Manual on
Accommodating Utilities
in Pierce County Rights-of-Way

6th Edition

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Manual on Accommodating Utilities in Pierce County Rights-of-Way Information Sheet

Pierce County Planning & Public Works

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Development Center (253) 798-3739
Clerk of the County Council (253) 798-7783
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## Schedule A
Utility Right-of-Way Work Classification and Fee Structure

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<th>Permit Required</th>
<th>Notify Required</th>
<th>Fees</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| A          | No             | No              | None | No breaking of any curb or sidewalk  
Stringing cables on utility poles  
Accessing existing Manholes, handholes, and vaults  
Trimming trees |
| B          | Non-UGS: Yes   | Yes             | Permit Fees:  
Non-UGS: $500  
UGS: Exempt | Raising valves  
Installing or trenching less than 100 LF within right-of-way (up to 99 LF)  
Making an initial cut of less than 15 SF of Pavement (up to 14 SF)  
Removing two or fewer panels of CC sidewalk and associated curb and gutter  
Pushing under a Road  
Installing underground vaults  
Constructing splice pits |
|            | UGS: Notification                                      |                  |      |          |
| C          | Yes            | Yes             | Permit Fees:  
Non-UGS: $1,100  
UGS: $875  
Greater than 500 LF or 150 SF | Installing 100 LF or more within right-of-way  
Making an initial cut of 15 SF or more of Pavement  
Removing more than two panels of CC sidewalk and associated curb and gutter  
Constructing any CRP-related work including aerial work  
Potholing in the Pavement  
Attaching any utility to a bridge structure  
Open cut Road crossing |
| D          | Yes            | Yes             | Permit Fees:  
Non-UGS: $900  
UGS: $525 | Remove, replace or relocate any utility poles; installation of new poles where none currently exist; permit area not to exceed an area of 1 mile in diameter. (Add installation of down guys, risers and anchors) |

**UGS: Utilities in Good Standing**  
A franchise application fee for all utilities is required per Pierce County Code Title 12.32.070 and 12.34.040: plus publication costs and recording fees.  

**Any utility performing work as a result of a County construction or maintenance project shall be exempt from any applicable permit fee.**

Effective January 1st of every year beginning in 2022, the rates for the permit fees will be adjusted annually by the same amount as the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for the Seattle-Tacoma-Bremerton Metropolitan Statistical Area for the preceding 12-month period, subject to approval by the Council. All proposed adjustments shall be brought forth by ordinance for consideration by the Council concurrent with the annual adoption of the Pierce County Budget.
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Chapter 1

INTRODUCTION

1-1 General
This document provides the requirements and conditions of Pierce County’s Policy regarding the Accommodation of utilities in County Rights-of-way. It presents administrative, procedural, and technical guidance for the installation, Replacement, adjustment, Relocation, and maintenance of all above- and below-ground utilities located within the County Rights-of-way and other County-owned property. The Accommodation of utilities in County Rights-of-way and other County-owned property shall place primary emphasis on the following:

- Transportation operation and safety.
- Maintaining the structural integrity of the transportation facility.
- Preserving the aesthetic value of the facility elements.
- Protecting the public’s investment in the Roadway infrastructure and associated facilities.
- Protecting the public’s investment in sanitary sewer infrastructure and associated facilities.
- Protecting the public’s investment in stormwater infrastructure and associated facilities.
- Accommodating development or improvement of the County Rights-of-way.
- Streamlining the deployment of Broadband facilities in the County Rights-of-way.

1-2 Document Application
This Document shall apply to all franchises and permits issued to all public and Private Utilities pursuant to the Revised Code of Washington (RCW) 36.55, 80.32.010, and 80.36.040 (see Appendix E), including water supply and irrigation lines; gas, oil, and petroleum products pipelines; overhead and underground power and communications lines; special Conduits or tunnels; Roadway lighting; and traffic signal Conduits. It is the responsibility of any Utility desiring to install, replace, adjust, relocate, or maintain any of its facilities, to ascertain and abide by the requirements and conditions of this document prior to commencing any work within County Rights-of-way or County-owned property.

When the provisions contained herein are not appropriate for a particular location, situation or condition, the latest editions of the Standard Specifications and Standard Plans for Road, Bridge, and Municipal Construction, as published by WSDOT; the Manual on Design Guidelines and Specifications for Road and Bridge Construction in Pierce County; and Pierce County Standard Drawings shall provide guidance to the Department and the Utility. These documents are intended to assist, but not substitute for, competent work by both Road and Utility design and installation professionals. Utilities are encouraged to present alternatives to the Department that could result in greater quality, lower cost, or better safety.

Prior to approving any amendment to this document, the County Engineer will notify all utilities and provide an opportunity for comment on the proposed amendments.
1-3 Legal References
The following governmental codes establish the County’s authority to grant utility franchises, outline the County’s franchising procedures, and establish guidelines for accommodating utilities.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title of Code</th>
<th>Description</th>
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<td>RCW 19.122</td>
<td>Underground Utilities</td>
<td>Assigns responsibilities for protecting and repairing damage to existing underground facilities and protecting the public health and safety.</td>
</tr>
<tr>
<td>RCW 36.55</td>
<td>Franchises on Roads and Bridges</td>
<td>Establishes legal basis for county councils to grant a franchise to use county Rights-of-way for the construction and maintenance of utilities.</td>
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<td>RCW 36.87.140</td>
<td>Retention of Easement for Public Utilities</td>
<td>Establishes the legal basis for counties to retain an easement for public utilities when authorizing a vacation.</td>
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<td>RCW 80.32.010</td>
<td>Electric Transmission Line Franchises</td>
<td>Establishes the legal basis for franchise of electric transmission lines.</td>
</tr>
<tr>
<td>RCW 80.36.040</td>
<td>Telecommunication Lines</td>
<td>Establishes the right to construct telecommunication lines along public right-of-way.</td>
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<tr>
<td>WAC 136.40</td>
<td>Accommodation of Utilities</td>
<td>Outlines Standards of good practice for County Road Departments with regard to the accommodation of utilities on county Rights-of-way.</td>
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<tr>
<td>WAC 332.120</td>
<td>Survey Monuments</td>
<td>Information related to Survey Monument Restoration.</td>
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<td>PCC 11.05</td>
<td>Definitions</td>
<td>Information related to Illicit Stormwater Discharges.</td>
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<tr>
<td>PCC 12.32</td>
<td>Utility Right-of-Way Franchises</td>
<td>Establishes right-of-way franchise procedures within Pierce County for public and Private Utilities, and permit fee structure, permit fees and exemptions.</td>
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<td>PCC 12.34</td>
<td>Telecommunication Users of Pierce County Rights-of-Way</td>
<td>Establish a local Policy concerning telecommunications and cable providers and services.</td>
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<td>PCC 17A.10.070</td>
<td>Site Development Plans</td>
<td>Establishes stormwater requirements.</td>
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<td>PCC 17B.10.060-.080</td>
<td>Standards Adopted</td>
<td>Establishes the Policy on the accommodation of utilities on County Road Rights-of-Way in Pierce County. It refers to this document that provides the administrative and procedural guidance for accommodating utilities in Pierce County Rights-of-way.</td>
</tr>
<tr>
<td>MAP-21 Sec 1518</td>
<td>Buy America Provisions</td>
<td>Establishes requirements for Buy America provisions related to installation and Relocation of utility facilities on County projects utilizing federal funds.</td>
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</table>

1-4 Utility Designated Contact
Planning & Public Works will maintain a database of all franchised utilities. It is the responsibility of the Utility to notify the Public Works' office whenever contact information changes.
Chapter 2

POLICIES AND GENERAL PROVISIONS

2-1 Planning

2-1.1 County Planning

2-1.1.1 General
The Department’s planning policies and objectives can provide opportunities to preserve Rights-of-way for utilities. However, the principal intent of Departmental Rights-of-way planning is to preserve Rights--of-way for future travel needs. The following goals are addressed in the Utilities Element of the Pierce County Comprehensive Plan, dated November 1994 and subsequent updates.

2-1.1.2 Utility and Transportation Corridors
The Utilities Element addresses issues and goals that provides for the ability of utilities to use public Rights-of-Way and to coordinate construction of new Roads, Road improvements, and Road maintenance with under-Road infrastructure. To promote efficient utility and transportation services, it is important to coordinate building and maintenance of new or existing Roads with the building and maintenance of utility lines. This coordination is financially beneficial and helps avoid removing parts of newly paved Roads to install utilities. Goal U-1 provides for the location of utility facilities. Goal U-1.1 includes facilities as permitted uses in appropriate land use classifications and goal U-1.2 coordinates with providers during the permitting process for new development.

2-1.1.3 Right-of-Way Locations
The identification of Rights-of-Way needs, which is of particular importance to utilities, is addressed in Objective 5.6. It states:

“Pierce County uses the transportation planning process to identify transportation system needs throughout the County in order to provide adequate transportation facilities and services to meet current and future travel needs; identify specific transportation corridors and alignments where public Roads are needed; and locate and protect needed Rights-of-Way as soon as possible.”

2-1.2 Utility Planning

2-1.2.1 General
Utility installations shall be located to minimize the need for later adjustment to accommodate future Roadway improvements and to permit access for servicing such installations with minimum interference to Roadway traffic. The Utility shall review long-range County Road improvement plans in order to locate the utility to minimize both utility customer and Road user inconvenience should future Road improvements on an existing or new alignment require adjustment or relocating of the utility. The County’s involvement will be limited to supplying planning documents and other information but will not include plan review. See Section 4-1 for a list of planning documents available.

2-1.2.2 Accommodation
Currently, in Pierce County, utilities with a valid franchise are allowed in the rights-of-way subject to the approval of the County Engineer. When contemplating utility placement location(s), consideration will be given to those projects that are actually in the Planning and Preliminary Engineering phase. It is the responsibility of the utilities to coordinate with other utilities, purchase Rights-of-Way, or acquire private easements, where space is limited.
2-1.2.3 Movement of Utility
Except when a shorter time is necessitated due to an emergency (Section 3-2.3, Emergency Procedures), a Utility shall within 30 calendar days, or such longer period as may be specified by the Engineer, following written notice from the Engineer, a Utility shall, at its own expense, temporarily or permanently remove, relocate, change or alter the position of any facilities within the Rights-of-Way whenever the County Engineer shall have determined that such removal, relocations, change or alteration is reasonably necessary for:

- The construction, repair, maintenance, or installation of any County or other public improvement in or upon the Rights-of-Way.
- The operations of the County or other governmental entity in or upon the Rights-of-Way.
- Interference of a utility’s facilities with proposed roadwork when it is not practical to adjust the proposed design.
- Enhancement of safety as requested by the County.

A Utility is not required to relocate when their facility does not interfere with construction, such as may occur with overlay projects or Shoulder paving. The Utility may choose to keep its facility in place or relocate it. However, this may require the Utility to provide temporary support and/or safety protection. With either choice, the Utility must abide by the Policies, Procedures, and Standards of this Document. Each Utility is responsible for the cost of Relocation and/or temporary protection of their facilities including the final adjustments of utility lids or covers within the Rights-of-Way. For cases of major County Road construction, the Engineer will provide adequate advance notice of Relocation requirements through the utility Coordination schedule (see Chapter 4). The Utility is required to relocate its facility in a timely manner consistent with the construction schedule.

If a Utility fails to complete this work within the time prescribed above and to the Engineer’s satisfaction, the Engineer may cause such work to be done and bill the cost of the work to the Utility, including all costs and expenses incurred by the Engineer due to the Utility delay. In such event, the Engineer shall not be liable for any damage to any portion of the Utilities system or Appurtenances. Within 60 calendar days of receipt of an itemized list of those costs, the Utility shall pay the County. In any event, if the Utility fails to timely relocate, remove, replace, modify or disconnect their facilities and equipment, and that delay results in any delay damage accrued by or against the County, the Utility will be liable for all documented costs of construction delays attributable to the Utilities failure to timely act. The Utility reserves the right to challenge any determination by the Engineer of costs for construction delays related to an alleged failure to act in accordance with this subsection.

2-1.2.4 Design
The Utility is responsible for the design of the utility facility being proposed. This design, in addition to the integrity of the proposed utility facility, shall include provisions for public safety during the course of construction as well as full consideration of traffic safety and traffic accident potential for the life of the installation. The design shall minimize disturbance to the Roadway both during and after construction and will comply with applicable environmental and erosion control regulations. The design shall also include implementation of applicable abbreviated erosion and sediment control plan features as detailed in the Pierce County Site Development Manual, as well as full compliance with PCC 11.05, Illicit Stormwater Discharges, for the life of the installation.

In the case of proposed attachment to existing bridges and structures, the Utility is responsible for submitting engineering information, including all engineering calculations, to the Engineer concerning the bridge’s or structure’s ability to carry the additional load. The Engineer will review all submitted information and make a final determination regarding the Utility’s request. The Engineer will establish all design and construction parameters for this work.
2-1.2.5 Maintenance
All utility facilities shall be kept in a good state of repair both structurally and in appearance. All maintenance operations shall be carried out in a manner consistent with all applicable laws, rules, regulations and County ordinances.

The Utility is responsible for the safety of their facilities located within Pierce County Rights-of-Way.

2-2 Installation

2-2.1 General
The size of the disturbed area necessary to install a utility shall be kept to a minimum.

2-2.2 Standards

2-2.2.1 General
All utility installations shall be designed in accordance with the industry Standards, codes, and regulations applicable to the type of utility including applicable environmental and erosion control regulations. The methods of installation and materials used shall conform to the codes and Standards promulgated by government and industry when feasible. This includes the Policies, Procedures, practices, and Standards presented in this document and any Road design Standards that the Engineer deems necessary to provide adequate protection to the Road and its safe operation, appearance, and maintenance. However, existing utilities will not need to be adjusted solely because of a change in County Standards or practices.

2-2.2.2 Deviations
Deviations from these Policies, Procedures, and practices may be granted by the Engineer upon evidence that such Deviations are in the public interest, that they are based upon sound engineering judgment, and that requirements for safety, function, appearance, and maintainability are fully met. A Deviation to this document can be authorized only by the Engineer upon submittal of additional information, plans, and/or design data by a professional civil engineer, when required by the Engineer, showing that the requested Deviation is justified and in the public interest as determined by the Engineer.

2-2.3 Pavement Cutting
All new Pavement types and surfacing treatments shall not be cut unless otherwise approved by the County Engineer. New Pavement types are typically Pavements that have been placed within 5 years, but in some instances may include Pavement types that have been placed beyond a period of 5 years. For a County Road project, the time period will begin on the date the project is considered to be substantially complete. Information on which Roads have been recently constructed or resurfaced may be obtained from the Public GIS on the Pierce County website or from the Engineer upon request. Untrenched construction techniques such as pushing, jacking, or boring shall be explored on all new or existing Pavement Road crossings. Except for work performed under emergency conditions, or as a result of a County construction or maintenance project, an additional permit fee may be charged for Pavement cutting during the 5-year period. In addition, the County may require that disturbed sections of new Pavement are repaved block to block and curb to curb. Pavement cutting wastes must not be discharged into the municipal storm drainage system pursuant to PCC 11.05, Illicit Stormwater Discharges.

2-2.4 Drainage
Care shall be taken in utility installations to avoid disturbing or harming existing drainage facilities or causing or contributing to violations of the Pierce County Stormwater National Pollutant Discharge Elimination System (NPDES) permit. Utility work within the County Rights-of-Way is exempt from obtaining a Site Development Permit in accordance with Pierce County Code 17A.10.070. However, all utility work within the County Rights-of-Way must meet all stormwater requirements included in the Pierce County Stormwater Management and Site Development Manual. Underground utility facilities shall be backfilled with pervious materials and outlets provided for entrapped water.
Underdrains shall be provided where necessary. When a utility is installed within or in close proximity to existing drainage facilities, the Utility may be required to install temporary or permanent erosion control BMPs. Temporary BMPs must be maintained by the Utility until permanent work site stabilization is achieved. Any underground utility located within the ditch shall be installed at least 36 inches below the flowline of the ditch except as provided in Subsection 5-2.1. All material and installation must be approved by the Engineer.

2-2.5 Monuments
The Utility is responsible for the care of any and all existing survey Monuments, (see Appendix A--Glossary, for definition) that may be disturbed, removed, or covered during the installation of the utility.

A professional land surveyor licensed in the state of Washington shall verify that he/she has researched, recovered, and referenced any and all survey Monuments that may possibly be disturbed by the Contractor. Any survey monument being disturbed, removed, or covered shall have due care in accordance with Chapter 332-120 WAC, “Survey Monuments--Removal or Destruction.” (See Appendix F--Monument Preservation Documentation and Certification). All Restoration work shall include adjusting to finished grade all existing Monuments located within the project limits, in accordance with Pierce County Standard Plan, PC.H1, (see Appendix C--Standard Drawings).

The Pierce County Planning & Public Works Department, Field Engineering Section, Survey & Mapping unit, will assist with the location and marking of all known survey Monuments in the project limits, if notified in a timely manner. Such assistance does not negate any liability of the Utility for the Restoration of said Monuments. The Utility shall be required to coordinate the locating and marking work with the Survey & Mapping unit.

2-2.6 Emergencies
Emergency repairs shall follow the Procedures in Subsection 3-2.3.

2-2.7 Contractor Requirements
All work performed within County Rights-of-Way by contract must be performed by a contractor licensed, bonded, and insured in accordance with County and state requirements.

2-3 Traffic
All traffic and pedestrian controls shall conform to the currently applicable *Manual on Uniform Traffic Control Devices* (MUTCD). This includes detours for all utility work, including maintenance work. A Traffic Control Plan, including detour route when applicable, shall be submitted with the permit application.

Adequate provision shall be made to safeguard any open excavation including providing barricades, lights, flaggers, or other protective devices as may be necessary.

All construction and maintenance operations shall be planned to keep interference with vehicular and pedestrian traffic to an absolute minimum. On heavily traveled Roads, the Utility shall not allow construction operations to interfere with traffic during periods of peak traffic flow. Work shall be planned so that closures of intersecting streets, Road approaches, or other access points are held to a minimum.

If a Road closure is required to perform the work, a Permit for Temporary Road Closure must be acquired by the Franchise Holder or authorized representative and approved prior to commencement of the work. This permit can be obtained from the Department.
2-4 Right-of-Way Occupation
During nonworking hours, the project site is to be left in a manner which is safe and protected from the public traveling the Rights-of-Way. Equipment and materials are not allowed in the Rights-of-Way unless they are placed in a safe location or protected by permanent guardrails, lighted barricades or temporary concrete barriers. The use of temporary concrete barriers in the Rights-of-Way is permitted only if the Engineer approves the installation and location.

During actual work hours, unless protected as described above, only material or equipment absolutely necessary for construction is allowed in the Roadway. The contractor’s and employees’ nonessential vehicles are not permitted within the project Rights-of-Way limits at any time unless they are located as described above. Any open excavation shall be plated or backfilled when unattended.

2-5 Cleanup and Restoration
Unless otherwise approved by the Engineer, a Utility shall comply with the following provisions:

1. Restoration methods shall be in accordance with the specifications of this document and with the special provisions of the permit or franchise.
2. Unsatisfactory Restoration work shall be redone promptly by the Utility. This includes immediately replacing any failed patches with at least temporary patches. If necessary, unsatisfactory work may be redone by the County or the County’s agent and billed to the Utility.
3. Cleanup of excavation and debris material shall be accomplished concurrently with the burying operation, whether by Plowing or trenching. At no time shall debris and excavation materials extend along a line for more than 500 feet.
4. All work shall be completed within the approved working days authorized on the permit. This includes removing replaced or abandoned utility poles from the Rights-of-Way, complete cleanup of the work site and at least temporary Pavement Restoration.
5. Any temporary Restorations shall be made permanent within 30 working days from the date of the temporary Restoration.
6. All final Restoration work shall be guaranteed by the Utility for a period of one year from the date of final acceptance.
7. All abandoned above-ground facilities shall be removed from the Rights-of-Way in accordance with the applicable permit. The above-ground facility shall be considered to be abandoned upon completion of the permitted work by the electrical utility.
8. Utilities that disrupt Pierce Transit facilities shall perform Restoration according to Pierce Transit’s requirements.

2-6 Permitting

2-6.1 General
Depending on the type of work and the standing of the Utility (see Section 2-8), a Utility Right-of-Way Permit may be required for a utility to work in County Rights-of-Way. For the purposes of permitting and allocating fees, utility work is divided into four classifications.

