



TOWN OF POUCH COVE

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INSTALLATION OF SERVICES/CROSS CUT POLICY

BACKGROUND

Utility upgrades are typically completed in advance of road upgrading; however, utility connections are a necessity to service developments. This means pavement cuts are inevitable.

The Town, developers, and private utility companies all cut and repair existing pavements to install/repair underground services. Ride quality and appearance is reduced with a patchwork of repairs completed on a road over a period of time. To reduce these effects the following policy is to be adhered to.

OBJECTIVE / PURPOSE

The purpose of establishing this pavement cut policy allows for a high standard that the Town as well as developers and private utility companies must follow to ensure safe and minimally interrupted service. To mitigate the negative effects of road cuts, the following procedures are to be abided by.

DEFINITIONS

'Road Cut' refers to a surface or sub-surface cut in any part of the roadway made by any means, including excavation, reconstruction, cutting, saw-cutting, overlaying, crack sealing, breaking, boring, jacking or tunneling operations.

POLICY STATEMENT

The Town requires that all applicants in subdivisions and/or in-fill lots required to make road cuts to install water and sewer services or any other service adhere to this policy. Failure to have the services installed, as set forth in this policy, will result in the issuance of a Stop Work Order and possible revocation of the Permit issued for development.

GUIDELINES AND PROCEDURES

PART ONE: GENERAL ROAD CUTS

1. Street Excavation Permit

- (a) Any person wanting to perform excavation in the Town's road right-of-way will be required to obtain a Street Excavation Permit. The cost of this permit will be as per the Town's fee structure for the current year.
- (b) Road cuts are not permitted during the winter season between November 1st to May 1st of the following year or as directed by Town representatives.
- (c) Repaving of road cuts must be complete with 7 calendar days.
- (d) In addition to the permit fee, the Town will require a security deposit to be supplied by the property owner to the Town in accordance with the Town's fee structure for the current year. The Town will hold the deposit for twelve (12) months from the date the work is completed.
- (e) Over the next twelve (12) months, the Town will inspect the site and determine, at their sole discretion, if any deterioration has occurred that would prompt replacement. If such a determination for replacement is made, the full security deposit will be forfeit for the Town to perform a replacement in the time and manner to be determined by the Town.
- (f) For greater clarity, if a determination for replacement is made within the twelve (12) month period and the security deposit is forfeit, the Town is not obligated to use the deposit to perform such a replacement within the twelve (12) month period and may defer such work for any amount of time.
- (g) If, for reasons unrelated to the quality of the service connection or street excavation work, the Town must excavate or remove pavement associated with a road cut, any security deposit held by the Town will be returned.

2. Emergency Conditions

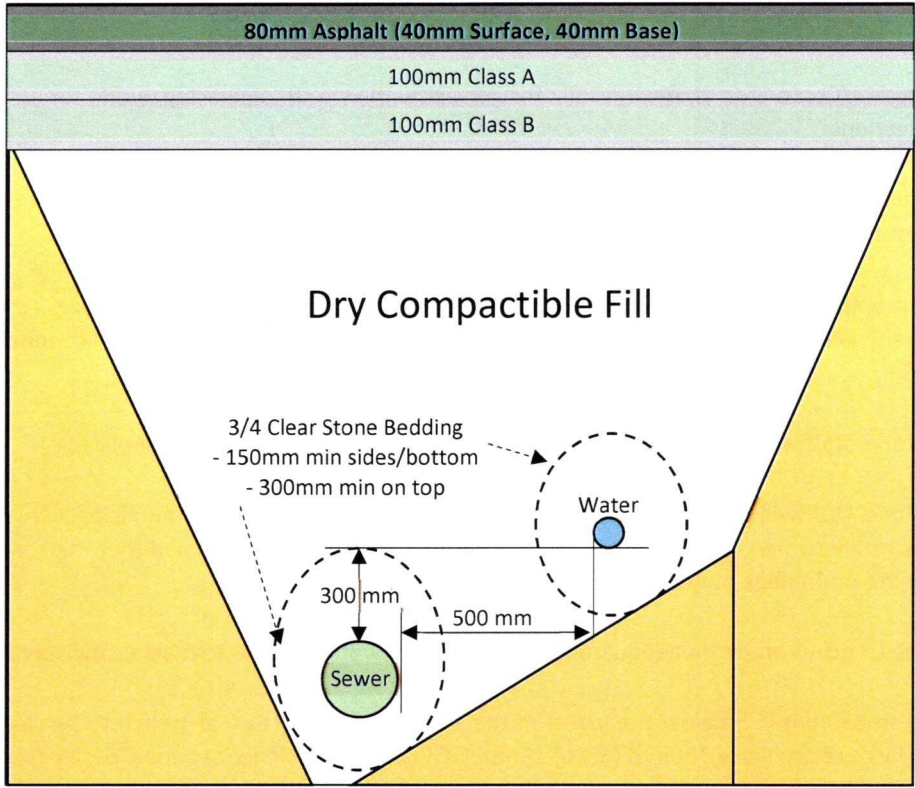
Situations arise requiring immediate action by a utility company where it is not possible to obtain a Street Excavation Permit in the usual manner prior to the commencement of work within the road right-of-way. In these situations, work may be undertaken without prior notice; however, the Public Works Department must be notified by phone immediately of the emergency situation, and a Street Excavation Permit Application for such work must be submitted that same day.

