



TOWN OF
HILLSBOROUGH

**PERMIT
Utility Cut**

Public Works Division
719 Dimmocks Mill Road, PO Box 429, Hillsborough, NC 27278
919-296-9600 or 919-296-9602
www.hillsboroughnc.gov

INSTRUCTIONS

Please read the following information available in this application packet:

- Utility Cut Penalty Fee Schedule
- General Notes on Utility Cuts (Page 2)
- Asphalt Paving Patch: Procedure and Notes (Page 3)
- Gravel Road Patch: Procedure and Notes (Page 4)

Please complete the application in this packet (Page 5) and return it to the Public Works Division by email at work.orders@hillsboroughnc.gov.

A \$50 permit fee must be paid to the Town of Hillsborough.

Permit and penalty fees may be paid through one of the following methods:

- Online — Pay online through the town’s Payments and Donations Site: www.municipalonlinepayments.com/hillsboroughnc. Select *Make a One-Time Payment or Donation*.
- Phone — Call 833-262-5902 to make a payment by credit or debit card 24 hours a day.
- In person — Visit the Town Hall Annex, 105 E. Corbin St., open 9 a.m. to 5 p.m. weekdays.
- Deposit box — Place check or money order payment in the deposit box located on the parking lot side of the Town Hall Annex.

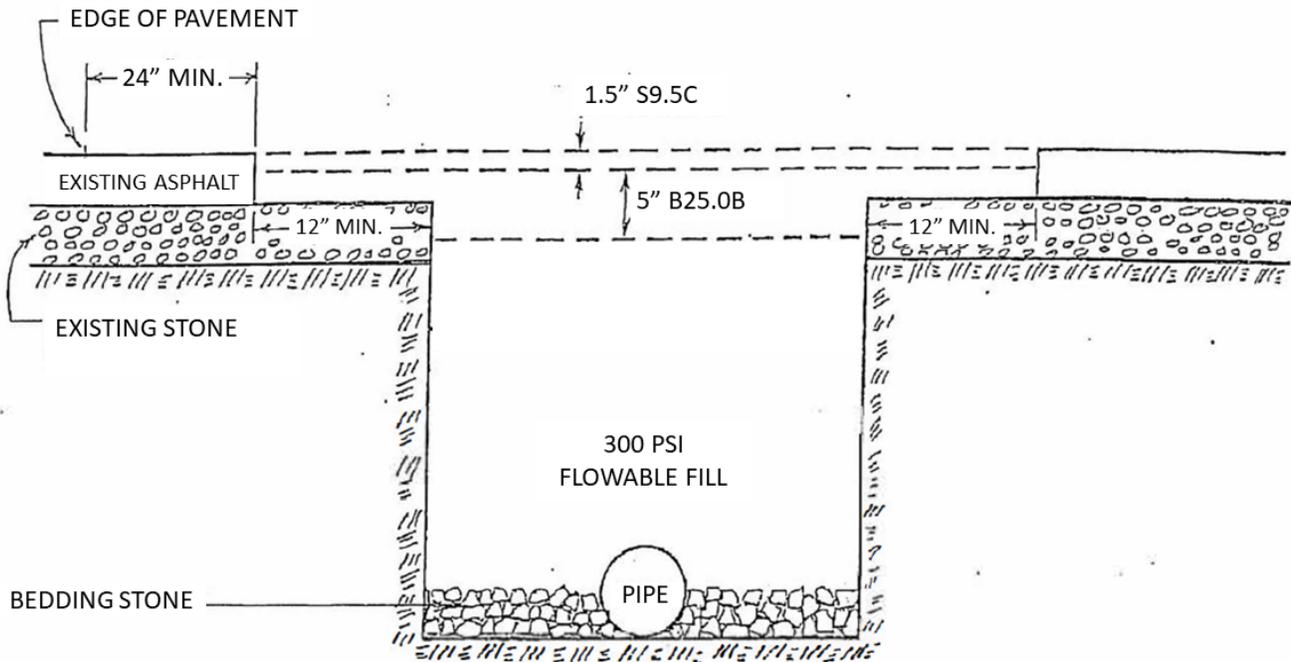
UTILITY CUT PENALTY FEE SCHEDULE

Issue	Fee
Failure to repair initial cut within 30 days	\$150
Failure to make warranty repair within 14 days	\$150
Failure to obtain permit prior to making non-emergency cut	\$150