All permits for the operation, maintenance, repair or construction of a Utility’s facility within the County Road Rights-of-Way shall be applied for and given in the name of the Utility and must be acquired by the Franchise Holder or authorized representative. The Utility will be responsible for all work done under the permit, including, but not limited to, paving, patching, grading, and any other reasonably necessary repair or Restoration to the Road Rights-of-Way. The Utility remains responsible whether the work is done by the Utility, its contractors, or by third parties.
2-6.2  Class A Work

Class A work has little or no effect on the Rights-of-Way. Some examples of Class A work include stringing cables on utility poles; accessing existing Manholes, handholes and vaults; trimming trees; providing cathodic protection; replacing above-ground meters, transformers, closures and pedestals; using existing Conduit across and along Rights-of-Way; and installing water sampling stations.

No breaking of any concrete cement (CC) curb, gutter, or sidewalk is allowed. No Utility Right-of-Way Permit or notification is required for Class A work. However, proper traffic control devices must be used and any disturbance to the Rights-of-Way must be repaired promptly.

2-6.3  Class B Work

Class B work has a moderate effect on the Rights-of-Way and includes such work as installation of less than 100 linear feet of underground utility within the Rights-of-Way, making an initial Pavement cut of less than 15 square feet, removing 2 or fewer panels of CC sidewalk and associated curb and gutter. Some examples of Class B work include installing short side utility services while disturbing less than 15 square feet of Pavement, raising valve boxes, pushing under a Road, installing underground vaults, installing guy downs/risers/anchors, and constructing splice pits.

Non-UGS utilities are required to obtain a Utility Right-of-Way Permit for this type of work while UGS utilities are not. However, UGS utilities must provide written notification before starting any Class B work. For non-UGS utilities, a Class B permit shall be activated within 30 calendar days of permit issuance, otherwise it will expire. The maximum length of time allowed for a Class B permit is 30 calendar days from permit activation. One renewal of a Class B permit for an additional 30 days is allowed; however, the request for extension must be made prior to permit expiration.

Fees are charged for Class B work by non-UGS utilities. See Schedule A for fee structure and amounts.

2-6.4  Class C Work

Class C work has a major impact on the Rights-of-Way and includes such work as constructing any CRP-related work, installation of 100 linear feet or more of underground utility within the Rights-of-Way, making an initial Pavement cut of 15 square feet or more, removing more than 2 panels of CC sidewalk and associated curb and gutter, or attaching to any bridge structure.

Some examples of Class C work include “potholing” to locate existing utilities, constructing a main line or any Open cut Road crossing. All utilities are required to obtain a Utility Right-of-Way Permit for this type of work no matter what the standing is of the Utility.

A Class C permit shall be activated within 9 months of permit issuance, otherwise it will expire.

Fees are charged for Class C work. See Schedule A for fee structure and amounts.

2-6.5  Class D Work

Class D work includes removing, replacing, or relocating any other utility poles as well as installing any other new utility poles where none exist. The timeframe for a permit for Class D work is six months from date of permit activation. Unless otherwise approved by the Engineer, the number of poles included in a permit is not restricted, however, all poles must be within an area not to exceed 1 mile in diameter.

In the event of a pole Relocation, Replacement, or removal, all utilities using the original pole shall transfer to the new pole within a six-month time frame. The pole owner shall remain responsible for the Coordination of transference and removal of abandoned pole(s) within a six-month time frame.

If the abandoned poles are not removed within 6 months, the permit will need to be renewed and a non-UGS renewal fee will be charged unless otherwise agreed by the Engineer.
2-7 County Project Coordination
Utilities shall work with the Engineer to provide as much lead time as possible in their needs for extending facilities and to accommodate the County’s needs for upgrading the County’s Road system and maintenance programs. The commitment on the part of the County is to provide timely information concerning the County’s construction and maintenance programs. The expectation is that the Utility will provide whatever protection, Relocation or extension of their plant, at a time, which will permit the County to complete its work on schedule without delay resulting from the Utility.

For County, capital improvements on the Road system or other work with the Rights-of-Way, including the County’s storm and sanitary sewer projects, utilities are required to furnish specific information concerning their utility plan at the initial design stage. They are also required to review the County’s design documents and comment on their impact on utility facilities. Utilities shall coordinate the County’s Road, storm, and sanitary improvements within their own short- and long-range development plans.

Utilities are expected to attend every County preconstruction meeting and weekly project construction meetings where their facilities may be affected as notified by the Engineer. The utilities shall coordinate the Relocation of their facilities with the County’s construction contractor, so as not to impede the progress of the County’s construction program. The Utility shall provide supervision of the construction activities associated with the Relocation or adjustment of their facilities.

2-8 Utility in Good Standing

2-8.1 Concept
In order to facilitate the installation of utilities within Road Rights-of-Way, and in order to assure that the County’s program for capital improvements, operation, and maintenance are enhanced, the County has created the concept of the “Utility in Good Standing” (UGS). The intent is to provide a streamlined permitting process, which will assure that the Utility is complying with all provisions in this Document. A UGS will be allowed to work in the Rights-of-Way without a Utility Right-of-Way Permit for all Class B work.

The UGS Utility will inspect its own work and will certify that this work is done in accordance with this document. This will allow simple verification by the County’s inspection team. The streamlined process will apply to Utility-initiated projects.

Only franchise holders will be considered a UGS unless they are determined to be a non-UGS as provided hereinafter. Thereafter, all franchise utilities that have less than three written notification of non-compliance of the provisions in this document during the preceding 12 months, upon written request to the Engineer, will be considered a UGS.

The UGS will be expected to notify the Engineer before Class B work in the Rights-of-Way is commenced, ensure work is in conformance with County requirements and certify work completion at the end of each project by submitting a Standard certification statement to the Engineer. Records of the actions by the utilities providing timely Relocation and extension, and work that conforms to the Standards in this document will be kept by the Engineer and will be used as a basis for establishing or continuing UGS status.

2-8.2 Revocation
A UGS Utility may have its standing revoked at any time for noncompliance with County requirements. Emphasis shall be placed on those situations that create health, safety, or Roadway stability hazards and adverse impacts to the timely Coordination and response to County Road projects.

If determined by the Engineer, the UGS standing may be revoked after three written notifications of noncompliance with this document within a 12-month period. The revocation will remain in effect until such time as the requirements shown in Subsection 2-8.1 above are met, at which time the Utility may submit in writing a request to the Engineer to reinstate their UGS standing.
Noncompliance with the UGS certification provisions can include but is not limited to the following.
Failure to:

1. Comply with the provisions of the franchise agreement.
2. Comply with this document.
3. Comply with the latest edition of the MUTCD.
5. Comply with the provisions and conditions on an approved Utility Right-of-Way Permit.
6. Actively communicate and coordinate with County Road construction projects, County sanitary sewer, and County stormwater projects, including attending any required design, pre-construction, or project construction meetings.
7. Actively communicate and coordinate with other utilities on Utility-initiated projects as well as County-initiated projects.
8. Respond to reasonable requests for Relocation information when requested by the County.
9. Relocate utility facilities, in a timely manner, consistent with all governmental and regulatory codes, approved construction schedules, and associated Standards and specifications.
10. Construct utility facilities with an approved Deviation when compliance with County Standards cannot be achieved.
12. Notify the Engineer before starting work.
13. Have construction plans on site when work is occurring.
14. Provide supervision of the work.
15. Notify the appropriate fire department of a Road closure.
16. Complete all work within approved working days from the start of work.
17. Permanently repair a Pavement patch within 30 working days after placing temporary patching.
18. Restore the Roadway and Pavement in accordance with approved provisions and conditions.
19. Maintain or leave the project site in a manner that is safe and protected.
20. Not cut Pavement that is less than 5 years old unless approved by the Engineer.
22. Remove abandoned above ground facilities in the required time frames.
23. Pay Utility Right-of-Way Permit fees in a timely manner.
24. Restore in a timely manner survey monumentation after removal or destruction.
25. Maintain survey control provided by the County on County projects.
26. Comply with Pierce County NPDES stormwater permit.
27. Comply with PCC 11.05 for stormwater discharges.

Failure to consistently notify the Engineer of canceled or completed work in a timely manner may also be considered an issue of non-compliance.

Permit work that is provided in a non-compliant manner may be assessed the non-UGS permit fee.
2-8.2.1 Compliance Monitoring

The County Engineer shall keep and review records of performance for each Utility in order to monitor compliance with the Pierce County Code and the provisions contained in this document. These records shall be kept and reviewed by the Engineer to determine and verify eligibility to receive a designation of “Utility in Good Standing.”

The purpose of compliance monitoring is to identify undesirable or substandard performance by any Utility and to provide corrective measures and Standards and generally will be administered in an orderly and progressive manner as follows:

1. Verbal counseling of any failure to perform (oral warning).
2. Written notification of failure to perform (written warning).
3. Written notification of non-compliance of provisions (instance of noncompliance).
4. Revocation of “Utility in Good Standing” certification (written revocation).
5. Written notification of failure to comply with the franchise agreement provisions (legal action proposed or pending).

Actions by the Engineer as a result of compliance monitoring may be imposed at any level taking into consideration the Utility’s tenure, prior performance levels, volume of work conducted, and the severity of the noncompliance, and undesirable or substandard performance by the Utility. No action beyond verbal counseling of any failure to perform (oral warning) shall be administered without the approval of the County Engineer. Any written notice prepared by the Engineer will state the following:

1. The cause for the action being taken.
2. The reasons and/or facts supporting the cause.
3. The level of action to be imposed.
4. The effective date of the action to be imposed.
5. The corrective measure to be taken by the Utility.
6. The time limits for appeal of the action.

Each Utility may appeal the actions of the Engineer by filing a written notice of appeal to the Office of the County Engineer Division, at the address listed on the Information Sheet, within five (5) working days of the Utility having been notified of the Engineer’s action. The written notice of appeal by the Utility shall contain a statement of the following:

1. The actions or alleged actions from which the appeal is taken.
2. The grounds for appeal.
3. The relief requested.

The Engineer will respond to the Utility within five (5) working days of receiving the written notice of appeal.

2-9 Fees

Fees are charged for each Utility Right-of-Way Permit and franchise. Utilities in good standing (see previous section) are required to obtain permits only for Class C and D work. All other utilities are required to obtain a permit for Class B, C or D work. Any Utility performing work as a result of a County construction or maintenance project shall be exempt from any applicable permit fee on County construction or maintenance projects. The Utility in Good Standing shall be exempt from required reimbursement for regular and overtime hours of inspection on County construction or maintenance projects.

Other than on County construction or maintenance projects, the County reserves the right to require reimbursement from utilities for regular and overtime hours of inspection time spent on utility work.

See Schedule A for the fee structure and amounts.
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Chapter 3

PERMITTING PROCESS

3-1 Franchise Procedures
A Franchise is required for utilities to operate in Pierce County and in the state of Washington. An area wide, nonexclusive Franchise may be granted in Pierce County as an ordinance by the Pierce County Council. To begin the application process to be considered for the issuance of a franchise, contact the Department (see the Information Sheet in the front of this manual for the address and telephone numbers and Appendix B for the form).

An application fee is charged to the applicant for a Franchise. Specifics of the franchise process are shown in PCC Chapter 12.32.

3-2 Utility Right-of-Way Permit Procedures

3-2.1 General
Utility Right-of-Way Permits are issued only to the holder of a franchise. This ensures that the Utility owner is responsible for work performed under its Franchise. It is the permittee’s responsibility to know the provisions of the permit and communicate the provisions to the individuals performing the work. The franchise and permit Procedures, including inspection and project completion, are presented in Figure 1 on the following page. Utility Right-of-Way Permits are processed by the Department (see the Information Sheet for the address and telephone numbers).

A Utility Right-of-Way Permit shall be required for work in County Rights-of-Way by all utility facilities except for those installed under Class A work or for those installed under Class B work by a Utility in Good Standing. No facility shall be used for other than the purpose stated in the permit or supporting franchise unless written approval is granted by the County Engineer.

Utility Right-of-Way Permits are not issued for utility work on private Roads. Therefore, if public Road conversion is anticipated, it is the responsibility of the Utility to ensure that the utility is properly located and installed to meet County Road design Standards for both the utility and its placement in a Roadway. Granting of a franchise or permit does not imply and shall not be construed to mean that the County is responsible for the design, construction, or operation of the utility or for public safety during its installation, operation, and maintenance.

All permit applications shall be submitted in a Standard format as prescribed by the Engineer to the address noted on the Information Sheet. A copy of the permit form is in Appendix B. A fee is charged for this permit (see Schedule A) which is payable to the Department in accordance with administrative Procedures developed by the Department. Specific requirements of this permit are described below. If a Road closure is required to perform the work, a Permit for Temporary Road Closure must be obtained (see Section 2-3).
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UTILITY RIGHT-OF-WAY PERMIT PROCESS FLOW CHART

Obtain Franchise if Not Franchised

Class A Work

No Permit or Notification Required

Class B Work

Non-UGS

See Class C Work

Submit Notification Form to Engineer Before Work Begins

Construct Identified Work

Engineer May Inspect Worksite

Provide Certification of Work Completion

Engineer Verifies Compliance and Informs Permittee of any Non-Compliance

Engineer Updates and Files Log

Class C Work and Class D

Obtain Temporary Road Closure Permit if Necessary

Report Emergency Work as Soon as Possible

Submit Right-of-Way Permit Application

Engineer Reviews, Approves and Returns

Notify Engineer Before Work Begins

Construct Permitted Work

Engineer Inspects Worksite

Inform Engineer When Work is Completed

Engineer Verifies Compliance and Informs Permittee of any Non-Compliance

Engineer Updates and Files Log
3-2.2 Standard Procedures

Non-UGS utilities are required to obtain a Utility Right-of-Way Permit for all Class B, C, and D franchised utility work within County Rights-of-Way, including any work necessitated by a County Road project. If the scope of a Class A project changes to Class B during construction, a non-UGS Utility must pay the fee to obtain a permit before proceeding with construction. If the scope of a Class B project changes to Class C during construction, a non-UGS Utility must pay the additional fee before proceeding with construction.

UGS utilities are required to obtain Utility Right-of-Way Permits for all Class C and D work with the following exception. If a UGS Utility notifies the Engineer of a Class B project, and the scope of a Class B project changes to Class C during construction, a UGS Utility would not have to obtain a permit. In this case, the Utility must immediately notify the Engineer and, in turn, will be billed the appropriate fee for the change in the scope of work. If the scope of a Class A project changes to Class B during construction, a UGS Utility must notify the Engineer by the following business day.

For work requiring a Utility Right-of-Way Permit, one copy of plans or drawings must be attached to the right-of-way permit application. Information to be provided on or attached to the Utility Right-of-Way Permit includes:

1. All specific information requested on the permit application form.
2. General description of the facilities to be installed as to size, type, nature, and extent of installation and location.
3. Estimated working days necessary to complete proposed work.
4. A utility plan of suitable scale showing:
   a. Size and type of utility
   b. Location/alignment of proposed utility in relation to other utilities locatable through existing surface features (e.g., pedestals, vaults, junction boxes, valve boxes, catch basin, manholes, etc.)
   c. County Rights-of-Way (must be located by the utility)
   d. Relationship to planned Road revisions if available
   e. Roadway width
   f. Proposed side services
5. A typical cross section showing:
   a. Permittee’s proposed utility
   b. Permittee’s existing utility
   c. Pavement width
   d. Shoulder width
   e. Ditch dimensions
6. Traffic control plans.
7. Fee payment.

The Engineer will review the Utility’s plans with respect to location, the manner in which the utility facility is to be installed, and the measures to be taken to preserve safe and free flow of traffic, the structural integrity of the Roadway, the ease of future Road maintenance, and the appearance of the Roadway. The Engineer may apply additional conditions to the permit to ensure the aforementioned measures are taken. In applying the conditions, the Engineer may take into account a Utility’s past history in complying with the policies and provisions of this document. Trenched construction involving Pavement cutting and Restoration, a history of failures to restore the trench with permanent surfacing as required, or a history of permanent patch failures within one year of installation may be cause for requiring Untrenched construction.
The Engineer will also check the plans to see that they are consistent with the applicant’s County Franchise, proposed County construction plans, County Road Standards, and this document. The Engineer may require that the applicant make changes to the plans or supply additional information before issuing the Utility Right-of-Way Permit.

No work may commence prior to permit approval by the Engineer. Although it is the Department’s goal to process most permit applications within 24 hours after their submittal to assure adequate permit processing time, utilities are encouraged to submit Utility Right-of-Way Permit applications at least one week before the proposed work is scheduled to start.

The permittee is required to activate a Class C and Class D Utility Right-of-Way Permit by notifying the Engineer at the Utility Permit Inspection Office no later than 8:30 a.m. on the first business day before any utility work begins, at the address and/or telephone numbers noted on the information sheet. Non-UGS Class B shall be activated by 3:00 p.m. the previous business day before beginning work. Notification to activate a permit may be made by telephone or email identifying the activation date and the permit number. The Permit Activity Form shown in Appendix B may be used for activating permits. A copy of the permit and approved plan shall be available at the work site at all times.

The Utility shall keep the Engineer informed about the progress of the work and any major work items. If a Utility Right-of-Way Permit project involves any trenching, the permittee shall notify the Engineer when the trench will be open so that the Engineer can observe the utility installation.

As soon as the permittee has completed the utility work, the permittee shall notify the Engineer, who will inspect the work location. The Rights-of-Way Restoration shall conform to County Standards, Department policies and applicable state and federal laws, or the work will be rejected.

3-2.3 Emergency Procedures
Occasionally, emergency work occurs when there is a sudden, unplanned interruption in service, and it is necessary to immediately restore service to ensure the health, welfare, or safety of the public. Examples, without limitation, include a sudden discovery that a pipe is leaking, or an important Utility has failed necessitating a road closure. While a permit is required for all emergency Class B, C and D work, in cases of emergencies, the Utility can work in the Rights-of-Way without first obtaining a Utility Right-of-Way Permit.

For all emergency Class B, C and D work, upon learning of an emergency, the Utility shall immediately notify the Engineer of the need for such repairs. After business hours, emergency work can be called in to the after-hours number for the Pierce County Answering Service (see Information Sheet), if conditions warrant, with a request to be contacted by the “Supervisor on call.” The Utility shall coordinate work activities and Restoration with the Engineer.

The Utility shall initiate emergency work as soon as possible and within the time specified by the Engineer and apply for appropriate permits within forty-eight (48) hours after discovery of the emergency. No Utility Right-of-Way permit fee is required for emergency work completed within one week of the incident.

The Utility shall confine its operations as much as possible to the non-traveled portion of the Rights-of-way and shall exercise caution to protect the traveling public during such repairs. All provisions of Section 2-3 must be complied with while performing emergency work.

Upon completion of the utility work, the permittee shall notify the Engineer, who will inspect the work location. The Rights-of-way Restoration shall conform to County Standards, Department policies and applicable state and federal laws, or the work will be rejected.

If a Utility fails to complete the emergency work within the time prescribed above and to the Engineer’s satisfaction, the Engineer may cause such work to be done and bill the cost of the work to the Utility, including all costs and expenses incurred by the Engineer due to the Utility delay. In such event, the Engineer shall not be liable for any damage to any portion of the Utilities system or Appurtenances. Within 60 calendar days of receipt of an itemized list of those costs, the Utility shall
pay the County. In any event, if the Utility fails to timely relocate, remove, replace, modify or disconnect their facilities and equipment, and that delay results in any delay damage accrued by or against the County, the Utility will be liable for all documented costs of construction delays attributable to the Utilities failure to timely act. The Utility reserves the right to challenge any determination by the Engineer of costs for construction delays related to an alleged failure to act in accordance with this subsection.

3-2.4 Utility in Good Standing Procedures

Under the conditions outlined in Section 2-8, a Utility in Good Standing (UGS) will be allowed to work within County Rights-of-way without obtaining a Utility Right-of-Way Permit for Class B work. All of the policies in Chapter 2 shall apply to the UGS Rights-of-way work.

Notification by a UGS to the Engineer for Class B work is required no later than 3:00 p.m. on the first business day before the UGS begins work, and may be made by mail, email or fax, identifying the activation date and the requested information on the “Notification/Certification Form” (see Appendix B). A UGS must provide plans for the Class B work upon request from the Engineer.

The Engineer will occasionally observe Class B work sites during project construction and will notify the Utility of any non-compliance with County Standards. The Utility shall notify the Engineer as soon as the work has been completed and shall certify that the work meets or exceeds County requirements. The certification can be completed by mail or fax using the “Notification/Certification Form” (see Appendix B). The Engineer will verify that the work complies with County Standards and will update the file log. If the work does not comply, the Utility shall bring the work into compliance as soon as practical. Any noncompliance will be noted in the Engineer’s log.

