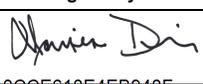


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1.0 PREAMBLE

The City of Lancaster (City) maintains ownership and/or jurisdictional authority over all public roadways within the City's legal boundaries. Those roadways and associated appurtenances located within the public right-of-way are tangible assets of the City, and it is the responsibility of the Public Works Department to protect and manage those assets. Construction, maintenance, preservation, and restoration of roadways and associated appurtenances must be regulated in a manner that ensures the integrity of those assets.

2.0 PURPOSE

This policy shall replace the Pavement Restoration Policy approved on July 30, 2001, and it also supersedes Section 8.3 of the City of Lancaster Engineering Design Guidelines, Policies and Procedures Manual. This policy is the basis by which all entities working within City right-of-way should plan the construction and maintenance of utility trenches and/or pavement restorative operations. Compliance with this policy is mandatory and authorization to deviate from the procedures noted herein may only be granted by the City Engineer, the Director of Public Works, or his/her designee in writing. It is the permittee's responsibility to be aware of this policy and any changes thereto prior to being issued an encroachment permit to work within the City's right-of-way.

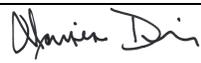
3.0 DIVISIONS/DEPARTMENTS/AGENCIES AFFECTED

- 3.1 Community Development Department
- 3.2 Public Works Utility Services Division
- 3.3 Public Works Maintenance Services Division
- 3.4 Public Works City Engineering Division

4.0 REFERENCES

- 4.1 Highway Permit Ordinance
- 4.2 Standard Specifications for Public Works Construction (Greenbook) Latest Edition
- 4.3 California Manual of Uniform Traffic Control Devices (CA MUTCD) Latest Edition
- 4.4 City of Lancaster Traffic Control Requirements for Work Zones Policy
- 4.5 Engineering Design Guidelines, Policies and Procedures Manual

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5.0 STANDARD PLANS

The previously approved City of Lancaster, Department of Public Works Standard Plans EP-1 (12/16/88), EP-2 (12/16/88), EP-3 (12/16/88), EP-4 (3/24/88), and EP-5 (11/14/96) are hereby rescinded and replaced with the latest version of the following Standard Plans:

- 5.1 EP-1 Construction of Utility Trenches in Existing Streets and Alleys
- 5.2 EP-2 Asphalt Repair (Temporary)
- 5.3 EP-3 Permanent Repair of Existing Streets and Alleys
- 5.4 EP-4 Construction of Utility Trenches Prior to Street Construction
- 5.5 EP-5 Pavement Restoration of Rock-wheel Trenches in Existing Streets & Alleys
- 5.6 EP-6 Microtrenching
- 5.7 PW-9 Manhole Adjustment to Finish Pavement Grade

6.0 POLICY

6.1 Newly Renovated Streets

There shall be a 2-year Moratorium on newly renovated streets. Permission to excavate in newly renovated (capped, overlaid, or sealed) streets will not be granted for two (2) years after completion of street renovation. Utility companies shall determine alternate methods of making necessary repairs to avoid excavating newly renovated streets. Exceptions to the above are as follows:

- a. Emergency which endangers life or property.
- b. Interruption of an essential utility service.
- c. Work that is mandated by the City, State, or Federal legislation.
- d. Service for buildings where no other reasonable means of providing service exists.
- e. Other situations deemed by the City to be in the best interest of the general public.
- f. Boring is not feasible due to technical engineering reasons.

If an exception is granted, street excavation shall be governed by the Trench and Pavement Restoration Regulations for Non-Moratorium City Streets. Special requirements for pavement restoration may be set at the discretion of the City.

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6.2 Non-Moratorium Streets

Pursuant to Section 16.08.050 of Chapter 16.08 of the Highway Permit Ordinance, the Department of Public Works hereby adopts the following regulations pertaining to street excavations:

6.2.1 Permits

Except in an extreme emergency, street opening permits must be taken out in advance of excavation work. An extreme emergency is considered to exist only when life or property is endangered or when an essential utility service is interrupted during weekends, holidays, after 5:00 p.m., or before 8:00 a.m. of a normal working day. Street opening permits may be applied for by the owner or contractor.

