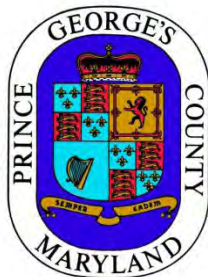


Prince George's County, Maryland
Department of Public Works and Transportation
Largo, Maryland

Specifications and Standards for Roadways and Bridges

SECTION IV-APPENDIX E Policy and Specification for Utility Installation and Maintenance



Revision 03/14/12



Section IV – Appendix E – Policy and Specification for Utility Installation and Maintenance

CONTENTS

Chapter 1: Definitions and Abbreviations	1
Chapter 2: Policy on Utility Accommodation	7
2.1. Authority, Purpose, and Scope of Regulations.....	7
2.2. Limitations on Right-of-Way Occupancy	8
2.3. Policy on Relocation of Utility Facilities	9
Chapter 3: Procedures for Issuance of Utility Permits for Utility Facilities	12
3.1. Types of Utility Permits	12
3.2. Required Submittals	14
3.3. Utility Permit Fees.....	22
3.4. Payments	24
Chapter 4: Technical Specifications for Utility Facility Installation and Maintenance	26
4.1. General.....	26
4.2. Traffic Control.....	28
4.3. Environmental Considerations	30
4.4. Location of Facilities within the Right-of-Way	31
4.5. Location of Facilities outside the Right-of-Way.....	33
4.6. Project Field Inspection.....	33
4.7. Construction and Work Requirements	34
Attachments 1 through 5	40
Attachment 1	41
Attachment 2	44
Attachment 3	45
Attachment 4	46
Attachment 5	47

CHAPTER 1: DEFINITIONS AND ABBREVIATIONS

AASHTO: American Association of State Highway and Transportation Officials.

Acceptance: The decision or ruling of the Director or the Director's designee that the construction specified in a permit or under contract with the County has been completed so as to allow the release of the permit and the assumption by the County to maintain the completed construction.

Applicant: Any person, as herein defined, who has applied for a permit to perform any construction regulated by [Subtitle 23](#) of the Prince George's County Code.

Approval: The decision or ruling of the Director or the Director's designee that the plans, specifications, agreements, conditions, and other supporting documents submitted by an applicant are in order and meet the applicable standards and requirements of this Utility Policy and Specification, so that a permit may be issued.

Arterial roadway: A through roadway with the following characteristics: a) consisting of four (4) to six (6) traffic lanes that are divided by a median; b) designed to carry higher traffic volumes; c) parking and direct access are generally prohibited; and d) entrances, intersections, and median crossings are placed at wide intervals.

As-built drawing: A scale drawing that shows the utility's work or utility-related work as it was built and that incorporates details of any additions, deletions, or variations from the approved plans.

Average daily traffic (ADT): The average 24-hour traffic volume during a specified duration of calendar days, which is calculated by counting the number of motorized vehicles traveling on a designated portion of roadway during consecutive 24-hour periods and dividing the total by the number of consecutive 24-hour periods during which the volume of vehicular traffic was counted.

Betterment: A material improvement, adjustment, modification, or addition to an existing utility facility that increases the utility's capacity without major changes to its original construction.

CIP project: Prince George's County Capital improvement Program project.

Collector roadway: A through roadway with the following characteristics: a) consisting of two (2) to four (4) traffic lanes that are generally divided by a painted centerline; b) designed to carry moderate traffic volumes; c) street parking generally is prohibited; and d) direct property access is limited.

Commercial/Industrial roadway: A local roadway that serves a developed area and meets *at least one* of the following conditions: a) commercial or industrial uses exist on either side of the roadway or b) the predominant uses within the general area are either institutional and/or high-density residential.

Contractor: One who agrees to provide materials and/or supplies, and/or to perform certain types of work, according to an agreed schedule and to defined standards for a specified sum of money.

County: Prince George's County, Maryland, including, without limitation, the Department of Public Works and Transportation.

County-maintained road: A public road that has been accepted for full perpetual maintenance by the County.

Default: The condition in which a permittee has failed to complete the work covered within the scope of the permit within the time prescribed in the permit or the time prescribed by this Utility Policy and Specification.

Department: The Prince George's County Department of Public Works and Transportation.

Developer: Any person, utility company, or other entity, as herein defined, undertaking a permit for any building, alteration, reconstruction, or other development or redevelopment activity in Prince George's County.

Director: The Director of the Prince George's County Department of Public Works and Transportation, including, without limitation, the Director's duly authorized representatives.

DPW&T: The Prince George's County Department of Public Works and Transportation.

Easement: A legal right, other than the acquisition of title, to use or to control the use of the real property of another individual for a designated purpose and for a specified time.

Emergency: A serious, sudden, and unexpected happening or unforeseen occurrence or condition that requires immediate corrective action to protect the safety of the general public or to restore service.

Federal road: A public road that is under the jurisdiction of the United States Government.

Free flow: Flow of traffic that is not hindered or otherwise impeded by obstruction or constriction.

Historic road: A public or private road, as designated by the County Council, that has been documented by historic surveys or maps and that maintains its historic alignment and historic landscape context through views of natural features, historic landscape patterns, historic sites and structures, historic farmstead groupings, or rural villages.

Infrastructure: Basic public and private facilities, services, and installations including but not limited to roads, bridges, and utilities.

Inspector: A person authorized by the Director to a) observe and inspect conditions within or affecting the public right-of-way, to include, without limitation, road construction and materials used in road construction, and to b) determine or enforce compliance with the Prince George's County Code, as amended; the *Specifications and Standards for Roadways and Bridges*, which includes this Utility Policy and Specification; and/or the terms and conditions of any permit issued by the Department or the terms of any contract with the Department.

Maintenance Utility Permit: A type of permit that each utility company must obtain to cover certain maintenance and repair activities performed on its existing utility facility infrastructure located within public rights-of-way or easements under the jurisdiction of Prince George's County, Department of Public Works and Transportation as described in [Section 3.1](#) of this Utility Policy and Specification.

Miss Utility: A one-call notification center (1-800-257-7777) that identifies the location of utility facilities within the infrastructure and notifies subscribing underground utility owners of proposed excavation plans.

Moratorium period: The five (5) year period during which the cutting of new or resurfaced pavements is prohibited unless approved by the Department.

MSHA: Maryland State Highway Administration.

Municipal road: A public road that is under the jurisdiction of an incorporated municipality.

MUTCD: The *Manual on Uniform Traffic Control Devices*.

Other public road: A public road that has been dedicated, deeded, or assigned to public use through easement and is open to the public, but over which no public agency has assumed the responsibility for full maintenance. Maintenance by the County is limited to the correction of dangerous conditions so as to permit all-weather use by emergency vehicles and to correct any condition that jeopardizes the lives of the motoring public.

Other public surfaced road: Any other public road that has been improved with an all-weather surface by the County. Maintenance is limited to providing snow and ice control as necessary for emergency vehicle access, drainage work necessary to protect the all-

weather surface, and repairs to the paved surface.

Park and Planning Commission: The Maryland–National Capital Park and Planning Commission (MNCPPC).

Park road: A public road that is under the jurisdiction of the Maryland–National Capital Park and Planning Commission.

Permit: An official document or certificate issued by the Director or the Director’s duly authorized representative, authorizing performance of specified construction at a specified location and within a specified time, as further provided and detailed in the supporting documents, agreements, conditions, plans, and specifications relating thereto.

Permittee: Any person, contractor, subcontractor, organization, or company who/that has been granted a permit, and any person, contractor, subcontractor, organization, or company who/that is undertaking work pursuant to a permit.

Person: A person as defined by Section 1-102 of the Prince George’s County Code; also any utility, public agency, political subdivision, authority, or agent thereof.

Planning Board: The Planning Board of the Maryland-National Capital Park and Planning Commission of Prince George’s County, as defined in Article 28 of the Annotated Code of Maryland.

Primary residential road: A local roadway designed to accommodate light vehicle traffic and to serve adjacent property having residential zoning classifications.

Private road: Any road that is not a public road.

Property line: Lines, which may be established by survey if necessary that set the legal boundaries of real property.

Public right-of-way: Any land area that meets one of the following conditions: a) has been dedicated to public use for road or transportation purposes by a plat of subdivision or other instrument recorded in the land records of the County; b) has been deeded to or acquired by the County for road or transportation purposes; c) has been conveyed to a public agency by easement for public use for road or transportation purposes; d) has been declared by competent authority to be public right-of-way through use or through prescriptive usage in accordance with Maryland law; or e) is located along a County-maintained road that falls within the traveled way or the actively maintained shoulders and side ditches of the County-maintained road. “Public right-of-way” shall not include state roads, federal roads, municipal roads, park roads, private roads, or public utility easement as defined herein.

Public road: Any road that a) has been accepted for maintenance by a public agency,

political subdivision, or incorporated municipality; b) lies within a right-of-way owned by and under the jurisdiction of the County or dedicated to public use by a recorded deed or recorded plat of subdivision; or c) has become recognized as public under Maryland law through long use by the general public.

Public utility easement (PUE): A portion of a lot or parcel, generally located outside and adjacent to the public right-of-way, reserved for the placement of utility facilities.

Road: Any travel way or right-of-way, whether open or not, and any land area dedicated to public use in a recorded deed or recorded plat of subdivision, for the purpose of, or used for, passage of vehicular and pedestrian traffic, together with adjacent appurtenant drainage ditches, channels, support slopes, structures, walks, and traffic control devices. This term shall embrace all ways designated as roads, streets, alleys, lanes, paths, highways, avenues, or terms of similar meaning.

Road construction: Any act of a) opening, cutting into, clearing, grading, cultivating, excavating, maintaining, repairing, building, constructing, improving, or otherwise altering any road or any part thereof; b) placing any structure, plant, or other permanent object in a road, whether authorized by permit or not; or c) establishing or creating an entrance into any road.

Roadside tree: Any tree or shrub growing within the right-of-way of any public road.

Roadway: The portion of a road, including shoulders, designated for vehicular use.

Secondary residential road: A local roadway intended to provide access to small residential areas with very limited or no through-traffic.

Scenic road: A public or private road, as designated by the County Council, that provides scenic views along a substantial part of its length through a) natural or manmade features, such as forest, extensive woodland, cropland, pasturage, or meadows; b) distinctive topography, including outcroppings, streambeds, or wetlands; c) traditional building types; d) historic sites; or e) roadway features, such as curving, rolling roadway alignment, or “leaf tunnels.”

Service connections: Utility pipes, conduits, or any other connection material or type that connect main distribution lines to an end-use source.

Special Utility Permit: This type of permit is required to be obtained by a utility company for the installation or upgrade of utility facilities within the public right-of-way or easements under the jurisdiction of Prince George’s County, Department of Public Works and Transportation, and under certain other circumstances as described in [Section 3.1](#) of this Utility Policy and Specification.

