

**CITY OF STOUGHTON
STREET AND UTILITIES CONSTRUCTION POLICIES**

In order to facilitate the control of proper procedures of public facilities and utilities construction by private developers, the following policies will be adhered to:

I. GENERAL

Construction of all public facilities and utilities, including private services within public ownerships and streets and public easements, shall be of approved materials and constructed in such a manner as to make a permanent installation which will not require continued maintenance.

Permits by City ordinance are required for construction of facilities, curbs and sidewalks and driveway aprons within the right of ways.

Construction of improvements within public rights of way may be done by private contract provided City Specifications are adhered to and provided Director of Planning & Development, Street Superintendent, Utilities Director or their designee, is notified of contract agreements and is aware of the time that construction is to begin. Note that construction that is done within public rights of way without proper notification to the appropriate City official may be rejected or the contractor may have to prove, at their own expense, that the construction is satisfactory, or reconstruct to the City's satisfaction.

Plans for specific projects shall be presented to and approved by the City in writing prior to construction, or, in the case of electric, water and sanitary sewer infrastructure to be owned by Stoughton Utilities, approved by the Utilities Director or designee.

Prior to the design or proposal for anticipated construction, the developer or the contractor shall meet with the Director of Planning & Development, City of Stoughton Technical Advisory Committee and the appropriate City Officials to discuss the requirements for each specific project.

Prior to the start of any construction project within public right of ways, a pre-construction meeting shall be held with contractor, engineer(s), and appropriate city staff to review project schedule, construction plans, specifications, permits, detours, safety devices, special provisions, notify affected residents, and job site clean up.

More specific guidelines for various phases of municipal construction may be found in the following sections including:

- Street Construction
- Curb and Gutter
- Sidewalks
- Site Grading
- Sanitary Sewers

Sanitary Sewer Laterals
Water Mains
Water Laterals
Storm Sewers
Underground Utilities (gas, electric, telephone, cable TV or other)
Street Lights

Engineering, administrative and City inspection costs or expenses on any new public facilities and utilities in subdivisions or developments whereby parcels have been created after January 1, 1980 shall be paid by the developer.

The City of Stoughton will not finance any construction where parcels have been created after January 1, 1980, with the exception of those projects that are part of Industrial Revenue Bonds, Block Grants, or other alternate financing arranged by the City and that will be repaid by the developer or by grants. Aid to electric and water construction costs shall be provided by Stoughton Utilities pursuant to the regulations in effect at the time of construction.

Standard City Specifications for various constructions are on file with the City Clerk.

Specifications are available at Stoughton Utilities for electric, water and sanitary infrastructure construction.

II. STREET CONSTRUCTION

Streets shall be constructed by contractors who have experience in the area of road building, and who have been approved by the Public Works Committee.

All construction shall be in accordance with Standard City Specifications.

Street Opening Permit must be obtained three (3) working days before any construction starts.

All organic earth material shall be removed from under road pavements, curbs and sidewalks and only the top four (4) to twelve (12) inches of material in terrace areas shall be of topsoil containing organic material. The Director of Planning & Development and/or Street Superintendent or their designee shall inspect road sub-base construction during the actual construction and may direct that any objectionable material be removed at the developer's expense and shall replace the removed material with granular sub-base material.

The road base material shall be placed and inspected by the Director of Planning & Development and/or Street Superintendent or their designee in accordance with standard City Specifications and in accordance with the approved typical cross section. This material may be placed only after the sub-base has been inspected and approved by the Director of Planning & Development, Street Superintendent or their designee.

The road base shall be approved by the Director of Planning & Development and/or Street Superintendent or their designee prior to asphaltic concrete pavement or concrete pavement construction.

Asphaltic concrete pavement or concrete street pavements shall be placed in accordance with standard City Specifications as shown on the approved plans for the project. The Director of Planning & Development and/or Street Superintendent or designated representative shall be present during the entire time that pavement is being placed. The Director of Planning & Development and/or Street Superintendent shall be notified at least 48 hours prior to actual construction. Weight tickets shall be collected by the City-designated inspector as the work is progressing.

Final acceptance shall be made by the Director of Planning & Development and/or Street Superintendent in writing.

III. CURB AND GUTTER

All curb and gutter shall be concrete.

New curb and gutter where the length exceeds 35 feet shall only be installed by contractors that have experience in the area of curb construction. All set forms shall be inspected by the Street Superintendent or designee and/or Director of Planning & Development prior to concrete placement. All construction shall be in accordance with Standard City Specifications. Curb and gutter in lengths less than 35 feet shall be done only after consultation with the Director of Planning & Development or Street Superintendent, as to each project separately.

It shall be the policy of the City of Stoughton that all streets within the City limits shall have concrete curb and gutter to maintain proper drainage and minimize maintenance. Curb grades have been set on most City streets or will be set by the Director of Planning & Development or Street Superintendent prior to any proposed construction.

