



CITY OF SANTA MONICA
Department of Public Works
Civil Engineering Division
1685 Main Street, Room 116
Santa Monica, CA 90401
Tel: (310) 458-2240 or (310) 458-8737

EXCAVATION WORK IN PUBLIC RIGHT-OF-WAY GENERAL NOTES

1. No work shall be executed in any part of the public right-of-way for the installation, repair, or removal of any facility, or for any other purpose, without first obtaining a written permit in accordance with the City of Santa Monica right-of-way management regulations.
2. All work shall be done in accordance with the latest edition of the "Standard Specifications for Public Works Construction", City of Santa Monica standards, Special Provisions, and the City of Santa Monica right-of-way management regulations.
3. The City has the authority to approve or reject the placement and alignment of utility lines in the public right-of-way, the method of excavation and installation, and the location of above grade infrastructure.
4. The contractor shall contact the public works inspector at (310) 458-2240 for a pre-construction meeting seventy-two (72) working hours prior to start of work. The inspector will discuss additional and related requirements with the contractor (i.e. notification letter, field work changes, construction schedule and work plan, safety and liability issues, etc.). The contractor shall contact the inspector for final inspection and approval of work.
5. All approved and stamped plans, including traffic control plans when required, must be present at the preconstruction meeting. The preconstruction meeting will be cancelled and have to be rescheduled if all of the required plans are not available at the time of the preconstruction meeting.
6. Contact Underground Service Alert (**USA**) at (800) 227-2600 prior to start of work in accordance with their time requirements.
7. Submit to the City for review and approval a notification letter on the contractor's or utility company's letterhead. The letter shall indicate the scope of work, type of construction, location and limits of work, start date, duration of the construction, and the impact of the work. Include a contact person and phone number that shall function as a community relations liaison and 24-hour emergency contact person.
8. 72 hours prior to the start of work, the approved notification letter shall be distributed to businesses and residents within 500 feet of the work area, per Section 7.06.340 (c) of the right-of-way management regulations.
9. Any deviations made to the approved plans shall be reviewed and approved by the City Engineer's Office prior to start of work.
10. Copies of the issued utility excavation permit, after-hours permit, alley closure permit, and approved construction and traffic plans must be at the job site during all working hours.

11. The contractor shall comply with the City's ordinances in regards to air, water, sound, drainage, clean up and dust pollution control, tree and plant protection, phasing, security, and insurance (see attached).
12. The contractor shall take necessary precautions to prevent avoidable damage to improvements in public right-of-way.
13. Diagonal trenching is not allowed. The public works inspector shall make rare exceptions based on the specific circumstances observed in the field.
14. The contractor shall perform work in cooperation with other utilities, including but not limited to consideration of joint trenching.
15. In open cut and/or pit and bore construction, all existing underground utilities, including service laterals within three (3) feet of the excavation work, shall be marked, potholed, and exposed to determine type, alignment, offset distance, and depth.
16. The contractor shall protect in place all utilities that are impacted and shall submit for review and approval to the public works inspector the method of protecting the utilities. Hand digging is required when crossing existing utilities.
17. Sod in parkway areas shall be carefully removed and replaced at the completion of trenching operations. Trenching within the drip line of street trees will be done by hand so as not to damage existing root systems or the tree itself. No roots over one inch in diameter shall be cut unless approved by a licensed arborist and City public landscape staff. In all cases, when excavation and boring work is near street trees, approval from the City Urban Forester must be obtained prior to start of work.
18. Excavation work shall be limited to one (1) block at a time except when performing final paving or approved by the public works inspector.
19. Install steel plates with a non-slip surface to bridge any open excavation in the public right-of-way during non-working hours. Such plates shall be anchored as to minimize movement and banging and where plates are not flush to surrounding surfaces cold mix shall be placed around the steel plates. The contractor is expected to promptly respond to and correct banging plates at any hour of any day.
20. The contractor shall keep the entire work area clean and free of loose dirt and other debris to the satisfaction of the public works inspector. The contractor shall remove all excavated material from the site no later than the end of each day. If the contractor fails to maintain the cleanliness of the site, the permit is subject to revocation as outlined in section 7.06.490 of the right-of-way management regulations.
21. The contractor or applicant shall obtain from Building and Safety, City Hall, room 111, an after-hours permit for any work to be performed beyond City's regular working hours. This permit requires 10 day advanced posting of public signage.
22. Approval by Transportation Management staff is required for street and alley closures. Approved engineered traffic control plans are required whenever work will impact a travel lane (to include bike lanes) on any major streets and in downtown alleys.

