

Condensed Guidelines for the Installation of City Franchised Utilities in the City Right-Of-Way
December 18, 2002

1. All work site locations shall be faxed (757-385-5778) to the Department's Engineering Division no later than 9:00 am daily.
2. (1) The minimum depth for power and communication cables (with the exception of road bores shall be in accordance with National Electric Safety Code (NESC), Table 353-1 Supply Cable or Conductor Burial Depth. All road bores shall be at a minimum depth of 36-inches from finished grade to top of cable or conduit.

(2) The minimum depth for gas mains and services shall be 36-inches.
3. Private utility installations must maintain a minimum 12-inch (1 foot) vertical separation and a minimum 36-inch (3 feet) edge to edge horizontal separation from the Department's infrastructure. The depth and size of the Department's infrastructure may increase horizontal separation distances.
4. When crossing over or under the Departments infrastructure, the contractor shall comply with the section titled "Requirements for Trenchless Excavation" found in the Virginia Professional Excavator's Manual. These rules are mandated by the State Corporation Commission, Division of Energy Regulation and comply with the rules for enforcement of the Underground Utility Damage Prevention Act. The requirement states, "The excavator shall visually check the drill head as it passes through pot holes, entrances, and exit pits; and if the depth indicated by the locating device is lower than the bottom of the pot hole or pit, the excavator shall cease boring until the hole/pit can be hand excavated further to maintain a visual inspection of the drill head."



In areas where the City will only allow a 1-foot by 1-foot test pit, visually checking the drill head pass through the test pit cannot be enforced. When crossing the Department's infrastructure which is not limited by a 1-foot by 1-foot test pit, the private utility is allowed to maintain 36-inches or greater edge to edge vertical separation in lieu of visually checking the drill head pass through the test pit. Vertical separation between 12-inches and 36-inches is permitted providing the drill head is visually checked as it passes through the test pit. At no time shall the drill head be allowed to pass the Department's infrastructure with less than 12-inches of separation.

5. The HRSD Utility Inspector shall be notified (757) 460-7093 or (757) 284-6315 forty-eight (48) hours prior to crossing or tapping HRSD force mains.
6. The contractor shall have a complete copy of the approved right-of-way permit on site at all times.
7. The contractor shall have a complete copy of *The Virginia Underground Utility Damage Prevention Act* and *Chapter 309 of The Rules For Enforcement Of The Underground Utility Damage Prevention Act* on site at all times.
8. Notify Miss Utility (811) at least forty-eight (48) hours before beginning any installation / construction.
9. The Permittee or authorized representative of the private utility shall contact the Department's Engineering Division (757-385-4171) twenty-four (24) hours prior to verification of existing utilities when using the open cut method.
10. If damage to the Departments facilities occurs during the private utility installation, the Permittee or authorized representative shall notify the Departments Engineering Division (757-385-4171) and the Operations Division (757-385-1400) to effect the necessary repairs.

Condensed Guidelines for the Installation of City Franchised Utilities in the City Right-Of-Way
December 18, 2002

1. All work site locations shall be faxed (757-385-5778) to the Department's Engineering Division no later than 9:00 am daily.
2. (1) The minimum depth for power and communication cables (with the exception of road bores shall be in accordance with National Electric Safety Code (NESC), Table 353-1 Supply Cable or Conductor Burial Depth. All road bores shall be at a minimum depth of 36-inches from finished grade to top of cable or conduit.

(2) The minimum depth for gas mains and services shall be 36-inches.
3. Private utility installations must maintain a minimum 12-inch (1 foot) vertical separation and a minimum 36-inch (3 feet) edge to edge horizontal separation from the Department's infrastructure. The depth and size of the Department's infrastructure may increase horizontal separation distances.
4. When crossing over or under the Departments infrastructure, the contractor shall comply with the section titled "Requirements for Trenchless Excavation" found in the Virginia Professional Excavator's Manual. These rules are mandated by the State Corporation Commission, Division of Energy Regulation and comply with the rules for enforcement of the Underground Utility Damage Prevention Act. The requirement states, "The excavator shall visually check the drill head as it passes through pot holes, entrances, and exit pits; and if the depth indicated by the locating device is lower than the bottom of the pot hole or pit, the excavator shall cease boring until the hole/pit can be hand excavated further to maintain a visual inspection of the drill head."

In areas where the City will only allow a 1-foot by 1-foot test pit, visually checking the drill head pass through the test pit cannot be enforced. When crossing the Department's infrastructure which is not limited by a 1-foot by 1-foot test pit, the private utility is allowed to maintain 36-inches or greater edge to edge vertical separation in lieu of visually checking the drill head pass through the test pit. Vertical separation between 12-inches and 36-inches is permitted providing the drill head is visually checked as it passes through the test pit. At no time shall the drill head be allowed to pass the Department's infrastructure with less than 12-inches of separation.



5. The HRSD Utility Inspector shall be notified (757) 460-7072 forty-eight (48) hours prior to crossing or tapping HRSD force mains.
6. The contractor shall have a complete copy of the approved right-of-way permit on site at all times.
7. The contractor shall have a complete copy of *The Virginia Underground Utility Damage Prevention Act* and *Chapter 309 of The Rules For Enforcement Of The Underground Utility Damage Prevention Act* on site at all times.
8. Notify Miss Utility (811) at least forty-eight (48) hours before beginning any installation / construction.
9. The Permittee or authorized representative of the private utility shall contact the Department's Engineering Division (757-385-4171) twenty-four (24) hours prior to verification of existing utilities when using the open cut method.
10. If damage to the Departments facilities occurs during the private utility installation, the Permittee or authorized representative shall notify the Departments Engineering Division (757-385-4171) and the Operations Division (757-385-1400) to effect the necessary repairs.