

# UTILITY PAVEMENT CUT POLICY

The City of Greensboro is charged with the regulation of the public rights-of-way (ROW) in the interest of its citizens. It is the responsibility of various assigned departments to exercise control and coordination over various utility companies and private contractors when working within the right-of-way. Our objective is to ensure the integrity of the infrastructure, provide for public safety, and to minimize any necessary inconvenience for the motoring public. At the same time, the City of Greensboro acknowledges that there is a definite need and obligation to accommodate utility companies in the providing of services to their customers with the understanding the infrastructure is restored to its intended use in equal or better quality.

It is expected that the utility companies and private contractors will understand that the primary purpose of the public roadways is to provide a way for vehicular traffic to move citizens from one location to another in a safe, timely and convenient manner. This purpose has precedence over any secondary right-of-way usage purposes.

Utility pavement cut repair is defined as any cutting of existing asphalt or concrete paved streets for the purpose of utility work. Utility work can be any work within the street requested by a franchised utility company such as telephone carriers (AT&T, KMC, etc.). Duke Power Company, cablevision companies (Spectrum, Lumos, etc.), natural gas carriers (Piedmont Natural Gas Company), or licensed contractors tying into City maintained water and sanitary sewer mains or into City maintained storm sewer systems.

## PERMIT PROCEDURE:

To assist in the achievement of the primary objective but also to address the many secondary ones, a permit complying with the “**City of Greensboro Right of Way Encroachment Permit – General**” guidelines, will be required for all utility pavement cuts and installations in the public right-of-way. The Engineering Division (336) 373-2302 of the Engineering & Inspections Department will have the responsibility for issuing these permits.

Any permit applicant should submit three copies of the plan or sketch showing detailed information (maximum size - 11" x 17") that clearly shows the intent of the proposed work and the location or evidence of an approved construction plan, when applying for a permit to cut the pavement within City right-of-way. Photocopies of a section of an approved construction plan are acceptable. Dimensions for pavement cuts are to be drawn on the plans submitted for permitting and are to be based on final repair dimensions using City of Greensboro Std. #107 Rev. 03-18 or Std. #423 Rev. 03-18. The lack of plan clarity is sufficient cause for rejection.

The issued permit should be available at the job site at all times and shall be shown to any representative of the City of Greensboro upon request. The name, address, and phone number of the company performing the work are required including an emergency phone number in case a hazardous situation should arise needing an immediate response. Not having the permit on site will be considered sufficient reason for a stop work order to be issued.

Note: In certain situations, a separate lane-closing permit may be required. These permits may be obtained from the City of Greensboro Transportation Department located at 300 West Washington Street.

## **CONSTRUCTION STANDARDS FOR STREET REPAIR:**

The procedures for the repair of City streets after a pavement cut has been made shall be as follows:

Saw cutting will be required around the perimeter of all excavations to provide clean, straight and vertical sides. The cut and repair shall be made according to City of Greensboro Std. #107 Rev. 03-18 or Std. #423 Rev. 03-18, including 2' or 3' parallel and longitudinal shelves, compaction, the tacking of joints, and related specifications. Select backfill material shall be compacted to 95% relative density. In all cases, the final repair shall be rectangular (no more than four interior approximate 90 degree angles), normal to the centerline of the road, and flush with the existing pavement. Any additional requirements will be as per City Inspections.

Note: 3' shelves are required for trenches greater than 5' in width, depth, or in roads designated as major thoroughfares. However, the final inch of surface course for the pavement repair must be placed with a paving machine and compacted with a tandem roller normal to standard asphalt paving in final repair sections greater than 100 square feet. Paving equipment must be pre-approved by City Inspections.

Note: The limits of the street restoration shall be saw cut after backfill of the trench is completed and shall extend beyond the other edge of the widest portion of the section according to City of Greensboro Std. #107 Rev. 03-18 or Std. #423 Rev. 03-18. If more than one excavation are involved, including an existing pavement repair section, and are less than five feet apart or within two feet of a concrete gutter line, the restoration shall be continuous between excavations and/or the edge of the concrete. Restoration of the pavement structure must be no less than the current City repair standard or equivalent to the existing pavement section with a minimum of 6" asphalt and a total section depth to match the existing conditions or as directed by the City of Greensboro Engineering Division's permitting representative. On major thoroughfares, the minimum depth of asphalt would depend on the existing street section.

