

TOWN OF ST ALBANS, VT
INSTALLATION OF UNDERGROUND UTILITIES POLICY

A. Purpose:

The purpose of the Town of St Albans Installation of Underground Utilities Policy is to ensure the integrity of the Town's road infrastructure and right-of-way while providing a streamlined permitting process for residents and service providers so that utilities may be installed in a timely manner.

B. Delegation:

Upon adoption of this policy, the authority to issue permits for the installation of underground utilities shall be delegated to the Director of the Department of Public Works ("the Director") for the Town of St Albans.

C. GPS Requirements:

GPS coordinates are required for all installed utilities. If the location of the installation changes during the course of installation, as-built GPS coordinates shall be provided to the Director at the end of the project.

D. Town Road Sleeving Requirement:

All improvements/utilities installed under a Town road shall be sleeved per the specifications provided by of the Director of Public Works. Sleeving shall be one size up from pip going through it.

E. Traffic Control:

Traffic control is the responsibility of the contractor who is performing the installation and shall be performed in accord with Vermont Agency of Transportation traffic control safety standards. A traffic control plan shall be submitted as part of the application. The contractor shall ensure that all flaggers utilized on the project have successfully completed a four (4) hour flagger training course given by a certified instructor with in the last twenty-four (24) months. The contractor shall provide to the engineer a list of the names of all trained flaggers currently on the project, including the date of training for each person listed.

F. Application Requirements:

A complete application for a permit to install underground utilities shall contain the following elements:

1. A site plan that:

- a. Depicts and names the affected roads/rights of way;
- b. Depicts the closest home number(s) and/or intersection(s) to the proposed project;
- c. Provides GPS coordinates of where the proposed utilities shall be installed;

- d. Includes a brief description of the project: what kind of utility will be installed, how it will be installed (boring or excavation); at what depth the installation shall be, and how any improvements installed under a Town road shall be sleeved ;
 - e. Includes a traffic control plan;
 - f. All applicable fees.
2. **Dig Safe Requirements:**
The applicant shall also provide the Dig Safe application number and the timeframe that Dig Safe has allowed for the installation.
 3. **Insurance Certificates:**
The applicant shall provide a liability insurance certificate that names the Town as an additional insured under the policy for the time period that the installation is going to be performed.

G. Permit Approval, Period of Performance, Commencement Requirements:

1. **Permit Approval:** Permits shall not be reviewed by the Director until a complete permit application is submitted. Once a complete application is submitted, the Director shall issue a decision within 7 working days. The Director may require amendments to a plan element prior to reaching a decision to permit a particular installation. The Director may attach conditions to a permit as necessary to ensure the integrity of the Town road infrastructure. The Applicant is also responsible for any costs incurred by the Town related to the installation.
2. **Period of Performance:** The permit period of performance will coincide with the Dig Safe performance time frame.
3. **Commencement:** The permittee shall not commence performance until he has contacted the Director and notified him of the specific date and time of the installation work.

H. Changes to Submitted Plans:

No changes to the submitted plans shall be allowed unless prior approval of the change by the Director has been secured.

I. Director Review of Work in Progress:

The Director or his designee shall review installation work in progress for compliance with the submitted plans and shall stop the installation if it is not done in accord with the submitted plans.

J. Emergency Repairs:

In the event of an emergency the permittee shall try to contact the Director at the emergency number that will be provided for oral permission to execute the repair. When it is not possible to secure oral permission from the Director, the repair may be performed without a permit on the conditions that:

1. On the next business day following such work an application for a permit is made to the Director; and
2. All required fees are paid at the time of application.

K. Fees:

1. All permit fees, including recording fees, shall be submitted with the permit application. Fees shall be assessed at a rate as established by the Selectboard and amended from time to time.
2. Fees shall be deposited into a designated “Right-of-Way Installation” fund for Highway revenues until such time as a reserve fund can be established. The designated/reserve fund shall be used to off-set the cost of future repairs to Town road infrastructure that results from permitted installations. Funds accumulated in excess of \$20,000 may be used for other highway expenses.
3. The fee for a permit shall be \$200 (\$100 for the permit and \$100 for the inspection).

L. Appeals of the Director’s Decision

Appeals of the Director’s decisions are to the Town of St Albans Selectboard. The Applicant shall state in writing the basis for his appeal and send it to the St Albans Town Manager. The Town Manager shall schedule the appeal for the next available Selectboard meeting. All appeals shall be held in open session.

The foregoing Policy is hereby adopted by the Selectboard of the Town of St. Albans, Vermont, this **3rd day of April, 2017** and is effective as of this date until amended or repealed. Adoption of this policy serves to void any previously adopted Underground Installation of Utilities in Town ROW and/or portion of any other Policy that could affect the terms covered by this Policy.

Bruce Cheeseman, Chair

Sam Smith, Vice Chair

Brendan Deso

William Nihan

Al Voegele