GENERAL NOTES ON UTILITY CUTS

1. Contractor must comply with Occupational Safety and Health Administration rules for trenching and shoring.
2. Contractor must comply with the Manual on Uniform Traffic Control Devices for traffic control. Construction projects and road closures require approved traffic control plans.
3. All cuts within the town's rights of way must have a permit issued by the Public Works Division. This includes sidewalk and shoulder work.
4. Contractor must notify the streets inspector or public works manager 24 hours in advance of any work.
5. Public works manager must approve any cuts over 50% of street width.
6. When a sidewalk repair is to be made, the sidewalk shall be poured back a depth of 5 inches when not in a driveway. When in a driveway, the sidewalk shall be poured a depth of 6 inches. The town standard for concrete is a minimum of 3,000 pounds per square inch (PSI).
7. The town may specify repair details or additional requirements based upon cut location, soil type encountered, or other factors.
8. Contractor must have existing utilities marked prior to start of any work.
9. Final pavement surface layer must be placed by the contractor within 30 days of repair completion and inspected by the Public Works Division before the road is opened to traffic.
10. The patch may be filled to existing asphalt surface level with 300 PSI flowable fill until the permanent repair can be made.
11. The town may opt to finish — in house or by contract — patches not completed within 30 days, and the permit holder will be charged for the actual repair cost plus penalties. These charges are in addition to the normal permit fees.
12. The contractor must repair within two weeks of notification any utility cut problems occurring during the warranty period. If the contractor fails to repair the problem within two weeks, or if the problem is deemed a safety hazard in need of immediate attention and the contractor is unable to immediately respond, the town may elect to make the repairs — in house or by contract — and the contractor will be charged for the actual cost plus penalties.
13. The contractor is responsible for repairing any damage done to existing pipes; catch basins; curb and gutter; sidewalk; pavement markings, etc. Repairs must be completed to Town of Hillsborough standards.
14. All cuts have a warranty period of three years, beginning from the date of the placement of the final surface layer.

