

**CITY
OF
SPRINGFIELD**

DEPARTMENT OF PUBLIC WORKS

MANUAL

**OCCUPANCY OF PUBLIC
WAYS**

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SECTION

1

GENERAL

1-A INTENDED USE OF THIS MANUAL

The use of this manual is directed to all persons (general contractors, special maintenance and service people, special organizations, utility companies and municipal utility departments and city residents) that would, from time to time, have cause to utilize or occupy city sidewalks, treebelts, public roadways and any other municipal and/or public property under the jurisdiction and regulation of the Springfield Department of Public Works.

1-B APPLICATION FOR STREET OCCUPANCY LICENSE

All persons who intend to occupy the public way for any reason must apply for and obtain a Street Occupancy License from the Department of Public Works.

Section 40, Chapter 502 of the General Laws of the Commonwealth of Massachusetts requires all persons who are subject to applying for said license must establish at least a seventy-two (72) hour advance notification of any excavation within the public way.

An information sheet for a Street Occupancy License may be obtained at the Department of Public Works, located at 1600 East Columbus Avenue at any time during normal working hours. An approved license may be received from 7:00 a.m. to 3:00 p.m. with proper application. The colored license card issued with the approved license sheet must be posted at the job site in a location. They must be readily visible by Police or Department Inspectors. In those cases where a posting is not feasible, (i.e. parade) the Licensee or his representative must be present and must have the Street Occupancy License on his/her person.

If, at any time during the period covered by an approved license, emergency conditions prevail which would invalidate the requirements of the original license, the Department of Public Works must be notified immediately regarding either modifying the existing license or issuance of a new license. If, at the discretion of the Department of Public Works, a sketch and/or plan is required to properly define the area and extent of the occupancy the applicant shall furnish same accompanying the information sheet for street occupancy license.

With reference to the application form (T.E.D. No. 1), the following information is required in the corresponding lettered sections indicated on the sample form (page 3).

A DATE OF APPLICATION:

The date that the application is filled out.

B. EMERGENCY TELEPHONE NUMBER:

The telephone number where a responsible person may be reached at night or on a holiday in case of an emergency (relating to the job).

1-B APPLICATION FOR STREET OCCUPANCY LICENSE, continued

- C. TELEPHONE NUMBER:
The telephone number where a responsible person may be reached during normal working hours.
- D. NAME OF COMPANY:
The legal business name of the company, corporation, association, etc.
- E. ADDRESS:
The legal business or home address of the applicant.
- F. AREA TO BE OCCUPIED:
List the actual street and number, and that portion of street (roadway and/or sidewalk and/or treebelt) that will be occupied.
- G. INITIAL DATE OF OCCUPANCY:
The date that occupancy/activity will begin.
- H. FINAL DATE OF OCCUPANCY:
The date that occupancy/activity will end.
- (NOTE: The dates listed in G and H above will be used for billing purposes.)
- I. INITIAL TIME OF DAY:
The hours that the job or event will be under activity.
- J. FINAL TIME OF DAY:
The hours that the job or event will be returned to normal use.
- K. PURPOSE OF OCCUPANCY:
The reason for, and/or the type of job or event.
- L. TYPE OF EQUIPMENT TO OCCUPY AREA:
Note the machinery type of objects and/or items that will be utilized in occupying the involved area.
- M. DIG SAFE NUMBER:
The number that has been issued to the applicant for the job from the Dig Safe Office in Boston (1-800-322-4844).
72 Hour notice must be given to the traffic engineering div. (1-413-787-6266)
- L. SIGNATURE OF APPLICANT:
The person filling out the application must sign his/her name so that the application may become valid.

1-C CONTINUITY OF VEHICULAR/PEDESTRIAN TRAFFIC

Under normal conditions (i.e. any occupancies between the hours of 6:00 a.m. and 5:00 p.m., Monday through Friday) at least one normal travel lane for moving traffic must be maintained at all times, unless otherwise noted on permit. Occupancies that require total closing of the roadway to vehicular traffic may, at the discretion of the Department of Public Works, be restricted to those hours and/or days not included in the above referenced "Normal Conditions".