All curb and gutter and driveway aprons shall be constructed in accordance with standard City Specifications which shall include a 6 bag mix and expansion joints.

Any property owner that is proposing construction shall contact the City through the Director of Planning & Development or the Street Superintendent to have grades set.

Final acceptance shall be made by the Director of Planning & Development

IV. SIDEWALKS

It shall be the policy of the City of Stoughton that concrete sidewalks shall be installed on all new streets on both sides of the street.

All new driveways or reconstructed driveways shall be constructed with a four (4) foot wide concrete walk section passing through the driveway and located six (6) inches into the street

from the property line. Driveway aprons between sidewalk and curb shall be six (6) inch concrete.

The grade of the sidewalk section shall be set at ¼ inch rise per foot from the top of the curb across the grass terrace and across the walk section. Variations from the rule shall be approved by the Director of Planning & Development.

Sidewalks shall be four (4) inches thick in the non-vehicular traffic areas and shall be six (6) inches thick in areas of drives and vehicular traffic.

The Director of Planning & Development or designee shall view and approve the forms prior to the placement of concrete.

All sidewalks shall be constructed in accordance with Standard City Specifications which shall include a six (6) bag mix and expansion joints.

Sidewalks constructed in lengths greater than 150 feet shall be installed by a contractor approved by the City of Stoughton Public Works Committee.

Where no curb exists, the grade of the sidewalk shall be set by the Director of Planning & Development.

Final acceptance shall be made by the Director of Planning & Development.

V. SITE GRADING AND IMPROVEMENTS

Site grading of private property shall be done with the least disruption to the public. Noise, dust, and material tracking shall be kept to tolerable levels. The contractor shall clean all tracking onto public rights of way at his own expense. All sections of Chapter 64 and 66, Erosion Control, Municipal Code, shall be observed.

Where site grading is done on private property, the grade adjacent to public rights of way shall conform to the established grade by the Director of Planning & Development and/or Street Superintendent. The property owner or his representative shall be responsible in notification to the Director of Planning & Development and/or Street Superintendent that he will need grade establishment or routing through adjacent properties.

Final acceptances shall be made by the Director of Planning & Development and/or Street Superintendent in writing.

VI. SANITARY SEWERS

Sanitary sewers and laterals constructed within the rights of way of any street or easement shall be installed only by Stoughton Utilities Approved Contractors. Developers and Subdividers may install by private contract using City Specifications, and Stoughton Utilities inspection financed

by the developer or subdivider. Any new mains, manholes or laterals may be installed in this manner provided the contract is approved by the Utilities Director or designee.

Inspection of sanitary sewers and laterals shall be provided both by the developer or subdivider and the Utilities Director's designee, and shall be adequate to provide a final facility constructed in accordance with approved plans. The developer, subdivider, or owner shall pay for Stoughton Utilities inspection and final approval shall be in writing by the Utilities Director's designee. No lines shall be placed in service until such acceptance.

Where in the interest of the City, a sanitary sewer main shall be required to be large than twelve (12) inches in size, Stoughton Utilities shall pay to the developer for the difference in cost of materials between a twelve (12) inch size and that which is required if the increased size is not required to provide adequate service for the development. The developer or the subdivider shall pay for all mains up to and including twelve (12) inches in size and all of the construction costs for any size.

Final as built plans of the construction shall be provided to Stoughton Utilities before final acceptance and shall show the following:

- A. Length and size between manholes.
- B. Invert and rim elevation at each manhole.
- C. Distance from the downstream manhole to each wye branch.
- D. The location of the end of each lateral relative to the street right of way and a lot corner.
- E. Location of all construction.
- F. Depth of sewer laterals.
- G. All costs by bid item.

Final acceptance shall be made by the Utilities Director's designee in writing.

VII. SANITARY SEWER LATERALS

Sanitary sewer laterals shall be constructed in accordance with Standard Stoughton Utilities Specifications and shall be sized to meet the needs of proposed construction. No lateral shall be smaller than 4 inch and shall be constructed of poly vinyl chloride pipe. A single lateral shall be provided for each separate building. The lateral shall terminate the street right of way or preferably 4 feet into each lot so that sidewalk will not be disturbed when extended to the building.

Clear water shall not enter the sanitary sewer lateral.

Where possible, all sanitary sewer laterals shall cross the street right of way line at the location of water laterals.

VIII. WATER MAINS

Water mains and laterals constructed within the rights of way of any public street or easement shall be installed only by Stoughton Utilities approved contractors. Developers and subdividers may install by private contract using Stoughton Utilities Specifications and Stoughton Utilities inspection financed by the developer or subdivider. Any new mains, hydrants, valves and laterals may be installed in this manner provided the contract is approved by the Utilities Director or designee.

Inspection of water mains and laterals shall be provided both by the developer or subdivider and the Utilities Director or designee and shall be adequate to provide a final facility constructed in accordance with approved plans. The developer, subdivider or owner shall pay for Stoughton Utilities inspection and final inspection shall be in writing by the Utilities Director's designee. No lines shall be accepted or placed in service until safe water samples have been received by Stoughton Utilities and the lines and laterals have been approved in writing by the Utilities Director's designee.