3-2.5 Inspection After Hours

A Utility may request inspections outside of normal Department working hours through special permission from the Engineer. The Utility must agree in advance to reimburse the County for labor and expenses necessary to accommodate the request. All requests for working outside of normal Department working hours must be submitted to the Engineer by email at pcutilrow@piercecountywa.gov at least one week before the anticipated start of work. The request must be made by an authorized representative of the franchisee who is authorized to extend overtime payment for the Pierce County inspection team and include the following information:

- Franchisee’s representatives name and title
- Franchisee’s name and mailing address
- Utility Right-of-Way Permit number
- Work description and location
- Date(s) of work, days of week work will take place and hours of work
- Contact information for contractor performing work.

Subsequently, The After-Hours Agreement (see Appendix B) will then be prepared by the Engineer and forwarded to the requesting Utility for execution.
Chapter 4

COORDINATION AND PLANNING

4-1 Planning Documents
Listed below are several County documents available to assist utilities with Coordination and planning of their facilities with Roadway projects. Utilities should make use of these documents to take actions that will reduce or eliminate the need to cut new Pavement during future utility projects.

The County maintains a Capital Facilities Plan (CFP) which incorporates projects from many types of County projects including park, sewer and stormwater. Questions concerning this document may be directed to the Department of Planning and Land Services (see Information Sheet). Questions concerning specific sewer or stormwater projects may be directed to the Department’s Sewer or Surface Water Management Divisions, respectively (see Information Sheet).

In addition, Planning & Public Works maintain the following documents:

1. Six-Year Transportation Improvement Program (TIP)
2. Six-Year Surface Water Management Capital Facilities Plan (CFP)
3. Six-Year Sewer Utility Capital Facilities Plan (CFP)
4. Six-Year Sewer Utility Sewer Improvement Program (SIP)
5. Transportation Element of the Pierce County Comprehensive Plan
6. Annual Resurfacing and Bituminous Surface Treatment (BST) Program

Copies of these documents can be found on Public Works website at: [www.piercecountywa.gov/tip](http://www.piercecountywa.gov/tip)

4-2 County Projects

4-2.1 General
Utilities are encouraged to maintain communication with the Engineer and with other utilities throughout development of a County project. The Department will make available plans and details as they are needed by the Utility for its plans throughout the development phases of the County project.

In addition to the Six-Year Program, the Annual Program, and the Project Status Reports, for most County-initiated projects, the Department will submit information to the affected utilities as noted in the utility Coordination schedule (Table 2). The Department maintains a master list of franchised utility companies operating in Pierce County with a single contact name for each Utility. It is the Utility company’s responsibility to keep the contact name and associated information current. This list is used to send notifications of the County projects to the utilities. For questions on current County project design and construction, contact the Applicable Section (see Information Sheet). For questions or information relative to County Rights-of-way issues, contact the Department’s Survey group (see Information Sheet).

4-2.2 Notifications

4-2.2.1 Six-Year Program/Annual Program
Notifications occur each year after the County Council adoption of the County’s CFP, SIP, and TIP Six-Year Programs. The Department will annually notify all franchised Utility companies of the availability of lists of County projects contemplated for the ensuing six-year period. A copy of the Six-Year Programs will be provided to a franchised Utility company upon request. The later a project on a list is scheduled, the more tentative is the scheduling. Therefore, the schedules for later projects should be used by the Utility for preliminary budgeting and scheduling purposes only. The County’s Annual Program is included in the Six-Year Program.
Projects included in the County’s Annual Program are funded and have a more certain schedule than projects scheduled for later years on the six-year programs. Notifications to the Utility companies will be provided annually with periodic updates as needed.

The County’s Annual Program and Six-Year Program will also specify scheduled projects within Broadband Development Districts (where Broadband system construction permits will be expedited, and fees reduced or waived consistent with PCC Section 18A.69, Broadband Development Incentives).

4-2.2.2 Project Status Reports
Project status for projects in design and construction can be found on the Public Works’ website at: www.piercecountywa.gov/roadprojects.

4-2.2.3 Preliminary Engineering
The preliminary engineering phase notification letters are sent to applicable utilities notifying them of the proposed scope of work for a specific project. The utilities shall respond with “as-built” information of the affected facilities, field locates if requested and any comments in a timely manner as requested by the Department and shall use the proposed scope of work for budgeting and scheduling purposes. Utilities will be notified of, and are expected to attend, regular meetings with the project team.

When requested, the Utility will provide a definitive statement about the origin of all products to be permanently incorporated into the project covered under the Buy America requirements.

Utility notification letters are sent to all known utilities located in, or adjacent to, the Rights-of-way where the project will occur. Two copies of the preliminary plans are enclosed with the notification letters. The utilities are required to accurately mark the location and depth of their facilities on the plans and submit this information to the Department in a timely manner as requested by the Department. The utilities, at this time, have the opportunity to propose design features and provide preliminary information that will assist in future installations or utility connections.

Note: For Department bridge Replacement, repair, rehabilitation, etc., the Utility company must propose interim utility Relocation, utility reinforcement, utility protection, etc., during construction. The Utility shall provide adequate information to include the proposed utility work into the Department’s environmental permitting process. Preliminary development of any Utility/Department agreement(s) needs to begin.

A timely response by a Utility will demonstrate to the County that the Utility is actively coordinating with Department projects. Based on the information submitted to the County by the utilities, the County will make every effort to design around, or accommodate, the utilities’ existing, or proposed future, facilities. All information for existing facilities needs to be accurate and verified. A Utility Coordination meeting may be scheduled depending upon the size and complexity of the project.

4-2.2.4 Final Engineering
Continued involvement occurs during the final engineering phase, through quarterly meetings and other efforts. The updated construction plans will be submitted through notification letters and transmitted to the utilities. The Utility must review and finalize their plans and coordinate any Relocation, temporary Relocation, and/or new utility work as necessary with the Department. Redesign work needed at later stages of final engineering, due to inaccurate information provided by the Utility, shall be at the Utility company’s expense.

The Utility should review the plans and letter of understanding and make any final comments. The Utility shall sign the letter of concurrence noting any comments and return the letter to the Department within the time specified. After utility Relocation plans are signed, Pierce County will provide determination if a utility Relocation time and length of window will be identified.
The Utility must proceed to obtain any necessary permits that were not obtained through the Department’s environmental permitting process. Relocation within project limits is covered under SEPA process.

<table>
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<th>Table 2 Utility Coordination Schedule</th>
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4-2.2.5 Advertisement
The County will send approved plans and specifications at project advertisement to each affected Utility.

4-2.2.6 Pre-Construction Meeting
The Utility will be notified of, and is expected to attend, the pre-construction meeting. Utilities are required to bring appropriate plans, a schedule for their Relocation work and the Class “C” Utility Right-of-Way Permit to the pre-construction meeting. The pre-construction meeting provides an opportunity for the utilities to coordinate and schedule their involvement with the Department and contractors. Utilities which choose to begin Relocation of their facilities prior to the pre-construction meeting shall coordinate with the Department through the normal Rights-of-way permit application process. Attendance at this meeting is required unless waived by the Engineer and will demonstrate to the Department that the Utility is actively coordinating with County projects. Continued Coordination throughout the construction phase of the project is required. Failure to comply with the requirements of this paragraph may be cause for immediate revocation of “Utility in Good Standing” status.
4-2.2.7 Construction Meetings
When the utilities are to be worked on during the Contractor’s scheduled work, weekly construction meetings are held to facilitate the Coordination of the work. Proper Coordination of activities will assist to minimize cost to the general public and allow for the Contractor and the Utility companies to perform their work in an efficient manner.

The Contractor should provide the Utility companies with a two-week written notice of the initial construction meeting. Following the initial meeting, subsequent Coordination meetings will be arranged by telephone, fax, or email.

When a utility window is included in a project contract, the Engineer shall provide written notification to the Utility companies of the proposed start date of the utility window. During the utility window, the utility companies shall provide a weekly status of their utility work and their anticipated completion date to both the Contractor and the County. It shall be the Contractor’s responsibility to coordinate construction activities with affected utilities.

4.2.2.8 Survey Control
On County projects, the following survey reference information will be provided by the County at the following locations one time only:

- Centerline staking at 50-foot intervals.
- A horizontal offset (a distance depending upon the existing conditions) from centerline at 50 ft intervals. Provide vertical control reference (i.e., XX.XX ft to subgrade) at the horizontal offset.
- Stationing at 50-foot intervals for the horizontal limits of the Rights-of-way.
- Catch basin stationing.
- Vertical cuts to the flow line at the catch basins.
- Station and offset to signal pole locations.
- Electrical cabinet location.
- Station and offset to luminaire locations.
- Other information at intersections as deemed appropriate by the County.

The Utility shall be responsible to preserve and if necessary, reinstall the survey reference information.

4-2.3 Electronic Plans
Electronic copies of the County’s preliminary plans will be provided to the utilities upon request. The Utility is required to sign the “Transfer of Electronic Plans to Utility Companies” agreement.

4-3 Utility Projects
Utilities shall, within the limits of Standard business practice, make available appropriate short- and long-range development plans to the County. The County is an active member of the Utility Coordination Council and will assist in the Coordination process as necessary. Utilities should provide for any planned expansion of their facilities within County Rights-of-way when installing a new or adjusting an existing facility. Examples of this include providing additional empty Conduit to trenches and increasing Pipe sizes. This will help minimize the amount of future Road cutting.

It is the responsibility of the utilities as practical, prior to construction, to notify all other public and private Utility entities using the same Rights-of-way as the applicant’s proposed construction. The utilities shall coordinate their activities to minimize work within County Rights-of-way. For instance, utilities should make every effort to install their facilities in the same trench at the same time at Road crossings. Utilities shall also coordinate with County projects to minimize cutting of newly surfaced Roads.
4-4  Pierce Transit Project Coordination
In order to maintain public transit route time schedules, utilities shall maintain communications with Pierce Transit during project planning and construction.

4-5  Private Development Work
Utility work on private Roads, and utility service to private developments, should be coordinated through Pierce County Planning and Public Works, Development Engineering. (see Information Sheet). Utility installation in private Roads should conform whenever possible to the Standards outlined in this document. Any private development utility work within the County Rights-of-way shall be permitted through PPW, Development Engineering.

4-6  Right-of-Way Vacation
Occasionally, Pierce County vacates Rights-of-way that contains utility franchises. These actions are taken in accordance with RCW 36.87.140 (see Appendix E) by the Pierce County Council. To be placed on the notification list for public hearings with respect to Rights-of-way vacations, contact the Clerk of the County Council (see Information Sheet).

4-7  Private Property Adjacent to County Right-of-Way
It is the responsibility of the utilities, when practical, prior to any utility work, to notify all adjacent property owners of impending work.
Chapter 5

UNDERGROUND UTILITY PROVISIONS

5-1 Location and Alignment

5-1.1 General

The general location and alignment of new utility installations shall meet, as close as is practical, the policies as established in this document. Specific placement of new utilities will depend on locations of existing utilities, Rights-of-way limitations, and existing topographic conditions.

Additionally, the Utility company will comply with all applicable federal, state, and local codes, rules and regulations, including Buy America provisions where applicable.

5-1.2 Road Crossings

For all utility Road crossings, the angle of the crossing should be as near a right angle to the Road centerline as practicable. Crossings should avoid deep cuts, footings of bridges, retaining walls, wet or rocky terrain, or locations where highway drainage would be affected.

5-1.3 Longitudinal Installations

Longitudinal installations shall run parallel with the centerline of the Roadway. Utilities should lie as near as practicable to the Roadway Rights-of-way line. Utilities may be located in the Shoulder if no portion of the trench is closer than one foot from the edge of the Traveled Way.

In general, utilities should not be installed within the roadside ditch. The preferred location is within the Shoulder or outside the ditch line. For Roadway sections with sidewalks or paved walkways (paths), utilities should be placed back of the facility and as close to the Rights-of-way line as possible. In areas where the Rights-of-way line is variable, variation in the distance from the Rights-of-way line may be allowed as necessary to maintain a reasonably uniform alignment.

5-1.4 Culverts

Utility lines or pipes that cross a culvert shall be separated from the culvert by at least 6 inches; however, the minimum depth of Cover must still be maintained. Utilities are not permitted over existing culverts or storm sewers where 36 inches of Cover cannot be provided. Utilities are not permitted to deviate from a straight-line alignment to go around a culvert horizontally.

5-1.5 Separation

Utilities requiring horizontal and/or vertical separation from one another (i.e., potable water and sanitary sewer) shall be separated in accordance with the appropriate industry Standards and specifications. To ensure adequate space for future utility installations, all cables of each Utility shall be bunched.

5-1.6 Abandoned Utility

Unless otherwise approved by the Engineer, an existing underground utility or associated Appurtenances no longer being used to provide service shall be removed from the Rights-of-way.

If a replaced or abandoned utility or Appurtenances are being requested to remain in place in the existing Rights-of-way, discussions will be held with the Engineer as to how to preserve the Rights-of-way for future use.

If abandoned utilities are allowed to remain in the Rights-of-way, an executed agreement between the Utility and the County will be developed based upon the discussions. The agreement shall include, but will not necessarily be limited to, the following:

- The Utility Company shall remain the owner of the abandoned utility and Appurtenances.
- The Utility Company shall be required to retain the responsibility for the removal, any mitigation as a result of the removal, and ultimate disposal of the abandoned utility.
facilities and Appurtenances should they be in conflict with future construction activities within the County Rights-of-way.

- The Utility Company shall provide an “As-Built” survey of the abandoned utility and Appurtenances within 90 days of the date of the work completion.

5-2 Cover

5-2.1 General
The top of an underground utility shall not be less than 36 inches below the surface point of the installation within the Road Rights-of-way. If construction in the ditch is allowed by the Engineer, the Cover shall not be less than 42 inches below ditch bottom. The Engineer may permit a lesser Cover where the utility is installed in solid rock, or when the utility is crossing a ditch where it is not practical to maintain the 36-inch depth (see Subsections 5-3.2 and 5-4.4).

The County shall not be responsible, financial, or otherwise, for damages to any utility that is located in the Rights-of-way with Cover less than required by Section 5-2 of this manual.

5-2.2 Dangerous Materials
Cover for utilities transmitting materials which are flammable, corrosive, expansive, energized, or unstable, shall be in accordance with appropriate industry Standards and specifications, or 36 inches, whichever is greater.

5-3 Encasement

5-3.1 General
Casings shall be required for Roadway crossings where Casing is required by appropriate industry code or where local features, embankment materials, construction methods, or other conditions indicate any possible damage to the protective Coating of the Carrier Pipe during installation.

5-3.2 Conditions Requiring Casings
Casings may be required by the Engineer for the following conditions:

1. As an expediency in the insertion, removal, Replacement, or maintenance of a Carrier Pipe crossing, or other locations where it is necessary to avoid open trench construction.
2. As protection for Carrier Pipes from external loads or shock either during or after construction of a Road.
3. As a means of conveying leaking fluids or gases away from the area directly beneath the Traveled Way to a point of venting or drainage.
4. As deemed appropriate by the Engineer in exceptional cases for public convenience and safety.
5. When 42 inches of Cover cannot be maintained from the bottom of a ditch or other facility when crossing by the utility.
6. When new installations, repairs, or upgrades, are made to underground facilities beneath an existing railroad crossing.

5-3.3 Location
See Section 5-6.4.

5-3.4 Structural Requirements
Casing pipes shall be designed to support the load of the Road and superimposed loads thereon and, as a minimum, shall equal the structural requirements for Road drainage facilities.
5-3.5 **Material Composition**
Casings shall be composed of materials of sufficient durability to withstand any conditions to which they may normally be exposed including allowances for corrosion.

5-4 **Uncased Carriers**

5-4.1 **General**
The Carrier Pipe shall conform to the material and design requirements of the appropriate utility industry and governmental codes and specifications.

5-4.2 **Pipe Thickness**
Schedule 40 or thicker wall pipe is required on all Roadway and driveway crossings.

5-4.3 **Loading**
The Carrier Pipe shall be designed to support the load of the Road, plus superimposed loads thereon, when the Pipe is operated under all ranges of Pressure from maximum internal to zero Pressure.

5-4.4 **Protection**
Suitable bridging, concrete slabs, or other appropriate measures as approved by the Engineer shall be used to protect existing Carriers which, by reason of shallow bury or location makes them vulnerable to damage from Road construction or maintenance operations. Existing Carriers may remain in place without further protective measures, if they are of adequate depth and do not conflict with the Road construction or maintenance, provided they are structurally sound and operationally safe.

5-5 **Appurtenances**

5-5.1 **Location**

5-5.1.1 **Below-Ground**
Except for Vents, utility poles, and fire hydrants, all below-ground Appurtenances shall be placed below or even with adjacent grade and comply with Pierce County Standard Drawings. When specifically designed to be accessed at grade, vaults may be placed even with adjacent grade. All other utility vaults must have at least 36 inches of Cover, except if their width is greater than 84 inches and/or their length is greater than 144 inches, in which case the Cover must be at least 48 inches. Manholes, vaults and other below-ground Appurtenances should be designed and located in a manner that will cause the least interference to motorists, pedestrians, other utilities and future road expansion. No portion of an underground utility vault shall be placed closer than 24 inches from any Traveled Way.

5-5.1.2 **Above-Ground**
Unless otherwise approved by the Engineer, all above-ground Appurtenances which may constitute a roadside obstacle for traffic using the Road shall be located as close as practical to the Rights-of-way line. If an Appurtenance adjacent to the Rights-of-way line constitutes an unacceptable roadside obstacle or site distance problem, the Appurtenance must be relocated to another place within or off the Rights-of-way.

5-5.2 **Vents**
Vents shall be required for Casings and tunnels enclosing Carriers of fuel where required by industry Standards. Vent standpipes should be located and constructed so as neither to interfere with maintenance of the Road nor to be concealed by vegetation; preferably, they should stand by a fence or on the Rights-of-way line.

5-5.3 **Drains**
Drains shall be required for Casings and tunnels enclosing Carriers of liquefied or heavy gas. Drains for Carriers of hazardous materials shall be directed to natural or artificial holding areas that will decrease the potential for surface or groundwater contamination. The Drain outfall shall not be used as a discharge for routine purging of the Carrier.
5-5.4 Markers
For all installations of fiber optic communication cables, a buried marker tape identifying the nature of the installation shall be included and placed 18 inches below the finished ground surface. For all nonmetallic underground utility installations, a metal locating wire shall be required and shall be placed at the same depth as the utility.

5-6 Installation

5-6.1 General
Installations shall ensure safety of traffic and preservation of the Roadway structure, and required construction shall, unless otherwise provided in the approved permit, be in accordance with the following controls. Methods of installation include trenching, boring, pushing, hole-hogging, pulling and Plowing.

5-6.2 One Call System
All utilities are required to call the Washington State One Call System at 811 or callbeforeyoudig.org at least two business days before performing any sub-surface work in accordance with RCW Chapter 19.122 (see table in Section 1-4).

5-6.3 Trenched Construction and Backfill

5-6.3.1 General
For any Trenched construction involving Pavement cutting and Restoration, refer to the Utility Patch Details in Appendix C. Cutting Pavement during the period of 5 years following the construction or resurfacing of the Pavement will be at the discretion of the Engineer.

5-6.3.2 Pavement Cutting
1. Where Pavement must be removed, it shall be saw cut in vertical, continuous straight lines, using appropriate machinery. All permanent final patches shall be rectangular or circular in shape.
2. The minimum width of the Pavement cutback shall be that of the widest portion of the trench plus an additional foot on each side of the trench.
3. During backfill and compaction, the Utility shall cut the Pavement back to meet the width of the sloughing.
4. Wherever there is an existing patch or crack in close proximity to the new cut, the Engineer may require the Utility to also remove the existing patch or crack and any intervening Pavement.
5. For longitudinal cuts see Subsection 5-6.3.9(7).

5-6.3.3 Trench Excavation
1. Where soil and depth conditions permit, trenches shall be cut with vertical faces and as narrow as practical. Shoring shall comply with applicable industry safety codes.
2. The pipe bedding shall be a uniformly dense unyielding base for the utility to be placed. Unstable soils and rock ledges shall be removed and replaced with suitable material.