Unless otherwise approved or in the case of an emergency situation, all work to be performed within the public way in the "Downtown Business District" and the "X" Business District shall be performed between the hours of 6:00 p.m. and 6:00 a.m. The "Downtown Business District" is defined as the area that is bounded by the "Arch" on the northerly side, State Street on the southerly side, East Columbus Avenue on the westerly side and Dwight Street on the easterly side. The "X" Business District is the area defined by Sumner Avenue from Cliftwood Street to Ormond Street, Dickinson Street from Grenada Terrace to Cliftwood Street, Belmont Avenue from Burlington Street to Ormond Street. Work in other areas may also be restricted to the above mentioned hours at the discretion of the Director of Public Works.

Wherever sidewalks exist, pedestrian passage ways (unless otherwise approved or in an emergency situation) must be maintained at all times via either existing sidewalks or approved methods of detours.

1-D POLICE OFFICERS

Whenever required by either the Director of Public Works, or his designee, or as a condition of the Street Occupancy License, police officers for traffic and/or pedestrian control are to be furnished at the expense of the LICENSEE.

1-E REVOCAION OF LICENSE

A Street Occupancy License may be revoked at any time by the Director of the Department of Public Works, if the Licensee is in violation of any of the rules and regulations either set forth herewith or as a condition of the license, or if a dangerous and unsafe condition arises that would jeopardize the safety of the general public resulting from poor construction procedures and practices, or if the Licensee does not resolve a hazardous condition in a reasonable length of time, after being instructed to do so by the Department of Public Works.

The license revocation may be appealed by the Licensee through a hearing and review by the Director of Public Works or his designee.

1-F DURATION OF LICENSE

The Licensee shall not allow his original Street Occupancy License to expire before the work area in the public way is completely clear of all construction material and equipment so as to be safe for normal use by traffic and pedestrians, and/or the public way has been restored to its condition prior to execution of any work authorized by said Licensee.

The Department of Public Works shall charge a fee for the occupancy of a public way. The fee is based on a per day rate as established, approved and passed by the Springfield City Council. Each day that the occupancy is in effect shall be calculated in the total amount, including Sundays and Holidays. The number of days required for the occupancy must be estimated by the applicant as close as possible. Extensions of the original permit may be applied for, but no abatements or refunds for over estimating will be issued.

1-G FINAL INSPECTION

Upon completion of any replacement of concrete sidewalk and/or roadway or driveway, the Licensee shall notify the Department of Public Works to make a final inspection of the construction. The Street Occupancy License and associated fees shall continue in effect until such inspections are made and approval is obtained.

Any deficiencies found during this inspection shall be corrected by the Licensee. Should any deficiencies not be corrected by the Licensee, the Director of Public Works may, at his discretion, cause any repairs to be made with city forces at the full expense of the Licensee.

All work shall be done in accordance with the Department of Public Works "Occupancy of Public Ways Manual" and the Department of Public Works Specifications. Additional requirements may be specified at the discretion of the Director of Public Works.

1-H WINTER PERMIT RESTRICTIONS

Any construction involving excavation of roadway surfaces shall not be permitted during the period of December 1 of one year to April 1 of the next year. Any exceptions to the above may be granted only by the Director of Public Works.

1-I PENALTY

Any person violating any of the regulations set forth herein or any Chapter or Section of the revised Ordinances in which no specific penalty is provided shall be punished by a fine not exceeding twenty (\$20.00) dollars (R.O. 1956 Chapter 1, Section 6). Each day that the said violation occurs shall constitute a separate offense.

Continuous violations of said regulations by the same person, firm or corporation shall result in the denial of any further Street Occupancy License.

1-J PROCEDURE FOR YEARLY PERMIT APPLICATIONS

1. Letter of Application: Submit a letter of application to the Director of the Department of Public Works. If opening a new business, the applicant must also register at the City Clerk's Office. The letter of application must state the location, size, color, height and type of mounting, etc.
2. Necessary Forms: When the Director approves the application letter, the Department supplies Bond Forms (white forms to be filled out in triplicate) and Application Forms (yellow forms to be filled out in triplicate) to be completed by the person applying for the permit. Sample copies of both these forms may be obtained from the Department of Public Works, 70 Tapley Street.
3. Permit to Place and Maintain a Canopy Projecting Over a Public Way: The yellow application forms for this permit must be submitted to the City Council for approval.