Note: A mill out and/or asphalt overlay may be required depending on the existing condition of the road, magnitude of pavement cut, location of pavement cut, and other mitigating circumstances.

While limited resources in all departments will make compaction testing for every pavement cut repair impossible, it will be the City's practice to conduct random compaction testing from time to time. It is advisable that each company monitors and verifies compaction requirements are being met.

The involved utility companies or private contractors will be held responsible for any pavement cut repairs that fail. There will be no set warrant period established when the permit is issued.

All pavement cuts must be properly color coded with spray paint as recognized by current underground locate markings policy, if applicable.

**WORK HOURS:**

Due to traffic usage needs, there are restrictions applied to work in certain locations. Any company’s work activity that requires a lane closure or may impede traffic flow will follow the “Peak Hour Disruption Policy “as set by the Greensboro Department of Transportation’s Engineering Division, (336) 373-4368. Additionally, the contractor’s work hours may be restricted due to the “Noise Ordinance” requirements in residential areas.

Pedestrian and/or vehicular traffic must be maintained at all times. However, verification of traffic control needs is required and is to be approved by the Greensboro Transportation Department of Transportation’s Engineering Division. Any other stipulations will be made at the time of lane closure permit issuance. Equipment and materials must be placed so as not to interfere with site distance for vehicular traffic.

At the end of the workday, if the utility work is incomplete, the traffic lane must be reopened to traffic with the use of a temporary patch or a road plate. A permanent patch is required to be placed within 24 hours of the completion of the work.

**EMERGENCY WORK:**

No permit will be required prior to any work of an emergency nature. A situation may be classified as an emergency if there is immediate and clear danger to life or property.

In emergency situations, the involved utility company will be expected to take whatever appropriate action is necessary to address the emergency. The work hour restrictions for emergency situations are addressed by the “Peak Hour Disruption Policy “as set by the Greensboro Department of Transportation’s Engineering Division.

A permit should be obtained within 24 hours after the work is completed for the sake of record keeping. The standard permit fee would be collected at that time.

**CURRENT INSPECTION PROCEDURES:**

Currently, utility pavement cut repairs are being inspected by a variety of City personnel depending on the nature of the involved work:

- Storm Sewer tie-ins: ..... GDOT (336) 373-2782
- Underground cables & gas mains: .... Engineering (336) 373-2302
- Private Water & Sewer Connections: Engineering (336) 373-2302
- Other: ..... GDOT (336) 373-2782

**FEES:**

A permit fee shall be charged for each pavement cut as follows:

<b><u>Residential:*</u></b>	<b><u>Commercial/Development:</u></b>	
\$100	\$250	Base fee
\$0.25 / sf	\$0.25 / sf	S.F. charge (100sf min charge, up to 400sf.)
\$0.50 / sf	\$0.50 / sf	S.F. additional (any square foot over 400sf)
N/A	\$0.30 / lf	Utility Rate (see note **) less than 12 foot of width.

\*\*Areas greater than 400 square feet can be charged at the Utility rate for **continuous** trenching installations of widths less than 6 feet. This covers disturbance in paved and unpaved areas. Widths greater than 6 feet and less than 12 feet will be charged additional per square foot rate for the amount of area over the allowed 6 foot width at a rate of **\$0.15 per square foot.**

\*To qualify for Residential rate, the applicant must reside at the address to be permitted or be a direct agent for the resident and Homeowner’s Associations, if applicable

**NOTE:**

**Any fee that does not require the disturbance of the existing roadway, curb & gutter, sidewalk, or pavement will be charged at 50% of the above computed costs.**

It is expected that in most cases the appropriate fee would be collected at the time the permit is granted.