5-6.3.4 Trench Restoration
1. The pipe bedding shall be granular material, meeting the specifications shown on the Utility Patch detail in Appendix C and approved by the Engineer, free of lumps, clods, stones, and frozen material. The bedding shall be adequate to support the Conduit and trench. Pipe bedding shall be compacted to 95 percent maximum density as determined by the American Association of State Highway and Transportation Officials (AASHTO) Method T-99.
2. The material shall be free of deleterious material and the material shall be non-plastic.
   a. Deleterious material includes wood, organic waste, coal, charcoal, and any other extraneous
      or objectionable material.
   b. The material shall be considered non-plastic if the percent by weight passing the U.S.
      No. 200 sieve does not exceed 15 percent, or if the soil fraction passing the U.S. No. 40 sieve
      cannot be rolled, at any moisture content, into a thread as prescribed in Section 4 of
      AASHTO Test Method T 90.
3. For trenches within the existing/proposed Roadway, the trench backfill shall be a 4-inch minus
   imported or native gravel base meeting or exceeding the specifications shown on the Utility Patch
   detail in Appendix C and compacted to 95 percent maximum dry density. Controlled Density Fill
   is an acceptable backfill alternate as approved or required by the Engineer.
4. Compaction by saturation, jetting or ponding is not permitted. The moisture content shall not
   vary more than 3 percent above or below optimum.
5. The Pipe or Carrier shall be installed, and the trench backfilled in a manner assuring no
   deformation of the Pipe and to maintain the structural integrity of the Roadway.
6. Utility installation requirements not noted in this manual shall meet the applicable WSDOT
7. For trenches on Roads required to be opened to traffic prior to final trench Restoration, bridging
   by appropriate material may be required.

5-6.3.5 Shallow Trench Zone Restoration (trench depth less than eight feet)
1. Water settling and jetting are not acceptable. Mechanical methods shall be utilized for placement
   and compaction of the trench backfill material within this trench zone.
2. The trench backfill material shall meet the requirements of Subsection 5-6.3.4.
3. The trench backfill material shall be placed in maximum 1-foot lifts and compacted to 95 percent
   maximum density.
4. The minimum allowable testing frequency in the shallow trench shall be three (3) tests for each
   100 linear feet of trench. The three tests should be distributed uniformly over the full extent
   (depth) of the trench zone unless otherwise approved by the Engineer.

5-6.3.6 Medium Trench Zone Restoration (trench depth greater than 8 feet but less than 16 feet)
1. Mechanical methods shall be utilized for placement and compaction of the trench backfill
   material within this trench zone. Water settling and jetting are not acceptable unless approved in
   writing by the Engineer.
2. The material shall meet the requirements of Subsection 5-6.3.4 with the exception that
   100 percent of the material shall pass the 6-inch square screen instead of the requirement that
   100 percent shall pass the 4-inch square screen.
3. The trench backfill material shall be placed in maximum 2-foot lifts and compacted to 95 percent
   maximum density.
4. The minimum allowable testing frequency in the medium trench zones shall be one test for each
   100 lineal feet.
5-6.3.7 Deep Trench Zone Restoration (trench depth greater than or equal to 16 feet)

1. Mechanical methods shall be utilized for placement and compaction of the trench backfill material within this trench zone. Water settling and jetting are not acceptable unless approved in writing by the Engineer.

2. The material shall meet the requirements of Subsection 5-6.3.4 with the exception that 100 percent of the material shall pass the 6-inch square screen test instead of the requirement that 100 percent shall pass the 4-inch square screen.

3. The trench backfill material shall be placed in maximum 4-foot lifts and compacted to 95 percent maximum dry density.

4. The minimum allowable testing frequency in the deep trench zones shall be one (1) test for each 100 lineal feet.

5-6.3.8 Alternative Trench Backfill Material

Alternative trench backfill material that does not meet the requirements of Subsection 5-6.3.4 may be accepted conditionally upon the following, which shall be provided at no expense to the County.

1. Prior to utilizing a material that does not meet the specifications previously stated in Subsection 5-6.3.4 above, a soils analysis and report must be provided to the County. At a minimum, the report shall provide the following information:
   a. Grain size (sieve) analysis including dust ratio and sand equivalency.
   b. Lab Compaction Characteristics: Determine relationship between water content and dry unit weight (proctor). State optimum moisture content and maximum dry density.
   c. Recommended placement parameters including maximum thickness of lifts in each zone (not to exceed those specified in Subsection 5-6.3.4 through 5-6.3.7)
   d. Recommended compaction methods and proposed testing pattern. The compaction testing pattern shall be field reviewed, discussed, and agreed to by the County prior to placement of the trench backfill material. The minimum allowable testing frequency in the medium and deep trench zones shall be one (1) test in each trench depth zone for each 100 lineal feet.

2. The soils analysis and report shall be stamped by an engineer who has an expertise in soil mechanics and who is licensed in the state of Washington.

3. An engineer who has an expertise in soil mechanics and who is licensed in the state of Washington shall monitor the placement and compaction of the material. The engineer shall be on the site each day during backfilling operations to monitor content and to observe the method of compaction to ensure compliance with the soils report and with the conditions of the test pattern.

4. A soil sample and analysis shall be performed on the trench backfill material (native or imported) to be utilized on the project prior to commencing construction and every 500 linear feet of trench backfill material utilized on the project, with a minimum of one (1) test per project.

5. The minimum allowable testing frequency in the shallow trench shall be three (3) tests for each 100 linear feet of trench. The three tests should be distributed uniformly over the full extent (depth) of the trench zone.

6. Trench backfill material below a trench depth of 8 feet shall be compacted to the satisfaction of the engineer in (3) above such that the engineer can certify that the material has been compacted to 95 percent of maximum dry density.
7. The daily project diary documenting observations and comments regarding compaction, results of the soils analysis and the density tests shall be provided to the County on a daily basis by the engineer described in (3) above. At the completion of the project, a report that summarizes the observations associated with the trench backfill material placement, soils analysis and compaction results shall be submitted to the County. The licensed engineer described in (3) above shall certify and stamp this report with their State of Washington engineering seal. This report must be submitted and approved by the County prior to project acceptance.

8. In the event test results or construction observations verify lack of compliance with the soils report and recommended trench backfill installation methods, the material shall be removed and replaced, or re-compacted to the satisfaction of the engineer.

9. A two-year warranty, from the date of final acceptance of the total project, shall be provided to guarantee the satisfactory Road Restoration in the case of settlement or Pavement distress. The warranty amount shall be a minimum 10 percent of the total construction costs or other amount as determined by the Engineer.

5-6.3.9 Pavement Restoration

1. General. When trenching is performed on paved Roads, the Pavement shall be restored immediately after backfilling and compaction with a temporary asphalt cold mix patch placed and maintained in a manner acceptable to the Engineer. However, the temporary patch must be replaced with permanent Restoration within the time specified in Section 2-5.

2. Temporary Hot Patch. Shall be required on major arterials and on other Roads during inclement weather.

3. Hot Mix Asphalt (HMA) or Bituminous Surface Treatment (BST) Pavement. Permanent Restoration of HMA or BST Pavement shall include placing HMA 3-inches thick or the same thickness as the existing Pavement plus 1-inch, whichever is greater in accordance with the Utility Patch detail shown in Appendix C. Weather limitations and construction requirements for spreading and finishing HMA shall conform to the WSDOT Standard Specifications. Pavement edges shall be cleaned and heated prior to tacking with emulsified asphalt. Joints shall be sealed with hot asphalt cement.

4. CC Pavement. Permanent Restoration of CC Pavement shall be consistent with Section 5-05 of the WSDOT Standard Specifications and the Utility Patch detail shown in Appendix C when an entire panel is removed. CC Pavement shall be placed with a Standard paving section equal to the existing paving depth. The Engineer may specify the design age. Epoxy-coated tie bars shall be drilled and grouted into the existing Pavement.

If less than an entire panel is removed, HMA utility patch Procedures shall be followed with a HMA depth equal to the existing Pavement depth. However, no portion of a CC panel may be left with a width that is less than 50 percent of the width of the existing panel.

5. HMA on CC Pavement. Restoration requirements for the condition where CC Pavement has been previously overlaid with HMA Pavement shall be similar to those outlined for CC Pavement. The existing CC Pavement shall be removed and restored using the Standard Utility Patch detail shown in Appendix C. The HMA shall be cut back an additional four inches along the edge of the CC. The CC patch shall then be overlaid with HMA Class ½-inch PG64-22 to a depth equal the existing overlay or as approved by the Engineer.

6. Top Course. All Pavement shall be placed on crushed surfacing top course meeting the requirements of WSDOT Standard Specifications with a two-inch minimum compacted depth.

7. Longitudinal Cuts. Longitudinal Pavement cuts require that the entire affected lane be removed and reconstructed in accordance with the Utility Patch Detail shown in Appendix C.
8. **Pavement Restoration Width.** The minimum width of Pavement Restoration will be as shown in the Utility Patch Detail shown in Appendix C. The Restoration width will be wider, typically one lane width, to address any Pavement issues that may exist adjacent to the utility work. Any broken, cracked, or alligatored Pavement adjacent to the trenching work area shall be repaired and incorporated with the final patch or paving.

Should the construction equipment damage adjacent lanes during the utility installation, Restoration on the impacted lanes will also be required.

5-6.3.10 **Use and Placement of Steel Plating**
Whenever steel plating is installed on County Roadways, work will be provided in accordance with the following:

1. Notify County Inspector at least 48 hours in advance of placing steel plates in Roadway
2. Dimensions: A minimum 1-inch thickness and large enough to allow minimum of 1 foot of bearing on three sides of the excavation.
3. On plates that are not recessed, taper asphalt on all edges of steel plate from height of steel plate extending a minimum of 2 feet onto the existing Road surface. The Engineer may require non-skid plate and/or the pinning of non-recessed plates.
4. If County forces must correct emergency condition due to excavation and plate placement, Utility will be charged for cost of corrective measures required.

The Utility shall be responsible to ensure that the steel plating is properly installed and maintained. The Utility shall be responsible for any claims that may be associated with the use of steel plating.

5-6.4 **Untrenched Construction**
1. The length of Untrenched construction shall extend a minimum of 6 feet from edge of Pavement, or greater if specified by the Engineer, except that a 2-foot minimum may be permitted by the Engineer for service connections where conditions warrant.
2. Casing and Pipe to be installed under a Road without disturbing the surface shall be made by using pushing or boring techniques approved by the Engineer. The minimum depth for pushing a Casing or a Pipe shall be 36 inches for Casing with a diameter less than 4 inches. For Casings 4 inches or larger, the minimum depth of Cover shall be 48 inches.

For all directionally drilled crossings, the minimum depth of Cover shall be 48 inches unless otherwise approved by the Engineer.
3. Any over-excavation shall be backfilled, and any abandoned vaults or Casings shall be backfilled or removed as directed by the Engineer.
4. Jetting under Roadways shall not be permitted.

5-6.5 **Plowing**
Plowing of communication and electrical lines on or adjacent to existing Roads by means of a vibratory plow may be allowed by the Engineer provided that the structural integrity of the Roadway is not impaired and minimum depths of Cover are achieved. Depth of existing utility facilities and drainage structures shall be determined before Plowing.

5-7 **Dig Once Policy**

5-7.1 **General**
It is the policy of the County to minimize the need for, and cost of, underground construction while maximizing placement of necessary telecommunications, communications, and other infrastructure in County Rights-of-Way and County-owned property. In order to effectively implement this policy, the following are “Dig Once” policy guidelines that are intended to reduce cost, expand infrastructure, and accelerate deployment of Broadband and other critical services.
5-7.2 Conduit

5-7.2.1 General
In order to increase the availability of conduit, the following guidelines shall apply to County road construction and underground construction for the provision of utilities or franchised telecommunications, cable television and other communication services.

5-7.2.2 County Road Construction and Reconstruction
Wherever the County constructs or reconstructs County Roads within Broadband Development Districts, or at the discretion of the County, in other areas where such is economically and technically feasible, the County will install, at a minimum, 3 conduits - one for the County and two additional for Broadband and other communications provider use. The conduits will be a minimum of 4 inches each, allowing space for multiple pull-throughs of innerduct, unless otherwise approved by the Engineer.

A minimum of six months in advance of County road construction or reconstruction projects, all current and potential telecommunications, Broadband and communications providers, as well as Utility providers, shall be notified of the ability to share a joint trench where enough space is available and drop in their own conduit at a proportional cost to each provider. The proportional cost shall be the total common trench construction cost (for example, without limitation, excavation/backfill/compaction/restoration) divided by the number of participating parties, taking into account the proposed pro rata portion of the trench to be used by each party, including the incremental cost of adding each party’s facilities.

Placement of the conduit, handholes and manholes, at appropriate intervals necessary for fiber access and related installation and maintenance activities, shall all be performed in consultation with County network infrastructure personnel and participating private provider personnel. Conduit should also include jet lines, pull tape and other infrastructure necessary to facilitate ease of installation of fiber optic and other cabling in the future. The direct cost of these shall be borne by the entity whose conduit is being placed.

For 5 years after the road construction or reconstruction project is substantially complete, any additional entity desiring to access that portion of the road that has been constructed or reconstructed for underground communications infrastructure, may be required to utilize, at competitive lease rates, or equivalent in-kind compensation, if then permitted by State law, one of the available conduits already installed in that roadway, to the extent such capacity exists and it is technically and economically feasible to utilize that conduit. As another alternative, the County may sell a conduit to an interested provider subject to agreement on terms and conditions, including the requirement that the provider must use the conduit and provide services within a time prescribed within the purchase and sale agreement.

5-7.2.3 County Joint Trench
For non-road construction projects within Broadband Development Districts, or at the discretion of the County, in other areas where such is economically and technically feasible, where County Departments are installing facilities that are compatible with the provision of Utility, Broadband, telecommunications or other communication service provider infrastructure, the County Department shall expand the opening in the County-owned property such that 3 additional 4 inch conduits may be placed, one for the County and 2 additional for utilization by Utility, Broadband, telecommunications, or other communication service providers.

A minimum of 6 months prior to the project construction or reconstruction, the County shall notify all permitted franchisees, utilities and other service providers of the County-owned property that the project will be occurring and, where enough space is available, invite them to participate in a joint trench. Any provider electing to participate in the joint trench, may add their own conduit into the trench, and assume a proportional share of the construction and installation cost. The proportional cost shall be the total common trench construction cost (for example, without limitation,
excavation/backfill/compaction/restoration) divided by the number of participating parties, taking into account the proposed pro rata portion of the trench to be used by each party, including the incremental cost of adding each party’s facilities. Placement of the conduit, handholes and manholes, at appropriate intervals necessary for fiber access and related installation and maintenance activities, shall all be performed in consultation with County network infrastructure personnel and participating provider personnel. Conduit should also include jet lines, pull tape and other infrastructure necessary to facilitate ease of installation of fiber optic and other cabling in the future. The direct cost of these shall be borne by the entity whose conduit is being placed. For 5 years after the County construction or reconstruction project is substantially complete, any additional Broadband, telecommunications or other communication service provider desiring to access that portion of the underground joint trench, may be required to lease space, at competitive rates, or through the provision of equivalent in-kind compensation if then permitted by State law, one of the available conduits at that location to the extent such capacity exists and it is technically and economically feasible to utilize that conduit. As another alternative, the County may sell a conduit to an interested provider subject to agreement on terms and conditions, including the requirement that the provider must use the conduit and provide services within a time prescribed within the purchase and sale agreement.

5-7.2.4 Public Utility and Private Provider

As a condition of receiving a Utility Right-of-Way Permit or other permit within areas where such is economically and technically feasible, for underground construction and installation of public utility or private provider infrastructure, the permittee may be required to work with the County and the County will endeavor for up to one month after the permit application is received to notify other entities of the opportunity for joint trench construction, where enough space is available for two or more entities to place their infrastructure at the same time with each party paying its proportional share of costs in doing so. The proportional cost shall be the total common trench construction cost (for example, without limitation, excavation/backfill/compaction/restoration) divided by the number of participating parties, taking into account the proposed pro rata portion of the trench to be used by each party, including the incremental cost of adding each party’s facilities. Within one month of permit application, regardless if other entities elect to participate, the County will proceed in processing the permit application in a timely manner consistent with standard practices. If the permit applicant and the County agree, this time limit may be extended. Additionally, any entity participating in either a solo construction project, if no other entity wants to share the trench, or multiple entities that may be sharing the same trench, shall at the discretion of the County each place excess conduits, a minimum of 4 inches each or as otherwise approved by the Engineer if the County agrees to pay its proportional share of costs associated with total common trench construction and purchase the conduit(s) at its/their full incremental material and labor cost from the public utility or private provider. If the County and public utility or private provider agree to the purchase and sale of the conduit(s), then such shall be transferred over to the County by mutually acceptable conveyance documents. Such conveyance of each excess conduit may be factored into the fees charged providers for use of the Rights-of-Way.

The County may make all or a portion of its conduit available at the time the trench is open for additional entrants at that location without additional trench construction. The constructing entity may elect to do the same or use its conduit solely for future expansion of its facilities. In addition to the County conduit, the constructing entity will work with the County to ensure placement of handholes, manholes, jet lines, pull tape and other infrastructure to facilitate ease of use of the conduit in the future.

Maintenance of conduit and any other facilities conveyed over to the County shall be the responsibility of the County once transferred over.

Once the construction and all necessary restoration activities are completed and the project is finished, any Broadband, telecommunications or other communication service provider entrant after that point may be required to utilize available County conduit at that location at competitive lease rates or equivalent in-kind compensation if then allowed by State law, to the extent such capacity
exists and it is technically and economically feasible to utilize the conduit. As another alternative, the County may sell a conduit to an interested provider based upon mutually agreeable terms and conditions, including the requirement that the provider must use the conduit and provide services within twelve (12) months of the date of purchase unless otherwise agreed by the Engineer.
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# Chapter 6

## OVERHEAD UTILITY PROVISIONS

### 6-1 Power and Communication Lines

#### 6-1.1 General

The underground installation of utilities is strongly encouraged except where not economically feasible, such as in the case of electric transmission lines or in cases where overhead installation will facilitate, enable, and expedite development of Broadband systems in underserved or unserved areas. In areas where underground installation of utilities is not practical, single-pole construction and joint use of the pole are generally desirable and should be used wherever feasible.

The Utility shall permit the joint use and occupation of its poles or underground facilities placed in County Rights-of-way to other utilities for just compensation. If the utilities are unable to agree to terms of joint use, they will be required by the Engineer to enter into binding arbitration.

Additionally, the Utility will comply with all applicable federal, state, and local codes, rules, and regulations, including Buy America Provisions when required.

#### 6-1.2 Clearances

##### 6-1.2.1 General

The minimum clearances for overhead power and communication lines above the Road and around bridges shall conform to the National Electrical Safety Code, or the State Department of Labor and Industries’ Electrical Construction Code, whichever is greater. All clearances shall be measured at state Electrical Construction Code temperature and loading standards and shall comply with all other requirements of this code. The minimum clearance of overhead power lines from County-maintained luminaires shall be 10 feet.

##### 6-1.2.2 Vertical

The minimum height of a Road crossing shall be measured from the lowest portion of the line crossing the Road. The minimum height of longitudinal lines shall be measured from the ground line.

##### 6-1.2.3 Horizontal

See Subsections 5-1.3 and 5-5.1.2. Guy wires to ground anchors and stub poles shall not be placed between a pole and the Traveled Way unless approved by the Engineer.

### 6-2 Aesthetic Considerations

#### 6-2.1 General

Utility lines shall be located using sound engineering judgment and in accordance with the rules, regulations and tariffs applicable to the serving utility. All utility installations shall be designed and constructed to minimize any adverse effect on existing roadside vegetation and other natural or man-made amenities. The indiscriminate cutting of trees or disfiguring of any features of aesthetic or scenic value shall not be permitted.

#### 6-2.2 Utility Locations

New installation of overhead communications, telecommunications, Broadband, power, or other utility lines should take into account aesthetic considerations when proposed within areas of scenic beauty or on Rights-of-way through or adjacent to scenic strips, viewpoints, or historic sites. When the following conditions exist and with approval of the Engineer, utility installation may take precedence over aesthetic considerations.

1. Other utility locations are not available, are not practical, are unreasonably costly, or are less desirable from the standpoint of visual quality.
2. The location, design, equipment, and materials of the proposed installation will adequately protect the visual qualities of the area being traversed. Stealth design is encouraged but not required.

6-2.3 Herbicide Spraying
If a Utility intends to use chemical sprays to control or kill weeds and brush on County Rights-of-way, prior approval must be obtained from the Engineer. The Engineer may limit or restrict the types, amounts, and timing of applications. All chemicals must be approved by both state and federal regulatory agencies, and all applicators must be licensed with the State of Washington and abide by all state regulations. The Utility shall be responsible for any drift of the spray that contacts vegetation on private property.