For the sake of clarity, the provisions set forth herein shall be applicable for all surface improvements, damaged or removed, as a result of the Contractor's/Permittee's operations within City right-of-way. In some cases, throughout these provisions, the expression "trench" is used for simplicity only. These provisions apply to trenches, individual excavations, bore holes, or as otherwise determined by the City. The City shall be the sole judge as to the application of these provisions.

Plans showing the approximate location of the excavation shall be provided prior to permit issuance. "As-built" plans shall be provided when requested by the City.

Permits for street opening shall be as specified in Section 16.06.010 of the Highway Permit Ordinance and valid for sixty (60) days. The estimated date of commencement and completion of work shall be indicated on all permits. Conflicts in the schedules of work under two (2) or more permits shall be resolved by the permittees involved, if unresolved, work under these permits will be executed in order of permit applications received by the City.

No permit to excavate shall be valid unless the applicant has been provided an inquiry identification number by a regional notification center (USA) pursuant to Section 4216, Chapter 1153.

A permit inspection fee will be required to cover the costs of inspection and administration.

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The City Engineering Inspection Hotline, telephone (661) 723-6157, shall be notified forty-eight (48) hours prior to commencement of work, except for City Public Works Construction Projects (PWCPs). Contractors performing PWCPs for the City shall comply with the inspection notification requirements specific to their construction contract documents.

In addition to permit number, the following information must be stated when you call for inspection:

- a. Subdivision projects must include the tract number, location, and type of inspection requested.
- b. All other projects must include the project street address, two major cross streets, contractor name and phone number, the permit number, and type of inspection.

6.2.2 Traffic Control

The Contractor/Permittee shall comply with Part 6 of the Greenbook and shall provide safe and continuous passage for pedestrian, bicycle, and vehicular traffic at all times. The Contractor/Permittee shall provide and maintain all necessary flag personnel, barricades, delineators, signs, flashers, and any other safety equipment as set forth in the latest edition of the CA MUTCD and the City's latest version of Traffic Control Requirements for Work Zones Policy.

6.2.3 Excavations

All excavations shall be conducted per Sections 300 and/or 306 of the Greenbook.

All excavated material not suitable for backfilling shall be removed from the job site by the end of each work week. Excavated material suitable for backfilling may be stored on the job site for a maximum of five (5) working days, provided it does not occupy anymore street space than the permit allows and provided the material is stored and maintained appropriately and in compliance with Best Management Practices (BMP). The City will not allow the contractor to use any other street adjacent to the project for the storage of equipment and materials.

The contractor shall obtain a separate Hauling and Stockpile Permit prior to hauling/excavating materials from the project work area. If using private property as a stockpile or staging location, the Contractor shall provide the private

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property owner's permission, in writing, to the City, for the Contractor's storage of equipment, materials, and staging on that property prior to permit issuance. Said property shall be left in a neat and clean condition.

A routing plan, dust control agreement, dust control method letter, stockpile plan (that has the spoil piles spread and shaped into a presentable capped mound with a City-approved soil sealant in accordance with the requirements noted in the permit application), and any other current documentation that may be required, shall be submitted to and approved by the City prior to permit issuance.

No trench, individual excavation, bore hole, etc. shall be opened in any street for the purpose of laying pipes or conduits for a length exceeding what the contractor can install, backfill, compact and/or restore the traveled surface of, by the end of that same workday.

In sidewalks and driveways, the excavation shall be to the nearest score line or joint for trenches, individual excavations, bore holes, etc.

Once the work has been completed, the contractor shall apply a soil sealant for dust control to cover all unimproved areas disturbed during construction. The soil sealant product shall be submitted to and approved by the City prior to permit issuance.

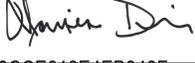
6.2.4 Backfill

All backfill shall conform to Sections 301 and/or 306 of the Greenbook.

The City shall require mechanical compaction of open trenches per Section 306-12 of the Greenbook, with the exception that aggregate base shall be placed in lifts not to exceed twelve inches (12"). Jetting will only be allowed in the pipe zone.

