

WASHINGTON TOWNSHIP
PUBLIC WORKS DEPARTMENT

INFORMATION REGARDING ISSUANCE OF EXCAVATION
PERMIT FOR CONTRACTORS:
WORK IN TOWNSHIP RIGHT-OF-WAY

1. Four (4) copies of the Permit will be filled out:
One (1) copy will be given to the permit applicant (yellow)
One (1) copy will be given to the inspector (pink)
One (1) copy will be retained in our files until the permit is released (white-original)
One (1) copy will be forwarded to the Fiscal Officer's office (goldenrod)
2. Proof of adequate insurance must be on file in the Public Wrks Department before a permit will be issued. Adequate coverage is as follows:

Public liability insurance and contractor's protective contingent liability insurance, minimum coverage of \$500,000.00 per occurrence and property damage insurance, minimum coverage of \$100,000.00 per occurrence. The Township will require general liability coverage under a comprehensive general liability form or the newer commercial liability form. This policy must be written as a Certificate of Insurance, made out to Washington Township, Montgomery County, Ohio.
3. An adequate surety bond must be on file with Washington Township, Montgomery County, Ohio, in the amount of \$2,500.00. Contractors/Builders who work at various sites throughout the Township, at various times, may post a \$2,500.00 bond renewable on a yearly basis. Utilities are not required to post bonds.
4. All permits, except as noted, will cost \$10.00. **Exception:** Permits for the replacement of sidewalks, curbs and driveway approaches by a homeowner will require a permit but will not be required to pay the \$10.00 fee if the work is to be done by the homeowner only. Each homeowner will be required to secure a permit from Washington Township and indicate whether the work to be performed is by the homeowner or private contractor. If by a contractor, the outlines procedure will be followed and a \$10.00 fee will be charged.

Also, a sidewalk repair or street improvement under a contract with Washington Township does not require a permit or fee.
5. The inspector shall make a final inspection after six (6) months, and at least one (1) winter, after all work has been completed. If work is not satisfactory, notice will be given to the Contractor/Builder of such results. The corrections will be necessary prior to the release of the annual surety bond.

INFORMATION TO HELP ANSWER QUESTIONS MOST OFTEN
ASKED BY PERMIT APPLICANTS

I CONCRETE

All concrete must be ready-mixed and be 4,000# concrete. This means it must have a compressive strength of 4,000 pounds per square inch (PSI) when tested after 28 days.

1. The concrete must have at least 6 bags of cement per cubic yard.
2. The entrained air must be between 4% and 8%.
3. The slump shall not exceed 4".

II CURBS, SIDEWALKS AND DRIVE APPROACHES

1. Sidewalks shall be 4" thick, except through drive approaches where they shall be 6" thick.
2. Curb that is replaced shall have the same dimensions and configuration as the adjoining curb.
3. If asphalt is removed in the right-of-way, it shall be replaced by the permit holder, NOT BY THE TOWNSHIP.

III TRENCH EXCAVATION

1. Backfill shall be a compacted granular material. The choice of different material is permitted to obtain compaction with the least amount of effort. The minimum quality material allowed is pit run gravel.
2. If the trench is outside of the travelled roadway, the trench shall be backfilled to the finished grade and properly compacted according to specifications. It may be left in this state for two (2) weeks. After two weeks, the permit holder shall restore the area to its original condition in accordance with section IV below.
3. If the trench is within the travelled roadway, the trench shall be filled to within approx. one (1) inch of the finished surface and temporarily paved with an asphalt concrete material. The material does not have to meet State "hot mix" specifications, but the permit holder shall be responsible for maintaining the trench for two (2) weeks. After which time the trench shall be restored to its original condition in accordance with Section IV below.

IV SURFACE RESTORATION

1. CONCRETE PAVEMENT, DRIVEWAYS or SIDEWALKS

The edges of the concrete to remain shall be sawed square and even. The new concrete shall be the same thickness of that which was removed, but shall be a minimum of 6" for pavement and driveways and 4" for sidewalk.

2. ASPHALT PAVEMENT

Any pavement disturbed by construction shall be removed. The edges to remain shall be sawed square and even. The base shall be six (6) inch concrete and the surface shall be a minimum of two (2) inches of Item 404 Asphalt Concrete.