Specifications and Standards: The *Specifications and Standards For Roadways and Bridges in Prince George's County, Maryland (Specifications and Standards)* which includes the design and construction standards specified within this Utility Policy and Specification, and any other policies, procedures, or requirements adopted pursuant to the authority of the Director of the Department.

State road: A public road that is under the jurisdiction of the State of Maryland.

Traffic control plan (TCP): A work zone traffic control plan to guide vehicular and pedestrian traffic safely through a construction area.

Traffic control device: Sign, signal, marking, or other device placed on or adjacent to a street or highway to regulate, warn, or guide traffic.

Utility: All privately, publicly, or cooperatively owned systems for producing, transmitting, or distributing communication, cable television, power, electricity, light, heat, gas, oil, water, steam, waste, and the like that directly or indirectly serve and/or benefit the public or any portion thereof.

Utility company: The owner of any utilities or utility facilities, and any organization franchised or otherwise authorized by the County or State Government to install, operate, or maintain such utilities or utility facilities, including without limitation any entity duly authorized by WSSC to install, operate, or maintain utility facilities. This term does not include an organization franchised to construct, operate, or maintain a public transportation system.

Utility facility: Includes, without limitation, any and all poles, wires, guys, anchors, buried cable, conduits, pedestals, pipelines, hydrants, valve boxes, manholes, casings, river gages, and related fixtures and devices for producing, transmitting, or distributing communication, cable television, power, electricity, light, heat, gas, oil, water, steam, waste, and the like that directly or indirectly serve and/or benefit the public or any portion thereof.

Utility patch: A temporary or permanent patch in the roadway pavement or sidewalk that is required as the result of excavation of the pavement or the sidewalk to repair or place a utility line or appurtenance.

Utility Policy and Specification: The *Prince George's County Policy and Specification for Utility Installation and Maintenance*, latest edition.

WSSC: The Washington Suburban Sanitary Commission.

CHAPTER 2: POLICY ON UTILITY ACCOMMODATION

2.1. AUTHORITY, PURPOSE, AND SCOPE OF REGULATIONS

2.1.1. Authority to Regulate.

- A) **County Regulation Authorized.** The County is authorized under Article 25A of the Annotated Code of Maryland to issue ordinances, regulations, and specifications to permit the installation of utility facilities within the public right-of-way. Provisions for the Department to regulate utilities and utility facilities within the public right-of-way are contained within [Subtitle 23](#) of the Prince George's County Code, the Prince George's County Road Ordinance (the County Road Ordinance). In accordance with the County Road Ordinance and provisions of the County Charter, the Director is authorized to establish, issue, and enforce reasonable policies, procedures, and specifications governing without limitation the installation, construction, maintenance, renewal, removal, and relocation of utilities and utility facilities in, on, along, over, or under any and all County public rights-of-way and to establish and collect fees for all such activities
- B) **Basis for Standards.** The policies, specifications, and standards contained herein have been established after careful review of standards and best practices of other government agencies; recommendations of national associations of highway, public works, and utility officials; as well as review of national standards and codes governing utilities. This Utility Policy and Specification also is based on the prior experience of the Department with utility permit operations and its judgment with regard to proper design, construction, and operation practices. This Utility Policy and Specification conforms generally with other standards under which the Department operates, and provides reasonable requirements for the protection of the public interest in accommodating utilities within public rights-of-way.

2.1.2. Purposes

- A) **Utility Policy and Specification.** The purposes for the establishment of this Utility Policy and Specification are to facilitate increased safety and convenience for the traveling public; preserve the County's infrastructure; mitigate the impact of utilities on the structural integrity, durability, and aesthetic quality of the County's roadways; provide for the accommodation of utility facilities within the right-of-way, and establish procedures and controls for the issuance of permits, regulating any and all activities relating to utility facilities by the Department. The permit system established herein makes known the intent of the utility company to carry out work within the public right-of-way by requiring the advance submission of a written application; provides that the nature and extent of any utility work within

the public right-of-way work shall be clearly defined by the utility company and agreed to by the Department; establishes an administrative means for the Department to coordinate the use of space within the public right-of-way and to hold the utility company responsible for such authorized work; and provides a means to grant approval for the authorized work and to establish records of all utility work and operations within the public right-of-way.

- B) Revision of Published Policies.** This Utility Policy and Specification supersedes and replaces any and all other policies or specifications of the Department relative to the accommodation of utilities and utility facilities within the public right-of-way, which may be in conflict herewith.

2.1.3. Applicability.

Unless otherwise exempted by law or written agreement, the requirement and provisions of this Utility Policy and Specification apply to all utility companies and utility facilities, whether privately or publicly owned.

2.1.4. Suspension or Revocation.

The Director may suspend or revoke any permit in accordance with Section 23-117 of the Prince George's County Road Ordinance. In addition, the Director shall enforce all applicable sanctions or penalties provided under the County Road Ordinance or other applicable law against the utility company and/or its agent for any violations of this Utility Policy and Specification.

2.2. LIMITATIONS ON RIGHT-OF-WAY OCCUPANCY

- 2.2.1 Protection of Traffic and Roadway.** It is the policy of the Department that no utility may occupy or perform either maintenance or operations on any public right-of-way unless sufficient space is available so that the free flow and safety of roadway traffic is not unduly impaired and the utility installation does not prevent the Department from reasonably maintaining the roadways, structures, traffic control devices, and other appurtenant facilities.

- 2.2.2 Written Authorization Required.** Except for emergencies, no work shall be performed on any utility or utility facility located within the public right-of-way without a Maintenance Utility Permit or a Special Utility Permit issued in accordance with the provisions of [Sections 3.1 through 3.4](#) of this Utility Policy and Specification. If a utility company has not been granted the right by statute to locate utility facilities within the public right-of-way in addition to obtaining the appropriate permit, the utility company also shall obtain a Letter of Authorization from the Department. The request for a Letter of Authorization shall be sent to the Director and shall include a written description of the work to be performed, including its exact location and a schematic plan. Any such work that is performed without written authorization shall be removed by the responsible utility company

immediately upon demand by the Department, and the utility company shall restore the public right-of-way to its condition prior to the performance of the unauthorized work. All such restoration work shall be at the sole cost and expense of the utility company, which shall also be responsible for reimbursing the Department for any and all costs and expenses that it may incur arising out of or relating to such unauthorized work.

2.2.3 Compliance with this Utility Policy and Specification. This Utility Policy and Specification covers most utility-related situations. It is general in application, particularly with regard to the permissible location of utility facilities within the public right-of-way. There may be instances where proposed utility installations or maintenance activities appear to meet the requirements of this Utility Policy and Specification, but special circumstances make the proposed location or installation inappropriate. Each permit application will be reviewed by the Department on its own merit with regard to factors including its impact on safety and traffic flow; durability and visual quality of the roadway; and the cost or feasibility of roadway and utility facility construction and maintenance. The Department shall have the right to waive any of the requirements contained herein on a case-by-case basis if, in its sole discretion, such waiver is deemed appropriate under the circumstances.

2.2.4 Compliance with Federal Policies. Requirements for accommodation of utility facilities on federal-aid projects are prescribed in the *Federal-Aid Policy Guide* (FAPG), latest edition, which cites relevant sections of the *Code of Federal Regulations*. It is the policy of the Department to require full compliance with the FAPG for all installations of utility facilities within the public right-of-way on any federally funded project.

2.3. POLICY ON RELOCATION OF UTILITY FACILITIES

2.3.1. Relocation for Department Project. The Department reserves the right to require a utility company to remove, repair, adjust, or otherwise relocate any utility facility located within the public right-of-way of a road that the Department has undertaken to maintain, repair, or improve, when, in the discretion of the Department, the utility facility constitutes a hazard or otherwise will interfere with road construction or maintenance activities. Upon written notification by the Department of such an impending project, affected utility companies shall relocate or remove utility facilities within the public right-of-way so as to have no adverse impact on preconstruction, construction, or maintenance activities related to the project. A utility company shall be liable for any and all costs incurred by the Department or its agents for delays caused by the failure of the utility company to relocate its utility facilities within the time specified in this Utility Policy and Specification or otherwise by the Department.

A. Compensation for Relocation. The removal, relocation, or adjustment of utility facilities shall be accomplished at the sole expense of the utility company

unless otherwise expressly provided for in this Utility Policy and Specification, in a written agreement between the Department and the affected utility company, or where the utility company is deemed to have prior property rights.

B. Site for New Installation. In the event that it becomes necessary to require a utility company to relocate its utility facilities and such utility facilities are still in use, the Department may specify a new location within the public right-of-way, if such suitable space is available, to which such utility facilities may be moved.

2.3.2. Failure to Remove Utility Facilities. Upon receiving written notice from the Department to remove, relocate, repair, or otherwise adjust its utility facilities due to an impending Department project, the affected utility company shall, within ninety (90) calendar days thereafter, commence said removal, relocation, repair, or adjustment in accordance with said written notice and instructions from the Department. Should the utility company fail to comply with such notice within a reasonable time sufficient to allow for engineering and other procedures deemed by the County to be reasonably necessary for the removal and relocation of the facilities, the Department may give the utility company a final notice directing that such removal begin no later than fourteen (14) calendar days from the receipt of such final notice.

A. Removal by Department. Except as otherwise provided for in this Utility Policy and Specification, if the utility company does not, within fourteen (14) calendar days of receipt of such final notice, begin to remove or relocate the utility facilities or, having so begun, thereafter fails to complete the work within a reasonable time, the Department may remove or relocate the same with its forces, or by employing or contracting for the necessary engineering, labor, equipment, tools, supervision, or other necessary services or materials. The affected utility company shall be solely responsible for any loss or damage to its facilities arising out of or relating to any such work undertaken by the Department, or its agents.

B. Reimbursement by Utility Company. Except as otherwise provided for in this Utility Policy and Specification, the Department shall submit to the utility company a bill for all costs and expenses connected with removing and relocating such utility facilities. Such bill shall also include demand for payment for all other damages or costs due to any construction delays, plus an administrative fee of ten (10) percent of all such damages and costs. The total amount shall become due immediately, or within such time as otherwise may be agreed upon between the utility company and the Department. In the event that the utility company does not make payment or arrange to make payment within thirty (30) calendar days after receipt of a bill from the Department, the Department shall certify that amount for collection to the County Attorney, and interest shall accrue on the principal amount due at the legal rate then allowed.

2.3.3. Relocation or Removal of WSSC Utility Facility. The need for relocation or removal notification of a WSSC utility facility and reimbursement by the County to WSSC, or vice versa, shall be in accordance with Article 29 of the Annotated Code of Maryland.