6-2.4 Cleanup
Refuse and debris resulting from the installation or periodic maintenance of the utility shall be removed and disposed of in accordance with the cleanup Policy presented in Section 2-5.

6-3 Installations on Roadway Bridges and Structures
Utility attachment to Roadway bridges and structures must be approved by the Engineer. Attachments shall conform to sound engineering considerations for the Roadway structure’s safe operation, structural capacity, maintenance, and appearance. The attachment shall be in accordance with Appendix D, Bridge Utility Installation Guidelines.

6-4 Street Lights
Franchised electrical utilities are allowed to own, operate, and maintain street or area lights within the County Rights-of-way under the Provisions of their franchise agreement. Streetlights shall be installed in accordance with the Manual on Design Guidelines and Specifications for Road and Bridge Construction in Pierce County.
Appendix A

GLOSSARY

Definitions
Unless otherwise stated, words and phrases used herein shall have the following meanings:

A

AASHTO
American Association of State Highway Transportation Officials

AC
Asphalt concrete

Accommodation
The installation of utility facilities along or across Road Rights-of-way with the intent that they will occupy and jointly use the Rights-of-way.

Annual Road Program
Scheduled County Road Fund projects for the current year of the Six-Year Road Program.

Appurtenance
Equipment and/or accessories that are a necessary part of an operating utility system or subsystem.

APWA
American Public Works Association

ATB
Asphalt Treated Base

B

Backfill
Replacement of excavated material with an approved material compacted as specified around and over a Pipe, Conduit, or Casing.

Bedding
Placement of an approved material to provide structural support and protect a Pipe, Conduit, or Casing.

BMPs
Best Management Practices. Structural and behavioral practices intended to minimize types and quantities of pollutants discharged to the environment.

Boring
Grade and alignment-controlled mechanical or other method of installing a Pipe or Casing under a Road without disturbing the surrounding medium.

Bridge Engineering
Planning and Public Works, Office of the County Engineer Division, Field Engineering Section, Bridge Engineering work unit.

Broadband
Any type of Internet Service except dial-up. According to the FCC, an Internet Service must deliver at least 25 Mbps download speed and at least 3 Mbps upload speed to qualify as broadband.

BST
Bituminous Surface Treatment

Bunching Cables
Installing new cables immediately adjacent to existing cables of the same utility to minimize Rights-of-way use.

Buy America
Projects that include Federal funding or any project defined in the Federal Record of Decision under the National Environmental Policy Act (NEPA) must meet the requirements of “Buy America” (23 CFR 635, 410, 23 USC 313). This Provision applies to all products containing steel or iron permanently incorporated into the project.

C

Carrier
Pipe directly enclosing a transmitted fluid or gas.

Casing
A larger pipe enclosing a Carrier for the purpose of providing structural or other protection to the Carrier and/or to allow for Carrier Replacement without re-excavation, jacking, or boring.

CC
Portland Cement Concrete

CDF
Controlled Density Fill
CFP

Coating
Protective material applied to the exterior of a Pipe or Conduit to prevent or reduce abrasion and/or corrosion damage.

Conduit
An enclosed tubular runway for protecting wires or cables

Coordination
A mutual agreement with work scope and schedule between all parties throughout the Utility Relocation activities. This applies to Preliminary, Final, and Construction Engineering phases. Utilities shall maintain direct contact with the Department, contractors and other utilities to determine the most efficient order and timing for performing the utility Relocation work. Utilities shall adjust scheduling, utility Relocation plans and activities to maximize efficiency of the Relocation work in cooperation with other organizations.

County
The Pierce County Executive or his/her authorized representative, the County Engineer

Cover
Depth to top of Pipe, Conduit, Casing or gallery below the grade of a Road or ditch

CRP
County Road Project

D

Department
Pierce County Planning & Public Works, Office of the County Engineer Division

Deviation
A formal approval by the Engineer to waive or alter a Standard

Drain
Appurtenance to discharge accumulated liquids from Casings or other enclosures.

Document

E

Encasement
Structural element surrounding a Pipe or Conduit for the purpose of preventing future physical damage to the Pipe or Conduit.

Engineer
The County Engineer or authorized representative.

F

Franchise
Occupancy and use document granted by the County required for occupancy of Road Rights-of-Way in accordance with RCW 36.55 and RCW 80.32.

I

Inspector
The engineer or technician duly authorized or appointed by the County Engineer to provide inspection services for work in County Rights-of-way.

M

Manhole
An opening in an underground utility system into which workers or others may enter for the purpose of cleaning, testing, making installations, inspections, repairs and connections.

Monuments
As defined in WAC Chapter 332-120-020, Definitions

MUTCD
Part VI of the Manual on Uniform Traffic Control Devices, as adopted by WSDOT and published by the United States Department of Transportation, Federal Highway Administration, as adopted by WSDOT.

N

NPDES
National Pollutant Discharges Elimination System. The part of the federal Clean Water Act which requires point source dischargers to obtain permits; these permits are administered by the Washington State Department of Ecology.
Open cut
Any opening in a paved surface that is a continuous opening for access to the utility.

Pavement
The hard surfacing placed on a base course and subbase to support the traffic load and distribute it to the subgrade. Includes Traveled Way, Shoulders, and driveways within the Rights-of-Way.

Pierce County Code

Pipe
A structural tubular product designed, tested, and produced for the transmittance of specific liquids and gases under specific conditions.

Plowing
Direct burial of Utility lines by means of a “plow”-type mechanism that breaks the ground, places the Utility line at a predetermined depth, and closes the break in the ground.

Policy
A broad principle, plan, or guideline supported by the Department. Not intended to be absolute, but to serve as a guide for determining a course of action.

Pressure
Internal gauge pressure in a Pipe in pounds per square inch gauge (psig).

Private Utilities
Privately-owned, operated, and maintained utility facilities.

Procedure
The method, manner or sequence of steps to be followed in some process or course of action.

Provision
A specific requirement or condition that must be followed.

Revised Code of Washington

Relocation
Planned change of the location of an existing facility to a more advantageous place without changing the character or general physical nature of the facility.

Replacement
Installation of a like element of a utility system or subsystem in the same or near-same physical location normally due to damage, wear or obsolescence of the element.

Restoration
All work necessary to replace, repair, or otherwise restore the Rights-of-Way and all features contained within to the same or equal condition as before any change or construction thereto.

Rights-of-Way
Means the surface of and space above and below all public streets, public ways, highways, roads, alleys, sidewalks, tunnels, viaducts, bridges, skyways and any public or utility easements established, dedicated or devoted for public utility purposes.

Road
A facility providing public or private access including the Roadway and all other improvements inside the Rights-of-way.

Roadway
An open, generally public way for the passage of vehicles, persons and animals. Limits include the outside edge of sidewalks, or curbs and gutters, or side ditches, including the appertaining Shoulder and all slopes, ditches, channels, waterways, and other features necessary for proper drainage and protection within the Rights-of-way.

Shoulder
The portion of the Roadway contiguous with the Traveled Way primarily to accommodate stopped vehicles for emergency use, and for lateral support of base and surface courses.

Short Side Service
Working on the same side of the Road for less than 200 feet to connect a utility service. No Road crossing is involved.
Six-Year Road Program
County Road Fund projects projected for the next six years as filed with the Secretary of the Department of Transportation.

Sleeve
Short Casing through a pier, wall, or abutment of a highway structure.

Standard
A prescribed set of rules, conditions, or requirements concerned with the definition of terms; classification of components; delineation of procedures; specification of dimensions, materials, performance, design, or operation; description of fit and measurement of size; or measurement of quality and quantity in describing materials, products, systems, services, or practices.

Standard Specifications
The most current version of the Standard Specifications for Road, Bridge and Municipal Construction issued by the Washington State Department of Transportation and Washington State Chapter of the American Public Works Association.

Stealth Design
Also referred to as "Camouflaged or concealed design" means a personal wireless service facility that is disguised, hidden, or integrated with an existing structure that is not a telecommunication tower; or, a personal wireless service facility that is placed within an existing or proposed structure; or, a new telecommunication tower that is hidden within trees so as to be significantly screened from view.

Surface Treatments
Including, but not limited to, chip seal, slurry seal, seal coats, and fog seal.

T

TIP
Transportation Improvement Program

Traffic Control
Those Provisions necessary to safeguard the general public as well as all workers during the construction and maintenance activities performed on utility facilities within the Rights-of-way.

Transportation Element
Part of the County’s Comprehensive Plan, dated November 1994 and subsequently updated.

Traveled Way
That portion of the Roadway used for the movement of vehicles exclusive of the portion of the Roadway width, which is used, or available for parking of vehicles.

Trenched
Installation of a utility in an open excavation

U

UGS
Utility in Good Standing. UGS utilities have demonstrated an ability to abide by the Provisions in this document and are thereby eligible to receive a UGS certificate.

Untrenched
Installation of a utility without breaking the ground or Pavement surface such as by jacking or boring.

Utility
(1) A privately, publicly, or cooperatively owned line, facility, or system for producing, transmitting, or distributing communications, telecommunications, data, Broadband, cable television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, sanitary sewer, storm drainage, surface water drainage or any other similar commodity which directly or indirectly serves the public.
(2) The privately, publicly, or cooperatively owned company that owns the line, facility, or system.

Utility Relocation Plans
A three-dimensional drawing and/or table including a written narrative indicating the revised position of each utility element providing sufficient detail to determine that all known conflicts will be resolved.

Utility Right-of-Way Permit
A document issued under the authority of the Engineer that provides requirements and conditions for utility work at specific locations within the Rights-of-way or County-owned property.
Vent
Appurtenance to discharge gaseous substances from Casings or other enclosures.

W

WAC
Washington Administrative Code

WSDOT
Washington State Department of Transportation
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Appendix B

FORMS
FRANCHISE APPLICATION

TO THE PIERCE COUNTY COUNCIL,
PIERCE COUNTY, WASHINGTON

Council Members:

__________________________________________
(franchisee name)
hereby applies to the Council of Pierce County, Washington, for a franchise to construct, maintain, and
operate ____________________________________ in, under,
(franchise type)
along and over the public roads and highways in Pierce County, Washington, as set forth in EXHIBIT “A”
ereto attached.

None of the roads over which authority is hereby requested for the construction, maintenance, and
operation of said system are within the limits of an incorporated city or town, and the said applicant hereby
respectfully requests the County Council to fix a time and place for the hearing of this application and such
steps taken as may be required by law or the practice of your Honorable Council to authorize the granting
of this franchise.

Dated ___________________________ , 20___

Respectfully submitted,

__________________________________________
(sign and print)

Title ________________________________

ADDRESS:

_____________________________________

_____________________________________

City/State/Zip: _________________________

Phone: (_____ ) _________________________

Email Address: _________________________

NOTE: THIS FRANCHISE APPLICATION MUST BE ACCOMPANIED BY AN EXHIBIT “A”,
WHICH IS THE DESCRIPTION AND MAP OF THE AREAS TO BE COVERED BY THE
FRANCHISE, AND BY A CHECK IN THE AMOUNT OF $1,000.00. THE BALANCE OF THE COST
FOR PUBLICATION CHARGES WILL BE BILLED AFTER THE FRANCHISE HAS BEEN
GRANTED.
PERMIT BOND

BOND

Bond No. __________________

KNOW ALL MEN BY THESE PRESENTS:

That we, ____________________________, hereinafter called the Principal, and ____________________________, as Surety, are jointly and severally held and firmly bound unto PIERCE COUNTY PLANNING & PUBLIC WORKS in the sum of $ ____________________________, lawful money of the United States of America, for the payment of which sum on demand we bind ourselves and our successors, heirs, administrators, or personal representatives as the case may be.

Dated at Tacoma, Washington, this ______________ day of ______________, 20 ___.

WHEREAS, ____________________________ has applied for or will apply from time to time from date hereof to the Pierce County Public Works Department for a permit, permits or permission to do work within the Right-of-Way of Pierce County, Washington.

NOW, THEREFORE, the said Principal shall during the continuance of such permit, permits, or permission faithfully perform and comply with all of the provisions of said permit, permits, or permission and shall indemnify and hold harmless PIERCE COUNTY PLANNING & PUBLIC WORKS from any and all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporations or property by reason of the performance of such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights of way or public structure, and in case any suit or action is brought against said PIERCE COUNTY PLANNING & PUBLIC WORKS for damages arising out of or by reason of any of the above causes, the Principal, its successors or assigns will upon notice of commencement of such action, defend the same at its own sole cost and expense and will satisfy any judgment after the said suit or action shall have finally been determined. If said judgment is adverse to PIERCE COUNTY PLANNING & PUBLIC WORKS, then and in that event this obligation shall be void; but otherwise it shall be and remain in full force and effect.

This obligation is applicable to the period commencing ______________ and ending ______________, but may be canceled by the surety by its giving thirty (30) days written notice to the Principal and PIERCE COUNTY PLANNING & PUBLIC WORKS.

PRINCIPAL

Signature of Principal ____________________________

Address ____________________________

Zip ____________________________

Phone: (_____) ____________________________

SURETY

Name of Surety ____________________________

Address of Local Issuing Agency ____________________________

Zip ____________________________

Phone: (_____) ____________________________
ASSIGNMENT OF FUNDS

ASSIGNMENT

In lieu of a performance bond at the direction of ____________________________ for the proposed construction of ____________________________ we are holding funds in the amount of ____________________________ in Account Number ____________________________ for the sole purpose of completing the referenced construction of standards acceptable to Pierce County.

We have been instructed that these funds are to be used for the sole purpose described above. In the event said principal fails to complete said construction to standards acceptable to Pierce County, said funds will be made available to said County for the sole and specific purpose of completing the above described construction. Failure of the above noted financial institution to hold the minimum required amount until released by Pierce County will bind the financial institution for the amount owed, and for legal fees and costs necessary to enforce collection of the assignment.

Signed and dated at ____________________________, Washington, this __________ day of ____________________________ 20__.

This authorization to remain in full force and effect until a written release is received from Pierce County, which shall be at the time the specified construction is completed to standards acceptable to the County.

ACKNOWLEDGED:

__________________________
Applicant or Depositor

__________________________
Bank Officer’s Signature

__________________________
Address

__________________________
Financial Institution

__________________________
City

__________________________
State

__________________________
Zip

__________________________
Address

__________________________
City

__________________________
State

__________________________
Zip

__________________________
Telephone Number

__________________________
Telephone Number

STATE OF WASHINGTON 
COUNTY OF PIERCE 

On this day personally appeared before me ____________________________ (bank officer) to me known to be the individual described in and who executed the foregoing instrument, and acknowledged to me that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and official seal this ____________________________ day of ____________________________, 20__.

__________________________
Notary Public in and for the State of Washington, residing at ____________________________

__________________________
Pierce County

Date ____________________________
CERTIFICATE OF INSURANCE

This is to certify to County of Pierce, Washington, that the following policies are in force for

Name of Insured

Address

Contract title and/or description of job:

1. COMMERCIAL GENERAL LIABILITY

A. Commercial General Liability Insurance and Commercial Automobile Liability Insurance with limits of not less than:

<table>
<thead>
<tr>
<th>COVERAGES</th>
<th>LIMITS OF LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability Insurance</td>
<td></td>
</tr>
<tr>
<td>1. Bodily Injury Liability</td>
<td>$2,000,000 each occurrence</td>
</tr>
<tr>
<td></td>
<td>$4,000,000 aggregate</td>
</tr>
<tr>
<td>2. Property Damage Liability</td>
<td>$2,000,000 each occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 aggregate</td>
</tr>
<tr>
<td>OR Combined Single Limit Coverage</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

| Commercial Automobile Liability Insurance      |                              |
| 1. Bodily Injury Liability                     | $2,000,000 each person       |
|                                              | $2,000,000 each occurrence   |
| OR Combined Single Limit Coverage              | $2,000,000                   |

B. The following coverages are included in both Primary and Excess Liability Contracts:

a. Extended Bodily Injury                        | Yes | No |

b. Employees as Additional Insured              | Yes | No |
c. Premises/Operations Liability (M&C)          | Yes | No |
d. Contractor’s Protective Liability            | Yes | No |
e. Products and Completed Operations Liability  | Yes | No |
   (through guarantee period)                    |

f. Blanket Contractual Liability                | Yes | No |
g. Broad Form Property Damage Liability         | Yes | No |
h. Personal Injury, including coverages A, B, C with no employee exclusion | Yes | No |
i. Stop Gap or Employers Contingent Liability  | Yes | No |
j. Automobile Liability, including coverage for owned, non-owned, leased, or hired vehicles | Yes | No |
k. Explosion, Collapse, Underground Damage (X.C.U.) as applicable | Yes | No |

1 of 3
C. General Requirements of Policy(ies) shall include, but not limited to:

1. Pierce County is named as an additional insured as respects this contract and such insurance as is carried by the contractor is primary (over any insurance carried by Pierce County).
2. The policy shall contain the appropriate amount and types of coverages which are specified by the Contract.
3. The policy does not contain the following or similar wording: “This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder”.
4. In the event of nonrenewal, cancellation, or material change in the coverage provided, forty-five (45) days written notice shall be furnished the County of Pierce prior to the date of nonrenewal, cancellation or change, such notice to be sent to Pierce County Planning & Public Works, Tacoma Mall Plaza, 2702 South 42nd Street, Suite 109, Tacoma, WA 98409.
5. Pierce County has no obligation to report occurrences unless a claim is filed with Pierce County; and Pierce County has no obligation to pay premiums.
6. The contractor’s insurance policies contain a “cross liability” endorsement substantially as follows:

The inclusion of more than one insured under this policy shall not affect the rights of any Insured as respects any claim, suit or judgment made or brought by or for any other Insured or by or for any employee of any other Insured. This policy shall protect each Insured in the same manner as though a separate policy had been issued to each, except that nothing herein shall operate to increase the company’s liability beyond the amount or amounts for which the company would have been liable had only one Insured been named.

<table>
<thead>
<tr>
<th>Insurance Company(ies)</th>
<th>Policy #</th>
<th>Effective</th>
<th>Expires</th>
</tr>
</thead>
</table>

I, ____________________, hereby certify that I am an Authorized Representative of the above named insurance company(ies); that I have read the foregoing Certificate of Insurance and know the contents thereof; and that the policies of insurance listed above provide the insurance coverage required by this Certificate of Insurance.

Authorized Representative

Subscribed and sworn to before me this _______ day of ________, 20__.

______________________________
Notary Public in and for the State of Washington, residing at __________________________

The undersigned further certifies that the above signed is his/her authorized insurance representative.

______________________________
Contractor
CERTIFICATE OF INSURANCE (CONTINUED)

2. SPECIAL INSURANCE
   The following coverages are provided as indicated:
   A. Workman’s Compensation Act of the State of Washington
      (Account No. ________________________).
         Yes X No __
   B. U.S. Harbor Workers/Longshoremen and Jones Act
         Yes ___ No X
   C. All Risk Builder’s Risk
         Yes ___ No X
   D. Pollution Liability
         Yes ___ No X

   Insurance Company(ies)  Policy #  Effective  Expires

   I, ________________, hereby certify that I am an Authorized Representative of the
   above named insurance company(ies); that I have read the foregoing Certificate of Insurance and know
   the contents thereof; and that the policies of insurance listed above provide the insurance coverage
   required by this Certificate of Insurance.

   Authorized Representative

   Subscribed and sworn to before me this _______ day of ____________, 20____.

   Notary Public in and for the State of
   Washington, residing at ________________

   The undersigned further certifies that the above signed is his/her authorized insurance representative.

   Contractor
PERMIT FOR TEMPORARY ROAD CLOSURE

Pierce County
Planning & Public Works
2702 South 42nd Street, Suite 159
Tacoma WA 98409
(253) 798-3987
P.C.Overby@piercecountywa.gov

PERMIT FOR TEMPORARY ROAD CLOSURE

ROAD TO BE CLOSED
APPLICANT
MAILING ADDRESS
CITY
SIGNATURE
LOCATION
Requested Dates & Time

FEE $500.00
PHONE
Email
STATE
CONTACT PERSON
SECTION/TWP/ RANGE

PERMIT CONDITIONS and Engineer’s Instructions

☐ PERMITTEE MUST NOTIFY THE FOLLOWING AT LEAST 72 HOURS PRIOR TO
CLOSING OF THE RIGHT-OF-WAY:

- P.C. Sheriff’s Department
- Local school district(s)
- Pierce Transit
- WA State Patrol
- U.S. Postal Service
- Affected home owners/business operators
- Other:

☐ Must notify Fire District Number _______ at (______) _______ 72 hours in advance, of the
date of closure and completion date.