**Any request for waiver or variance of the requirements of this policy must be submitted to the City Engineer’s permitting agent for approval prior to making the pavement cut.**

**EFFECTIVE DATE OF REVISED POLICY IMPLEMENTATION: February 19, 2024**

Jason Geary, P.E.  
City Engineer  
City of Greensboro



***Encroachment Permit Fees***

Effective September 1, 2006, the City of Greensboro will implement the adjustment of fees associated with the Encroachment Permits involving plan review, field inspection as required, administration, research, and documentation of all private construction within the City's right-of-way. This excludes disturbance within City easements and other property controlled by the City of Greensboro. The revised fees are as follows:

Residential:*	Commercial/Development:	
\$100	\$250	Base fee
\$0.25 / sf	\$0.25 / s.f.	S.F. charge (100sf min charge, up to 400sf.)
\$0.50 / sf	\$0.50 / s.f.	S.F.additional (any square foot over 400sf)
N/A	\$0.30 / l.f.	Utility Rate (see note **) less than 12 foot of width.

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Example 1: Trench 1000 LF x 8' width

	<u>Fee</u>	
	\$250	Base fee
1000LF @6'width	\$300	trench fee @\$0.30 /LF
1000LF x 8'- 6' (allow)	<u>\$300</u>	Additional width (1000LF x 2') @\$0.15 / s.f.
<b>Total</b>	<b>\$850</b>	

Example 2: Residential: Pavement / shoulder disturbance: (50' x 4') + (50' x 5')= 450 s.f. total.

	<u>Fee</u>	
	\$100	Base fee
	\$100	400 s.f. @ \$0.25/s.f.
	<u>\$25</u>	50 s.f. @ \$0.50/s.f.
<b>Total</b>	<b>\$225</b>	

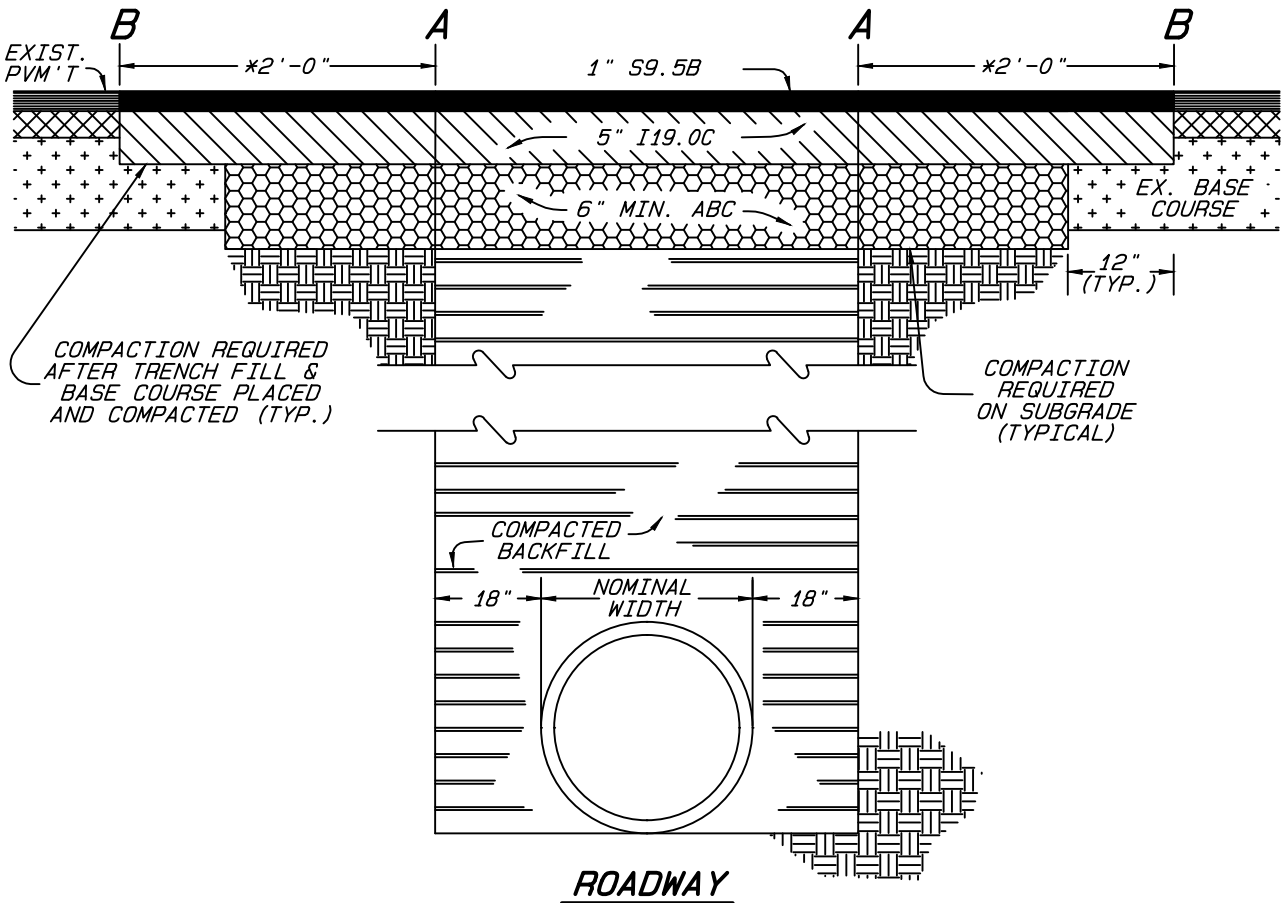
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\* 2'-0" OR TO LIP OF GUTTER, CURB, PAVEMENT PATCH OR EDGE OF PAVEMENT WITHIN 5'-0" OF SECOND SAW CUT  
 NOTE: 1) FULL LANE RESURFACING AND/OR MILLING MAY BE REQUIRED  
 2) 3'-0" MAY BE REQUIRED AT THE DISCRETION OF THE CITY ENGINEER OR DESIGNEE.