ASPHALT PAVING PATCH



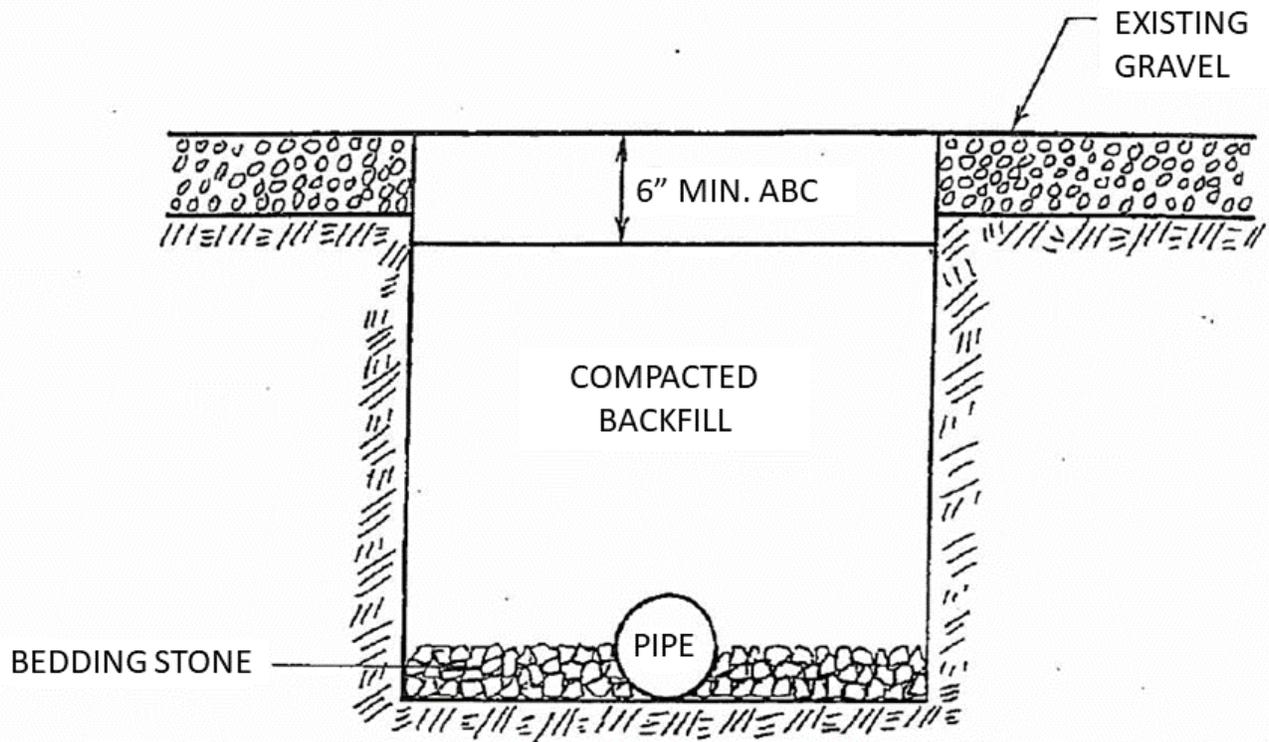
Procedure

1. Install traffic control to standards of the Manual on Uniform Traffic Control Devices.
2. Saw cut pavement 12 inches wider than trench on all sides.
3. Excavate trench and install pipe, etc.
4. Place bedding stone and compact.
5. Pour excavatable 300 PSI flowable fill from the bedding stone up to 6.5 inches from the top of the existing asphalt. Flowable fill has a set period of 72 hours; the utility cut must be covered with a traffic-approved steel plate during that process.
6. If the permanent asphalt repair cannot happen within 72 hours, the remaining 6.5 inches may be filled with excavatable 300 PSI flowable fill or cold patch until the permanent repair can be made.
7. Within the allowable 30 days, remove flowable fill/cold patch and all loose debris to a 6.5-inch minimum depth. Apply a tack coat to the entire vertical edge.
8. Place B25.0B asphalt and compact.
9. Place S9.5C asphalt and compact to a smooth level patch.

Notes

1. If cut is less than 24 inches from the edge of pavement, then the asphalt must be removed to the edge of pavement.
2. The trench is to be backfilled with excavatable 300 PSI flowable fill up to 6.5 inches from the top of the existing asphalt to obtain the 5-inch B25.0B asphalt and 1.5-inch S9.5C final asphalt course.

GRAVEL ROAD PATCH

*Procedure*

1. Install proper traffic control.
2. Excavate trench and install pipe, etc.
3. Place backfill and compact in 6-inch uniform lifts until 6 inches from surface.
4. Place aggregate base course and compact to a level that is flush with the existing roadway.

Notes

1. The trench is to be backfilled with suitable material and compacted to a density of at least 95% of that obtained by compacting a sample of the material in accordance with the T 99 standard of the American Association of State Highway and Transportation Officials (AASHTO) as modified by the North Carolina Department of Transportation.
2. The aggregate material shall be compacted to a density equal to 100% of that obtained by compacting a sample of the material in accordance with AASHTO T 80 as modified by NCDOT.

APPLICATION

Permit Holder Name: _____

Permit Holder Address: _____

Permit Holder Phone Number: _____

Address of Cut: _____

Cut Size: _____ Type of Work: _____

Date Work to Begin: _____ Duration of Work: _____

Starting Time of Work: _____ Date Work Completed: _____

Have you attached a traffic control diagram and noted parking for vehicles and equipment? Yes No
Attach diagram with this application.

Was One Call Center notified? Yes No

INSPECTION

Inspection performed by: Street Inspector Public Works Manager

Inspector comments:

Was this cut inspected: Yes No

Comments:

What backfill material was used (excavated material, borrow, flowable fill)?

Compaction equipment: _____

By acceptance of this permit, the contractor assumes all liability for damages resulting from the construction, saves the Town of Hillsborough harmless from all liability and expenses, and agrees to reimburse the Town of Hillsborough for any costs, expenses, or damages that it may incur or be held liable for as a result of the contractor's activities pursuant to this permit.

This permit is issued under Chapter 7-12 of the Hillsborough Code of Ordinances and is subject to the applicable provisions of that chapter.

ACCEPTANCE

Signature: _____ Date: _____

Permit Holder

APPROVAL

Signature: _____ Date: _____

Public Works Manager/Street Inspector