☐ Detour signs, traffic devices, and required lighting will be placed as necessary for the public safety by
the Permittee.

☐ Detour signing as per M.U.T.C.D.

☐ Allow local and emergency vehicle access.

☐ 

☐ Closure is authorized for _______ through _______.

Authorization

Closure Approved and so Ordered this _______ day of _______, 20___.

County Engineer

1 of 2

Permit July 2020
AFFIDAVIT OF CLOSURE POSTING

STATE OF WASHINGTON  
}  
}
County of PIERCE  
}  

\[\text{\underline{\text{\textbf{AFFIDAVIT OF POSTING}}}}\]

\[\text{\underline{\text{\textbf{STATE OF WASHINGTON}}}}\]

\[\text{\underline{\text{\textbf{County of PIERCE}}}}\]

\[\text{\underline{\text{\textbf{ss.}}}}\]

\[\text{\underline{\text{\textbf{That he/she is a citizen of the United States of America and the State of Washington, residing in Pierce County, Washington, and more than twenty-one years of age;}}}}\]

\[\text{\underline{\text{\textbf{That he/she on the \underline{\text{\textbf{date}}}} of \underline{\text{\textbf{date}}, 20\underline{\text{\textbf{year}}} \text{, upon direction of the County Engineer, posted copies of the attached “Notice of Temporary Road Closure” on}}}}}}\]

\[\text{\underline{\text{\textbf{Road Name}}}}\]

\[\text{\underline{\text{\textbf{Pierce County, Washington, as follows, to wit:}}}}\]

\[\text{\underline{\text{\textbf{A copy of the attached Notice of Temporary Road Closure has been posted at each end of the aforesaid road segment.}}}}\]

\[\text{\underline{\text{\textbf{Subscribed and sworn to before me this \underline{\text{\textbf{date}}}} of \underline{\text{\textbf{date}}, 20\underline{\text{\textbf{year}}}}.}}}}\]

\[\text{\underline{\text{\textbf{Notary Public in and for the State of Washington, residing at Tacoma, Washington}}}}\]

2 of 2

Revised July 2020
# Notification & Completion Form

## Class B Notification & Completion Form - UGS Only

**Notification:**

Fill-in information in double-boxed boxes

<table>
<thead>
<tr>
<th>ESTIMATED WORKING PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>Completed Date</td>
</tr>
<tr>
<td>Revised Start Date</td>
</tr>
<tr>
<td>Revised Complete Date</td>
</tr>
</tbody>
</table>

**Address:**

Tacoma Mall Plaza  
2902 South 42nd Street, Suite 109  
Tacoma, WA 98409-7522

- Email: pucplowpermit@piercecountywa.gov  
  - Permit Office: (253) 798-4024  
  - or (253) 798-3214

**FOR COUNTY USE ONLY**

<table>
<thead>
<tr>
<th>Notification Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion Received</td>
</tr>
<tr>
<td>Internal Number</td>
</tr>
<tr>
<td>Kon Messenger (253) 732-2355</td>
</tr>
<tr>
<td>Scott Wright (253) 381-6315</td>
</tr>
<tr>
<td>Moratorium End Date</td>
</tr>
</tbody>
</table>

*Form must be in permit Office before 3:00 p.m. the prior business day before starting any of the work described herein.*

## Utility Information

<table>
<thead>
<tr>
<th>Utility Name</th>
<th>W.O. / J.O.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Phone ( )</td>
</tr>
<tr>
<td>Form Submitted By</td>
<td>Signature</td>
</tr>
</tbody>
</table>

The above signed certifies that all information submitted on this form is true and correct, that the above named utility is currently certified as a “Utility in Good Standing”, franchised to work at the work location described herein, and property bonded to work in Pierce County right-of-way, and that the work conditions described herein will be met.

## Work Description

| Est. Initial Pavement Cut | Length ft. | Width ft. |

## Work Location

| Address or STREET & AVENUE of right-of-way: |

## Work Conditions

The following work conditions shall be forwarded unless otherwise approved by the County Engineer:

- **Performed** only in Pierce County Right-of-Way; and all restoration work shall be guaranteed for one year.
- **Related** in no way to the construction or maintenance of any Pierce County road project.
- **Started** on or after the indicated start date and completed on or before the indicated completion date.
- **Notify** permit office of any change in estimated working period dates.
- **Notify** the County Engineer in writing as soon as possible if there are any problems complying with conditions.
- **Contact** Traffic Signal Office at 798-5000 if digging within 500' of traffic signal.

## Completion

Complete this section and resubmit this form within 3 days after all work has been accomplished.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Phone ( )</td>
</tr>
</tbody>
</table>

The above signed certifies that the work conditions described herein were met.

## Inspectors Comments

Work is physically complete and accepted:  

Signature | Date

Revised April 2021
NOTIFICATION & COMPLETION FORM (CONTINUED)

1. Restoration Requirements—Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:
   a. Trench—Provide at least 36 inches of cover over the top of any underground pipe or conduit installed in the County right-of-way. Trench is measured from the top of the pipe to the existing groundline. Backfill trenches in the pavement area with 2-3/4" minus imported or native gravel base per patch details PC.A7.1 and PC.A7.2. Each lift shall be compacted to 95% of maximum dry density as determined by ASTM D1557.
   b. Steel Plates—Steel plates may be placed over unfinished portions of work at the end of each day if approved by the Engineer. Steel plates must be anchored with bolts and shimmed at all edges. Permittee shall be responsible for maintaining steel plates, associated anchors, and asphalt shims 24 hours a day, 7 days a week. Permittee shall provide and maintain appropriate signage for steel plating.
   c. Pavement—Restore any pavement cuts using hot mix asphalt (HMA) CL 1/2" inch, PG 64-22, per patch details PC.A7.1 or PC.A7.2. Place either hot mix asphalt permanent patch or cold mix asphalt temporary patch immediately after backfilling any trench in the pavement area. Any temporary restoration shall be made permanent within 30 working days from the date of the temporary restoration. Cut pavement in rectangular or circular shapes, constructed to be parallel with and perpendicular to the road centerline.
   d. Right-of-Way—Remove all rubbish, debris, and surplus material from the County right-of-way that was left due to the work. Complete excavation and debris material concurrently with the boring operation whether by blowing or trenching. At no time shall there be debris and excavation material extending along a line for more than 500 feet. Restore right-of-way as near as possible to its original state before the permitted work began. Place crushed rock on any roadway shoulders that are disturbed during construction. Complete all work within the indicated number of working days.

2. General Requirements—Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:
   a. Traffic Control—Maintain at least one lane of traffic at all times unless a road closure permit has been obtained. Place traffic signs in accordance with the latest edition of the “Manual on Uniform Traffic Control Devices” or as directed by the Engineer. Direct, maintain, and provide proper lighting on such barriers and warning signs during the progress of the work as may be necessary or as may be directed by the Engineer for the protection of the traveling public. Make no excavations and place no obstacles within the limits of a County road in such a manner as to interfere with the traffic over said road.
   b. Working Hours—Perform the work only from 7:00 a.m. to 6:00 p.m. on non-holiday weekdays, Monday through Friday, except for emergencies, or as otherwise approved by the Engineer. County holidays include January 1, 3rd Monday in January, 3rd Monday in February, last Monday in May, July 4, 1st Monday in September, November 11, 4th Thursday and Friday in November, and December 25. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday is observed, respectively. Requests for working after hours shall be submitted to the Engineer at least one week before the after-hours work is scheduled to begin. The Permittee shall sign an "After-Hours Memorandum Agreement" to reimburse the County for any overtime costs incurred by the County for inspection of the work after hours.
   c. Miscellaneous—Provide a performance bond in the amount set by the Engineer for the County’s benefit to insure compliance with all terms and conditions of this Permit. Provide an insurance policy approved by the Pierce County Risk Management Department prior to starting the work. Comply with the latest edition of the Washington State Electrical Code, Washington State Department of Transportation Standards and Standard Specifications for Road and Bridge Construction, Civil Aeronautics Administration specifications, and all other applicable laws and regulations. Perform the work to the satisfaction of the Engineer. Any of the work not completed according to the provisions set forth in this Permit may be completed by the County and charged to the Permittee.

3. Other Conditions
   a. In accepting this Permit, the Permittee agrees to protect the County and save harmless from all claims, actions or damages of every kind a description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, structures or materials used or manner or installation, maintenance and operation of or by the improper occupancy of right-of-way or public place or public structure, and in case any suit or action is brought against said County for damages arising out of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them of commencement of such action, defend the same at his or their own sole cost and expense and will satisfy judgment after the said suit or action shall have finally be determined if adverse to the County.
   b. If the work done under this Permit interferes with the drainage of the County roads, or causes damage, the Permittee shall wholly and at his own expense make such provision as the Engineer may direct to take care of said drainage and/or damage.
   c. The Engineer hereby reserves the right to order the change of location or the removal of any structure or structures authorized by this Permit, at any time. Said change or removal shall be made at the sole expense of the Permittee.
   d. All permitted changes, reconstruction or relocation by the Permittee shall be done in such manner as will cause the least interference with any County work. The County shall in no way be held liable for any damage to the Permittee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the County upon the roads, streets, public places or structures in question.
   e. The Permittee recognizes and agrees that it is responsible for and will make at its own expense any changes that may be required in the location of any utility constructed under this Permit due to any reconstruction, improvement, or maintenance of the roadway and/or other appurtenances including drainage facilities within the right-of-way and/or any damage that may be done to the roadway or right-of-way or user of the road that may in any way be attributed by the Engineer to the utility installation or operation.
   f. This Permit or privilege shall not be deemed or held to be an exclusive one and shall not prohibit the County from granting other permits or franchises rights in or other nature to public or private utilities, nor shall it prevent the County from using any of its roads, streets, or public places, or affect its right to full supervision and control over all or any part of them, none of which is hereby surrendered.
   g. The Engineer may revoke, annul, change, amend, amplify, or terminate this Permit or any of the conditions herein enumerated if Permittee fails to comply with any or all of its provisions, requirements and regulations as herein set forth.
   h. In accepting this Permit, the Permittee agrees that any damage or injury done to the property of the Permittee or any expense incurred by him through the operation of a contractor, working for the County, or of any County employee, shall be at the sole expense of the Permittee.

4. Definitions
   a. Engineer The Pierce County Engineer or an authorized representative.
   b. Permittee The party or parties to whom this permit is issued, or their successors and/or assigns.
   c. County The County of Pierce.
   d. Work The work herein contemplated and approved by this Permit.

Revised September 2020
# Class B/C Utility Right-Of-Way Permit

**Permit Number**

**Date Application Received**

<table>
<thead>
<tr>
<th>Class B Work - Non-UGS Only</th>
<th>Moratorium End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTIFY before starting work by 3:00 p.m., the previous business day</td>
<td></td>
</tr>
</tbody>
</table>

**Expiration Date:**

**Start Date:**

**Complete Date:**

<table>
<thead>
<tr>
<th>Permit Office (253) 798-4524 or (253) 798-3214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:publicworkspermit@piercecountywa.gov">publicworkspermit@piercecountywa.gov</a></td>
</tr>
</tbody>
</table>

**Address:**

Tacoma Mall Plaza
2702 South 42nd Street, Ste 109
Tacoma, Washington 98409-7322

**Contact Person:**

Pierce County

**Contractor:**

**NOTIFY before starting work by 8:30 a.m. the previous business day**

**Date Permit Activated:**

**Date Reported Completed:**

---

**PLEASE SELECT ONE**: UGS | Non-UGS | Sewer Project | Emergency | Other

**PERMITTE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Order #</th>
</tr>
</thead>
</table>

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**WORK PERMITTED**

<table>
<thead>
<tr>
<th>Est. Working Days</th>
<th>Total Utility Installation ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Est. Initial Pavement Cut ft.</td>
</tr>
<tr>
<td></td>
<td>Length ft. Width ft.</td>
</tr>
<tr>
<td></td>
<td>Related CRP#</td>
</tr>
</tbody>
</table>

**WORK LOCATION**

<table>
<thead>
<tr>
<th>ADDRESS or STREET &amp; AVENUE of right-of-way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
</tr>
</tbody>
</table>

**PERMITTEE’S ACCEPTANCE**

The undersigned has read, understands, and accepts the terms, conditions, fees and liquidated damages set forth in this document.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**WORK CONDITIONS**

- Schedule a preconstruction meeting with the inspector before starting any work.
- A preconstruction meeting is required with owner/developer and all utilities.
- A permit from the Department of Natural Resources will be required if any monuments are disturbed or removed.

**NOTICE OF REQUISITION**

- Memorandum of Agreement for Abandoned Utility and “As-Built” survey of abandoned utility required within 30 days of work completion.
- Contact Traffic Signal Office at 798-8000 if digging within 500’ of traffic signal.
- Activate the permit before expiration date (see top). Activation must be received the previous business day by the time noted above before starting work.
- Notify Permit Office when work is completed in the right-of-way.
- Notify the inspector if there are any problems complying with any of these conditions.
- Notify the One Call Center at (800) 424-5555 at least two business days before excavating.
- Comply with all of the conditions and provisions on the reverse side of this form.
- Keep a copy of this permit and approved plans at the worksite at all times.

**FEES**

- All fees are estimated. Billing will reflect changes incurred during permitted work.
- Cutting of new pavement is not allowed.

<table>
<thead>
<tr>
<th>Class B Work - UGS Only</th>
<th>Non-UGS is $500*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work = (100 LF to 500 LF or 15 SF to 150 SF) UGS is $575; Non-UGS is $11,100*</td>
<td></td>
</tr>
<tr>
<td>Work = (&gt; 500 LF or 150 SF) UGS is $2,100; Non-UGS is $3,250*</td>
<td></td>
</tr>
</tbody>
</table>

**COUNTY’S APPROVAL**

The undersigned is authorized by the County Engineer to issue this permit.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**INSPECTORS COMMENTS**

Work is physically complete and accepted.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Revised April 2021
CLASS B/C UTILITY RIGHT-OF-WAY PERMIT
(CONTINUED)

1. Restoration Requirements—Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:
   a. Trench—Provide at least 36 inches of cover over the top of any underground pipe or conduit installed in the County right-of-way. Cover is measured from the top of the pipe to the existing groundline. Backfill trenches in the pavement area with 3-1/2" minus imported or native gravel base per patch details PC.A7.1 and PC.A7.2. Each lift shall be compacted to 95% of maximum dry density as determined by ASTM D1557.
   b. Steel Plates—Steel plates may be placed over unfinished portions of work at the end of each day if approved by the Engineer. Steel plates must be connected with bolts and shims at all edges. Permittee shall be responsible for maintaining steel plates, associated washers, and large shims 24 hours a day, 7 days a week. Permittee shall provide and maintain appropriate signage for steel plating.
   c. Pavement—Restore any pavement cuts using hot mix asphalt (HMA) CL 1/2" inch, PG 64-22, per patch details PC.A7.1 or PC.A7.2. Place other hot mix asphalt permanent patch or cold mix asphalt temporary patch immediately after backfilling any trench in the pavement area. Any temporary restoration shall be made permanent within 30 working days from the date of the temporary restoration. On pavement in rectangular or circular shapes, constructed to be parallel with and perpendicular to the road centerline.
   d. Right-of-Way—Remove all rubbish, debris, and surplus material from the County right-of-way that was left due to the work. Clean up excavation and debris material concurrently with the grading operation whether by blowing or trenching. At no time shall there be debris and excavation material extending along a line for more than 500 feet. Restore right-of-way as near as possible to its original state before the permitted work began. Place crushed rock on any roadway shoulders that are disturbed during construction. Complete all work within the indicated number of working days.

2. General Requirements—Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:
   a. Traffic Control—Maintain at least one lane of traffic at all times unless a road closure permit has been obtained. Place traffic signs in accordance with the latest edition of the "Manual on Uniform Traffic Control Devices" as directed by the Engineer. Direct, maintain, and provide proper lighting on such barriers and warning signs during the progress of the work as may be necessary or as may be directed by the Engineer for the protection of the traveling public. Make no excavation and place no obstacles within the limits of a County road in such a manner as to interfere with the travel over said road.
   b. Working Hours—Perform the work only from 7:00 a.m. to 6:00 p.m. on non-holiday weekdays, Monday through Friday, except for emergencies, or as otherwise approved by the Engineer. County holidays include January 1, 3rd Monday in January, 3rd Monday in February, last Monday in May, July 4, 1st Monday in September, November 11, 4th Thursday and Friday in November, and December 25. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday is observed, respectively. Requests for working hours after shall be submitted to the Engineer at least one week before the after-hours work is scheduled to begin. The Permittee shall sign an "After-Hours Memorandum Agreement" to reimburse the County for any overtime costs incurred by the County for inspection of the work after hours.
   c. Miscellaneous—Provide a performance bond in the amount set by the Engineer for the County’s benefit to insure compliance with all terms and conditions of this Permit. Provide an insurance policy approved by the Pierce County Risk Management Department prior to starting the work. County has adopted the latest edition of the Washington State Electrical Code. Washington State Administrative Code. Standards and Standard Specifications for Road and Bridge Construction, Civil Aeronautics Administration specifications, and all other applicable laws and regulations. Perform the work to the satisfaction of the Engineer. Any of the work not completed according to the provisions set forth in this Permit, may be completed by the County and charged to the Permittee.

3. Other Conditions:
   a. In accepting this Permit, the Permittee agrees to protect the County and save it harmless from all claims, actions or damages of every kind or character which may accrue to or be suffered by any person or persons, corporations or corporations or by the performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper construction of right-of-way or public place or public structure, and in case any such act or action is brought against said County for damages arising out of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them of commencement of such actions, defend the same at his or their own sole cost and expense and will satisfy judgment after the said suit or action shall have been finally determined if adverse to the County.
   b. If the work done under this Permit interferes with the drainage of the County roads, or causes damage, the Permittee shall wholly and at his own expense make such provision as the Engineer may direct to take care of said drainage and/or damage.
   c. If the Engineer hereby reserves the right to order the change of location or the removal of any kind of structures or authorized by this Permit, at any time. Said change or removal shall be made at the sole expense of the Permittee.
   d. All permitted changes, reconstruction or relocation by the Permittee shall be done in such manner as will cause the least interference with any County work. The County shall in no way be held liable for any damage to the Permittee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the County upon the roads, streets, public places or structures in question.
   e. The Permittee recognizes and agrees that it is responsible for and will make at its own expense any changes that may be required in the location of any utility constructed under this Permit due to any reconstruction, improvement, or maintenance of the roadway and/or other appurtenances including drainage facilities within the right-of-way and/or any damage that may be done on the roadway or right-of-way or user of the road that may in any way be attributed by the Engineer to the utility installation or operation.
   f. This Permit or privilege shall not be deeded or held to be an exclusive one and shall not prohibit the County from granting other permits or franchise rights like or other nature to public or private utilities, nor shall it prevent the County from using any of its roads, streets, or public places, or affect its right to full supervision and control over all or any part of them, none of which is hereby surrendered.
   g. The Engineer may revoke, annul, change, amend, amplify, or terminate this Permit or any of the conditions herein enumerated if Permittee fails to comply with any or all of its provisions, requirements and regulations as herein set forth.
   h. In accepting this Permit, the Permittee agrees that any damage or injury done to the property of the Permittee or any expense incurred by him through the operation of a contractor, working for the County, or of any County employee, shall be at the sole expense of the Permittee.

4. Definitions:
   a. Engineer The Pierce County Engineer or an authorized representative.
   b. Permittee The party or parties to whom this permit is issued, or their successors and/or assigns.
   c. County The County of Pierce.
   d. Work The work herein contemplated and approved by this Permit.

Revised September 2020
# Class D Utility Right-Of-Way Permit

**Class D Utility Right-Of-Way Permit**

**Date Application Received**
(Permit is void if not activated within three months)

**Date Permit Activated**

**Permit Number**

**Expiration Date**

**Activation Expiration**
(Permit is void six months from activation date)

**Revised Expiration**

**Revised Expiration**

**NOTIFY before starting work by 8:30 a.m. the previous business day**

### Please select one:
- UGS
- Non-UGS
- Emergency
- Other

**Permittee**

**Name**

**Address**

**City**

**State**

**Zip**

**Work Order #**

**WORK PERMITTED**

Permission to perform the following work in Pierce County Rights-of-Way is hereby granted subject to all provisions on this form.