The white Bond Forms must be completed by the applicants' insurance company and returned to the Department with a record of the Bond Number (actual Bond remains with the insurance Company).

4. Yearly License Permit and Bill: When the above steps 1, 2, and 3 have been completed, both a Yearly License Permit and the bill for this permit can be obtained from the Department of Public Works Office. A sample copy of the permit or license may be obtained from the Department of Public Works.
5. Annual Renewal of Yearly License: Once a yearly Permit or License has been issued, it must be renewed each year and a new Permit or License Forms made out. The annual renewal process is automatically done by the Department upon expiration of each License. Copies of the renewal letters may be obtained from the Department upon expiration of each License. Copies of the renewal letters may be obtained from the Department of Public Works.
6. Blanket Manhole Yearly Permit: Any holder of such permit will notify the Department one working day in advance of occupying any primary or secondary arterial street. Failure to do so may result in the blanket permit being revoked. A street occupancy permit would then have to be applied for on a day-by-day basis for each location subject to the daily rate.

SECTION

2

**CITY SPECIFICATIONS FOR THE REPAIR
OF VARIOUS PARTS OF THE PUBLIC WAY**

2-A GENERAL

The Licensee will be required to furnish all materials and will be responsible for the job to be done in a workman-like manner. Before any work will be acceptable to the City, all improvements must be placed in a condition as good or better than before the work was started, as determined by the Director of Public Works or his representative.

2-B SPECIFICATIONS FOR PATCHING BITUMINOUS CONCRETE ROADWAYS

Backfill: The material shall be a good quality as determined by the inspector. The base shall consist of good clean bank gravel equal in depth to the gravel excavated, but not less than 18 inches. All material shall be laid in eight (8) to ten (10) inch layers and thoroughly compacted by mechanical compactors. "The material shall be compacted to a minimum density of ninety-five percent (95%) for the full depth of the trench."

Temporary Patch: Conditions may warrant the necessity of a temporary patch due to extenuating circumstances. If the Director or his designee so orders the excavation shall be backfilled in accordance with the preceding paragraphs and the top surface shall be covered with two (2) inches of bituminous concrete Type-I. The Licensee shall be required to maintain this temporary patch until a permanent patch is placed. The patch shall be such that all vehicular and pedestrian traffic are able to pass over safely at a legal rate of speed.

Permanent Patch: All pavement joints shall be saw cut straight and vertical, six (6) inches from the edge of the excavation, cleared of all foreign material, dry, tacked with emulsion and sealed after completion of the pavement patch with emulsion. Infrared pavement treatment will also be accepted instead of the six (6) inch cutback.

Replacement of Bituminous Concrete Roadways: The following minimum specifications shall be met:

Residential Streets: Seventeen (17) inches of gravel and two and one half (2½) inches of bituminous concrete to be installed in two (2) equal lifts.

Main Arterials: Twelve (12) inches of gravel, four and one half (4½) inches of bituminous deep base, and three (3) inches of bituminous concrete to be used. Each bituminous layer shall be installed in two (2) equal lifts.

All work to be done in accordance with the "Standard Specifications for Highways and Bridges of the Massachusetts Department of Public Works", 1973 edition.

The contractor shall be required to correct trench settlement and faulty pavement patches, for a period of one (1) year after permanent patch is placed, at the direction of the Department of Public Works.

2-C GRASSED AREAS

All unpaved areas, between an exterior right-of-way line and a curb line, and within that area contained by a paved turn-around circle, shall be graded, loamed with at least four (4) inches of loam, after compacting, and seeded with a suitable cover of seed as specified in the "Standard Specifications for Highways and Bridges of the Massachusetts Department of Public Works", 1973 edition.

Whenever a slope condition exceeds 30% in an area where seeding is necessary, a covering of tobacco netting or similar material shall be utilized to prevent soil erosion.

The licensee shall be required to maintain grassed areas until a substantial cover has been achieved. A substantial cover is obtained when all areas are completely covered and a vigorous growth of four (4) inches has been obtained.

