in accordance with the permit.
- C. While work is in progress, the Contractor/permittee shall furnish the necessary flaggers, lights, warning signs and barricades for the safety of both pedestrian and vehicular traffic detailed in the Manual on Uniform Traffic Control Devices For Streets and Highways, Chapter 6, 2011 edition, and all updates as required. Any direction for additional or different safety precautions for representatives of the Cecil County DPW, Roads Division shall in no way transfer safety liability in whole or in part, to Cecil County Government.
- D. All activities under the permit, where applicable, must conform to the Cecil County Road Code and Standard Specifications for Design and Construction.
- E. Open cut within the paved portion of the roadway shall comply with a detail in the Standard Detail R-31, or as modified in writing by the Department. At the time construction is completed, a one (1) year maintenance bond period will be in effect.

- F. Cecil County shall not be held responsible for any accidents or damages resulting from any unsafe condition during construction or as a result of the construction.
- G. If construction under the permit requires the alteration or removal of all or part of any existing structure within the County right-of-way which is not addressed in the permit, the Permittee shall not perform this work without first obtaining the written approval of the Division Chief, which approval shall be amendment to the permit.
- H. The Division Chief may develop Policies and Procedures to establish procedural activities pursuant to these Rules and Regulations.

IV. UTILITY LOCATION

- A. Wherever possible installations should be made on the back slopes of roadway side drainage ditches or behind buried storm water collection systems.
- B. If it is impractical from a construction standpoint to make the installations under “A”, the following shall hold:
 - 1. In areas where shoulders consist of Portland cement concrete, Hot Mix Asphalt (black top), or surface treatment, installation will be permitted on the front or roadway slope, a minimum of three (3) feet from the stabilized area.
 - 2. In areas where the maintained shoulder consists of native bank-run gravel, installation will be permitted on the front or roadway slope, a minimum of two (2) feet from the edge of the gravel shoulder.
 - 3. In areas where the shoulder consists of grass or turf cover, location of installation shall be established upon field inspection prior to engineering design.
- C. At a point where drainage structures cross the road, installation shall be made around the ends of such structures. The minimum distance from the end of the structure shall be two (2) feet.
- D. The vertical depth of cover of any utility installation shall be at least 36 inches below the existing grade or ground line, including roadside drainage swales. Where desirable, depth of design may be increased. Permissible tolerance at the time of installation shall be within 10% plus or minus of the designed elevation. Where no roadside ditches exist the vertical cover of any utility installation shall be a minimum of 48 inches when measured from the centerline of the road.
- E. Permanent utilities that are non-gating and pose a hazard to errant vehicles should they leave the travel lanes shall not be installed within the roadway clearance zone as established by the road classification and speed in accordance AASHTO.

- F. All requirements and costs associated with the relocation and/or adjustment of any existing public or private utility is the sole responsibility of the Permittee.

V. INTERSECTING ROADS

- A. Provisions shall be made to directional drill, bore, or push pipe under Portland cement concrete, macadam, or bituminous concrete pavements to receive the utility company's installation as much as practical to keep the roadways open. The pipe shall be of sufficient length to extend a minimum of two (2) feet beyond the traveled way, i.e., the surfacing proper, as well as, the maintained shoulders. No excavations for pushing pipe shall be made in the shoulder areas. Equipment shall not be parked on the traveled roadway; this includes the pavement, as well as, the maintained shoulder. Cutting of these pavements will not be permitted, except under unusual circumstances and prior approval by the Department.
- B. Cutting will be permitted across surface-treated aprons at entrances.
- C. Repairs to disturbed pavement areas shall be made promptly and in kind, or as directed by the Department.

VI. COORDINATION

- A. The Roads Division shall be notified 48 hours prior to the start of work and when the work is complete. If 48 hours notification is not given to the Roads Division and a utility crew/contractor is found performing work under the issued permit, work will be halted at that location for a minimum 24-hour period.
- B. The utility company contracting this work shall provide copies of the Department of Public Works permit to their contractors. The contractors shall have a thorough knowledge of the requirements before beginning the work and have a copy of the permit at the project site.
- C. Since general contractors retained by the utility company will perform most of the construction, the utility company shall provide adequate on-site inspection at all times while work is in progress. This inspector shall be responsible for compliance with all terms of the permit. The Department shall be supplied with the name and phone number of the inspector before work is started. No deviation from the permit will be permitted, unless prior approval is given. In such cases, the utility company's inspector shall be fully advised.
- D. It shall be the responsibility of the company holding the permit to advise the Department of Public Works of progress of work in the county under this jurisdiction, and work performed under the permit shall be subject to periodic inspection and final approval.

