



BRENTWOOD PUBLIC WORKS DEPARTMENT

TERMS & CONDITIONS

OPEN CUT/DIRECTIONAL BORE

Please allow at least 3 business days for review and approval of routine work permits. If the work is an emergency, please read the emergency work section below.

Permit Applications shall include the following:

- Detailed plans using an aerial overlay to show building envelopes, right-of-way, and edge of pavement.
- Where a traffic control plan is required, it shall be submitted with the permit application.
- Emergency Contact information (Company Name, Representative, Phone, and Email Address)
- Anticipated work schedule and duration.
- Work within a State (TDOT) or Williamson County right-of-way shall include approval from the appropriate agency prior to submitting a permit application.

Before an bore or open cut permit request can be processed, the responsible contractor/utility must first submit a traffic control plan. All traffic control measures shall strictly follow MUTCD (Manual on Uniform Traffic Control Devices) recommendations. Depending on the anticipated impact on traffic, electronic changeable message boards may be required by the Public Works Department for as much as one week prior to the work. The Public Works Director or his designee must approve the placement and message used, prior to the message boards being erected.

Prior to the issuance of a permit, the contractor or utility performing the work must provide a 24-hour emergency contact number. Along with an anticipated work schedule, for extended work schedule updates shall be provided.

Any road work unfinished at the end of the work period, shall require the cut to be filled in with gravel and topped with cold patch material, steel plates may only be used with prior approval from the Public Works Department and the installation of a steel plate shall be accompanied by a temporary patch ramp for traffic crossing over the steel plate(s).

Each application for the permit shall state the length of time estimated, from the commencement of the work until the restoration of the surface of ground or pavement to be placed. Continued compliance with this time limitation shall be maintained unless permission for an extension of time has been granted in writing by the Public Works Director or his designee. Any delays in the anticipated work schedule shall be reported to the Public Works Department, additionally the contractor/utility must call Public Works to advise before work can commence.

Upon completion of the project, the permittee is solely responsible for calling to schedule an inspection with the Public Works Department, bond monies shall not be released until a passing inspection has been obtained. With regards to pavement restoration, failure to follow the City's restoration specifications or obtain a passing inspection may require the permittee to remove the pavement patch and replace it accordingly, at the permittee's expense. Small pothole cuts may require the contractor to schedule a timely infrared pavement patch.

EMERGENCY WORK:

Any person responsible for maintaining pipes, lines, or other underground facilities in or under the surface of any Brentwood maintained street, alley, right-of-way, or public place, may proceed with an opening without having first obtained a permit, where emergency circumstances demand that the work be done immediately, and a permit cannot reasonably and practically be obtained beforehand. The person responsible shall email the Public Works Director (todd.hoppenstedt@brentwoodtn.gov) prior to beginning the work and thereafter apply for a permit on the first regular business day on which City offices are open for business. The permit shall be retroactive to the date when the work began.

Your permit request for the work as described is approved with the following conditions.

General Conditions:

1. All directional drilling operations and open cut excavations require an inspection to be scheduled with the Public Works Department upon completion of the restoration work. The Public Works and/or the Engineering Department(s) will determine if the restoration work has been performed to an acceptable standard. Failure to achieve a passing grade may delay or jeopardize the posted security bond.
2. Contractors shall always carry a copy of their approved permit while on-site. Contractor personnel shall always carry photo identification. Failure to do so may result in a STOP WORK order by the city.
3. All new cable shall follow other communication infrastructures where they have located underground so shall you, expect, if necessary, to connect to a pole or pedestal.
4. Contractor vehicles must be clearly marked with the contractor's and parent company names.
5. In no case should City roadways, sidewalks or other appurtenances be excavated without further consultation and approval from the City of Brentwood. Any pavement, sidewalk, curbing and other roadway features damaged during the completion of this permit shall be repaired to pre- permit conditions or better by the permittee. The existence of damage and extent of repairs is at the sole discretion of the City of Brentwood.
6. Unauthorized use of a fire hydrant is prohibited and subject to enforcement. To obtain permission and request a hydrant meter, contact Jamie Booker at 615-507.2763 for details.
7. Contractor equipment shall not be left on private property without the expressed consent of the property owner. The contractor shall obtain approval from the Public Works Director or his designee, prior to leaving any equipment on a City road or right of way. Boring and excavating equipment must be secured and wrapped in plastic mesh snow fence to avoid injury to a third party. All excavations and handholes must be protected or filled when the crew is not on Site. Any equipment staged or parked on the road shall not negatively interfere with traffic flow or sight distances and shall be protected using traffic cones.