3. Asphalt Removal Procedure

The permit holder shall ensure all required traffic control signage, personnel and standards are in place as per the Occupational Health and Safety Act and Regulations of the province of Newfoundland

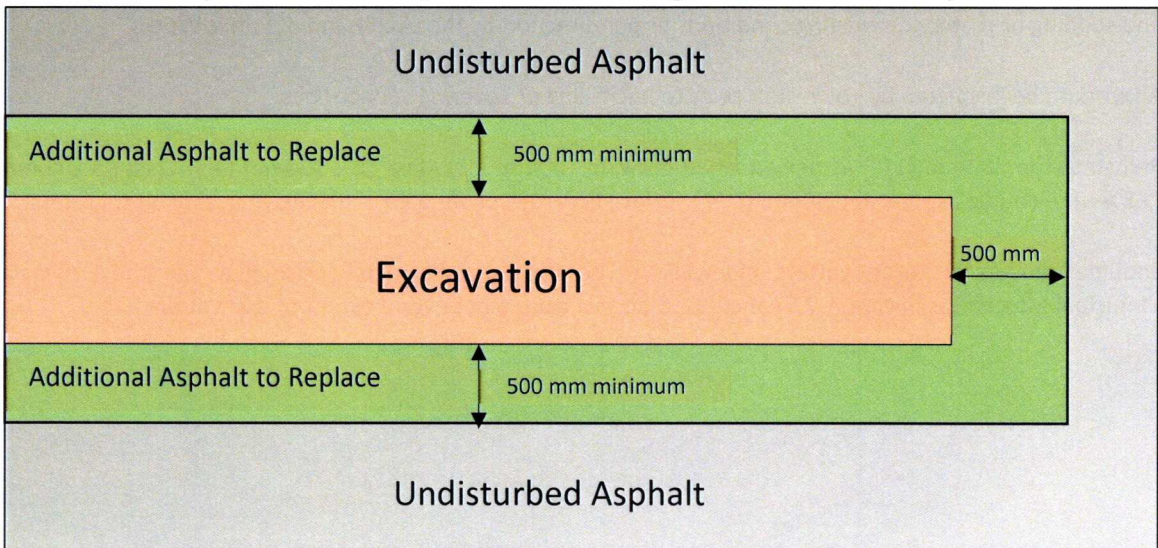
and Labrador. Asphalt shall be saw-cut, in clean straight lines a minimum of 500mm beyond the top of the benching of the service trench. Benching is calculated as per OHS requirement for safe excavating and trenching.

4. Backfilling Procedure (See Attached Diagram – Not to Scale)



With the exception of the top 380mm (15"), all remaining trench depth will be backfilled using dry and compactible fill. All pipes must have a minimum cover of 300mm (12") of 19mm (3/4") clear washed stone. In all cases, Town Inspectors are to be onsite during backfilling procedures.

5. Asphalt Repair Procedure (See Attached Diagram – Not to Scale)



The compacted asphalt shall blend into the existing asphalt such that no depression or hump exists. The new asphalt shall be compacted to a minimum 95% standard proctor. Where Asphalt thickness exceeds 80 mm (3"), the asphalt shall be placed in two (2) lifts of equal thickness to match the existing total asphalt thickness.

