

## ***REGULATIONS, PROCEDURES AND INSTRUCTIONS - Streets/Sewers***

For the purpose of this document

Superintendent = City of Kingston Superintendent of Public Works or his designee

COK = City of Kingston

DPW = Department of Public Works

### **Permit Requirement**

- a No person or organization shall excavate in any street, highway, sidewalk or public space in the COK without obtaining a permit from the DPW. Applicant must apply at least 48 hrs. prior to commencing work.
- b The Mayor and or the Superintendent has the right to deny, revoke or amend any application or permit in the COK
- c Additional requirements may be needed for Winter excavation projects

1 **Limitation of Permit**                      The Superintendent reserves the right to deny the commencement of work on any street that has been resurfaced or reconstructed within 5 years prior to the date of the application. The Superintendent may require full surface restoration as per his/her specifications

2 **Insurance**                                  Prior to commencement of work, the applicant shall submit to the COK, proof of worker compensation and disability insurance, liability insurance and a good and sufficient bond of indemnity with surety in the minimum sum of \$10,000 (ten thousand) indemnifying the COK against any and all claims, demands, actions, or causes of action in anyway connected with or growing out of the making of such cut, trench, repair or excavation. An increase in bond may be needed depending on scope of project.

3 **Approved Site**                              In no case shall site have a greater area of surface removed or work performed in another location than that specified on the original application without first obtaining permission.

4 **NYS Dig Safe**                                No work may commence in any area until clearance has been provided under the NYS Dig Safe provisions. A minimum of 3 days and verification of clearance must precede any excavation work no matter size of project. It is the responsibility of applicant to adhere to these provisions.

5 **Detours/Safety Devices**                      Barricades, signs, lights and other approved safety devices must be displayed at excavation/street opening in accordance with the NYS and Federal Manual of Uniform Traffic Control Devices (MUTCD) and approved detours shall be established. The Superintendent will determine if a detour plan must be submitted.

6 **Closing Additional Streets**                      The Mayor, Superintendent, Chief of Police or Fire Chief may recommend the closing of additional streets, avenues or highways for any portion of the permitted work. It will be the responsibility of applicant to follow all guidelines for traffic control on these additional streets and to submit and get approved a new detour plan to Public Works. The applicant must notify all emergency services of additional closings.

7 **Trenches**                                      Linear trenches for main line installations may be subject to additional fees & regulations. Open trenches must be protected by plates, cones and or barrels. Linear trenches across intersections must be manned by an active flagger. The same restoration guidelines as excavations/cuts also applies to trenches. Additional restoration may be required by the Superintendent

8 **Inspection**                                      Must call DPW office to schedule prior to closing excavation site.

- 9 **Maintenance of Site** Applicants shall be responsible for work site up to 18 months from completion of work such as surface defects, sinking or settling. Cold patch may only be used when hot asphalt is not available. Winter maintenance of trench or road cut must be maintained as needed during the entire season until hot patch is available.
- 10 **Emergency Work** Work necessary after hours, non-business days, or legal holidays to correct a situation endangering public safety or interruption of utility service. Emergency fees and overtime cost for DPW may apply. Permit must be filed by 10:00am on next business day.
- 11 **Unattended Openings** All unattended street openings or excavations, including intersections, shall be plated and secured in place, except as otherwise approved by the Superintendent. If a snow/ice event/extreme weather is imminent all steel must be removed and opening secured.
- 12 **OSHA** All excavations must meet OSHA requirements and standards for excavation and trenching safety. Sheeting, shoring and bracing shall be used when the excavation or opening is five feet or more in depth. In case of slips or slides of the excavation, the same shall be trimmed to solid earth and the top surface put back to the limit of the same before backfilling may begin
- 13 **Excavated Material** All paving materials must be saw cut & removed with least possible loss of ground. The excavation material must be placed where there will be the least possible inconvenience to public or impact to utilities. Prevention of erosion into storm and sanitary sewers is required.
- 14 **Back Fill** All openings shall be back filled and temporarily resurfaced on or before the time fixed in the permit. Such temporary resurfacing shall be maintained by the applicant to whom the permit is issued until such time as a permanent resurface can be completed. Subject to weather and product availability only. Cold patch asphalt may only be used when hot asphalt is not available.
- 15 **Trees** When performing any excavation or repair, no tree in any street or other public space may be removed, cut or trimmed without first obtaining permission from COK. In cases in which a sidewalk was heaved due to tree roots, prior approval for work shall be obtained from the COK Tree Commission. Replanting of street trees may be required at the discretion of the COK Tree Commission and or Superintendent. Removal of street tree(s) will be the responsibility the property owner with approval from the COK Tree Commission.
- 16 **Dumpsters/Construction Equipment** Cannot block intersections or cause site distance impediment to traffic flow. Must be placed a minimum of 20 feet from any corner. If placed on a sidewalk, protection of surface material must be maintained at all times. Restricted parking such as handicap spaces cannot be blocked. Applicant is responsible for detour signs for vehicular and or pedestrian traffic due to placement of dumpster or equip.
- 17 **Notification** Upon approval of application, applicants are required to notify the COK, Kingston Police, City Schools, and UC Fire Control prior to the commencement of work if a road/lane closure is required. The applicant will need to supply projected start dates as well as any and all roads where traffic flow will be affected.

## **CONTACT INFORMATION**

### **Dept. of Public Works**

*Ed Norman Superintendent*

*Ryan Coon Deputy Superintendent*

*Phone 845-331-0682 Emergency On Call - 845-338-2114*

### **Kingston Police Dept.**

*1 Garraghan Drive Kingston NY*

*Chief Egidio Tinti - 845-331-1671*

### **Kingston City Schools Transportation Dept.**

*Phone - 845-943-3050 Fax 845-943-3215*

**UC Fire Control - 845-338-1440**

**Dig Safe NY - 811 or 1-800-962-7962**