

# ROW Inspections Guide

Registered utility providers and contractors with an issued, active ROW Construction Permit or Wireless Permit to conduct work within public Right of Way (ROW) must schedule inspections prior to commencing work and during construction, as described herein, to allow City evaluation of work activities for compliance with the conditions of the issued permit, city code, and city standard specifications.

**Inspections must be scheduled online in Central Square by a representative of a registered utility provider.** Login information is acquired during the utility registration process, which must be complete prior to applying for permit.

## SAFETY INSPECTION

### TIMING:

- Schedule a safety inspection at least two business days prior to commencing work in the ROW. Adequate notice will help ensure availability of the desired start date.
- Notify Public Works Inspection of any subsequent pause in work that will continue for more than one week and schedule a safety inspection at least two business days prior to resuming work.
- Additional safety inspections may be conducted at the Inspector's discretion and will typically occur at least once per week for ongoing construction.

### SCOPE:

During the first day of construction, the City Inspector will evaluate type, condition and placement of temporary traffic control devices, trench safety, utility locates, site cleanliness, watershed and tree/landscaping protection, public safety, damage prevention, and similar efforts to minimize impacts of the work on public use of the ROW.

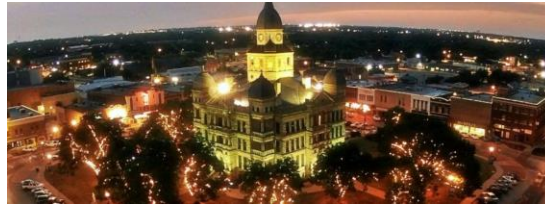
## FORMS INSPECTION

### TIMING:

- Schedule forms inspection at least two business days in advance of commencing work to prepare for pavement (asphalt or concrete) restoration in the ROW.
- At the City Inspectors discretion, a forms inspection may be expedited in the interest of public safety.

### SCOPE:

City Inspector will evaluate condition of forms and pavement materials, placement of form boards, rebar, joints, and backfill for compliance with city standard specifications, as well as the same items evaluated during a safety inspection. City Inspector may also require additional density or material testing, and rework of any pavement restored prior to inspection, in accordance with city code.



## FINAL INSPECTION

### **TIMING:**

- Request final inspection upon completion of the permitted work and restoration of the site to its original condition or better.
- Restoration is required to be complete within 20 business days from substantial completion of the permitted utility work, and prior to permit expiration.

### **SCOPE:**

City Inspector will examine the work area to confirm restoration is complete per city standard specifications, and to the original condition or better of the area.

## WARRANTY INSPECTION

### **TIMING:**

- A warranty inspection may occur toward the end of the two-year warranty period for a closed permit, which will be scheduled at the City Inspectors discretion.

### **SCOPE:**

City Inspector will examine the work area to confirm restoration remains complete per city standard specifications and identify any concerns attributable to the utility or contractor's workmanship which require additional repair. The utility provider and contractor will be notified in writing of any deficiencies.

## CANCELLATIONS

In the event of any delay to the anticipated schedule, including weather, notify Public Works Inspection of a cancellation in writing at least thirty minutes before the scheduled inspection time, or prior to 8:30am on the date of the inspection if no inspection time was specified.

A cancelled or missed inspection must be rescheduled for a future date, by the same process as the original inspection request. In addition, standard inspection fees will apply if the utility provider and contractor fail to notify Public Works Inspection of a cancellation, that workers will not be on site during the inspection time (where work has already commenced), or it is not otherwise evident that work has commenced and was made inspectable.



## RESOURCES

Additional resources pertaining to ROW construction are available online at [www.cityofdenton.com](http://www.cityofdenton.com), including City of Denton Standard Specifications & Details, ROW Construction Management Ordinance, and Development Services Fee Schedule.