2-D SIDEWALK CONSTRUCTION

Sidewalks shall be pitched at the rate of one-third (1/3) inch to the foot, from the right-of-way line to the top of the curb.

Patching of concrete walks shall not be allowed. If any part of a concrete walk is broken or damaged in any way, the entire slab shall be removed and replaced. A slab is defined as that portion of a concrete walk outlined by a scoring pattern. If an expansion joint is not present then the concrete shall be cut by use of a concrete saw along the nearest scoring line. Jack hammers or other impact cutting tools shall not be allowed for this purpose. The saw cut shall be made prior to any attempt to break up or remove the slab.

Wherever sidewalks or curbs are being constructed or reconstructed, handicapped access curbcuts must be provided. Further, whenever one corner is being constructed or reconstructed, handicapped access curbcuts shall be provided on ALL other corners at the same time.

See Section 4-C of the manual for further specifications on this item.

2-F RESIDENTIAL DRIVEWAY

1. Driveway to be located a minimum of 25 feet from any corner radius of intersecting street.
2. Driveway to have a minimum width of 10 feet and a maximum width of 20 feet between curb return corners.
3. Standard 2-foot granite curb returns shall be utilized unless otherwise approved in writing by the Director of Public Works or his/her designee.
4. Entire driveway, including 2-foot curb returns, must be within the property lines extended from the property, which the driveway serves except as approved in writing by the Director of Public Works or his/her designee.
5. Driveway apron must meet sidewalk grade.
6. Portion of driveway within the public way must be constructed according to City specifications.
7. If any trees, poles, signs or utilities are located within the limits of the proposed driveway, the appropriate City Department and/or Utility Company shall be notified for the removal or relocation of such at the applicant's expense.
8. Conditions may tend to alter proposed width and location of driveway. Any variations from the Standards shown must be approved by the Director of Public Works or his designee.
9. Patching of bituminous concrete and/or cement concrete driveways (sidewalks) shall be done in accordance with Section 2-D of this manual and with Subsection 701.62 and/or Subsection 701.63, respectively, page 202 of the Standard Specification for Highways and Bridges of the Massachusetts Department of Public Works.
10. The rate of change of grade from the property line to the pavement line shall not be over one (1) foot per ten (10) feet of distance. There should be a minimum of eleven (11) inches pitch from gutter line to street line except as approved in writing by the Director of Public Works or his designee.
11. In those instances where a driveway crosses over a concrete sidewalk, refer to Section 2-D of this manual (Standard Sidewalk Construction at Driveways).

SECTION

3

SIGNING & BARRICADE PLANS

SECTION

4

AUTHORITY

4-A. GENERAL LAWS OF THE COMMONWEALTH OF MASSACHUSETTS

THE COMMONWEALTH OF MASSACHUSETTS

Advance Copy

1980

Acts and Resolves

MICHAEL JOSEPH CONNOLLY, State Secretary

CHAP. 502. AN ACT FURTHER REGULATING EXCAVATIONS IN PUBLIC WAYS.

Be it enacted, etc., as follows:

SECTION 1. Chapter 82 of the General Laws is hereby amended by striking out section 40, as amended by section 1 of chapter 403 of the acts of 1968, and inserting in place thereof the following section:-

SECTION 40. No person shall, except in an emergency, contract for, or make an excavation, which shall include, but not be limited to, the discharge of explosives and the demolition of any structure by which shall not be deemed to include gardening or tilling the soil in the case of privately owned land, in any public way, any public utility company right of way or easement, or any privately owned land under which any public utility company, municipal utility department, or natural gas pipeline company maintains underground facilities, including pipes, mains, wires or conduits, unless at least seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, but not more than sixty days, before the proposed excavation is to be made such person has given an initial notice in writing of the proposed excavation to such natural gas pipeline companies, public utility companies, and municipal utility departments as supply gas, electricity, or telephone service in or to the city or town where such excavation is to be made. Such notice shall set forth the name of the street or the route number of said way and a reasonably accurate description of the location in said way or on private property the excavation is to be made. If such notice cannot be given as aforesaid because of an emergency, it shall be given as soon as may be practicable. Copies of such notices together with a statement certifying that they have been mailed or delivered to such public utility companies as required by the preceding provisions of this section shall be filed with the officer or board having charge of any such public way before a permit to excavate may be approved or issued, except in case of an emergency.