CHAPTER 3: PROCEDURES FOR ISSUANCE OF UTILITY PERMITS FOR UTILITY FACILITIES

3.1. TYPES OF UTILITY PERMITS

3.1.1. Special Utility Permit.

- A. A Special Utility Permit shall be required for the following types of utility facility construction within public rights-of-way or easements under the jurisdiction of the Prince George's County, Department of Public Works and Transportation:
- Construction of new utility facilities, except underground utility construction within publicly dedicated future roadways of new subdivisions.
 - Material upgrades to existing utility facilities.
 - Material relocation or realignment of existing utility facilities, except for relocation required by the County.
 - Material extensions of existing utility facilities.
 - Service connections that require the placement or relocation of any utility pole or that require any open cut of the roadway pavement on arterial roadways, collector roadways, industrial/commercial roadways, transit routes, or any other roadway that has average daily traffic (ADT) volume of six thousand (6,000) vehicles per day or greater.
 - Service connections that require two (2) or more open cuts of the roadway pavement by the same utility company within two hundred (200) feet of each other within a 6-month period.
 - Relining and/or cleaning underground utility systems.
 - Any utility work that requires the cutting of any pavement within the moratorium period.
- B. Except for WSSC, the owner of the utility facility that is being constructed, upgraded, relocated, or extended shall be responsible for obtaining the Special Utility Permit. For water and sewer work within existing public roadways, either WSSC or the entity duly authorized by WSSC to perform the work shall obtain the Special Utility Permit.
- C. The Special Utility Permit shall be issued for a standard duration of ninety (90) calendar days. A longer duration may be granted if, at the time of permit application, the permittee submits a request for additional time and an explanation as to why ninety (90) calendar days is insufficient. If additional time is requested at the time of application, no additional fee shall be required. After the issuance of the permit, the permit duration may be extended by applying for a permit extension and paying the permit-extension fee.

3.1.2. Maintenance Utility Permit.

- A. A Maintenance Utility Permit shall be required for each utility company to cover the following work performed on its existing utility facilities located within public rights-of-way or easements under the jurisdiction of the Prince George's County, Department of Public Works and Transportation:
- Routine maintenance of existing utility facilities.
 - Repairs to existing utility facility infrastructure that do not constitute a material upgrade or betterment of the utility facility.
 - Underground utility facility construction within publicly dedicated future roadways of new subdivisions.
 - Modifications to utility facilities that are required for Capital Improvement Program (CIP) projects, except for any such modification to WSSC utility facilities required to be made by a party under direct contract with the Department for a CIP project.
 - Service connections that do not require the placement or relocation of any utility pole and do not require any open cut of the roadway pavement on arterial roadways, collector roadways, industrial/ commercial roadways, transit routes, or any other roadway that has ADT volume of six thousand (6,000) vehicles per day or greater.
 - Service connections that do not require two (2) or more open cuts of the roadway pavement by the same utility company within two hundred (200) feet of each other within a six- (6)month period.
- B. The owner of the utility facility which is being maintained or repaired shall be responsible for obtaining the Maintenance Utility Permit.
- C. The Maintenance Utility Permit is issued for a duration of one (1) year, to be renewed annually. One (1) Maintenance Utility Permit shall be issued for each utility company to cover that utility company's entire utility facility infrastructure located within the public right-of-way.

3.2. REQUIRED SUBMITTALS

3.2.1. Special Utility Permit.

- A. The permittee shall submit electronically to the Department's Office of Engineering a completed copy of the application for a Special Utility Permit using the permit form available from the Department's website (for specifics on said website see the [Preface](#) from DPW&T's *Specifications and Standards for Roadways and Bridges*). The permit application shall be accompanied by the following:
- A.1. **Indemnification.** The permittee shall submit a signed letter of responsibility, as shown in Attachment 5, issued by a duly authorized officer of the utility company and indicating that the utility and the permittee shall indemnify, defend, and hold harmless Prince George's County, Maryland, its agents, officials, and employees, from and against all claims, damages, losses, expenses, causes of action, suits, liabilities or judgments, including but not limited to attorney's fees and the cost of suits arising out of or resulting from personal injury, death, destruction of real or tangible personal property or otherwise, that is caused in whole or in part by any act, omission to act, or negligence of the utility or the permittee, its agents, contractors, or subcontractors arising out of the performance of work in connection with the County's *Policy and Specification for Utility Installation and Maintenance* manual. The utility company shall provide written proof of its officer's authority to obligate the utility company as set forth herein. This statement shall be dated and shall be submitted annually by the utility company.
- A.2. **Proof of insurance.** The permittee shall obtain and maintain at all times, even beyond the expiration and acceptance of the permit, commercial insurance protecting the permittee. Each such policy shall provide coverage in an amount not less than two million dollars (\$2,000,000) per occurrence general liability insurance and commercial automotive liability insurance (combined single limit), including bodily injury and property damage, and not less than two million dollars (\$2,000,000) aggregate for each personal injury liability, products/completed operations, and each accident. Such insurance shall name the County, its officials, boards, commissions, officers, employees, agents, and contractors as additional named insured with respect to liability arising out of the permittee's performance of work in the public right-of-way, or suitable additional insured endorsement acceptable to the County. Claims-made policies are not acceptable. Such insurance shall not be canceled or materially altered to reduce coverage until the County has received at least thirty (30) calendar days' advance written notice of such cancellation directly from the insurance carrier and an opportunity to cure any payment deficiency within said thirty- (30-)

calendar-day period. All insurance policies must be issued by companies duly qualified to do business in Maryland, and all such policies shall be in a form acceptable to the Department and the County Attorney. The Department may waive this provision on a case-by-case basis if, in its sole discretion, such waiver is deemed appropriate under the circumstances.

- A.3. Bonds.** A performance bond and a payment bond shall be submitted in accordance with [Section 23-116](#) of the County Road Ordinance. The required bonds shall be issued by a surety duly qualified to do business in Maryland and listed as approved on the latest version of the U.S. Department of Treasury Circular 570, to guarantee that the work covered by the permit will be completed in accordance with the Department's *Specifications and Standards for Roadways and Bridges*, which includes this Utility Policy and Specification, and the approved construction plans. At the Department's discretion, alternative forms of security including, but not limited to, letters of credit and other written guarantees may be accepted in lieu of a surety bond. The Department may waive this provision on a case-by-case basis if, in its sole discretion, such waiver is deemed appropriate under the circumstances.
- A.4. Traffic Control Plan.** In accordance with [Section 4.2](#) of this Utility Policy and Specification, a site-specific traffic control plan (TCP) shall be submitted with the permit application for utility work performed on any arterial or collector roadway, industrial/commercial roadway, transit route, or any other roadway where the ADT volume equals or exceeds six thousand (6,000) vehicles per day. Attachment 1 of this Utility Policy and Specification includes a list of County arterial and collector roadways. All utility companies must reference the Prince George's County Traffic Count Book to identify roadways with ADT equal to or exceeding six thousand (6,000) vehicles per day. The Department will review the TCP and return it along with any comments, requirements, and/or conditions that shall be met or satisfied by the permittee.
- A.5. Road Closures.** Regardless of the ADT, if a complete road closure is necessary to work on a utility facility, the permittee shall submit with its permit application, in addition to a TCP, a written request to the Department detailing the reasons why closure is necessary in accordance with [Section 23-162](#) of the County Road Ordinance. The request shall include (a) the limits and description of the work requiring the closure; (b) justification that the work cannot be performed without a temporary road closure; (c) the duration (in calendar days) of the proposed closure and the daily time period during which the road will be closed; and (d) the name, office address, electronic mail address, and telephone numbers of the primary point of contact, and the same information for the point of contact in case of an emergency.

For complete road closures, in addition to the requirements of [Section 4.2.](#) of this Utility Policy and Specification, the TCP shall also depict all traffic detours required for the closure. The Department will review the request and TCP to determine the adequacy of the TCP and whether or not permission for the road closure will be allowed. If the Department agrees to the road closure, approval will be granted subject to the conditions, restrictions, or other requirements that the Department may impose, which must be accepted in writing by the permittee prior to starting any work. If a road closure is required, the permittee shall reimburse the Department for all administrative costs associated with the closure, in addition to the permit fees described in [Section 3.3.1.](#) of this Utility Policy and Specification.

- A.6. Schematic Plans.** Except for aerial installations utilizing existing pole lines, the permittee shall submit to the Department with its permit application a digital set of its proposed construction plan, in a format readable by the Department, for all work within the public right-of-way, including without limitation new manholes and appurtenances, conduit and piping, service connections, street lights, and new or relocated utility poles.

The construction plans shall be dimensioned drawings that include at a minimum the following (within the proposed limits of work):

- a) Existing topographic details
 1. Paving: roadway, curb and gutter, driveways, and sidewalks.
 2. Storm-drain system: inlets, manholes, pipes, channels, and outfalls.
 3. Other utility company facilities: poles, fire hydrants, conduit, and pipes, etc.
 4. Trees and shrubs.
 5. Vicinity map showing all the roads within the limits of the proposed permit work and within a half-mile (0.5 mile) radius of the planned work.
 6. Traffic control systems, including but not limited to loop detectors, junction boxes, signal poles, vehicle detection cameras, and controllers.
- b) Existing public rights-of-way and easements (including Public Utility Easements)
- c) Proposed utility facility construction
 1. Manholes, conduit, pipelines, etc. (including elevations).
 2. Utility poles, including streetlights.
 3. Relocated utility poles.
 4. The limits of the area to be disturbed.

5. Roadway restoration details.
 6. Any anticipated location conflicts with existing or relocated utility facilities (shown and noted).
 7. Erosion and sediment controls.
- d) On the submitted plans, dimensions shall be provided showing references to (i) public right-of-way/property line; (ii) edge of pavement or face of curb and gutter; (iii) storm-drain structures, including the pipeline.

For aerial installations utilizing existing pole lines, the permittee need not submit the information set forth in subsections a–d, above. It is sufficient for the permittee to submit engineering plan view and schematic diagrams of the proposed work.

It is the permittee's responsibility to locate, identify, and resolve all potential conflicts with all existing public infrastructure within the right-of-way (including without limitation, utility facilities of the affected utility company or other utility companies' infrastructure) prior to the submission of its construction plans. Approval of the permittee's application by the Department shall in no way or manner relieve the permittee of the obligation to locate, identify, and resolve all potential conflicts with existing public right-of-way, nor shall any such approval be deemed (a) an acknowledgment or acceptance that a permittee has, in fact, complied with all obligations in this regard or (b) a waiver or release by the Department of any rights relating to a permittee's failure to comply fully with all obligations in this regard.