## CONTACTS

For assistance with access/use of Central Square, contact:

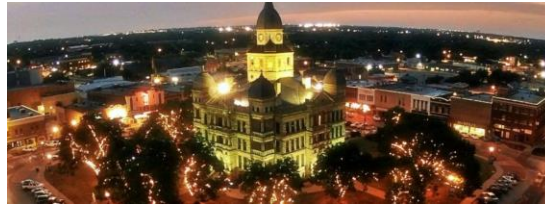
Development Services Center  
401 North Elm Street  
Denton, Texas 76201  
(940)349-8360

For questions or concerns about this guide or inspections, contact the Public Works Inspection Division, as above.

## FREQUENTLY ASKED QUESTIONS

Answers to frequently asked questions, and considerations for Utility Providers and Contractors to observe for successful ROW construction, are covered below by topic.

Utility Location	...	page 4
Notice/Communication	...	page 4 – 5
Construction Methods	...	page 5 – 6
Temporary Traffic Control	...	page 6
Restoration	...	page 6 – 7
Pavement Repairs	...	page 7
Work Hours	...	page 7 – 8



### Utility Location:

- Permittee shall make a request for utility locates (by calling 811), in compliance with the Underground Facility Damage Prevention and Safety Act, at least 48 hours prior to commencing work, but not more than 14 days, and excavation work may not commence until the locate process is complete.
- Public notification of permitted work should occur prior to utility locates.
- Visibly locating high-risk municipal utility lines, which are 12” or larger diameter or any size sewer force main, is required prior to any bore or excavation within 4 feet in any direction of the main.
- The use of markers, stakes, poles, barricades or other devices shall be used in such a way to avoid damage to adjoining property. The use of “non-washable” markers is prohibited.
- The Utility Provider and/or Contractor must remove locate flags attributable to the locate ticket upon completion of the permitted work.
- Call (940) 349-7000 to report a municipal utility incident in the ROW that requires immediate attention, such as a power outage, downed electrical poles or wires, a water main break, a clogged or overflowing sewer main, or a leaking water meter or hydrant.

### Notice / Communication:

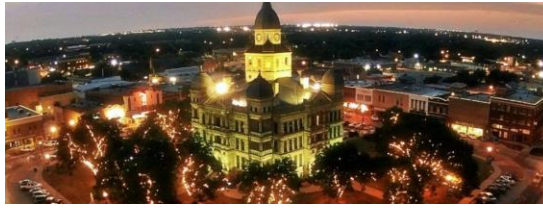
- Notify all property owners adjacent to the work area of the upcoming work, at least 48 hours in advance or as specified upon permit issuance. Public notice should be complete prior to requesting utility locates.
- Notify Public Works Inspection of any change of contacts or to request revisions to an issued permit prior to proceeding with the work. Revised plans may be required.
- Work vehicles and equipment should be clearly and legibly marked to indicate the business name of the utility and/or contractor working on site.



- A digital or hardcopy of an issued ROW permit and plans must be available on site during construction.
- The General Contractors Foreman or similar competent person who is fluent in English must be on site during active construction.

### **Construction Methods:**

- Per city code, missiles are not an acceptable means of bore in the City of Denton.
- All bores and underground facilities are required to maintain a minimum depth of 36” below top of curb and minimum 24” separation from the nearest edge, surface, or boundary of all city utility structures.
- Storage of dirt, debris and other foreign material is not permissible upon the travelled portion of the public ROW or paved surfaces, and any deposition of dirt and/or debris must be swept or vacuumed from the surface immediately. On unpaved surfaces, excavated material shall not be deposited in a manner which obstructs traffic visibility or poses a safety hazard, and excavated paving, debris, dirt, or similar material shall be removed from the work site the same-day and stored or disposed of properly, in accordance with applicable law. A mat, tarp, or similar protective device to protect the existing ROW surface, paving, or landscaping should be placed below excavated material and equipment to prevent spills, scraping, or other damage to the existing surface.
- Safety fence is required to be placed around excavations which will remain open overnight or otherwise unattended. Safety fence must be securely anchored to be vertical around the excavation and maintained or replaced when worn and no longer creating a continuous barrier. Caution tape is not a permissible alternative to safety fence for this purpose.
- No trench shall be opened for laying pipes, conduits or ducts for a distance greater than can be backfilled on the same work day; or for more than two hundred (200) feet in advance of the pipe, conduit or ducts being placed in the trench.
- Utility infrastructure shall not be installed in a manner which willfully or evidently hinders public access and/or visibility within the travelled portion of the ROW or prohibits the future development of public infrastructure.