In accordance with Standard Plan EP-1, the upper three (3) feet of the trench shall be aggregate base as approved by the City, compacted to ninety-five percent (95%) of its relative density. The remainder of the trench backfill between the upper three (3) feet and pipe bedding zone shall have a minimum sand equivalent (S.E.) of twenty (20) and shall be compacted to ninety percent (90%) of its relative density. Imported fill material shall be used if mixing native soil does not meet the minimum sand equivalent. Copies of test results shall be furnished to the inspector to determine the sand equivalent compliance of the native soil. In lieu of the

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above, the City may allow the contractor to backfill the trench with 1-1/2 sack sand slurry. Within two hundred fifty (250) feet of intersection centerlines of arterial streets, 1-1/2 sack sand slurry shall be used as backfill in the upper portion of the trench above the pipe zone. All slurry shall be vibrated.

When trench walls slough, cave, or become unstable in a way that will compromise the integrity of surrounding pavement or shoulders, they must be removed back to competent material and backfilled. Asphalt pavement undermined or compromised as a result of utility failure or trench wall failure must be removed and replaced up to one (1) foot beyond the limits of the failure as determined by the City.

When tunneling or boring, backfill shall be 1-1/2 sack sand slurry.

6.2.5 Compaction Testing

Compaction and/or soil tests shall be required for the backfill prior to placement of permanent resurfacing. Compaction shall be to ninety-five percent (95%) relative density and tests shall be taken at a maximum of three hundred (300) foot intervals on continuous trenches and at all manholes. Individually constructed sections of trenches or open excavations shall be tested at least once, or more as determined by the City. In trenches less than twenty-five (25) feet, one test shall be taken. Tests shall be taken at depths in three (3) foot intervals, ending at final subgrade.

Test results shall be certified by a soil testing laboratory and provided to the Inspector prior to placement of final resurfacing. The City may approve, at its sole discretion, the permittee to provide their own compaction and/or soil tests. Requests for permittee self-testing shall be submitted to and approved by the City prior to permit issuance.

No compaction tests will be required when 1-1/2 sack sand slurry is used as backfill.

Permanent paving shall be constructed within two weeks of completion of the improvements necessitating the trenching.

6.2.6 Paving

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Paving shall conform to Sections 203 and/or 306 of the Greenbook.

Trench resurfacing shall conform to Standard Plans EP-1, EP-2, EP-3, EP-4, EP-5, EP-6, or PW-9 and Section 306-13 of the Greenbook as applicable. Temporary resurfacing shall be placed and maintained on all trenches at the close of each day.

Cold planing and/or saw cutting of the existing pavement shall be in neat, straight lines to allow for proper placement of the new pavement section. Damaged pavement outside of the original trench or individual excavation cut lines shall be removed by saw cutting in lines perpendicular to or parallel to the original trench lines. No diagonal grinds or cuts will be allowed. Undamaged pavement of three (3) feet or less between the edge of gutter or shoulder and/or between successive patches shall also be removed.

Asphalt concrete pavement shall be constructed flush with the existing street surface. After completion of the utility line construction, the contractor shall grind the pavement at least one foot on each side of the trench or individual excavation limits to a depth of two (2) inches. Temporary paving shall be used to form smooth transitions from any unpaved surfaces or vertical edges.

A twelve-inch (12") T-cut on each side of the trench or individual excavation may be allowed if the condition of the adjacent pavement is not conducive to grinding, as solely determined by the City.

Pavement shall be restored using the "T-Section" shown on Standard Plans EP-1, EP-3, and EP-5. For trenches parallel to the center line of the street or alleys, and greater than three hundred (300) feet in length, a two (2) inch asphalt concrete wearing surface shall be twelve (12) feet wide or extend across the entire lane.

Trenches in concrete pavement shall be paved with concrete pavement. The thickness of the new pavement shall be one (1) inch greater than the thickness of the existing pavement or a minimum thickness of four (4) inches, whichever is greater, and a minimum of four (4) inches in the sidewalk.