Installation of the permittee's utility facility work shall be based on the Department's approved grade establishment and cross section shown on the construction plans. In the event the Department finds that the original plans and/or approval conditions are inadequate or otherwise inappropriate for the proposed construction, the Director may require revised plans and/or may condition approval upon specific requirements. Any such plan revisions and conditions shall thereafter be prepared and/or performed by the permittee and resubmitted to the Department, and they shall thereafter become a part and condition of the permit.

In the event that the drawings or details submitted on the plans are substandard, approval of the permit application and plans shall not relieve the permittee of the requirement to meet or exceed the minimum requirements of this Utility Policy and Specification and the Department's Specifications and Standards for Roadways and Bridges.

A.7. Construction Schedule. A construction schedule in a form acceptable to the

Department, in its sole discretion is required.

- A.8. **Water and Sewer.** Any permittee, other than WSSC itself, seeking to perform water- and sewer-related utility facility work under a Special Utility Permit shall submit written proof to the Department that WSSC has duly authorized the applicant to perform such work.
- A.9. **Fees.** The administrative and inspection fee as described in [Section 3.3.1.](#) of this Utility Policy and Specification, and as calculated using the Utility Permit Fee Calculation Sheet provided in application, as well as the moratorium fee as described in [Section 4.7.1.](#), if applicable.
- B. The Department shall return the application to the permittee with one of the following determinations: approved, approved with special conditions, denied, or denied accompanied with comments for revision.
- C. As-built drawings of the location of the utility facilities within the right-of-way shall be submitted by the permitted utility company to the Department within ninety (90) calendar days of the completion of construction. The prints shall be neatly and clearly marked to show the work actually performed and all variations from the approved plans. The drawings shall also include supplementary notes, legends, and details to fully explain the work. As-built drawings shall be submitted in a format deemed acceptable by the Department.
- D. The permittee shall notify the Department's Office of Engineering, at (301) 883-5730, when the installation authorized by the permit has been completed so that an inspection can be made by the Department's representative to ensure that the provisions of the permit have been met and that all areas within the public right-of-way have been adequately restored.

3.2.2. Maintenance Utility Permit.

- A. The permittee shall submit electronically to the Department's Office of Engineering a completed copy of the application for a Maintenance Utility Permit which authorizes construction within the public right-of-way using the permit form available from the Department's website (for specifics on said website see the [Preface](#) from DPW&T's *Specifications and Standards for Roadways and Bridges*). The permit application shall be accompanied by the following.
 - A.1. **Indemnification.** The permittee shall submit a signed letter of responsibility, as shown in Attachment 5, issued by a duly authorized officer of the utility company and indicating that the utility company and the permittee shall indemnify, defend, and hold harmless Prince George's County, Maryland, its

agents, officials, and employees from and against all claims, damages, losses, expenses, causes of action, suits, liabilities, or judgments, including but not limited to attorney's fees and the cost of suits arising out of or resulting from personal injury, death, destruction of real or tangible personal property, or otherwise that is caused in whole or in part by any act, omission to act, or negligence of the utility or the permittee, its agents, contractors, or subcontractors arising out of the performance of work in connection with the County's *Policy and Specification for Utility Installation and Maintenance* manual. The utility company shall provide written proof of its officer's authority to obligate the utility company as set forth herein. This statement shall be dated and shall be submitted annually by the utility company.

- A.2. Proof of insurance.** The permittee shall obtain and maintain at all times, even beyond the expiration and acceptance of the permit, commercial general liability insurance and commercial automotive liability insurance protecting the permittee. Each such policy shall provide coverage in an amount of not less than two million dollars (\$2,000,000) per occurrence (combined single limit), including bodily injury and property damage, and not less than two million dollars (\$2,000,000) aggregate, for each personal injury liability, products/completed operations, and each accident. Such insurance shall name the County, its officials, boards, commissions, officers, employees, agents, and contractors as additional named insured with respect to liability arising out of the permittee's performance of work in the public right-of-way, or suitable additional insured endorsement acceptable to the County. Claims-made policies are not acceptable. Such insurance shall not be canceled or materially altered to reduce coverage until the County has received at least thirty (30) calendar days' advance written notice of such cancellation directly from the insurance carrier and an opportunity to cure any payment deficiency within said thirty- (30-) calendar-day period. All insurance policies must be issued by companies duly qualified to do business in Maryland, and all such policies shall be in a form acceptable to the Department and the County Attorney. The Department may waive this provision on a case-by-case basis if, in its sole discretion, such waiver is deemed appropriate under the circumstances.
- A.3. Bonds.** A performance bond and a payment bond in accordance with [Section 23-116](#) of the County Road Ordinance. The required bonds shall be issued by a surety duly qualified to do business in Maryland and listed as approved on the then current version of the U.S. Department of Treasury Circular 570 to guarantee that the work covered by the permit will be completed in accordance with the Department's *Specifications and Standards for Roadways and Bridges*, which includes this Utility Policy and Specification, and the approved construction plans. At the Department's discretion, alternative forms of security including, but not limited to, letters

of credit and other written guarantees, may be accepted in lieu of a surety bond. The Department may waive this provision on a case-by-case basis if, in its sole discretion, such waiver is deemed appropriate under the circumstances.

- A.4. Traffic Control Plan.** In accordance with [Section 4.2.](#) of this Utility Policy and Specification, except for emergencies and other unanticipated work, if maintenance and repair activities require utility facility work to be performed on any arterial or collector roadway, industrial/commercial roadway, transit route, or any other roadway where the ADT volume equals or exceeds six thousand (6,000) vehicles per day, a site-specific TCP shall be submitted to the Department prior to the start of work. Attachment 1 to this Utility Policy and Specification is a list of arterial and collector roadways. All utility companies must reference the Prince George's County Traffic Count Book to identify roadways with ADT equal to or exceeding six thousand (6,000) vehicles per day. The Department will review the TCP and return it along with any comments, requirements, and conditions that shall be met or satisfied by the permittee.
- A.5. Road Closures.** Regardless of ADT, except for emergencies and other unanticipated work, if a road closure is necessary to work on a utility facility, the permittee shall submit, in addition to a TCP and at least thirty (30) calendar days prior to the anticipated start of work, a written request to the Department detailing the reasons why closure is necessary in accordance with [Section 23-162](#) of the County Road Ordinance. The request shall include (a) the limits and description of the work requiring the closure; (b) justification that the work cannot be performed without a temporary roadway closure; (c) the duration (in calendar days) of the proposed closure and the daily time period in which the road will be closed; and (d) the name, office address, electronic mail address, and telephone numbers of the primary point of contact and the same information for the point of contact in the event of an emergency. In the event that the anticipated start date or the anticipated completion date changes, the utility company shall promptly notify the Department of the change.
- A.6.** For complete road closures, in addition to the requirements of [Section 4.2.](#) of this Utility Policy and Specification, the TCP shall also depict all traffic detours required for the closure. The Department will review the request and TCP to determine the adequacy of the TCP and whether or not permission for the road closure will be allowed. If the Department agrees to the road closure, approval will be granted subject to the conditions, restrictions, or other requirements that the Department may impose, which must be accepted in writing by the permittee prior to starting any work. If a road closure is required, the permittee shall reimburse the Department for all administrative costs associated with the closure in addition to the permit

fees described in [Section 3.3.2.](#) of this Utility Policy and Specification.

A.7. Fees. The application and processing fee described in Section [3.3.2.\(A\)](#) of this Utility Policy and Specification, and as calculated using the Utility Permit Fee Calculation Sheet provided in the permit application.

B. The Department shall return the application to the permittee with one of the following determinations: approved, approved with special conditions, denied, or denied accompanied with comments for revision.

C. Upon issuance of the permit, the following activities are required by the utility company:

C.1. Schedules. On or before the fifteenth (15th) day of each month, the permittee shall submit to the DPW&T Office of Engineering a schedule identifying all proposed scheduled maintenance work that is expected to be performed during the coming month. For deviations to the submitted schedule, the permittee shall notify the Department's Office of Engineering of the change in work at least two (2) full business days prior to the start of work as initially proposed.

For emergency or other unanticipated work that cannot be identified on the schedule and that involves excavation of any portion of the public right-of-way, the permittee shall notify the Department's Office of Engineering of the utility work by the end of the first (1st) business day after the unanticipated work commences.

C.2. Monthly Activity Reports. On or before the fifteenth (15th) day of each month, the permittee shall submit to the Department's Office of Engineering a complete listing of all cuts made during the prior month under the Maintenance Utility Permit. The cuts shall be reported in a form acceptable to the Department. Such reports may be made daily or monthly, at the permittee's discretion. Each utility patch shall be listed with a unique designation number assigned by the permittee for future reference. The listing shall separately identify cuts made in the pavement (asphalt) and cuts made outside of the pavement (asphalt).

a. The listing of cuts made in the pavement (asphalt) shall include the date and location of each pavement cut, the date of the permanent utility patch, the date of any subsequent repair at that location, if any, and the size of the utility patch in square feet.

b. The listing of cuts made outside the pavement (asphalt) shall include the date and location of each cut, the date of repair at that location, and the size of the cut in square feet.

On or before the fifteenth (15th) day of each month, the permittee shall also submit to the Department's Office of Engineering a complete listing of all maintenance work performed on overhead facilities under the Maintenance Utility Permit during the previous month. Such reports may be made daily or monthly, at the permittee's discretion. The listing shall identify the type of work, the date on which it was performed, and the location at which it was performed in a form acceptable to the Department.

C.3. Fees for Maintenance Activities. On a quarterly basis, the Department shall determine what work identified pursuant to subsection (i), above, was performed within the public right-of-way, and shall calculate the fee owed by each utility in accordance with Section 3.3.2.(B).

The Department shall provide written notice to the permittee of the applicable fee. If the permittee does not challenge the amount of the fee in writing within fifteen (15) days after such notice, the Department shall deduct the applicable fee from a draw-down account maintained by the permittee with the Department. The balance of the draw-down account shall be replenished by the utility company as necessary to maintain a sufficient balance each quarter. In the event of a dispute between the permittee and the Department as to the amount of the fee, the Department shall deduct any undisputed amount from the draw-down account, but shall not deduct any disputed amount until outstanding issues are resolved.

3.3. UTILITY PERMIT FEES

This section describes the permit fees that are required for all Special and Maintenance Utility Permits in Prince George's County. With the exception of WSSC, the utility company that obtains the permit shall pay the fees described herein. In accordance with Article 29 of the Annotated Code of Maryland, WSSC shall be exempt from paying the permit fees. However, any entity duly authorized by WSSC to apply for and perform work under a Special Utility Permit shall be required to pay the fees described herein. All permit fees are non-refundable.