### **Temporary Traffic Control:**

- No work may commence without appropriate traffic control devices in place, which are necessary to safely complete the work, in adherence to the Texas Manual of Uniform Traffic Control Devices (TMUTCD).
- Emergency repairs to utility systems are a known factor. Utility Providers should be prepared to apply temporary traffic control which is compliant with TMUTCD standards in emergency situations.
- Permittee shall provide safe routes for public access to properties adjacent the work area.
- All temporary traffic control devices must be removed from the work area within 3 business days from substantial completion of the associated work. Failure to do so may result in confiscation of the devices and forfeiture of the barricade deposit.
- Where the City deems it necessary to avoid traffic congestion and in the interest of safety, it may require that permitted work in ROW be done only at certain hours during the day or night.

### **Restoration:**

- If all permitted utility work and site restoration is not complete within 5 business days of a permit expiration date, the Utility Provider must request a permit extension in writing detailing the work status, cause for delay, the revised, anticipated timeframe for completion, and an action plan for completion of the work and site restoration. If granted, the permit will be re-issued with a revised expiration date.
- An expiration fee for permits that are incomplete on the expiration date may apply, including for outstanding restoration, failure to request final inspection, or failure to request and be granted an extension of the permit expiration date.
- Permittee may be required to provide density tests for backfill of any trench or excavation in a ROW located within an active land development site or CIP.
- Restoration of a work site to its original condition must be complete within 20 business days from substantial completion of the permitted work, and prior to permit expiration.



- All restored public infrastructure has a guarantee period of two (2) years after the date of final inspection and permit closure. Permittee may be required to perform additional restoration work or repair due to improper compaction or other deficiency created by inadequate workmanship.
- Excavations, including cores to spot utility lines, must be backfilled with properly compacted material, per City Standard Specifications, within 7 business days of excavation.

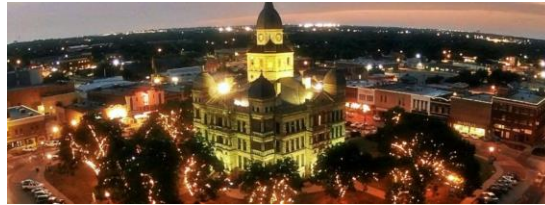
### Pavement Repairs:

- If a pavement cut is to be covered to temporarily restore access for traffic, the permittee shall use steel plates, or equivalent plates, of a strength and thickness to support all traffic. Plates must be secured in place so as not to become dislodged or in any way cause a hazard to traffic. Asphalt transitions must be placed as required to provide a smooth riding surface.
- Public Works Inspections may require any pavement repair performed without passing the forms inspection to be removed at the sole cost of the permittee and redone in accordance with the prescribed process.
- The removal of portions of existing pavement, drives, slabs, and sidewalks shall require full depth, vertical sawcut using a power-driven saw. For repairs which fall within three (3) feet of an existing joint, concrete removal and repair shall extend to the existing joint. Pavement repairs shall match the depth and style of existing, surrounding conditions, and be in accordance with city standard specifications.

### Work Hours:

- Excavation and/or directional bore within 4ft of high-risk utility lines (which are 12” or larger water & sewer mains, or any size sewer force main) may only occur from 8:00am – 4:00pm Mon-Thurs, and 8:00am-12:00pm Fridays per ordinance. It is also mandatory to visibly spot high-risk city utility lines prior to conducting work. Other work in the ROW is permissible from **8:00a.m. – 5:00p.m., Monday – Friday.**
- ROW Construction is not allowed on any official city holiday (except emergency repairs as defined by city code) including:
  - New Year’s Day

# IMPROVING DENTON



- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day, and the day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day