A-A = INITIAL CUT  
 B-B = SECOND SAW CUT



**INSTALLATION NOTES:**

- I19.0C INSTALLED IN TWO LIFTS OF 2-1/2".
- MATERIAL DEPTHS SHOULD EQUAL EXISTING, PLUS 1", OR MINIMUMS SHOWN (WHICH EVER IS GREATER).
- FILL MATERIAL COMPACTED TO 95% STANDARD PROCTOR LIFTS NOT TO EXCEED 8 INCHES.
- PROVIDE TACK COAT TO ALL VERTICAL PAVEMENT SURFACES.
- SECOND PAVEMENT REMOVAL LINE B-B TO BE SAW CUT ONLY.
- MAY VARY BASED ON FIELD CONDITIONS AT DISCRETION OF FIELD INSPECTOR.

**ADDITIONAL NOTES:**

1. TEMPORARY STEEL PLATES ARE ALLOWED TO BE INSTALLED OVER A TRENCH OPENING.
2. EDGES OF STEEL PLATE MUST BE MILLED TO ALLOW THE PLATE TO SIT FLUSH WITH THE ADJACENT ASPHALT SURFACE OR ASPHALT COLD PATCH MATERIAL MUST BE PLACED AT THE EDGES OF THE PLATE.
3. ANCHORS ARE REQUIRED TO TEMPORARILY FASTEN THE STEEL PLATE TO THE ASPHALT TO PREVENT SLIDING OF THE PLATE.
4. STEEL PLATE SHALL BE MAINTAINED UNTIL THE AREA IS READY FOR A PERMANENT ASPHALT REPAIR.
5. STEEL PLATES ARE NOT TO BE USED DURING THE WINTER MONTHS.
6. ADVANCE WARNING SIGNS INDICATING "BUMP AHEAD" OR "UNEVEN PAVEMENT AHEAD" SHALL BE UTILIZED WHEN STEEL PLATES ARE USED.

**CITY OF GREENSBORO**

PAVEMENT REPAIR FOR PIPE/UTILITY  
 PLACED UNDER EXISTING PAVEMENT (ROADWAY)

STD. NO.