Where an excavation is to be made by a contractor as part of the work required by a contract with the commonwealth or with any political subdivision thereof or other public agency, for the construction, reconstruction, relocation or improvement of a public way or for the installation of a railway track, conduit, sewer or water main, such contractor shall be deemed to have complied with the requirements of this section by giving one such notice setting forth the location and the approximate time required to perform the work involved to each of said companies.

ACTS 1980 – CHAP. 502

Within seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, from the time said notice is received or at such time as said company and the excavator agree in writing, said company shall respond to the original written notice or to subsequent oral or written notice by designating at the locus, the location of pipes, mains, wires or conduits, in that portion of the public way, public utility company right-of-way or easement or privately owned land in which the excavation is to be made, and the providing of such designation by the company shall constitute prima facie evidence of an exercise of reasonable precaution by the company as required by this section.

Any such excavation shall be performed in such manner, and such reasonable precautions taken to avoid damage to the pipes, mains, wires or conduits in use under the surface of said public way, public utility company right-of-way or easement, or privately owned land, including, but not limited to, any substantial wire, or conduit, penetration or destruction of any pipe, main, wire or conduit or the protective coating thereof, or the severance of any pipe, main or conduit.

When any damage to any pipe, main wire or conduit or its protective coating occurs, the public utility company, natural gas pipeline company, or municipal utility department shall be notified immediately by the person or public agency responsible for the excavation causing the damage.

The making of an excavation without providing notice or notices required by this section with respect to any proposed excavation which results in any damage to a pipe, main, wire or conduit or its protective coating shall be prima facie evidence in any legal or administrative proceeding that such damage was caused by the negligence of such person.

Notice to the public utility underground plant damage prevention system pursuant to section seventy-six D of Chapter one hundred and sixty-four, which notice provides the information required by this section with respect to any proposed excavation and which is given at least seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, but not more than sixty days, before the proposed excavation is to be made, shall constitute compliance with the notice requirement of this section.

Nothing contained in this section shall be construed to affect or impair local ordinances or by-laws requiring permits to be obtained before excavating in a public way, except that, notwithstanding any contrary provision of local ordinances or bylaws, no permit to excavate in a public way shall be approved or issued by the officer or board having charge of any such way, except in an emergency, until such time as copies of such notices to public utility companies are filed by the applicant for a permit as required by this section.

ACTS 1980 – Chap. 502

Whoever violates any provision of this section shall be punished by a fine of two hundred dollars for the first offense and not less than five hundred dollars nor more than one thousand dollars for any subsequent offense.

SECTION 2. Section forty-one and forty-two of said Chapter eighty-two are hereby repealed.

SECTION 3. Chapter 164 of the General Laws is hereby amended by inserting after Section 76C, inserted by Chapter 645 of the acts of 1968, the following section:-

SECTION 76D. All natural gas pipeline companies and public utility companies, as defined in section three of chapter twenty-five, shall create, participate in and be responsible for the administration of a utility underground plant damage prevention system. Said system shall be operated during normal business hours each day of the year, exclusive of Saturdays, Sundays and legal holidays, for the purpose of receiving notices of proposed excavations in public ways, utility rights-of-ways, and in privately owned land under which any public utility company, municipal utility department or natural gas pipeline company maintains underground facilities, including pipes, mains, wires or conduits, as are required by the provisions of section forty of chapter eight-two. Said system shall be responsible, upon receipt of such notices, for immediately notifying such natural gas pipeline companies, public utility companies, and municipal utility departments as supply gas, electricity or telephone service in or to such city or town where such excavation is to take place of such proposed excavation. The cost of operating the utility underground plant damage prevention system shall be apportioned equitably among all natural gas pipeline companies, public utility companies and municipal utility departments as supply gas, electricity or telephone service within the commonwealth according to a formula to be fixed by agreement of the companies.

The department is authorized to investigate the operation of said system and to adopt procedures necessary and appropriate to hear and resolve complaints for failure and appropriate to hear and resolve complaints for failure to comply with the provisions of section forty of chapter eighty-two.