Include pole numbers and highlight poles on the plans:

- Est. Working Days
- Est. # of Poles

**WORK LOCATION**

**Section**

**Township**

**Range**

**Address or STREET & AVENUE of right-of-way**

**PERMITTEE’S ACCEPTANCE**

The undersigned has read, understands, and agrees to the terms, conditions, fees and liquefied damages set forth on this document.

**Name**

**Signature**

**Date**

**Title**

**Phone ( )**

**Email**

**WORK CONDITIONS**

<table>
<thead>
<tr>
<th>Area Inspector</th>
<th>Ken Messinger (253) 732-2355</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Wright  (253) 381-6315</td>
<td></td>
</tr>
</tbody>
</table>

- [X] Contact Traffic Signal Office at 798-8000 if digging within 500' of traffic signal.
- [X] Activate the permit before the permit expiration date (see top right).
- [X] Notify the Permit Office before 8:30 a.m. the previous business day before starting any work, and notify when work is completed in the right-of-way.
- [X] Notify the inspector if there are any problems complying with any of these conditions.
- [X] Notify the One Call Center at (800) 424-5555 at least two business days before excavating.
- [X] Comply with all of the conditions and provisions on the reverse side of this form.
- [X] Keep a copy of this permit and approved plans at the worksite at all times.

### Fees

Additional fees may apply

<table>
<thead>
<tr>
<th>Permit Fee Total</th>
<th>S</th>
<th>‘P’ Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Area not to exceed one (1) mile in diameter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‘D’ Work = UGS is $525.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-UGS is $900.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class D Renewal fee**

- S

**Date**

**Class D Renewal fee**

- S

**Date**

### COUNTY’S APPROVAL

The undersigned is authorized by the County Engineer to issue this permit.

**Name:**

**Signature**

**Date**

### INSPECTORS COMMENTS

Work is physically complete and accepted:

**Signature**

**Date**

Revised April 2021
CLASS D UTILITY RIGHT-OF-WAY PERMIT
(CONTINUED)

1. Restoration Requirements—Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:
a. Trench—Provide at least 36 inches of cover over the top of any underground pipe or conduit installed in the County right-of-way. Cover is measured from the top of the pipe to the existing groundline. Backfill trenches in the pavement area with 2½" minus imported or native gravel base per patch details PC.A7.1 and PC.A7.2. Each lift shall be compacted to 95% of maximum dry density as determined by ASTM D1557.

b. Steel Plates—Steel plates may be placed over unfinished portions of work at the end of each day if approved by the Engineer. Steel plates must be secured with bolts and shims at all edges. Permittee shall be responsible for maintaining these plates for the duration of work. Permittee shall be responsible for maintaining traffic signs for the duration of work.

c. Pavement—Restore any pavement cuts using hot mix asphalt (HMA) CL 3½ inch, PG 64-22, per patch details PC.A7.1 or PC.A7.2. Place hot-mix asphalt permanent patch or cold mix asphalt temporary patch immediately after backfilling any trench in the pavement area. Permanent pavement must be made permanent within 50 working days from the date of the temporary restoration. Cold pavement in rectangular or circular shapes, constructed to be parallel with and perpendicular to the road centerline.

d. Right-of-Way—Remove all rubbish, debris, and surplus material from the County right-of-way that was left due to the work. Clean excavation and debris material concurrently with the grading operation whether by blowing or trenching. At no time shall there be debris and excavation material extending along a line for more than 50 feet. Restore right-of-way as near as possible to its original state before the permitted work began. Place crushed rock on any roadway shoulders that are disturbed during construction.

2. General Requirements—Unless otherwise directed or approved by the Engineer or this Permit, the Permittee shall:
a. Traffic Control—Maintain at least one lane of traffic at all times unless a road closure permit has been obtained. Place traffic signs in accordance with the latest edition of the "Manual on Uniform Traffic Control Devices" or as directed by the Engineer. Direct, maintain, and provide proper lighting on such barriers and warning signs during the progress of the work as may be necessary or as may be directed by the Engineer for the protection of the traveling public. Make no excavation and place no obstacles within the limits of a County road in such a manner as to interfere with the travel over said road.

b. Working Hours—Perform the work only from 7:00 a.m. to 6:00 p.m. on non-holiday weekdays, Monday through Friday, except for emergencies, or as otherwise approved by the Engineer. County holidays include January 1, 3rd Monday in January, 3rd Monday in February, last Monday in May, July 4, 1st Monday in September, November 11, 4th Thursday and Friday in November, and December 25. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday is observed, respectively. Requests for work after hours shall be submitted to the Engineer at least one week before the after-hours work is scheduled to begin. The Permittee shall sign an "After-Hours Memorandum Agreement" to reimburse the County for any overtime costs incurred by the County for inspection of the work after hours.

c. Miscellaneous—Provide a performance bond in the amount set by the Engineer for the County's benefit to insure compliance with all terms and conditions of this Permit. Provide an insurance policy approved by the Pierce County Risk Management Department prior to starting the work. Consult the latest edition of the Washington State Electrical Code, the Washington State Building Code, and other applicable laws and regulations. Perform the work to the satisfaction of the Engineer. Any of the work not completed according to the requirements set forth in this Permit, may be completed by the County and charged to the Permittee.

3. Other Conditions
a. In accepting this Permit, the Permittee agrees to protect the County and save it harmless from all claims, actions or damages of every kind a description which may accrue to or be suffered by any person or persons, corporation or corporations by reason of the performance of any work, character of materials used or manner of installation, maintenance and operation or by the improper use or misuse of any structure or structures authorized by this Permit, at any time. Said change or removal shall be made at the sole expense of the Permittee.

d. Permittees shall be in such manner as will cause the least interference with any County work. The County shall in no way be held liable for any damage to the Permittee by reason of any such work by the County or its agents or representatives, or by the exercise of any rights by the County upon the roads, streets, public places, or their right to full supervision and control over all or any part of them, none of which is hereby surrendered.

e. The Engineer hereby reserves the right to order the change of location or the removal of any structure or structures authorized by this Permit, at any time. Said change or removal shall be made at the sole expense of the Permittee.

4. Definitions

a. Engineer The Pierce County Engineer or an authorized representative.
b. Permittee The party or parties to whom this permit is issued, or their successors and assigns.
c. Company The County of Pierce.
d. Work The work herein contemplated and approved by this Permit.
# PERMIT ACTIVITY FORM FOR UTILITY RIGHT-OF-WAY WORK

## Class B/C/D Permit Activity Form

### FOR UTILITY RIGHT-OF-WAY WORK

**Pierce County**

**Address:**
Tacoma Mall Plaza
2702 S 42nd St, Suite 109
Tacoma, WA 98409-7322

*Email: pecrow.permits@piercecountywa.gov*

*Permit Office (253) 798-4824 or (253) 798-3214*

*FAX (253) 798-4963*

**Class C & D**

NOTIFY before starting work by 8:30 a.m. the previous business day

---

### UTILITY INFORMATION

Complete this section:

- **Name of Franchise/Company:** ____________________________
- **Current Date:** ____________
- **Contractor:** ____________________________
- **Phone ( ):** ____________
- **Email:** ____________________________
- **Field Contact:** ____________________________
- **Phone ( ):** ____________
- **Cell ( ):** ____________
- **Form Submitted By:** ____________________________
- **Signature/Title:** ____________________________

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### ACTIVATIONS - Class C & D

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### COMPLETIONS - Class C & D

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### ACTIVATIONS & COMPLETIONS for Class B - Non-UGS Only

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*Rev 12/2020*
AFTER HOURS AGREEMENT

Date

Name
Title
Franchise Utility
Address
City, State Zip Code

Re: After Hours Agreement Permit No.
Work Location:

Dear Name:

This letter is in response to your Date inquiry in which you requested authorization to work after hours at Work Location. The afterhours work will take place beginning on Day, Date, 202_ at Time until Time, Day, Date, 202_.

You are hereby authorized to work after hours for this project. However, Pierce County will monitor the effect of the afterhours work and the County Engineer reserves the right to rescind this approval at his discretion. It is the responsibility of Franchise Utility and their contractor, ______, to mitigate and abate noise and light disturbance to the abutting properties.

Franchise Utility and their contractor, ______, are responsible for traffic control within the worksites following the current MUTCD. Particular awareness should be given to private drives entering within the worksites. Traffic delays should not extend longer than a long traffic signal cycle.

Please be aware the number and severity of complaints from local property owners and businesses could force Pierce County to curtail working hours and/or length and number of worksites.

I have authorized Pierce County Utility Inspectors Name of both Utility Right of Way inspectors, or other Pierce County inspectors to work overtime for the above-mentioned time to provide the necessary inspection on this project. Franchise Utility shall be responsible to reimburse Pierce County for any and all overtime worked by the inspection team during this project. Billing will be based on hours worked and shall include, but not be limited to, labor, tools, materials, equipment, and administrative costs associated with overtime worked.
AFTER HOURS AGREEMENT (CONTINUED)

Finally, a franchise representative must sign and deliver this letter to the Utility Permit Office immediately and provide notification that work will be beginning on **Day, Date, 202** at **Time** until **Time**, **Day, Date, 202**.

If you have questions or concerns, please feel free to contact **Pierce County Representative**'s Name, Accreditation, **Pierce County Title** at **Phone Number**.

Sincerely,

______________________________________________
Franchise Utility

Authorizing Name: _________________________________
Please Print

**Pierce County Representatives' Name**
**Pierce County Title**
Signers Initials: Initials of person that created letter

cc: **County Engineer**
  *Field Engineering Manager*
  *Road Operations Manager*
  *Business and Financial Operations Manager*
  *Traffic Engineering*
  *Fiscal*
  *File*
PERMIT TO REMOVE OR DESTROY MONUMENT

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR PERMIT TO REMOVE OR DESTROY A SURVEY MONUMENT PER WAC 332-120-070

Please refer to the attached, marked-up example form as a companion guide to these instructions:

A) SURVEYOR INFORMATION
   - Enter the name, company name, phone number, and email address of the Licensed Surveyor or Engineer who will stamp this application. Authorized engineers are as defined in WAC 332-120-020.
   - Enter the date the application is created.
   - The Licensed Surveyor or Engineer must stamp (seal), sign, and date in the area designated on the first page and on each attachment. Please note that the boxed area for the seal is set up to accept an electronic insert in several different file formats.

B) RESPONSIBLE PARTY PER WAC 332-120-030(2)
   - Enter the name of the company or agency name of the Responsible Party. The Responsible Party is defined in WAC 332-120-030(2) as, “Any person, corporation, association, department, or subdivision of the state, county or municipality responsible for an activity that may cause a survey monument to be removed or destroyed shall be responsible for ensuring that the original survey point is perpetuated.”
   - Enter the contact name, phone number, and email address of the contact for the Responsible Party.

C) I estimate this work will be finished by: Enter the anticipated date when monument will be reset or will no longer be threatened by construction activities.
   - If you request a variance from the requirement to reference the Washington Coordinate System per WAC 332-120-040(2):
     - Check the box.
     - Provide justification for requesting the variance.

D) MONUMENT INFORMATION
   - Provide monument and indexing information for all monuments as attachments. All attachments must:
     1) Be sealed, signed, and dated.
     2) Include Township, Range, Section, Quarter Section, County, and any additional identifier, as applicable, such as, GCBD designation for the corner, street intersection, plat name, block, lot, and etcetera.
     3) Include the coordinate datum, such as, NAD 83/91 North Zone.
     4) A description of the monument and accessories found marking the position of the existing monument.
     5) The temporary references set to reestablish the position (include coordinates when applicable).
     6) Description of the permanent monument(s) anticipated to be placed on completion (if a witness monument(s) is set include the references to the original position).

Attachments may be in any reasonable format and size, provided they are legible, intelligible, and contain all of the elements required under Part D. Attachments may include sketches, tables, excerpts from existing maps, proposed Records of Survey, and/or any other information that would be useful to surveyors who will be following your footsteps.
PERMIT TO REMOVE OR DESTROY MONUMENT
(CONTINUED)

APPLICATION FOR PERMIT TO REMOVE OR DESTROY A SURVEY MONUMENT PER WAC 332-120-070

PERMIT NO.
You are hereby authorized to remove or destroy the described survey monument(s):

DNR AUTHORIZING SIGNATURE/DATE

DO NOT ALTER THIS FORM

SURVEYOR INFORMATION

SURVEYOR NAME:
COMPANY NAME:
PHONE NUMBER:
EMAIL ADDRESS:
DATE:

RESPONSIBLE PARTY PER WAC 332-120-030(2)

COMPANY OR AGENCY NAME:
CONTACT NAME:
PHONE NUMBER:
EMAIL ADDRESS:

I estimate this work will be finished by:

☐ I request a variance from the requirement to reference to the Washington Coordinate System per WAC 332-120-040(2).
   Please provide your justification:

(FOR DNR USE ONLY) The variance request ☐ is approved ☐ not approved

MONUMENT INFORMATION

Applicant shall provide monument and indexing information for all monuments within project limits as attachments. All attachments must be sealed, signed, dated and contain the following required elements:

Township, Range, Section, Quarter Section, County, Additional Identifier (e.g. GCBD designation for the corner, street intersection, plat name, block, lot, etc.) and Coordinate Datum (e.g. NAD 83/91 North Zone)

A description of the monument and accessories found marking the position of the existing monument.

The temporary references set to reestablish the position (include coordinates when applicable).

Description of the permanent monument(s) to be placed on completion (if a witness monument(s) is set include the references to the original position).

APPLICANT IS RESPONSIBLE TO SUBMIT THE COMPLETION REPORT WITHIN 15 DAYS OF THE PROJECT COMPLETION PER WAC 332-120-060(3).

THIS PERMIT DOES NOT ELIMINATE THE REQUIREMENT TO FILE A RECORD OF SURVEY PER RCW 58.09.040

FOR PLSS CORNERS A LAND CORNER RECORD PER WAC 332-130-026.

PLSS CORNERS WILL BE MONUMENTED AND STAMPED AS DEFINED IN THE CURRENT BLM MANUAL OF SURVEYING INSTRUCTIONS PER WAC 332-130-030(4).

(Form prescribed 10/2018 by the Public Land Survey Office, Dept. of Natural Resources, pursuant to RCW 58.24.040 (6).)
PERMIT TO REMOVE OR DESTROY MONUMENT
(CONTINUED)

COMPLETION REPORT FOR MONUMENT
REMOVAL OR DESTRUCTION
(TO BE COMPLETED AND SENT TO THE DNR AFTER THE WORK IS DONE.)

PERMIT NUMBER _______
☐ I have perpetuated the position(s) as per the detail shown on the application form.

☐ I was unable to fulfill the plan as shown on the application form. Below is the detail of what I did do to perpetuate the original position(s). (If the application covered multiple monuments attach sheets providing the required information. Seal, sign and date each sheet.)

SEAL SIGNATURE DATE SIGNED

SEAL SIGNATURE DATE SIGNED
ELECTRONIC PLANS

UTILITY COMPANY AGREEMENT NOT TO RELEASE ELECTRONIC FILES 4-20C

PIERCE COUNTY PLANNING & PUBLIC WORKS
OFFICE OF THE COUNTY ENGINEER
(APPLICABLE) SECTION

TRANSFER OF ELECTRONIC MAPS/PLANS TO UTILITY COMPANIES

CRP (XXXX)
(Project Name)
(Project Limits)

In order to obtain maps/plans and related data in electronic format for the above-referenced project, the Utility Company listed below agrees that the maps/plans and related data are the property of Pierce County Planning & Public Works. The Utility Company and their consultants/contractors will use the maps/plans and related data only for the purpose of supplying utility information to the benefit of the County. The Utility Company further agrees that these electronic files will not be released to any other individual or entity except consultants/contractors working for the utility. The electronic drawing files will be provided in the format currently used by Pierce County Planning & Public Works (AutoCAD Civil 3D 2016). The County is not responsible for providing the drawing files in any other format. The Utility Company is responsible for any needed format conversion.

Utility Company

_______________________________

Representative

_______________________________

Date

_______________________________

Errors and discrepancies can be inadvertently introduced into electronic media by differing hardware, software, and operators. Recognizing this, your use of electronic media acknowledges that use of information contained in the media is at your sole risk and without liability, risk, or legal exposure to Pierce County. Furthermore, you shall to the fullest extent permitted by law defend, indemnify, and hold harmless Pierce County from and against demands, losses, expenses, damages, penalties, and liabilities of any use of the electronic media by you or third party. All electronic media will remain the property of Pierce County. Your use of the electronic media shall constitute an acceptance of the above. It is agreed and understood that this document does not prohibit the release of maps/plans or related data if the production or release of the documents is required by law.

Revised 11/20/17
NOTES:

3) HOT MIX ASPHALT (HMA) L: 1/2 IN. PG 64-22, WITH MINIMUM COMPACTED DEPTH OF 3" OR EXISTING PAVEMENT DEPTH PLUS 1", WHICHEVER IS GREATER, PLACE IN LIFTS WITH A MAXIMUM COMPACTED DEPTH OF 3" PER WSDOT STANDARD SPECIFICATIONS S-04, AND MACHINE SEAL FLUSH WITH EXISTING PAVEMENT.

2) PORTLAND CEMENT CONCRETE PAVEMENT WITH A STANDARD PAVING SECTION EQUAL TO THE EXISTING PAVEMENT THICKNESS, PLACE PER WSDOT STANDARD SPECIFICATIONS S-05, THE ENGINEER MAY SPECIFY THE DESIGNAGE. ANY ASPHALT CONCRETE COVERING THE PORTLAND CEMENT CONCRETE SHALL BE CUT BACK AN ADDITIONAL 4" AND REPLACED WITH HMA C: 1/2 IN. PG 64-22, COMPACTED TO A DEPTH EQUAL TO THAT OF THE EXISTING ASPHALT CONCRETE PAVEMENT OR PUT CSMC AS PREFERRED ALTERNATIVE.

3) CRUSHED SURFACING TOP COURSE MATCH EXISTING 2" MINIMUM DEPTH, COMPACTED TO 95% MAXIMUM DENSITY.

4) IMPORTED OR NATIVE MATERIAL COMPACTED TO 95% MAXIMUM DENSITY. THE MATERIAL SHALL BE ESSENTIALLY FREE FROM VARIOUS TYPES OF WASTE OR OTHER EXTRANEOUS ON DIRECTIONAL MATERIALS. IT SHALL HAVE SUCH CHARACTERISTICS OF SIZE AND SHAPE THAT IT WILL COMPACT EASILY AND SHALL MEET THE FOLLOWING TEST REQUIREMENTS:

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<tr>
<th>SIEVE SIZE</th>
<th>PERCENT PASSING</th>
<th>DURABILITY</th>
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<tbody>
<tr>
<td>1/2 SQUARE</td>
<td>100</td>
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<tr>
<td>3/8 SQUARE</td>
<td>75-100</td>
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<tr>
<td>U.S. No. 4</td>
<td>22-100</td>
<td>0-10</td>
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<tr>
<td>U.S. No. 40</td>
<td>2-100</td>
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6) NEAT, UNIFORM AND VERTICAL CUT (TYPICAL BOTH SIDES). CLEAN AND HEAT EDGES AND TACK WITH UNMIXED ASPHALT. SEAL JOINT WITH HOT ASPHALT CEMENT.

7) NEAT, UNIFORM AND VERTICAL CUT (TYPICAL BOTH SIDES).

8) DRILL 3/8" X 1/2" HOLE AND SET 85 X 24" EPOXY-COATED TIE BARS WITH EPOXY KINK INTO THE EXISTING PAVEMENT PARALLEL TO ROADWAY CENTERLINE ALONG THE TRANSVERSE VERTICAL CUT SPACED AT 18" ON CENTER (TYPICAL BOTH SIDES).

9) MINIMUM RESTORATION LIMITS FOR HMA UNLESS OTHERWISE DETERMINED BY THE ENGINEER. IF ANY PORTION OF A CONDITIONAL PAVEMENT CUT AFFECTS A WHEEL TRACK AS DETERMINED BY THE ENGINEER, THE ENTIRE LANE SHALL BE REMOVED AND REPLACED, WHEREVER AN EXISTING PATCH OR CRACK IS IN CLOSE PROXIMITY TO THE NEW CUT, THE ENGINEER MAY REQUIRE REMOVAL OF THE EXISTING PATCH OR CRACK AND ANY INTERVENING PAVEMENT. DEPTH OF REPAIR: ASPHALT SHALL BE IN ACCORDANCE WITH NOTE 1.