3.3.1. Special Utility Permit.

- A. The permit fee for issuance of a Special Utility Permit shall include both the administrative and inspection fee set forth below and the moratorium fee described in [Section 4.7.1.](#), if applicable. These fees are imposed to provide the County with a means of recovering the administrative and inspection costs it will incur in connection with work performed under Special Permits.
 - A.1. Administrative Fee: The administrative shall be a flat fee of three hundred dollars (**\$300.00**).
 - A.2. A.2 Inspection Fee: The inspection fee shall be calculated based upon a

cost of two dollars (\$2.00) per linear foot of utility facility installation under the roadway pavement, plus fifty cents (\$0.50) per linear foot of underground utility facility installation outside of the roadway, plus twenty cents (\$0.20) per linear foot for aerial utility facility installations within the right-of-way. Joint trenches are encouraged and shall be treated as one utility facility installation. Multiple pipes, conduits, cables, etc. within the same trench shall be measured as one utility facility installation for fee purposes.

- B. For an extension of an existing Special Utility Permit, the fee shall be one hundred dollars (\$100.00) for additional administrative expenses.
- C. The Department shall deduct all applicable fees from a draw-down account maintained by the permittee with the Department.

3.3.2. Maintenance Utility Permit.

The fees for issuance or renewal of a Maintenance Utility Permit shall include both the application and processing fee and the administrative and inspection fee as follows:

- A. Application and Processing Fee: five thousand dollars (\$5,000.00).
- B. Administrative and Inspection Fee: The administrative and inspection fee shall be based on the amount of work performed by a utility company within the public right-of-way. This fee is imposed to provide the County with a means of recovering the administrative and inspection costs it will incur in connection with work performed under the utility company's Maintenance Utility Permit. The Department requires the utility company to submit prior to the fifteenth (15th) day of each month a schedule identifying all proposed scheduled maintenance that is expected to be performed during the course of the coming month pursuant to Section 3.2.2.B. In addition to the schedule, a complete listing showing all pavement cuts and repairs made during the previous month shall be reported in a form acceptable to the Department pursuant to the requirements described in Section 3.2.2.B. On an annual basis, the Department shall determine what work was performed and calculate the fee owed by the utility company pursuant to Section 3.2.2.

The total administrative and inspection fee shall be the sum of the following:

- B.1. **Category I: Cuts within the paved (asphalt) portion of the public right-of-way**
 - a) Cuts of one hundred (100) square feet or smaller: one hundred twenty-five dollars (\$125) per cut
 - b) Cuts larger than one hundred (100) square feet: three hundred dollars (\$300) per cut
- B.2. **Category II: Cuts outside the paved (asphalt) portion of the public right-of-**

way

- a) Cuts of one hundred (100) square feet or smaller: fifty dollars (\$50) per cut
- b) Cuts larger than one hundred (100) square feet: one hundred dollars (\$100) per cut

B.3. All work performed on aboveground infrastructure shall be paid in accordance with Section 3.4.2(B): seventeen dollars and fifty cents (\$17.50) per aerial job

C. The Department shall deduct all applicable fees from a draw-down account maintained by the permittee with the Department.

3.4. PAYMENTS

3.4.1. Special Utility Permit.

- A.** Utility companies or other permittees applying for a Special Utility Permit shall submit the administrative and inspection fee at the time of application. If the permit requires the cutting of the roadway pavement within the five- (5) year moratorium period, the moratorium fee described in [Section 4.7.1.](#) shall also be due prior to issuance of the permit.
- B.** Fees may be paid by cash or check or by other methods that may be approved by the Director from time to time. Checks shall be made payable to Prince George's County and shall reference the applicable Special Utility Permit number.
- C.** The County reserves the right to verify the administrative and inspection fee and the moratorium fee as calculated by the utility company on the Utility Permit Fee Calculation Sheet and to require the utility company to cure any underpayment of such fees prior to the issuance of the permit. At the sole discretion of the Department's Office of Engineering, any overpayment shall be reimbursed by the County or credited to the next permit fee.

3.4.2. Maintenance Utility Permit.

- A.** Utility companies applying for a Maintenance Utility Permit or for renewal of an existing Maintenance Utility Permit shall submit the application and processing fee at the time of application.
- B.** Fees may be paid by cash or check or other methods that may be approved by the Director from time to time. Checks shall be made payable to Prince George's County and shall reference the applicable Maintenance Utility Permit number.
- C.** The administrative and inspection fee for work performed under a Maintenance

Utility Permit during a given month shall be deducted quarterly from a draw-down account maintained by the permittee with the Department, in accordance with [Section 3.2.2.](#) of this Utility Policy and Specification.

CHAPTER 4: TECHNICAL SPECIFICATIONS FOR UTILITY FACILITY INSTALLATION AND MAINTENANCE

4.1. GENERAL

- 4.1.1 This Utility Policy and Specification applies to all installation, maintenance, repair, and other improvements or activities relating to utility facilities within public rights-of-way or easements under the jurisdiction of Prince George's County, Maryland. Such work shall conform to the Department's *Specifications and Standards for Roadways and Bridges*, which includes this Utility Policy and Specification; the MSHA *Standard Specifications for Construction and Materials*, latest editions; and any special conditions or requirements set forth in the Maintenance Utility Permit. The permittee shall submit a letter of certification ([Attachment 4](#)) with the submission of each Maintenance Utility Permit.
- 4.1.2 For the design of utility facilities on Scenic and Historic Roadways, the permittee shall adhere to and comply with the [*Guidelines for the Designing of Scenic and Historic Roadways in Prince George's County, Maryland*](#), latest edition. The proposed utility installations shall be designed in such a way that construction would have minimal or no impact upon the scenic and/or historic characteristics of the roadway.
- 4.1.3 By authority of the Occupational Safety and Health Act, it is unlawful to require any laborer or mechanic employed in the performance of the job to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to the worker's health or safety. The Department recommends that the permittee, its agents, and contractors become completely familiar with the *Safety and Health Standards for the Construction Industry*, latest edition. Special attention should be focused on Subpart P, which covers excavations, trenching, and shoring.
- 4.1.4 The permittee, its agents, and contractors shall protect the following from damage: utility conduits, sewer conduits, water conduits, lawns, shrubbery, trees, fences, structures, and other property or infrastructure of any sort encountered in its work. The permittee shall not trespass upon private property. It is the responsibility of the permittee to determine the boundary between public right-of-way and private property.
- 4.1.5 For work for which a Special Utility Permit is required, the permittee shall contact occupants of all adjoining properties and inform them of the scope and the duration of the work at least two (2) full business days prior to the start of any work covered by the permit.
- 4.1.6 It shall be the responsibility of the permittee, except WSSC, to utilize the Public Utility Easement (PUE), where authorized. Policing of obstructions within these

easements is the responsibility of the permittee. With the exception of water and sewer, all underground utilities, as permitted by law, need to be placed within the PUE, where it exists. Site-specific cases will be evaluated when new utilities are proposed within established neighborhoods. A permittee may, at its discretion, utilize a private easement as an alternative to using the PUE.

- 4.1.7 For Special Utility Permits, the permittee shall have in its possession on site and make available to a Department inspector, upon request, a copy of the subject permit and detailed plans showing the location of all existing utility facilities within the area of the cut.
- 4.1.8 For Special Utility Permits, the permittee shall provide signage at the job site that identifies the name of the utility company, the permit number, and the name and telephone numbers of the point of contact with the utility company who may be contacted twenty-four (24) hours a day to resolve problems that develop as a consequence of performing the permit work. Such signage shall be in accordance with [Subsection 23-129 \(k\)](#) of the County Road Ordinance.
- 4.1.9 For all utility-related activity performed within the public right-of-way, the permittee shall provide the name and telephone numbers of the point of contact with the utility company who may be contacted twenty-four (24) hours a day to resolve problems that develop as a consequence of performing utility-related work.
- 4.1.10 Except for emergencies and other unanticipated work, the Department's Office of Engineering shall be notified at least two (2) full business days prior to the start of any work to be performed on utility facilities located on arterial or collector roadways, industrial/commercial roadways, transit routes, or any other roadways where the ADT in the public right-of-way exceeds six thousand (6,000) vehicles per day. [Attachment 1](#) to this Utility Policy and Specification is a list of arterial and collector roadways. All utility companies must reference the Prince George's County Traffic Count Book to identify roadways with ADT equal to or exceeding six thousand (6,000) vehicles per day. The permittee shall call the Department's Office of Engineering at (301) 883-5730 to provide notification of the date, time, location, permit number, and nature of the work to be performed. In the event of an emergency, the permittee shall commence work and immediately thereafter, but in no case later than the end of the next business day, inform the Department's Office of Engineering in writing of the location and nature of the work performed.

4.2. TRAFFIC CONTROL

- 4.2.1 The permittee, its agents, and its contractors shall at all times maintain traffic and insure the safety of the traveling public. The permittee shall provide, install, and maintain traffic control devices as prescribed by the approved TCP or, when no TCP is required, in accordance with the *Manual on Uniform Traffic Control Devices*, latest edition, and as directed by the Department.
- 4.2.2 Except for emergencies and other unanticipated work, no work shall be performed on any utility facility located on any roadway classified as an arterial or collector roadway, industrial/commercial roadway, transit route, or any other roadway with an ADT equal to or exceeding six thousand (6,000) vehicles per day unless a site-specific TCP has been submitted by the permittee and approved by the Department. [Attachment 1](#) to this Utility Policy and Specification is a list of arterial and collector roadways. All utility companies must reference the Prince George's County Traffic Count Book to identify roadways with ADT equal to or exceeding six thousand (6,000) vehicles per day.

The TCP shall correctly depict the following at a minimum: the names of the affected roadways; the correct number of lanes, including turn and parking lanes; medians; traffic islands; posted speed limits; all intersecting streets; and sidewalks within the permitted limits of work. The TCP shall identify the proposed work zone and staging areas. The TCP shall identify and provide specific locations for all traffic control devices including, but not limited to, signs; barricades; channelizing devices; pavement markings; lights; arrow panels; variable message devices; and flagging personnel. The TCP shall conform to the *Manual on Uniform Traffic Control Devices* and the MSHA *Traffic Control Manual*, latest editions. All traffic control devices shall be installed and maintained in good condition and working order.

- 4.2.3 The Department reserves the right to inspect all work locations at any time for proper installation of traffic control devices. The Department has the authority to modify the TCP at its sole discretion where it determines that modifications are needed for public safety. The Department also has the authority to require the permittee to stop work, restore the right-of-way to a safe condition for the traveling public, and vacate the public right-of-way if, in its sole discretion, proper traffic control is not being provided by the permittee.
- 4.2.4 Flashing arrow panels shall be used in advance of any lane closure on multi-lane roadways.
- 4.2.5 Where two-way roadways are restricted by the permit work to one lane width, the permittee shall provide flaggers to control the traffic in alternating directions. Flaggers shall use STOP/SLOW paddles to direct traffic. If the lane closure exceeds two hundred (200) feet, or if the flaggers cannot see each other, or for any other

reason as determined by the Department, radio communication between the flaggers is required. At no time shall the width of the travel way of any roadway be restricted to less than eleven (11) feet.