Traffic Control Conditions:

1. All work shall be performed using the latest versions of applicable traffic control standards as set out in the Manual on Uniform Traffic Control Devices. Traffic control devices shall be in place prior to the start of work and shall be maintained throughout the project. Road/lane closures are not allowed without special permission and granted via a traffic control permit.
2. If the PERMITTEE's work will in any way impact traffic or require a lane closure, the open cut/directional bore permit must be accompanied with an approved traffic control plan. Hours of approved work may vary in high traffic volume areas. For instance, work within school zones shall not interfere with the arrival and dismissal times, without prior approval from the Public Works Department.

Right-of-Way/Pavement Excavation Conditions (Includes Pothole Excavations):

1. Selective above ground junction boxes, vaults, etc. must be shown on plans and require approval prior to installation. No above ground or flush mounted junction boxes, hand holes, vaults, etc. shall be installed within the roadway or private driveways. All handholes, junction boxes, vaults, etc. shall be installed at the property line in residential areas, unless specifically approved by the City. Flush mounted units are acceptable if shown on the plans and, if used, must be placed within 1 inch of existing ground when placed in grassy areas, when installed within a sidewalk a flush mount is required.
2. Right-of-way may only be used for vehicles and equipment necessary for work being performed during the normal working day. Equipment and materials may not be stored within the City of Brentwood right-of-way, or on private property without the consent of the property owner and the City of Brentwood.
3. During work within the right-of-way, the contractor is responsible to locate and stay within the bounds of the right-of-way. Impacts on private property may be considered as trespassing and can be prosecuted as such.
4. Where concrete or asphalt is removed with permission of the City of Brentwood, the PERMITTEE is responsible to immediately remove all associated spoils, protect the jobsite from all related hazards, and promptly (within 3 working days, unless an extension is granted in writing by the City of Brentwood) restore the hardscape to pre-permit conditions or better.
5. Landscape damaged during permitted operations shall be restored to pre-permit conditions or better by the permittee prior to scheduling an inspection. Inspections must be scheduled prior to the expiration of this permit. Any restored vegetation which does not re-establish growth shall be removed and replaced at the PERMITTEE's expense. The existence of damage and extent of repairs is at the sole discretion of the City of Brentwood.
6. Excavations made in the parkway areas during directional boring operations must be backfilled to grade (with a minimum of 4 inches of black dirt at the surface) as soon as possible. If turf cannot be established due to seasonal restrictions, temporary seeding and straw cover shall be placed at all excavations for the winter period. Contractors shall take full advantage of directional boring capabilities to minimize the number of parkway excavations required.
7. The PERMITTEE shall immediately clean any mud, dirt, clay or debris from the work site area and adjacent sidewalks, driveways, and roadways. Failure to clean up these messes shall require the City to clean up and invoice the permittee for the work.
8. The PERMITTEE shall remove and properly dispose of all spoils, non-painted utility markings, such as utility flags, immediately upon completion of the permit work.
9. No permanent marker posts or devices will be permitted within the right of way without the express written consent of the City of Brentwood.
10. Additional permit approval, from other agencies having jurisdiction over the roadways or rights-of-way affected by this project, is the responsibility of PERMITTEE.
11. Permit approval expires on 202X or upon completion of work detailed in the permit request, whichever occurs first.
12. This permit is issued contingent on compliance by applicant with all federal, state, and local laws.