PART TWO: CONNECTION OF WATER AND SEWER SERVICES

1. Home owner/Contractor is responsible for all excavation and pipelaying work for new service hook up/connections.
2. New connection fees (not refundable) will be required for property owners joining onto the water and/or sewer system for the first time or if connections onto mains are being redone.
3. Once the appropriate office paperwork has been completed and service fees paid, the Public Works Department will schedule a connection date and time in accordance with the connection application timelines.
4. Public Works staff will supervise the actual sanitary and storm connections (if applicable)
5. Public Works staff will physically tap and connect all watermain services on municipally owned lines as well as any privately-owned lines to ensure the procedure is strictly adhered to and that there is no possibility to contaminate or damage our distribution system.
6. All service trenches are to be adequately benched and dewatered prior to making any service connections.
7. Excavate to 150mm (6") below the invert of the service pipes. Bottom of trench to be clear of any and all sharp or large rocks. Place 150mm (6") of 19mm (¾") clear stone. Place service pipes in Trench and connect as per manufacturer's instructions.
8. Backfill service pipes with 19mm (¾") clear washed stone. It is to extend a minimum of 150mm (6") on both sides of the service pipes and to a minimum of 300mm (12") above the top of the pipes.
9. The top of the service ditches beyond the roadway is to be re-instated with a minimum 150mm (6") of topsoil and sodding or match the existing conditions as per direction by the Lead Hand of Public Works.
10. All work to be inspected by Town staff prior to backfilling or covering service lines.
11. Reinstated top 280mm (11") as per attached drawing 100mm (4") Class "B", 100mm (4") Class "A", 40mm (1.5") base course asphalt and 40mm (1.5") surface course asphalt or to match existing asphalt thickness.
12. Shoulder\ditches or curbs, gutters, sidewalks to be reinstated to match existing as per the Provincial Municipal Master Specification. All concrete to be saw cut 0.5 m beyond extent of excavation.

PART THREE: INSTALLATION OF DRIVEWAY CULVERTS

1. If the property is fronted by a ditch, a culvert will need to be installed into the ditch in order to construct a driveway.
2. The Town will require a security deposit to be supplied to the Town in accordance with the Town's fee structure for the current year. Upon installation of the culvert, the Town will inspect the work and determine if it is satisfactory to release the security deposit.
3. All driveways shall have a minimum 6m (20ft) culvert. Unless otherwise stated by the Town, culverts must be 450mm (18") diameter HDPE (High Density Polyethylene). No new development to use CMP (Corrugated Metal Pipe). Certain areas/subdivisions in the town may require larger sizes to account for the excess drainage required in those areas. Developers must ask the Town about the appropriate size before purchasing and installing any culvert. Depending on the nature of the development, developers may be required by the Town to conduct a drainage study.
4. Culverts must be rip-wrapped or walled properly on both ends and inspected by the town. There are several acceptable construction methods and, generally, a method should be chosen to match neighboring culverts. Any method should be confirmed with the Town.

PART FOUR: TOWN LIMITATION OF OWNERSHIP OF INFRASTRUCTURE

1. Water Services: The Town accepts ownership and responsibility for maintenance of all water service lines, installed correctly with permission, from the main water line to the first curbstop, including the curbstop assembly. The portion of water service lines beyond the curbstop are the responsibility of the Property Owner.
2. Sewer Services: The Town accepts ownership and responsibility for maintenance of a portion of all sewer service lines, installed correctly with permission, directly beneath Town roads and/or ditches (not necessarily the whole length of the road reservation). The portion of sewer service lines that run beyond the Town road and/or ditch are the responsibility of the Property Owner.
 - a. With regards to blockages in sewer service lines, the Property Owner shall be responsible for any blockages, including those that occur in the portion of the sewer service line owned by the Town. The Town will take responsibility for clearing blockages in the main trunk sewer lines.
3. Driveway Culverts: The Town accepts ownership and responsibility for maintenance of any culverts, installed correctly with permission, within Town ditches.
 - a. The Town's limit of maintenance concerns is with regards to the flow of water through the ditch and the Town will not perform repair work in response to a Property Owner complaint regarding dips in a driveway, dilapidation of a wall, etc.
 - b. Only the most economical and expedient measures will be considered by the Town for any future reinstatement work associated with a culvert replacement. This may not be like-for-like and consideration will not be made for aesthetics, comfort, or resident preference. For example, a retaining wall may be replaced with rip-rap.
 - c. A Property Owner may perform repairs or aesthetic enhancements at their cost and risk with permission from the Town.
4. Reinstatement: In the event of a future repair by the Town on water services, sewer services, and/or driveway culverts, reinstatement work shall be limited exclusively to grass, earth, and minimal asphalt and

shall exclude all other valuable surface enhancements (i.e. gardens, trees, structures, walkways, walls, decks, clotheslines, etc.). Furthermore, this will be limited to only the direct areas impacted – for example, if part of a driveway is damaged, a section would be cut and repaired; however, in no event would the driveway in its entirety be fully repaved due to complaints regarding the quality of the join.

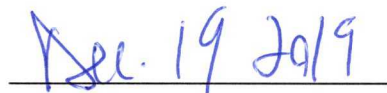
ADOPTION AND REVIEW

This policy was formally adopted by the Town Council of Pouch Cove on December 16, 2019.

This policy will be reviewed at least every three (3) years and updated as necessary following new knowledge or new experience.



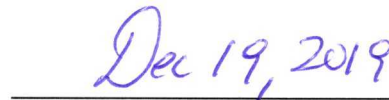
Brian Peach
Chief Administrative Officer



Date



Joedy Wall
Mayor



Date