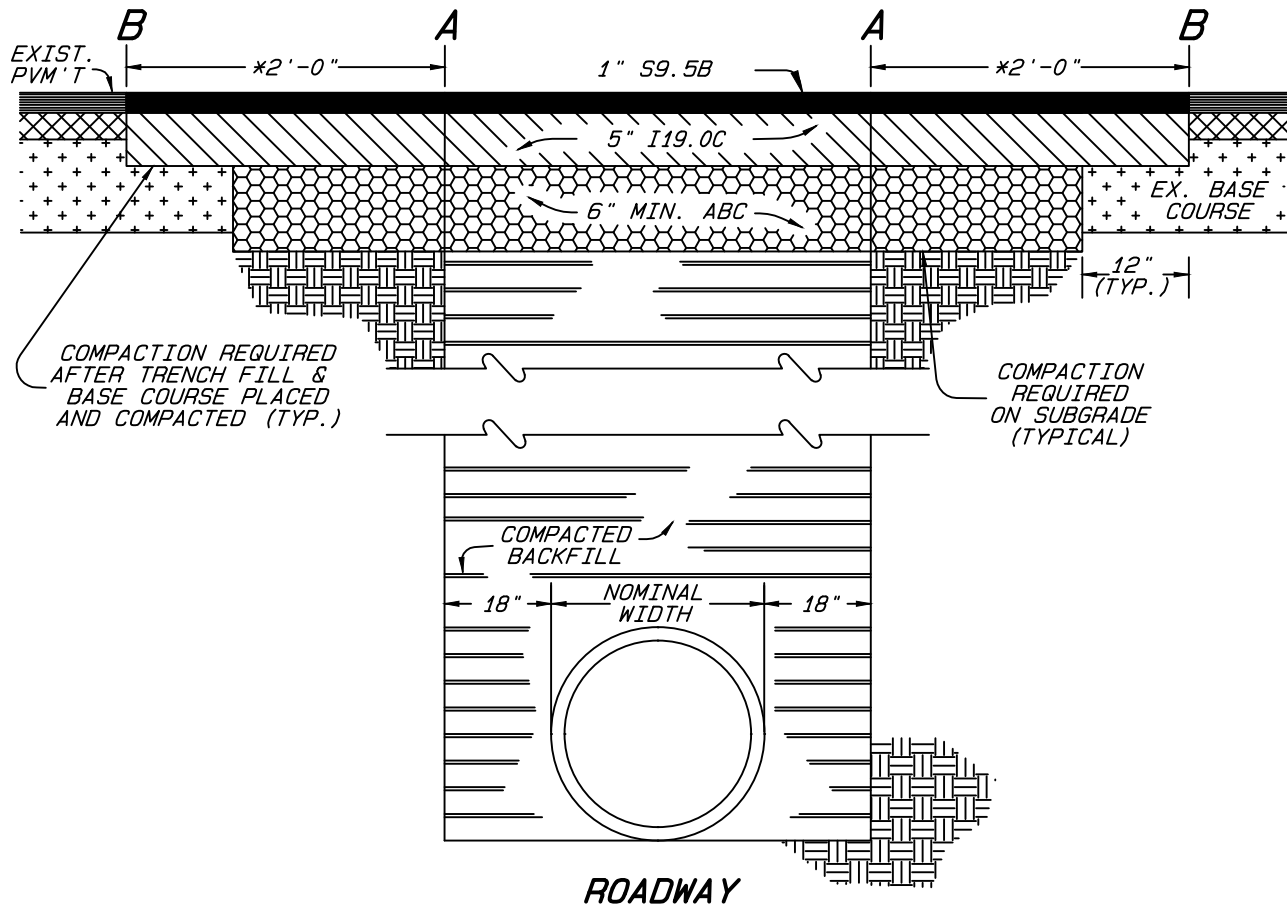
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**CITY OF GREENSBORO**

PAVEMENT REPAIR FOR PIPE/UTILITY  
 PLACED UNDER EXISTING PAVEMENT (ROADWAY)

STD. NO.

423

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