Trenches in streets or sidewalks that are constructed of special material or color shall be replaced in kind. A sample of each special material and three (3) samples of each color shall be submitted for approval by the City prior to the start of work. Concrete base in roadway trenches shall be fast curing and placed within two (2) inches of the finish pavement grade. Concrete base shall be vibrated and leveled

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off so that no lumps or uneven surfaces result that will carry through to the new asphalt paving. Concrete shall be Portland cement concrete, class 560-C-3250. Concrete shall be cured for at least four (4) hours before traffic is allowed on it and, if poured after 12:00 pm, the opening shall be covered with steel plates.

Prior to placing permanent asphalt concrete, the existing asphalt concrete shall have a vertical face by saw cutting and/or cold planing so that new asphalt concrete paving can be butt joined. No feathering of new paving to existing paving is allowed. Before placement of new asphalt concrete pavement in trenches, the base surface shall be blown or swept clean and a trackless and/or SS-lh tack coat applied. Asphalt concrete paving of trenches four (4) feet wide or more, shall be done by a paving machine or spreader box in order to eliminate the uneven, wash-board effect that results from hand spreading. The base course shall be Type B PG70-10 asphalt concrete, and the surface course shall be Type C2 PG70-10 or ARHM-GG-D PG64-16, whichever matches the existing section, unless otherwise approved by the City.

Asphalt concrete pavement shall be compacted to obtain a minimum relative compaction of ninety-five percent (95%). The asphalt concrete wearing surface will be smooth enough so that there is no irregularity greater than one eighth inch (1/8") in ten (10) feet in any direction. Regardless of patch size there shall be no deviation greater than one eighth inch (1/8") in any direction. Asphalt concrete pavement greater than three (3) inches in thickness shall be installed and compacted in multiple lifts. Finish surface shall match existing (chip seal, etc.).

Steel plates used to bridge a street opening shall be ramped to the elevation of the adjacent pavement and secured against movement in any direction. Skid resistant steel plates shall be required with two hundred fifty (250) feet of an intersection.

All steel plates shall be recessed when in place more than seventy-two (72) hours. Temporary ramps shall be three (3) feet wide and shall be constructed of asphalt and have a gradual slope.

Curb ramps, including all flatwork from BCR to ECR, shall be removed and reconstructed to comply with current ADA Standards when any portion of the curb ramp is disturbed during construction. Concrete shall be Portland cement concrete, class 520-C-2500.

Where utility poles are removed, the remaining hole shall be backfilled from the

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bottom to +/- six inches (6") from finished surface with 1-1/2 sack sand slurry. The upper six inches (6") shall be backfilled in kind with adjacent material, unless otherwise directed by the City. When utility poles are removed within a concrete sidewalk the sidewalk shall be removed and replaced to the nearest existing joints.

6.2.7 Miscellaneous

The latest edition of the Greenbook will apply to any regulations not covered in this policy.

Temporary Overlay Markers (TOMs) shall be placed each day to restore pavement markings removed by construction and shall be maintained at all times. Permanent pavement markings shall be restored after two (2) days, but no later than thirty (30) days after the placement of the permanent surfacing. All crosswalks, limit lines, legends, or symbols shall be reinstalled using thermoplastic pavement marking material approved by the City. All other pavement markings shall be paint. If any portion of a crosswalk, limit line, symbol, or legend is removed, the entire pavement marking, or set of markings shall be restored.

Any loops damaged or removed shall be restored to operation within five (5) working days of installation of the pavement restoration.

6.3 Securities

Securities shall be provided prior to permit issuance, and all permits shall state whether an annual bond or a cash deposit was received. Cash deposits shall be calculated based on the most current version of the City's Bond Estimate Form (DPW0080) and shall be held by the City for a period of 90 days after work is complete and the permit has been closed out.

6.4 Violations

Work not complying with the above requirements shall be rejected, removed, and redone to the satisfaction of the City. Any violation thereof, including failure to timely perform, may result in the following:

- a. Revocation of current street opening permit
- b. Revocation of Permittee's other street opening permit(s)
- c. Suspension of new street opening permit issuance to Permittee

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- d. Forfeiture of security
- e. Issuance of Police citation or fine