- 4.2.6 The permittee shall properly illuminate, mark, and barricade excavations and any other hazards at all times.
- 4.2.7 During nighttime operations, reflectorized traffic drums shall normally be used. However, for emergency work activities where traffic drums are not readily available, orange reflectorized traffic cones are required. Reflectorized cones that are twenty-eight (28) inches to thirty-six (36) inches in height shall be provided, with a four- (4) inch orange top and at least two (2) six- (6) inch reflective bands within the top twenty (20) inches of the cone. All work areas left unattended at night shall be delineated with reflectorized traffic drums in good condition.
- 4.2.8 Unless otherwise expressly approved by the Department, or in the case of emergencies, no work within the traveled portion of the roadway shall take place between the hours of 7:00 a.m. to 9:00 a.m. or 3:30 p.m. to 6:30 p.m., Monday through Friday. At the discretion of the Department, work hours may be adjusted as permitted or required by traffic conditions.
- 4.2.9 Access to all driveways shall be maintained at all times, unless written permission for closure is granted by the property owner/manager. However, accessibility for emergency vehicles shall be maintained at all times.
- 4.2.10 Pedestrian traffic shall be maintained at all times throughout the project. For the safety of pedestrian traffic, sidewalks shall be kept clear of obstructions and debris. If a sidewalk closure is required to perform the permit work, the permittee shall implement a plan to safely reroute pedestrian traffic. Such a plan shall be subject to the approval of the Department inspector.
- 4.2.11 The permittee shall keep the subject roadway as well as adjacent and adjoining roadways clean of dirt and debris at all times during the construction period. No materials or equipment shall be stored on the roadway surface or sidewalk during non-work periods. All stored materials and equipment shall be set back at least six (6) feet behind the back of curb or edge of shoulder.
- 4.2.12 In areas where a drop-off in the level of the pavement is two (2) inches or less, traffic may be allowed to freely cross under the following conditions:
 - A. Where longitudinal paving joints of two (2) inches or less are exposed to traffic, warning signs shall be posted indicating UNEVEN PAVEMENT. These signs (W8-11 modified) shall be in good condition and shall be placed in advance of the uneven joint in accordance with the *Manual on Uniform Traffic Control*

Devices (MUTCD) manual.

- B. Where lateral paving joints of two (2) inches or less are exposed to traffic, a BUMP sign in good condition shall be posted in advance of the joint in accordance with the MUTCD manual.
- C. Where milled pavement is left exposed to traffic, a ROUGH ROAD or GROOVED PAVEMENT sign (W8-8a) in good condition shall be placed in advance of the milled area in accordance with the MUTCD manual.
- D. These warning signs shall be thirty-six (36) inches by thirty-six (36) inches where prevailing speeds are less than forty (40) MPH and forty-eight (48) inches by forty-eight (48) inches where speeds are forty (40) MPH or greater.
- E. Where the drop-off in the level of the pavement is greater than two (2) inches, refer to the MSHA *Traffic Control Manual*.

4.2.13 All warning signs not applicable to actual site conditions shall either be removed or covered during periods when the signs do not apply.

4.2.14 With the exception of STOP and YIELD signs, existing traffic signs that interfere with the permittee's performance of work may be removed temporarily. All signs removed by the permittee shall be stored, protected, and reinstalled in their proper location and mounting height prior to the completion of the work. STOP and YIELD signs shall not be removed, altered, or relocated absent specific, advance, written approval of the Department. All costs and expenses for any existing sign, marker, or device lost, defaced, damaged, or destroyed by the work shall be the permittee's sole responsibility, and the permittee shall immediately reimburse Prince George's County for such costs and expenses upon receipt of a bill or invoice from the County.

4.3. ENVIRONMENTAL CONSIDERATIONS

4.3.1 The permittee shall comply with all applicable Federal, State, and local environmental laws, rules, regulations, and ordinances, and all rules and regulations of the Prince George's County Department of Environmental Resources. The permittee shall also obtain and comply with all required permits relating to any of the foregoing.

4.3.2 Erosion and sediment control measures shall be in accordance with the *Maryland Standards and Specifications for Soil Erosion and Sediment Control*, latest edition. All sediment and erosion control measures shall be installed and in working order prior to the start of any excavation or clearing activities.

4.3.3 All erosion and sediment control devices shall be inspected and maintained by the permittee on a weekly basis and after each rain event.

4.3.4 All installation, maintenance, and monitoring of erosion and sediment control

devices shall be performed under the supervision of an agent or employee, employed by or on behalf of the permittee, who has satisfactorily completed an Erosion and Sediment Control Training Program authorized by the Maryland Department of the Environment.

4.3.5 The Department reserves the right to inspect all work locations at any time for proper installation and maintenance of erosion and sediment control devices. The Department has the authority to stop work whenever, in its sole discretion, proper erosion and sediment controls are not provided by the permittee.

4.3.6 All areas adjacent to occupied residences shall be sodded during the growing season. In all other areas, seed with mulch will be permitted with Departmental approval. It should be noted that sodding would result in a betterment when compared to existing adjacent ground cover. Seed may also be approved in those areas requiring sod during periods outside the growing season subject to the following conditions:

- A. Seeded areas that have been determined by the Department inspector to have insufficient growth shall be immediately reseeded. All seeding is to be done in conformance with the Department's turf establishment regulations as specified in [Section II of the Department's *Specifications and Standards for Roadways and Bridges*](#) and in the MSHA *Standard Specifications for Construction and Materials*, subsection 920.04.02. At a minimum, mix No. 1 shall be utilized, and at least eighty (80) percent seed germination is required in all cases.
- B. Sod shall be placed during the next growing season in those areas where the Department inspector determines that there has been insufficient growth.

4.4. LOCATION OF FACILITIES WITHIN THE RIGHT-OF-WAY

4.4.1 Utility facilities shall be located to minimize the need for later adjustments to accommodate future roadway improvements and to permit access for servicing such facilities with minimum interference to roadway traffic.

4.4.2 Longitudinal installations are to be located on uniform alignment as near as practical to the right-of-way line so as to provide a safe environment for traffic operation and to preserve space for future roadway improvements or other utility installations. Joint use trenching is strongly encouraged, especially in congested areas. Underground pipeline installations shall not be located within the pavement or between the edge of pavement and the ditch or toe of front slope, except where no other practical alternative exists and a special request for exception has been submitted to and approved by the Department.

4.4.3 Unless otherwise approved, utility line crossing of the roadway shall occur on a line generally normal to the highway alignment.

4.4.4 Installation of underground utility facilities in roadway drainage culverts is prohibited.

4.4.5 Above-ground utility facilities shall be deemed forms of roadside obstacles and, therefore, their location must be consistent with the clearances applicable to all roadside obstacles for the type of roadway involved. At a minimum, all overhead clearances shall be based on worst-case considerations of electrical conductor loading, physical conductor loading, and ambient conditions. The following overhead vertical clearances are herein defined as the shortest vertical distance of the utility facility over any location within the County's right-of-way:

A. At the crossing of any County roadway located within a public right-of-way or private roadway subject to County Code regulations, the Department requires the following minimum vertical clearance:

A.1. Primary and Secondary Roads: All overhead communication cables, guy wires, and secondary power wires less than seven hundred fifty (750) volts shall be installed at a minimum of eighteen (18) feet above the highest elevation of the finished (paved) roadway.

A.2. Arterial, Collector, and Commercial/Industrial Roads: All overhead communication cables, guy wires, and secondary power wires for voltages between twenty-two (22) kilovolts and four hundred seventy (470) kilovolts shall be installed at a minimum of twenty-one (21) feet above the highest elevation of the finished (paved) roadway.

B. For all longitudinal lines located within the County right-of-way, the Department requires the following minimum vertical clearance:

B.1. Primary and Secondary Roads: All overhead communication cables, guy wires, and secondary power wires less than seven hundred fifty (750) volts shall be installed at a minimum of eighteen (18) feet above the highest elevation of the finished roadway backslope, shoulder, or parkway strip area.

B.2. Arterial, Collector, and Com/Industrial Roads: All overhead communication cables, guy wires, and secondary power wires for voltages between (twenty-two) 22 kilovolts and four hundred seventy (470) kilovolts shall be installed at a minimum of twenty-one (21) feet above the highest elevation of the finished roadway backslope, shoulder, or parkway strip area.

C. The permittee shall consult the National Electrical Safety Code ANSI-C2 manual, latest edition, for any additional overhead clearance regulations for

utility facilities located within the County's right-of-way.

4.5. LOCATION OF FACILITIES OUTSIDE THE RIGHT-OF-WAY

- 4.5.1 When a utility company chooses to locate its facilities outside the right-of-way, the Department encourages utility companies to achieve maximum setback of its facilities.
- 4.5.2 A Special Permit will be required to cover clearing of trees in the public right-of-way. The permit drawings shall clearly show the width to be cleared in the public right-of-way.

4.6. PROJECT FIELD INSPECTION

- 4.6.1 After the Department's receipt of the permittee's construction plans related to a Special Utility Permit, an initial utility field inspection will be performed by the Department to review the project site with regard to the proposed work and to determine what utility facilities are within the public right-of-way and whether other utility companies require notification of the permittee's planned construction. The goals of the inspection are to minimize damage to utility facilities and to reduce or eliminate conflicts and coordination problems during construction. The following, at a minimum, shall be reviewed by the Department inspector:
 - A. Verification that the plans, submitted by the permittee, are accurate with regard to the location of the existing utility facilities, such as poles, sanitary sewers, fire hydrants, water meters, valve boxes, and drainage structures.
 - B. Verification of all utility facilities' major main lines located within the project limits, such as water, gas, sanitary sewer, and storm drainage.
 - C. Verification of the horizontal location of the existing underground utility facilities with respect to public rights-of-way lines and edges of pavements.
 - D. Verification of utility facilities that must be relocated.
 - E. Verification of the length and location of trench cuts and directional drilling. The Department inspector's verification shall in no way relieve the permittee from the responsibility to locate independently all utility facilities within the project limits and to perform in accordance with the approved permit, the Department's *Specifications and Standards for Roadways and Bridges*, which includes this Utility Policy and Specification; the Prince George's County Road Ordinance, and the MSHA *Standard Specifications for Construction and Materials*, latest editions.