23. Boring is the preferred method when excavation will pass through a cross gutter, driveway approach, alley approach, or bus lanes and bus pads. If boring is not possible the public works inspector will determine how the area is to be restored.
24. Where possible, underground crossing of streets will be installed by boring.
25. Unless otherwise specified, maintain a minimum coverage of 3'-0" from top of pipe to finished grade, 2'-0" minimum horizontal and 1'-0" minimum vertical clearances from any existing and/or proposed underground utilities and facilities. Water lines and sewer lines are to be kept a minimum of 5' clear and shall be sleeved when crossing each other.
26. Shoring is required when the trench is 5'-0" deep and below, or as deemed necessary by site conditions or the public works inspector.
27. Except in an emergency or in the case of new service connections to a newly constructed or substantially remodeled building, there shall be no excavation in streets completely resurfaced or reconstructed by the City within the preceding three (3) years. Where excavation is necessary or approved to occur in a newly paved street, the restoration after the t-cut work shall be as detailed in note 34.
28. Where manholes, vaults, pull boxes, and any related utility boxes are installed in areas subject to traffic, including sidewalk sweeper vehicles, they shall be H-20 traffic rated and display the utility company name on the covers and lids.
29. All above ground installations in the public right-of-way must be approved by Public Works and Transportation Planning. Inspection of all above ground installations are required at the time of installation and after the area has been restored to previously existing conditions.
30. The contractor shall be responsible, at no expense to the City, for repairing any existing underground utility damaged during excavation, whether or not the existing utility was indicated on the plans or by USA markings. The contractor shall notify the public works inspector immediately upon discovery of damage to any utility. When a sewer lateral is damaged, the contractor is obligated to remove any debris that entered the lateral and must have the lateral video inspected from the damaged location to the main line connection point as proof of debris clearing and proper repair. Said video inspection shall be at the contractor's sole expense. The public works inspector will review the video as part of the required repair inspection and approval.
31. Trench backfill shall be one of the following:
 - a. 3/4 sack-cement slurry.
 - b. Crushed miscellaneous base mechanically compacted to 95% relative compaction in 6 inch lifts.
 - c. Decomposed granite mechanically compacted to 95% relative compaction in 6 inch lifts.
 - d. Native soil that has been certified by an independent testing laboratory to be clean and suitable for reuse and then mechanically compacted to 95% relative compaction in 6 inch lifts.

32. Backfill compaction testing shall be performed by an independent testing laboratory, certified by the City of Los Angeles, and copies of any reports shall be furnished to the City.

33. Backfill material for a trench in a parkway or near trees in the public right-of-way shall be as recommended by the Urban Forester.

34. Public right-of-way restoration:

Asphalt Streets and Alleys				
	Perpendicular to the path of travel	Parallel to the path of travel*	Pothole	Multiple Cuts
Major Street	T-cut trench 6" either side of cut and overlay with asphalt per SM15.	Cold plane 10' centered on trench 1-1/2" thick and 10' before and after trench.** Overlay with matching asphalt.***	T-cut 12" on all sides of pothole and overlay with asphalt.	Per the direction of the public works inspector.
Minor Street	T-cut trench 6" either side of cut and overlay with asphalt per SM15.	Cold plane 5' centered on trench 1-1/2" thick and 5' before and after trench.** Overlay with matching asphalt.***	T-cut 6" on all sides of pothole and overlay with asphalt.	Per the direction of the public works inspector.
Alley	T-cut trench 6" either side of cut and overlay with asphalt per SM15.	T-cut trench 6" either side of cut and overlay with asphalt.	T-cut 6" on all sides of pothole and overlay with asphalt.	Per the direction of the public works inspector.
Pervious Gutter	Replace with concrete	Less than 5' replace with concrete. More than 5' replace with pervious concrete to the satisfaction of the City Engineer.	Replace with concrete	N/A
Newly Paved Street or Alley	Cold plane 10' centered on trench 1-1/2" thick and 10' before and after trench.** Overlay with matching asphalt.***	Cold plane the full lane width for all impacted lanes 1-1/2" thick with end transitions.** Overlay with matching asphalt.***	Cold plane the full lane width for all impacted lanes 1-1/2" thick with end transitions.** Overlay with matching asphalt.***	Per the direction of the public works inspector.

* Per SM15 all trenches must be T-cut 6" either side of the trench for the full depth of the asphalt.

**Total distance of the transitions will be determined by the public works inspector.

***Check with public works to determine if the asphalt is rubberized or other formulation.

Concrete streets and alleys: Remove and replace concrete slab to the nearest score lines outside the excavation area. Provide ½" diameter by 18" long smooth dowels at 2'-0" on center. Dowels shall be embedded 9" into existing concrete and greased where in contact with new concrete.

35. When asphalt streets and alleys are cut within three feet of a curb, gutter, or pavement cold joint, the contractor shall remove the full thickness of the remaining pavement sliver in this area. When cuts are in concrete pavement, cuts and removals must be made to the nearest score lines or as directed by the public works inspector.

36. The contractor shall be responsible for replacement of any damaged traffic signal loops, traffic striping, and street markings at no expense to the City.

37. All lawn sprinkler lines, sprinkler heads and appurtenances, shrubs, grass, plants, and ground covers that are damaged or disturbed during excavation shall be replanted or replaced to match existing and the work site restored to its original condition at no expense to the City or private property owners who are not associated with the excavation work.

38. Once restoration is complete the project shall be identified with a utility marker(s). The marker shall be a stainless steel washer one and one half inches in diameter and embedded with a two and one half inch nail into the pavement over top of the installation. For installations that run sixty (60) lineal feet or more, a marker must be placed at intervals of sixty (60) feet. The washer shall be permanently imprinted with the year installed/repared and a "G" for natural gas, "E" for electrical, or "C" for communications.

39. Survey monuments, surveyor nails and tags, benchmarks, utility markers, and the like that are damaged, removed, or disturbed shall be replaced at the same location with a similar marker by a licensed land surveyor under contract to the permittee and at no expense to the City. Copies of the reset documents will be presented to the Public Works inspector as part of the final inspection.

40. At substantial completion of work, the contractor shall submit to the City as-built/record drawings as an electronic file in PDF format.

41. Failure to comply with any of the terms and conditions of the permit may result in: the City requesting that the contractor remove all improvements completed to date under the permit and restore the street to its pre-existing condition. The City reserves its right to stop the work at any time as deemed necessary to ensure compliance with the permit terms and conditions per Section 7.06.490 of the right-of-way management regulations.

Revised: May 25, 2016