Approved July 14, 1980

4-B. REVISED ORDINANCES OF THE CITY OF SPRINGFIELD

Sec. 22-45 DIGGING UP STREETS AND SIDEWALKS: PLACING MATERIAL THEREON.

No person, except the superintendent of streets and engineering, in the performance of his duties, shall break or dig up or cause to be broken or dug up the pavement or ground in any public street, or any sidewalk or common in the city, or erect or cause to be erected any staging for building thereon, or place or cause to be placed any materials or rubbish thereon, without first obtaining from the superintendent of streets and engineering a written license stating the space in the street or other public place that may be occupied, and the time allowed for such occupancy, and such other provisions as they may deem best, and filing with the superintendent of streets and engineering a written agreement under seal, approved by the superintendent of streets and engineering, to comply strictly with the terms of the license and indemnify the city from all loss, cost or expense that it may suffer by reason of such occupancy.

(R. O. 1956, ch. 26, & 49.)

4-C. ARCHITECTURAL BARRIER BOARD

- A. APPLICABLE TO ALL FACILITIES: the following Regulations shall apply to all facilities:

Section 4: SITE CONDITIONS

- 4.1 Curb cuts Curb cuts are required wherever sidewalks or curbs are being constructed or reconstructed, and they shall comply with the following:

- 4.1.1. Location: Curb cuts shall be located, one (1) at each corner of each intersection, adjacent to the radius of the corner and at all street crossings; and in no case at a distance greater than fifteen (15) feet from the intersection of the curb lines. When curbs or sidewalks are constructed or reconstructed on only one side of the street, curb cuts shall be installed on the opposite side(s) of the street.
- 4.1.2. Slope: Slope of curb cuts shall not exceed one in twelve (1 in 12), and slope shall blend to a common level with the street. Where sidewalks are too narrow to install a straight-line curb cut at a slope of one in twelve (1 in 12), the flared or fanned sides of the curb cut shall also slope at one in twelve (1 in 12).
- 4.1.3. Width: Width of curb cuts shall be not less than forty (40) inches, not including sloped sides.
- 4.1.4. Sides: The sides of curb cuts shall be sloped no less than eighteen (18) inches in width at the curb.
- 4.1.5. Curb Height: Curb height at intersections shall not exceed six (6) inches.
- 4.1.6. Texture: Texture of curb cut surface, including sloping sides, shall be roughened and rippled to provide identification to the visually handicapped. Curb-cut area shall be painted with yellow non-slip paint, including portion of street which provides access to curb cuts.

SECTION

5

PERMIT FEES

No person, except the Director of Public Works, in the performance of his duties, shall break, dig up or otherwise excavate or cause to be broken, dug up or excavated the pavement or ground in any public street, or private way, or any sidewalk or ground in any public street, private way, or any sidewalk or common way, or erect or place or cause to be erected or place any materials or rubbish thereon, without first obtaining from the Director of Public Works a written license that indicates in writing the space in the street or other public place that may be occupied, and the time in which such occupancy may be allowed, and such other provisions as the Director of Public Works may deem best, and filing with the Director of Public Works a written agreement under seal approved by the Director of Public Works, to comply strictly with the terms of the license and indemnify the City from all loss, cost or expense that it may suffer by reason of such occupancy.

The following is a schedule of License Fees for the Obstruction of Public Ways:

I.	PERMIT APPLICATION	\$10.00 / permit
II.	INSPECTION FEES	
a.	General Roadway Excavation	\$15.00 / day
b.	General Street Excavation prior to City Resurfacing Program (See notes 1(a) and 1 (b))	\$50.00 / street
c.	Non Excavation	\$10.00 / day
d.	"Blanket" Manhole (Public Utility)	\$500.00 / year

NOTES:

- 1(a) For Contractors hired by the Director of Public Works, the inspection fee is waived.
- 1(b) Upon notification by the City of a Street Resurfacing Project, all life-cycle pavement fees shall be waived and a lump sum inspection fee will be changed pursuant to II (b) and IV (e).

"The Director of Public Works shall waive the Life Cycle Payment Fee for any utility company or other party if the utility, or other party, can demonstrate to the Director their ability to satisfactorily maintain the pavement in question."