- 4.6.2 The Department reserves the right to inspect all work locations at any time for

compliance with the Department's *Specifications and Standards for Roadways and Bridges*, which includes this Utility Policy and Specification, and the MSHA *Standard Specifications for Construction and Materials*, latest editions, as well as the approved permit application and plans, and all applicable County, State, and Federal laws, rules, regulations, and ordinances.

4.7. CONSTRUCTION AND WORK REQUIREMENTS

4.7.1 Utility companies shall not cut pavements of newly constructed, resurfaced, or reconstructed roadways for a period of five (5) years (the moratorium period) after any such work is completed. For purposes of this section, time is measured from the date the Department accepts a newly constructed roadway for perpetual maintenance or the date the Department's contractor completes the resurfacing of a County roadway, as applicable. During the above-referenced moratorium period, placement of utility facilities under the roadbed shall be accomplished by tunneling, jacking, boring, or by other means that will avoid disturbing the pavement, unless specifically authorized by the Department. By restricting pavement cuts during the moratorium period, the Department is attempting to maintain the structural integrity and service life of newly constructed or resurfaced roadways.

In the event that a utility company determines that cutting the paved surface of a roadway during the moratorium period is unavoidable, a Special Utility Permit is required for all work, including emergency repairs. The permit application shall set forth the reason(s) why cutting the pavement is required. In the event that emergency repairs require the cutting of a roadway within the moratorium period, the necessary work shall proceed and the utility company shall provide written notification to the Department's Office of Engineering within two (2) business days of commencing the work. The utility company shall also promptly thereafter apply for a Special Utility Permit.

In the event that the paved surface of a roadway is cut within the moratorium period, each such cut shall be subject to a moratorium fee of ten dollars (\$10.00) per linear foot of roadway cut, measured longitudinally along the utility line, in addition to the Special Utility Permit fee. The moratorium fee shall not apply to utility facilities installed by trenchless technology, in which the roadway is not cut.

4.7.2 Any utility company cutting the pavement of any roadway during the moratorium period for any reason including, without limitation, emergencies and service connections, shall repair the utility cut in accordance with the Department's Standards [300.18](#) and [300.19](#). Such repair shall include resurfacing the pavement in the work area (see the pavement restoration formula below and in Attachment 3 in this Utility Policy and Specification manual). In addition, the utility company shall mill and overlay the affected pavement in accordance with the following

specifications:

- A. For longitudinal pavement cuts at least fifty (50) feet in length on roadways up to and including fifty-two (52) feet in width, the mill and overlay shall extend across the full width of the roadway.
- B. For longitudinal cuts at least fifty (50) feet in length on roadways greater than fifty-two (52) feet in width, the mill and overlay shall extend to the centerline.
- C. For longitudinal pavement cuts, each utility company shall be responsible for milling and resurfacing the roadway for a distance of twenty-five (25) feet beyond each end of the cut.
- D. For transverse cuts and short longitudinal pavement cuts (i.e., less than fifty [50] feet in length) the milling distance will be fifty (50) feet from each edge of the cut for the entire width of the roadway .
- E. For diagonal cuts, the utility company shall follow the same requirements as those for longitudinal cuts.

4.7.3 For roadways not constructed or resurfaced within the moratorium period, any pavement cut shall be repaired in accordance with the Department's Standards [300.18 and 300.19](#). In addition, the utility company shall mill and overlay the affected pavement in accordance with the following specifications (see [Attachments](#)):

- A. For longitudinal pavement cuts at least fifty (50) feet in length, the width of the cut lane shall be milled and resurfaced to a distance of ten (10) feet beyond each end of the cut.
- B. For transverse cuts and short longitudinal pavement cuts (i.e., less than fifty [50] feet in length) the entire width of the roadway shall be milled and resurfaced.
- C. Transverse cuts shall be milled and resurfaced to a distance of twelve and a half (12.5) feet beyond each edge of their cut.
- D. For diagonal cuts, the utility company shall follow the same requirements as those for longitudinal cuts.

4.7.4 For any pavement cut, whether during the moratorium period or not, the following pavement rehabilitation considerations apply:

- A. When the pavement cut is within a roadway intersection (i.e. up to the outside fillet points that define the roadway intersection), the mill and overlay requirements, as a minimum, apply to the full surface area of said intersection.
- B. When the pavement cut is within a cul-de-sac bulb, (i.e. up to the outside fillet points where the cul-de-sac bulb meets the regular section roadway), the mill and overlay requirements, as a minimum, apply to the full surface area of said cul-de-sac bulb.

- C. When the pavement cut is, through a speed hump or speed table, the complete reconstruction of said speed hump or speed table is required.
- D. When the pavement cut is within two hundred (200) feet of another cut (that has been cut in the last five [5] years), the mill and overlay limits of [both cuts] shall be connected.
- E. Prior to performing the mill and overlay, the permittee shall obtain approval on mill and overlay limits from DPW&T inspector and, to promote more effective repairs on roadways, shall contact the DPW&T inspector in advance to coordinate base pavement repairs by DPW&T, where appropriate .
- F. There should be no more than five (5) days between milling and overlay operations.

4.7.5 Utility facilities installed under the roadbed by trenchless technology, jacking, or boring shall be installed at a minimum of thirty-six (36) inches below the surface of the roadway pavement. Prior Departmental consent shall be required for any drilling with water/fluid injection beneath the roadway. All underground utility facilities installed within the County's right-of-way shall meet all applicable regulations, at a minimum, as provided in the National Electric Code (NEC) manual, latest edition, and meet all safety guidelines and regulations, at a minimum, as provided in the National Electrical Safety Code ANSI-C2 manual, latest edition. For all utility facility lines within the County right-of-way, the Department requires the following minimum covers:

- A. Underground secondary utility facilities including cable television lines, telephone communication lines, and other similar utility facility lines containing no more than thirty (30) volts shall be buried with a minimum cover equal to not less than eighteen (18) inches measured to the top cable or conduit. All cable television and communication lines containing thirty (30) volts or more shall be connected to a grounding conductor and equipped with over-current safety protection devices as necessary when required by governing codes.
- B. Underground direct buried cables and conductors for mainline utility facility circuits including fiber-optic communication lines, cable television lines, and other forms of communication lines with a minimum of fifty (50) volts and a maximum of six hundred (600) volts shall be buried with a minimum cover equal to but not less than twenty-four (24) inches measured from the surface to the top of the cable or conduit, unless otherwise specified by governing codes. Low voltage underground electric lines located within the County right-of-way require special approval from the Department and the local electric power company.
- C. All direct buried electric utility facilities located within the County's right-of-

way shall be placed in approved conduits or placed within concrete duct banks with a minimum cover equal to but not less than thirty (36) inches measured from the surface to the top of the utility line.

- 4.7.6 For all permanent utility patches placed within the roadway pavement, the permittee shall place a marker in the asphalt surface of the utility patch in accordance with Standard [300.33](#). The marker shall bear the initials of the permittee performing said cut and be firmly secured in the surface course of the utility patch. Temporary utility patches shall be marked with the initials of the permittee using a paint stencil with four- (4-) inch-high letters in the appropriate "Miss Utility" color (see [Form B-17](#)).
- 4.7.7 Whenever the permittee is unable to place a permanent utility patch immediately upon completion of its work, a bituminous concrete temporary utility patch shall be placed in accordance with Standards [300.18](#) and [300.19](#). Proper temporary patching shall be made immediately upon the completion of backfilling. **Permanent utility patches shall be completed within sixty (60) calendar days, weather permitting, of the completion of the repair or new installation.** The permanent utility patch shall be in accordance with Standards [300.18](#) and [300.19](#).

At any location where the permittee fails to complete permanent repairs within the allotted time, the Department shall have the right to make the necessary permanent repairs to restore the roadway to a satisfactory condition. Before the Department undertakes to make such repairs, it shall provide the utility company with written notice of the failure and allow thirty (30) days for the company to cure the failure, except where, for safety reasons, a shorter period of time is required. All costs and expenses for any repair or restoration work performed by or on behalf of the Department shall be billed to and be the sole responsibility of the permittee, and payment shall be due within thirty (30) calendar days. Failure or refusal of the permittee to pay any such bill within the allotted time period may result in, among other things, the revocation of the permittee's permit and other appropriate relief.

- 4.7.8 In those situations where the Department determines that the amount of damage done to the pavement by the permittee requires that entire sections of road be resurfaced, the permittee shall be required to resurface the affected section of the roadway upon written notification by the Department. Where such notification has occurred, the resurfacing work shall become a requirement for continued operation under the permit.
- 4.7.9 All excavations in the roadway pavement shall be backfilled and capped with asphalt or steel-plated at the end of each workday, and all traffic lanes shall be reopened. If steel plates are utilized, the sides of the plate shall be anchored into the existing pavement with pins spaced as necessary to ensure that the plate is secure. No corner of any steel plate shall overhang the excavated trench. All steel plates

shall be marked to clearly identify ownership. The plates shall be well ramped with asphalt at the edges of the plate. The permittee shall provide, install, and maintain STEEL PLATE AHEAD warning signs in advance of the plate in all directions in accordance with the MUTCD manual, latest edition, to warn motorists and snow plows. The permittee shall be responsible for all damage that occurs due to its failure to conform to this Utility Policy and Specification, including but not limited to damage to snow plows and other equipment operated by or for the Department or any other party or agency of Prince George's County.

During the period between November 15 of each year and March 15 of the following year, the installation of steel plates is strictly prohibited, the only exception being an emergency circumstance where there are no other mechanisms of securing the roadway. In these very limited circumstances, the permittee shall notify the Department's Dispatcher by phone, at (301) 324-2710 and the DPW&T Utility Section at (301) 883-5730, within the first four (4) hours of installation of said steel plates. When installed, steel plates shall be appropriately identified by the permittee for traffic and pedestrian safety. In addition, a minimum of four (4) two- (2-) foot tall wooden survey stakes (painted bright pink) placed behind the face of the curb or, in rural areas, placed beyond the road shoulder shall be required to denote the beginning and end of steel plates. A listing of steel plate locations (in a format approved by DPW&T) shall be provided, as necessary.

4.7.10 The permittee shall assume responsibility, upon cutting the existing paved or unpaved road surface under the County's jurisdiction, for settling or failure of its utility patches until the road is resurfaced or reconstructed. Additionally, and in accordance with Section [23-129](#) of the County Road Ordinance, the permittee shall be responsible for all future repairs to the utility-cut area that are the result of consolidation, subsidence, or inadequate compaction of the subgrade or any other type of failure. Upon notification by the Department that repair of a utility patch is required, the permittee shall make repairs within a time agreed to by the Department and the utility company. At any location where the permittee fails to complete repairs within the allotted time, the Department shall have the right to make the necessary repairs to restore the roadway to a satisfactory condition. All costs and expenses for any such work performed by or on behalf of the Department shall be billed to and be the sole responsibility of the permittee, and payment shall be due within thirty (30) calendar days. Failure or refusal of the permittee to pay any such bill within the allotted time period may result in the revocation of the permittee's permit and other appropriate relief.