3. AREAS OUTSIDE THE PAVEMENT

These areas shall match the surrounding area. As a minimum it must be graded smooth. In lawn areas, the gravel backfill shall be removed to a depth of four (4) inches below finished grade and then filled with topsoil and seeded or sodded. The permit will be not released until a good stand of grass, equal to the surrounding area, exists.

MISCELLANEOUS INFORMATION

- V
1. A minimum of one lane of traffic shall be maintained at all times.
 2. On heavily travelled roads, working hours shall be limited to between 9:00 A.M. and 3:00 P.M.
 3. Requests for inspection shall be made twenty-four (24) hours prior to being needed.

For concrete work - Forms shall be in place and base material compacted prior to inspection.

For trenches - Prior to backfilling with the backfill material at the job site - and
Prior to placing final pavement surface.

4. The Ohio Manual of Uniform Traffic Control Devices shall be used as a minimum traffic control.

Ref: ODOT Construction and Material Specs.
Washington Township Standards
Ohio Manual of Uniform Traffic Control Devices

03-87

CERTIFICATE OF INSURANCE

This is to certify that the policy or policies of insurance described herein and identified by a policy number and expiration date have been issued by the undersigned insurance company to the insured named below with limits and liability equal to or greater than the minimum limits of liability set forth below, and further that such policy or policies are in full force and effect at this time.

Name of Insured _____

Address _____

Name of Insurer _____

Minimum Limits of Liability

Note claims made coverages with Asterisk Circle any coverages with deductibles in excess of _____ Check	BODILY INJURY	PROPERTY DAMAGE	Policy No.	Expiration Date
	Each Person or Occurrence	Each Occurrence		

STATUTORY

1. Workers' Compensation & Employers' Liability _____
2. Automobile Liability _____
3. General Liability
Includes:
 - A. Premises & Operations _____
 - B. Independent Contractors _____
 - C. Contractual Liability _____
 - D. Products Liability _____
 - E. Completed Operations _____
4. Professional Liability _____

Policy Includes Coverage For: YES NO

Liability assumed in contracts or agreements in effect in connection with the insured operations. _____

Damage caused by blasting, collapse, or structural injury or damage to underground utilities - circle which. _____

It is agreed that none of the above policies will be cancelled or changed so as to materially affect coverage evidenced by this certificate unless a thirty day written notice by certified mail is given to the named certificate holder stating its intent to cancel or to not renew. _____

Issued To: _____ Issued By: _____

Of: _____

Attention: _____ Date: _____

WASHINGTON TOWNSHIP
8190 S. MCEWEN ROAD
CENTERVILLE, OH 45458
(937) 433-0151

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, _____, hereinafter called the Principal, has made application to Washington Township, Montgomery County, hereinafter called the Obligee, for a Street Excavation Permit in accordance with the provisions of Ohio Revised Code Section 5571, and

WHEREAS, said Revised Code requires that the Principal shall give bond to indemnify the Obligee against any loss arising by reason of the failure of said Principal to comply with the laws under which such Permits are granted, or any rules or regulations pertaining thereto,

NOW THEREFORE, We, _____ as Principal, and We, _____ as Surety, are held and firmly found unto Washington Township, Montgomery County, in the penal sum of _____ (\$ _____), for the payment of which we do hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

PROVIDED, HOWEVER, that this bond shall be conditioned upon the compliance of the Principal with the rules and regulations of the Obligee as hereinafter described, and shall remain in full force and effect for a period of one year from the date hereof or until the work is performed under any Excavation Permit issued to the Principal during the course of said year has been completed to the satisfaction of the Obligee. Prior to release of said bond, the Principal shall, on each site where Principal has worked, restore, remove, clean, fix or repair any damage during the course of said excavation, to the satisfaction of the Obligee. However, in no event shall the liability of the Surety exceed the penal sum herein before set forth. This bond may be continued in force by presentation of an annual renewal certificate to the Obligee.

IN WITNESS WHEREOF, we have hereunto set our seals this _____ day of _____, 20 ____.

PRINCIPAL

SURETY

SEAL