For the purpose of this ordinance, a "Utility Company" is defined in Massachusetts General Law Chapter 25, Section 3.

- II. The Utility Company or other party must have real property and/or facilities located in Springfield assessed at \$5,000,000 or greater.
- III. The Utility Company or other party shall possess or prove the ability to obtain the necessary personnel and equipment to satisfactorily repair and/or maintain the roadway surface in accordance with this and all other pertinent ordinances.

If a contractor does not meet the above stated criteria and, seeks a waiver of the Life Cycle Pavement Fee the following must be complied with:

- I. A roadway reconstruction plan must be submitted and approved by the Engineering Division.
- II. The roadway area affected by the excavation, curb to curb, must be removed and properly discarded.
- III. The gravel base must be brought to grade and properly compacted.
- IV. 2½ inches of bituminous concrete shall be placed by machine and properly rolled according to Massachusetts Department of Public Works Standards.

WHEELCHAIR RAMP NOTES

1. THE SIDEWALK CROSS-SLOPE MUST NOT EXCEED $\frac{1}{4}$ " PER FOOT FOR BRICK AND CEMENT CONCRETE AND $\frac{3}{16}$ " PER FOOT FOR BITUMINOUS CONCRETE. (REFER TO **STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES**, SECTION 700.) IN NO INSTANCE SHALL THE SIDEWALK CROSS SLOPE EXCEED 3% EXCEPT THE RAMP AREA PROPER WHICH IS EXEMPT.
2. AN UNOBSTRUCTED PATH OF TRAVEL WITH A MINIMUM WIDTH OF 36" SHALL BE MAINTAINED.
3. THE WHEELCHAIR RAMP SLOPE AND SIDE SLOPES (TRANSITIONS), MUST NOT EXCEED 1:12, HOWEVER THESE SLOPES MAY BE FLATTER THAN 1:12 WHEN WARRANTED BY SURROUNDING CONDITIONS.
4. WHERE THE ROAD PROFILE EXCEEDS 5% THE HIGH SIDE TRANSITION LENGTH (L_{fh}) WILL BE A MAXIMUM OF 15'.
5. IN NO CASE, WHERE A STOP LINE IS WARRANTED, SHALL A RAMP BE PLACED BEHIND THE STOP LINE.
6. FIXED OBJECTS – UTILITY POLES, HYDRANTS, ETC. – MUST NOT EN-CROACH ON WHEELCHAIR RAMPS.
7. AT NO TIME IS ANY PART OF THE WHEELCHAIR RAMP TO BE LOCATED OUTSIDE OF THE CROSSWALK AND IT IS TO BE CENTERED WHENEVER POSSIBLE.
8. CATCH BASINS WHICH ARE TO BE LOCATED IN THE VICINITY OF A WHEELCHAIR RAMP SHOULD BE LOCATED UP-GRADE WHENEVER POSSIBLE.
9. THE ENTRANCE OF THE WHEELCHAIR RAMP SHALL BE FLUSH WITH THE ROADWAY.
10. TESTING SURFACE: WHEN TESTING WITH A STRAIGHTEDGE PLACED PARALLEL TO THE LINE OF SLOPE, THERE SHALL BE NO DEVIATION FROM A TRUE SURFACE IN EXCESS OF $\frac{1}{4}$ OF AN INCH.
11. A MID-BLOCK TYPE WHEELCHAIR RAMP WILL NOT BE CONSTRUCTED ON BRIDGES DUE TO THE REQUIRED 12" CURB REVEAL, BUT ACCESSIBILITY WILL BE PROVIDED ALONG THE BRIDGE SIDEWALK.
12. WHEN IT IS TECHNOLOGICALLY UNFEASIBLE TO CONSTRUCT WHEEL-CHAIR RAMPS IN COMPLIANCE WITH THE ARCHITECTURAL ACCESS BOARD'S REGULATIONS, A VARIANCE WILL NEED TO BE SUBMITTED. THE DEPARTMENT'S HANDICAPPED ACCESSIBILITY SECTION SHOULD BE CONTACTED UNDER THESE CIRCUMSTANCES.