Where in the interest of the City, a water main size would be required larger than a twelve (12) inch main, Stoughton Utilities shall pay the cost of the material difference between the twelve (12) inch size and the required size if the increased size is not required to provide adequate service for the development. The developer or the subdivider shall pay for all mains and appurtenances up to and including the twelve (12) inch size and all of the construction cost for any size.

Final as built plans of the construction shall be provided to Stoughton Utilities before final acceptance showing the following:

- A. Size of mains installed.
- B. Location of mains installed.
- C. Distance ties to all valves from permanent points of reference.
- D. The location of each lateral and relative to the right of way line and lot corners.
- E. Depths of mains installed.
- F. All costs by bid item.

Final acceptance shall be made by the Utilities Director in writing.

IX. WATER LATERALS

Water laterals shall be constructed in accordance with Standard Stoughton Utilities Specifications and shall be sized to meet the needs of proposed construction. No lateral shall be smaller than one (1) inch and shall be constructed of Type K copper. A single lateral shall be provided for each separate building. The lateral shall terminate at the street right of way or preferably 5 feet into each lot so that sidewalk will not be disturbed when extended to the building.

All laterals connected to existing water mains within the right of way shall be installed by Stoughton Utilities or by contractors approved by Stoughton Utilities.

The Utilities Director's designee shall be present when connections are made to all city mains.

Where possible, all water laterals shall cross the street right of way line at the location of sanitary sewer laterals.

X. STORM DRAINAGE FACILITIES

Public storm sewers, inlets, junction boxes, greenway grading, paved waterway construction or other appurtenant part of a storm drainage facility constructed within the rights of way of any public street or easement shall be installed only by City approved contractors. Developers and subdividers may install by private contract using City of Stoughton Specifications and City inspection financed by the developer or subdivider. Any new storm drainage facilities may be installed in this manner provided the contract is approved by the Director of Planning & Development or designee.

Inspection of storm drainage facilities shall be provided both by the developer or subdivider and the Director of Planning & Development or designee and shall be adequate to provide the final facility constructed in accordance with approved plans. The developer, subdivider or owner shall pay for City inspection and final inspection shall be in writing by the Director of Planning & Development or designee. On a multi-family residential development, commercial development and industrial development, there shall be designed and constructed separate private storm drainage facilities. These facilities shall be paid for by the property owner or developer. Plans shall be approved by the Director of Planning & Development or designee.

Private storm water facilities shall in general collect the surface water on private property and transmit via pipes to the public storm water collection system. These facilities may involve construction within public rights of way also.

XI. UNDERGROUND UTILITIES (gas, electric, telephone, cable TV and others)

Construction of utilities and facilities which transmit a current, signal, gas or liquefied gas shall be done only after consultation of the Director of Planning & Development, Street Superintendent, or the Utilities Director. In general, all utilities and facilities of this nature shall be located within nine (9) feet of street right of way lines or within utility easements located adjacent to property lines at the approval of the Utilities Director or designee. These utilities and facilities shall be located at a depth which shall not interfere with existing and future gravity sewers including laterals and mains or electric infrastructure. Location of these shall also be secondary to location of power poles and storm facilities. No facility of this nature shall pass through a sanitary sewer line or related manhole.

Stoughton Utilities shall install all electric service extensions. All electric, telephone, cable TV and Stoughton Area School District cable underground construction is to be installed jointly in a common trench.

Permits for construction shall be obtained in accordance with applicable codes prior to construction.

As-built plans of each installation shall be submitted to the Building Inspector or the Utilities Director within 60 days of installation.

Where decisions of different interpretation of these policies are necessary, the Public Works Committee or the Utilities Director shall make the final decision.

XII. STREET LIGHTING

Street lighting owned by Stoughton Utilities shall be designed by Stoughton Utilities, financed by the developer, and installed, operated, maintained and owned by Stoughton Utilities.

Street lighting owned by Stoughton Utilities shall normally be installed along streets, alleys and sidewalks at intersections and with separating distances not to exceed 600 feet, or at curves, and grade changes as approved by the Utilities Director or designee. Such governing bodies shall assume monthly operation and maintenance costs.

All new and replacement Stoughton Utilities owned street lighting shall be 150 or 250 watt high-pressure sodium fixtures.

Street lighting owned, operated and maintained by the City of Stoughton shall be metered.

XIII. RESIDENT NOTIFICATION

It is required that residents be notified several days ahead of time when the street, sidewalk, etc. will be torn up in the area for construction.

The use of bright colored cards that hang on doorknobs will be used by construction companies as well as the Street Department and Stoughton Utilities.

At the time the Public Works Committee reviews plans for major construction projects, they will discuss and outline public notification for the project.

APPROVED BY THE COMMON COUNCIL: October 24, 2006

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