- E. County inspectors normal hours of operation are Monday through Friday from 7:00 am to 3:30 pm, except during observed County Holidays. County inspectors are available outside normal hours at a rate of \$75.00 per hour and cost to be borne by the Utility Company and or their contractor.

VII. SEASONAL WORK LIMITS

In lieu of calendar cut-off date, in general, no trenching, plowing or backfilling will be permitted when the ground is frozen to a depth of one (1) inch or more as determined by the Department.

VIII. EXISTING SIGNS

The utility company holding the permit shall be responsible for removal, preservation and re-erection of all signs within the work area. These may consist of State Highway Administration symbols, route markers, maintenance stakes, etc., as well as, church and civic club signs. These signs shall be removed ahead of the installation operation and re-erected the same day. In all cases, re-erection shall conform to the Manual on Uniform Traffic Control Devices For Streets and Highways, 2011 edition, and all updates as required. Willful neglect to comply with this section shall be deemed sufficient grounds for suspension of operations in the area.

IX. FOR CUTS IN SHOULDER AREA

All backfill shall be made in six (6) inch layers, thoroughly compacted, brought to and maintained to grade of existing shoulder with eight (8) inches compacted crusher run stone. Material and compaction will be in accordance with Cecil County Road Code.

X. FOR CUTS IN SURFACED COUNTY ROADS

- A. All backfill shall be made in six-inch (6") layers, thoroughly compacted, with suitable material approved by the Department.
- B. Temporary Patching - Upon completion of backfilling a minimum of twelve (12) inches of graded aggregate base course placed in two six (6) inch lifts with two (2) inches of blacktop surfacing.
- C. All trenches that settle, shall be immediately addressed and maintained with blacktop surfacing until a permanent repair is made.
- D. Permanent repair for utility cuts in County Roads shall be completed in accordance with the Cecil Count Road Code Detail R-31 (see attached).

XI. RESTORATION

Roadside grading shall be restored to their original condition and contours, or as directed by the Department. Turfgrass areas shall have minimum four inches of screened topsoil, seed, and mulching and/or matting. Disturbed riprap shall be restored to the original condition and contours.

XII. MAINTENANCE OF TRAFFIC

- A. At all times, the safety of the traveling public shall be held paramount to any other need by the contractor. The traveling public shall be inconvenienced by partial or full closures only to the extent absolutely necessary for a safe and quality installation.
- B. All required maintenance of traffic signs, barricades, lights etc. shall be maintained by the permittee throughout the utility installation operation for the protection of traffic and pedestrians, in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways, Chapter 6, 2011 Edition, and all updates as required. The Permittee shall absolve the Department of Public Works and Cecil County Government from any claims or damage arising from any condition caused by the Construction outlined in this permit.
- C. When excavating for utility roadway crossings, no more than one-half of the pavement/travel lane shall be open cut at any one time. Cuts in the roadway and shoulders will not be allowed to remain open at the end of each workday and or weekends. Cuts shall be entirely closed with temporary traffic plates or by backfilling to a suitable condition to carry traffic during non-working hours, and over weekends and holidays when construction is not in progress. If plates or other temporary measures are used, permanent restoration shall be completed no later than three days after initial placement.
- D. At the end of each workday all materials and debris shall be cleared from the County Roadway and beyond the established roadside clear zone. After completion of the utility work, all materials and debris shall be cleared from County roadways and right-of-way.
- E. In all cul-de-sacs and dead-end streets, a minimum of one-way traffic must be provided at all times. In other areas where general access to the area is available through alternate routes, the Contractor may close the County roadway during working hours when arrangements can be made with immediately adjoining property owners for ingress and egress. Prior approval from the Department is required to close a County Road. The Contractor must clearly mark detour routes in a manner acceptable to the Department.

Said work is to be completed 90 days from the issued permit date.

Permission, when granted, to place utility or structure within the limits of the right-of-way of a roadway is revocable by the Department of Public Works. The work hereby permitted shall be to the satisfaction of the Department— said Department reserving full control over said roads and the subject matter of this permit.