10) MINIMUM RESTORATION LIMITS FOR PCC UNLESS OTHERWISE DETERMINED BY THE ENGINEER. REMOVE ENTIRE PANEL UNLESS WIDTH OF REMAINING PANEL PORTION IS GREATER THAN 50% OF THE EXISTING PANEL WIDTH. IF ANY PORTION OF A CONDITIONAL PAVEMENT CUT AFFECTS A WHEEL TRACK AS DETERMINED BY THE ENGINEER, THE ENTIRE LANE SHALL BE REMOVED AND REPLACED. WHEREVER AN EXISTING PATCH OR CRACK IS IN CLOSE PROXIMITY TO THE NEW CUT, THE ENGINEER MAY REQUIRE REMOVAL OF THE EXISTING PATCH OR CRACK AND ANY INTERVENING PAVEMENT. IF THE ENTIRE PANEL IS NOT REMOVED, FOLLOW ASPHALT CONCRETE UTILITY PATCH PROCEDURES WITH ASPHALT CONCRETE PAVING DEPTH EQUAL TO THE DEPTH OF THE EXISTING PAVEMENT.

11) ALL PERMANENT FINAL PATCHES SHALL BE RECTANGULAR OR CIRCULAR IN SHAPE AND DESIGNED TO BE PARALLEL AND PERPENDICULAR TO THE ROAD CENTERLINE.

12) CONTROLLED DENSITY FILL (CDF) SHALL BE REQUIRED ON ROADWAYS WHERE DIFFICULT SUBSURFACE CONDITIONS ARE ANTERIATED AND SHALL BE PLACED IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS 2-06.012E.

13) FOR PERMISSIBLE PAVEMENT ALTERNATIVES SEE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL. MINIMUM RESTORATION LIMITS DETERMINED BY THE ENGINEER.
PC.A10.3 PLANING/OVERLAY DETAILS

[Diagram showing planing and overlay details with measurements and notes.]
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Appendix D

BRIDGE UTILITY INSTALLATION GUIDELINES

D-1 General
The following general guidelines are intended as a design aid for installing natural gas, volatile fluid, water, telephone, power, sewer and other utility lines on County-owned bridges. Utilities will comply with applicable federal, state and local codes, rules and regulations, including Buy America Provisions when required. Although some utility installations are unique, the general concepts and procedures shown in these guidelines can be applied to most utility installations.

D-2 Permit Requirements
To install any utilities on a Pierce County bridge, a Utility Right-of-Way Permit must be obtained from the Department (see Chapter 3). Plans for installation must be completed and submitted to the Department for review prior to any permit approval. Beside the items listed in Subsection 3-2.2, the plans must include at least the following:

1. Plan view with Pierce County Bridge Number.
2. Elevation view.
3. Typical section views.
4. Specifications, including maximum design Pressures and regular operating Pressure for pressure Pipe system.
5. Methods of attachment, including thrust protection details and lateral bracing details for Pressure systems, utility weights and span lengths between supports.

Bridge Engineering will review details pertaining to the bridge crossing, such as attachment details or trenching details adjacent to bridge piers or abutments. The Engineer will review the remaining details and provide overall review. If, in the opinion of the Engineer, the proposed utility could cause structural overloading of the bridge, the proposed utility installation will not be allowed.

The applicant shall allow 30 days for plan review. Five copies of the plans shall be submitted with the permit application.

D-3 General Concepts
On new construction, the utility installation shall be located to minimize the effect on the appearance of the structure. In most cases, this will mean installing the utility between girders or in curbs, traffic barriers, or sidewalks. Utilities and supports shall not normally extend below the bottom of the superstructure. When the utility is located between girders, it shall be installed no lower than 1 foot 0 -inches above the bottom of the girders. In some cases when Appurtenances are required such as air release valves, care should be taken to provide adequate space.

When the bridge is to receive pigmented sealer, consideration shall be given to painting any exposed utility lines and hangers to match the bridge. When pigmented sealer is not required, steel utility lines and hangers shall be painted or galvanized for corrosion protection. The special Provisions shall specify cleaning and painting procedures.

On existing structures, proposed utility attachments are normally reviewed by Bridge Engineering and either approved or returned for correction.

D-4 Design Criteria for Utility Installations
1. All Pipes carrying volatile fluids shall be encased throughout the length of the structure except as noted in Section D-5. A Sleeve approximately three inches larger than the outside diameter of the Carrier pipe shall be used. The space between the Carrier pipe and the encasing Sleeve shall be effectively Vented beyond the structure at each end and at high points.
2. Utilities shall not be attached above the bridge deck nor attached to the railings or rail posts. They may be placed in the concrete traffic barrier no higher than 16 inches above the top of the deck.

3. Utilities shall not extend below the bottom of the superstructure.

4. Utilities shall include suitable expansion devices at bridge expansion joints or include other expansion methods, as required, to prevent longitudinal temperature forces from being transferred to bridge members. For telephone and power Conduit, longitudinal restraint may be considered to be the cable itself. For other Conduit, longitudinal restraint may be considered to be the bridge end fill. For long runs of water Pipe, expansion joints in the Pipe shall be properly spaced with longitudinal load-carrying supports.

5. Rigid Conduit shall extend for a minimum of 10 feet beyond the ends of the structure to reduce the effects of embankment settlements on the utility and to provide protection in case of future work involving excavation near the structure. This requirement shall be stated on the plans. Utilities that are off of the bridge shall be installed prior to paving of approaches.

6. Utility supports shall be designed so that none of the Conduits, supports, bridge structures or bridge members is over stressed by any loads imposed by the utility installation. It is especially important to provide longitudinal and transverse support for Grinnell style inserts and other similar inserts which cannot resist moment.

7. Utility locations and supports shall be designed so that a failure will not result in damage to the bridge, the surrounding area, or be a hazard to traffic.

8. All Conduits shall be steel or rigid PVC.

9. Lag screws may be used for attaching brackets to wooden structures. All bolt holes shall meet the requirements of Sections 6.04.3(4) and 6.04.3(5) of the Washington State Department of Transportation, Standard Specifications for Road, Bridge, and Municipal Construction, current edition.

10. Welding across main structure members will not be permitted. All welding must be approved.

11. Utilities shall be located to minimize bridge maintenance and bridge inspection problems.

12. Attach Conduits or brackets to the concrete superstructure with resin bond anchors. Lag screws shall not be used for attachment to concrete.

13. Drilling through reinforcing steel will not be permitted. If steel is hit when drilling, the anchorage location must be moved and the abandoned hole filled with non-shrink grout conforming to the requirements of Section 6-02.3(20) of the Washington State Department of Transportation, Standard Specifications for Road, Bridge, and Municipal Construction, current edition.

14. There shall be a minimum of three inches distance from the edge of the concrete to the center line of bolt holes in concrete.

15. All utilities and utility supports shall be designed not only to support their dead load but to resist other forces from the utility (surge, etc.) and wind and earthquake forces. The utility company may be asked to submit one set of calculations to verify their design forces.

16. Drilling into pre-stressed concrete members for utility attachments will not be allowed.

17. Water or sewer lines to be placed lower than adjacent bridge footings shall be encased if failure can cause undermining of the footing.

18. Utilities installed in the cells of box girder bridges should be embedded in concrete where structurally and economically feasible. Where utilities, other than telephone and power Conduit, are not embedded in concrete, access shall be provided in each cell. Such access can
be from Manholes in the Shoulder of the Roadway or in the sidewalk. Access to box girder
cells may be provided by a hatch in the bottom of the box girder at the end piers.

19. Telephone and power Conduit may be installed in the cells of box girder bridges without
Provision for embedment or access provided that Conduit is galvanized steel or Schedule 80
PVC rigid or heavier.

20. All materials and workmanship for attachment to the structure shall be in accordance with the
requirements of the Washington State Department of Transportation, Standard Specifications
for Road, Bridge, and Municipal Construction, current edition.

21. All steel in utility supports, including fastenings and anchorages, shall be galvanized in
accordance with AASHTO M-111 or M-232 (ASTM A-123 or A-153, respectively).

22. All utilities and utility support surfaces, including galvanized utilities, which are installed on a
painted bridge structure and are visible to the public, shall be painted to match the bridge
structure.

23. Any painted surfaces damaged during construction shall be cleaned and painted as noted above.

25. Any paint splatters shall be removed from the bridge.

25. Appearance of the utility installation shall be given serious consideration in all cases. Where
possible, the utility installation shall be hidden from public view.

26. Utility installations and Relocations shall comply with Buy America Provisions when
applicable.

D-5 Special Considerations for Various Utilities

D-5.1 Subsurface Installations Near Structures

Bridge Engineering must pre-approve all excavations and borings that meet the follow:

1. Below a footing, seal, or pile group.

2. Within a horizontal distance equal to twice the footing width from any edge of a footing.

3. Below a 45-degree envelope from the bottom of any edge of a footing. The following
figures illustrate these limits. See Figures 120-6, Zone of Influence, and Figure 120-7,
Subsurface Bridge Submittal Example, from WSDOT Utilities Manual, M 22-87.07,
Pages 1-59 and 60. (See Section D-8 for a copy of the figures.)

4. A plan and elevation profile of the proposed utility location with references identifying
adjacent bridge piers or retaining walls by Pierce County bridge number.

5. Information regarding the proposed method of installation.

6. A location cross section showing the horizontal and vertical relationship between the
proposed installation and any adjacent bridge pier footings, wall footings, or existing
utilities.

7. Any Datum equations used to compare utility elevations to bridge as-built elevations.
Pressurized utilities installed within the Zone of Influence must be encased to minimize undermining of the substructure in the event of damage or rupture to the Carrier pipe. See 120.15, “Casing, Conduit, Innerduct, and Encasement,” of the WSDOT Utilities Manual, M 22-87.07, for additional guidance.)

D-5.2 Aerial Installations Near Structures
For bridge maintenance and inspection purposes, aerial utility installations shall not be installed within 30 feet of any structural element. Aerial utilities proposing to be installed within 30 feet of any structure should be submitted for review and approval by Bridge Engineering.

D-5.3 Gas Lines or Volatile Fluids
Pipelines carrying volatile fluids through a bridge superstructure shall be designed by the utility company in accordance with WAC 480-93, “Gas Companies--Safety, and Minimum Federal Safety Standard,” Title 49, Code of Federal Regulations (CFR) Section, Part 192. WAC 468-34-210, “Pipelines—Encasement,” describes when Casing is required for carrying volatile fluids across structures. Generally, Casing is not required for pipelines conveying natural gas per the requirements of WAC 468-34-210. If Casing is required, then WAC 468-34-210 and WAC 468-93-115 shall be followed.

Access and ventilation shall always be provided in box girder cells containing gas lines.

D-5.4 Water Lines
Water lines shall be galvanized steel or ductile iron Pipe. Where freezing may be encountered, consideration should be given to the use of insulation on the Pipe. Insulation shall be jacketed, and saddles shall be galvanized to avoid electrolysis.

Care shall be taken that all inertia loads due to dynamic action (e.g., water hammer) can be properly carried. Transverse supports shall be provided for all water lines. Additional temporary bracing shall be provided during Pressure testing. The design loading of the temporary bracing shall be shown on the plans. Pressure test loading force magnitude shall be obtained from the utility company.

Fire control piping is a special case where unusual care must be taken to handle the inertial loads and associated deflections.

In box girders, the utility shall ensure that a failure of the water line would not flood the cell with an excess amount of water which may cause consequential structural failure of the girder. Additional weep holes or open grating shall be used if necessary (see Figure 10.8.3-1, “Concrete Utility Supports,” WSDOT Bridge Design Manual, M 23-50.14, Page 10.8-6 (see Section D-8 for a copy of the figure)).

D-5.5 Sewer Lines
Normally, an appropriate Encasement pipe is required for sewer lines on bridges. Sewer lines must meet the same design criteria as waterlines.

D-5.6 Telephone and Power Conduit
Generally, telephone, television cable, and power Conduit shall be galvanized steel or PVC of a UL approved type and shall be Schedule 40 or heavier. Where such Conduit is buried in concrete curbs or barriers or has continuous support, such support is considered to be adequate. Where Conduit is supported by hangers or brackets at intervals, the distance between supports shall be small enough to avoid excessive sag between supports (see PVC pipe in D-6 below). Generally, the Conduit shall be designed to support the cable in bending without exceeding working stresses for the Conduit material. Also, only galvanized steel Conduits will be allowed in barriers when slip forming is employed. Stub outs for galvanized steel pipe shall be protected against corrosion as stated in the following subparagraph.
D-5.7  Rigid Electrical Conduit
In the case of all new bridge construction where Roadway Shoulders have not yet been paved and where usable Shoulder width is four feet or greater in width, electrical Conduit shall be stubbed-out and capped 1 foot 6 inches below grade and 3 feet 0 inches horizontally toward Roadway centerline from the face of the traffic barrier. Longitudinally, this stub-out location should be near the back of Pavement seat. The Conduit in this location should clear any foreseeable obstructions. The location of the stubbed-out Conduit at bridge ends shall be clearly shown on the plans. The galvanized steel Conduit stub out shall be wrapped with corrosion resistant tape at least 1 foot inside and outside of the concrete structure, and this requirement shall be so stated on the plans. The usual location of the Conduit throughout the remainder of the bridge should be in the traffic barrier.

The number and size of Conduits within the traffic barrier shall be minimized to assure proper concrete consolidation. A maximum of one (1) 4-inch Conduit or two (2) 2-inch Conduits will be allowed.

Pull boxes shall be provided at a maximum spacing of 200 feet. Their size shall conform to the specifications of the National Electric Code or be a minimum of 6 inches by 6 inches by 18 inches to facilitate pulling of wires. Galvanized steel pull boxes (or junction boxes) shall meet the specifications of the “NEMA Type 4X” Standard and shall be so stated on the plans. Stainless steel pull boxes shall be allowed as an option to the galvanized steel.

In the case of existing bridges, an area two feet in width shall be reserved for Conduit beginning at a point either 4 feet or 6 feet outside the face of usable Shoulder. The fastening for and location of attaching the Conduit to the existing bridge should be worked out on a job-by-job basis.

D-6  Conduits

D-6.1  PVC Pipe
PVC pipe may be used with suitable considerations for deflection, the location and placement of expansion fittings, and of freezing water within the Conduits. Where Conduit is to be exposed in the cells of box girder bridges, PVC should be avoided because of the possibility of damage occurring when the top slab falsework collapses. If such falsework is specified on the plans to be removed after construction, this Provision does not apply.

PVC pipe should not be placed in concrete traffic barriers due to damage and pipe separation that often occurs during concrete placement and from temperature variations.

Where Conduit is to be supported by hangers or pedestals at intervals, the distance between supports shall be small enough to avoid excessive sag of the Conduit.

D-6.2  High Density Polyethylene or Fiberglass Pipe
Support as for PVC unless data is shown to justify another type of support. Do not place in traffic barriers.

D-6.3  Steel Pipe
All steel pipe Conduits shall be schedule 40 or greater. All steel pipe Conduits and fittings shall be galvanized except for special uses.
**D-7 Supports**

**D-7.1 General**
The following types of supports can be used on County-owned bridges. Selection of a particular support should be based on the needs of the installation and the best economy. For typical utility support installations and placement at abutments and diaphragms see WSDOT’s Bridge Office website https://www.wsdot.wa.gov/Bridge/Structures/StandardDrawings.htm#10 for the following details 10.8-A1-1, “Utility Hanger Details for Prestressed Girders” and 10.8-A1-2, Utility Hanger Details for Concrete Box Structures. For additional information regarding utility installations on existing bridges, see Figure 120-5, “Utility Installation Guideline Details for Existing Bridges: Utility Hanger Details,” WSDOT Manual, M 22-87.07, Page 1-57. (See Section D-8 for a copy of the figures.)

**D-7.2 Concrete Embedment**
This is the best structural support condition and offers maximum protection to the utility. Its cost may be high for larger Conduit and the Conduit cannot be replaced. Special care must be taken to handle expansion joints.

**D-7.3 Continuous Support**
This support condition may be achieved by providing a ledge of concrete to support the Conduit. In addition, some type of clamping will be required. The support condition here is very good, but the cost may be very high.

**D-7.4 Concrete Pedestals**
This consists of concrete supports formed at suitable intervals and provided with some type of clamping device.

**D-7.5 Pipe Hangers**
This is the most usual type of support for utilities to be supported under the bridge deck. It allows the use of Standard ordered parts (usually “Grinnell”) and is very flexible in terms of expansion requirements. It will not normally provide longitudinal support, and if required by the Engineer, transverse support must be provided by a second hanger extending from a girder, by placing bracing against the girder, or other means approved by the Engineer.

**D-8 Reference Copies of Figures and Tables**
The following copies of the required figures and tables are for reference only. It is up to the Contractor to make sure that all details and tables are current according to the provided citations.
ZONE OF INFLUENCE

Figure 120-6

Zone of Influence

WSDOT Utilities Manual M 22-87.07
November 2014
SUBSURFACE BRIDGE SUBMITTAL EXAMPLE
10.8.3 Box/Tub Girder Bridges

Utilities shall not be placed inside reinforced concrete box girders with less than 4 feet inside clear height and all precast prestressed concrete tub girders because reasonable access cannot be provided. Utilities shall be located between girders or under bridge deck soffit in these cases. Inspection lighting, access and ventilation shall always be provided in girder cells containing utilities. Refer to the concrete and steel chapters for additional details.

Special utilities (such as water or gas mains) in box girder bridges shall use concrete pedestals. This allows the utility to be placed, inspected, and tested before the deck is cast. See Figure 10.8.3-1. Concrete pedestals consist of concrete supports formed at suitable intervals and provided with some type of clamping device. Continuous supports shall be avoided due to the very high cost and additional dead load to the structure.

Figure 10.8.3-1 Concrete Utility Supports

- ALL FORMS SHALL BE REMOVED
- 4" X 8" BRONZE RODS @ 1' CTES.
- 6" WATER LINE WITH 2' FOAM INSULATION
- 4" GAS LINE
- ANVIL PIPE COVERING PROTECTION SADDLE FIG. 182 OR EQUAL
- ANVIL INSULATION PROTECTION SHIELD Fig. 167 OR EQUAL
- ANVIL PIPE ROLL FIG. 274 SIZE 4 OR EQUAL W/ ANVIL J-ROUT FIG. 187 SIZE 6 OR EQUAL
- CONCRETE SUPPORT (SPACE AS REQUIRED)
- WHERE WATER OR SEWER LINES LARGER THAN 1'-6" ARE PRESENT AN OPEN GRATE MAY BE REQUIRED, CONSULT WITH THE HYDRAULICS SECTION
- CONCRETE PEDESTAL (8" THICK) SPACED AS REQUIRED
- ADDITIONAL WEEP HOLES AT LOW POINT WHEN WATER LINE IS PRESENT
- ANVIL PIPE ROLL FIG. 274 SIZE 4 OR EQUAL W/ ANVIL J-ROUT FIG. 187 SIZE 6 OR EQUAL
- SEE ANVIL PIPE HANGERS CATALOG

CONCRETE UTILITY SUPPORTS
UTILITY HANGER DETAILS FOR PRESTRESSED GIRDERs
UTILITY HANGER DETAILS FOR CONCRETE BOX STRUCTURES
Appendix E

MONUMENT PRESERVATION
DOCUMENTATION AND CERTIFICATION

I, ______________________________ representing ___________________________ (Licensed Surveyor) (Contractor)
pursuant to WAC Chapter 332-120 Survey Monuments-Removal or Destruction, certify that I have reviewed the construction plans for _______________________________ and have complied with (Project Name / Pierce County Permit No.) the following:

• Defined the areas where the proposed construction activity may disturb or destroy survey Monuments.
• Made a diligent search of survey records in Pierce County to determine possible locations and type of existing Monuments.
• Made a diligent field search within the defined construction limits at locations determined from the survey records research.
• Made an additional diligent field search for unrecorded Monuments at locations not defined from survey records but in locations where survey Monuments typically exist.
• Supplied the Pierce County Survey with a map outlining the project boundary search area with the individual search areas being further defined indicating the type of monument found and/or the locations at which a monument was searched for and not found. (Map attached)
• Each found monument has been referenced to a minimum of 3 nearby points not likely to be destroyed with this construction. (Copies of references attached)
• Permits have been obtained from the Department of Natural Resources according to WAC Chapter 332-120. (Copies of permits attached)

This certification is for the expressed purpose of recovering, restoring, preserving and/or the perpetuation of the existing location and type of survey monument within the construction area. It is not for the purpose of verifying that the Monuments mark the location of previously surveyed positions.

Signed, Dated and Sealed,

______________________________________   ________________________
Name Date