4.7.11 The permittee shall promptly correct any unsatisfactory conditions resulting from failure to perform work in accordance with the DPW&T *Specifications and Standards for Roadways and Bridges*, which includes this Utility Policy and Specification, and the MSHA *Standard Specifications for Construction and Materials*, latest editions, as well as any special conditions or requirements set forth on the utility permit. For emergency situations and on arterial or collector

roadways, said corrective action shall be made by or on behalf of the permittee within twenty-four (24) hours of notification by the Department.

- 4.7.12** Failure to comply with the foregoing requirements may result in, among other things, immediate revocation of the permit. Any work for which a utility permit is required that is performed by the permittee after permit revocation and before reinstatement shall be deemed a violation of the County Road Ordinance and shall subject the permittee to the penalties contained therein. Upon abatement of all permit violations and submission of written certification of such abatement by the permittee to the Department, the Department may reinstate the permit.

ATTACHMENTS 1 THROUGH 5

ATTACHMENT 1
 Prince George's County
Department of Public Works and Transportation
 Arterial and Collector Roadways
 January 2007

23rd Parkway	Brinkley Road	Croom Airport Road
28th Avenue	Brock Bridge Road	Croom Station Road
75th Avenue	Brooke Lane	Cross Road Trail
Accokeek Road West	Brooklyn Bridge Road	Cypress Street
Addison Road	Brooks Church Road	Daisy Lane
Adelphi Road	Brooks Drive	Dangerfield Road
Ager Road	Brown Road	Danville Road
Allentown Road	Brown Station Road	D'Arcy Road
Ammendale Road	Bryan Point Road	Dent Road
Apollo Drive	Business Parkway	Doctor Bowen Road
Aquasco Farm Road	Cabin Branch Drive	Dodge Park Road
Aragona Boulevard	Calverton Boulevard	Donnell Drive
Ardwick-Ardmore Road	Campus Drive	Dower House Road
Arena Drive	Campus Way North	Duckettown Road
Ashbox Road	Campus Way South	Duley Station Road
Auburn Avenue	Candy Hill Road	Dyson Road
Auth Place	Capital Gateway Drive	Eagle Harbor Road
Auth Road	Carter Avenue	Edgeworth Drive
Auth Way	Cedarville Road	Edmonston Road
Baden Naylor Road	Charles L Armentrout Drive	Ellin Road / 85th Avenue
Baden-Westwood Road	Cheltenham Road	Farmington Road
Bald Eagle School Road	Cherry Hill Road	FedEx Way
Barlowe Road	Cherry Lane	Finns Lane
Bealle Hill Road	Cherry Tree Crossing Road	Fisher Road
Beaver Dam Road	Chew Road	Fletchertown Road
Beech Road / Stamp Road	Chillum Road	Floral Park Road
Belcrest Road	Church Road	Forbes Boulevard
Bell Station Road	Cipriano Road	Forestville Road
Belle Haven Drive	Columbia Park Road	Fort Foote Road
Belefonte Lane	Commerce Drive	Fort Washington Road
Beltsville Drive	Commo Road	Frank Tippet Road
Berry Road	Contee Road	Furman Parkway
Bishop Peebles Drive	Cool Spring Road	Gallahan Road
Bock Road	Cooper Lane	Garden City Drive
Bond Mill Road	Corporate Drive	Gardner Road
Bowie Road	County Road	Garrett A Morgan Boule- vard
Brae Brook Road	Coventry Way	Gibbons Church Road
Briggs Chaney Road		Glen Dale Road
Brightseat Road		

Good Luck Road
Governor Bridge Road
Governor Oden Bowie Drive
Greencastle Road
Greenvale Parkway
Hagan Road
Hamilton Street
Hampton Park Boulevard
Harkins Road
Harry S. Truman Drive
Heathermore Boulevard
High Bridge Road / Chestnut Avenue
Hill Oaks Drive
Hill Road
Hillmeade Road
Horsehead Road
Hospital Drive
Iverson Place
Iverson Street
Jamestown Road
Jefferson Avenue
Jericho Park Road
John Rogers Boulevard
Karen Boulevard
Kettering Drive
Kirby Road
Lake Arbor Way
Largo Center Drive
Largo Drive West
Livingston Road / St. Barnabas Road
Lottsford Road
Lottsford Vista Road
Magruders Ferry Road
Malcolm Road
Manchester Drive
Marlboro Pike / South Osborne Road
Marshall Hall Road
Martin Road
Mattaponi Road
McCormick Drive
McKendree Road

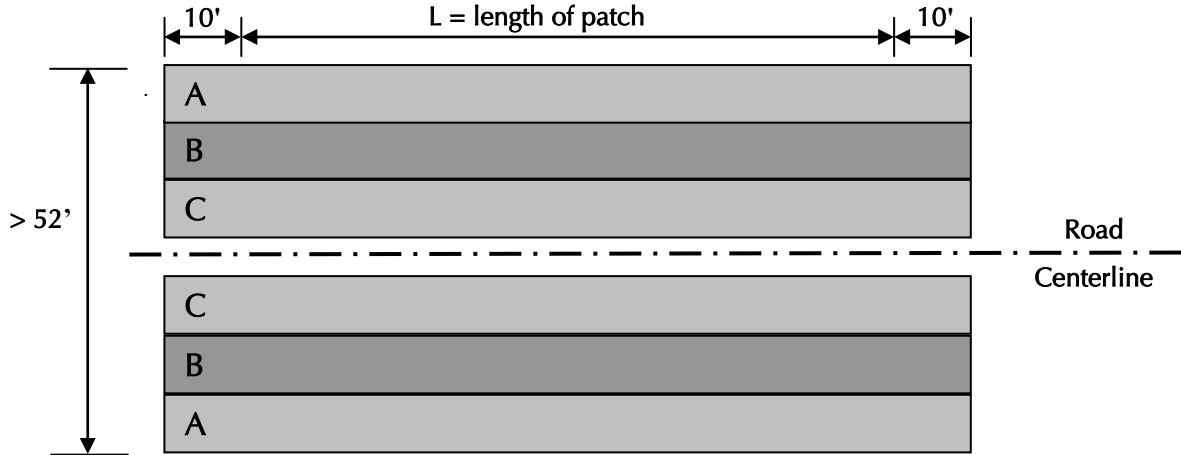
Melwood Road
Mercy Lane
Metzerott Road
Milltown Landing Road
Missouri Avenue
Mitchellville Road
Molly Berry Road
Montgomery Road
Montpelier Road
Mount Calvert Road
Mount Oak Road
Mt. Lubentia Way
Muirkirk Meadows Drive
Muirkirk Road
Nelson Perrie Road
North Keys Road
Nottingham Road
Oak Grove Road / Leeland Road
Odell Road
Old Alexandria Ferry Road
Old Baltimore Pike
Old Branch Avenue / Brandywine Road
Old Chapel Road
Old Crain Highway
Old Fort Place
Old Fort Road North
Old Fort Road South
Old Gunpowder Road
Old Indian Head Road
Old Landover Road
Old Laurel Bowie Road
Old Marlboro Pike
Old Marshall Hall Road
Old Sandy Spring Road
Osborne Road
Owens Road
Oxon Hill Road
Paint Branch Parkway
Palmer Road
Pennsy Drive
Powder Mill Road
Presidential Parkway

Prince George's Boulevard
Princess Garden Parkway
Professional Place
Prospect Hill Road
Queen Anne Bridge Road
Queen Anne Road
Race Track Road
Ray Road
Redskins Road
Regency Parkway
Rhode Island Avenue
Ritchie Marlboro Road
Ritchie Road
Ritz Way
River Airport Road
River Road
Riverdale Road
Riverview Road
Rosaryville Road
Saint Thomas Church Road / Fenno Rd.
Sansbury Road
Sargent Road
Seat Pleasant Drive
Sellman Road
Sheriff Road
Short Cut Road
Springfield Road
Springfield Road S.
Steed Road
Suitland Road
Sunnyside Avenue
Surratts Road
Swan Creek Road
Swan Creek Road E.
Sweitzer Lane
Tanyard Road
Temple Hill Road
Thrift Road
Tippett Road
Toledo Terrace
Trade Zone Avenue
Trueman Point Road
Trumps Hill Road

Tucker Road
Van Brady Road
Van Dusen Road
Virginia Manor Road
Walker Mill Road
Wallace Lane
Walters Lane
Westphalia Road
Westwood Road
Wheeler Road
White House Road
Whitfield Chapel Road
William Beanes Road
Windbrook Drive
Woodmore Road

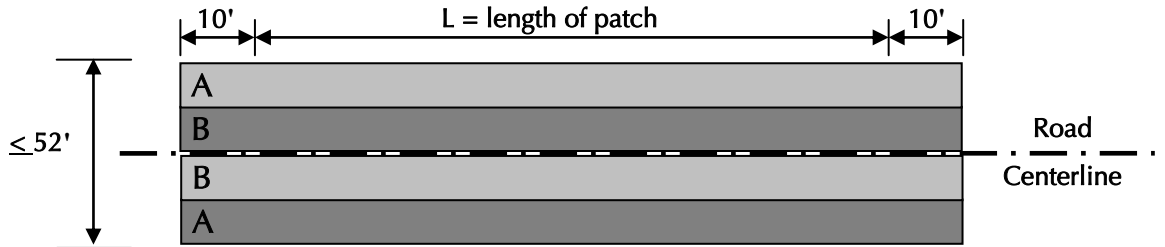
**ATTACHMENT 2
MILL AND OVERLAY REQUIREMENTS FOR ROADWAYS NOT UNDER MORATORIUM PERIOD**

Longitudinal Cuts in Roadway greater than 52 feet



- For roads of all widths in this category, the milling length = $L + 10$ feet from each edge of the cut.
- If the cut is in lane A, the mill and overlay will be for A+B.
- If the cut is in lane B, the mill and overlay will be for A+B+C.
- If the cut is in lane C, the mill and overlay will be for C+B.

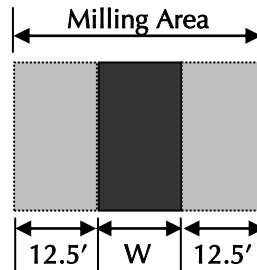
Longitudinal Cuts in Roadways up to and including 52 feet



- For roads of all widths in this category, the milling length = $L + 10$ feet from each edge of the cut.
- For roadways in this category, the mill and overlay will be A+B if the cut is in lane A or B.

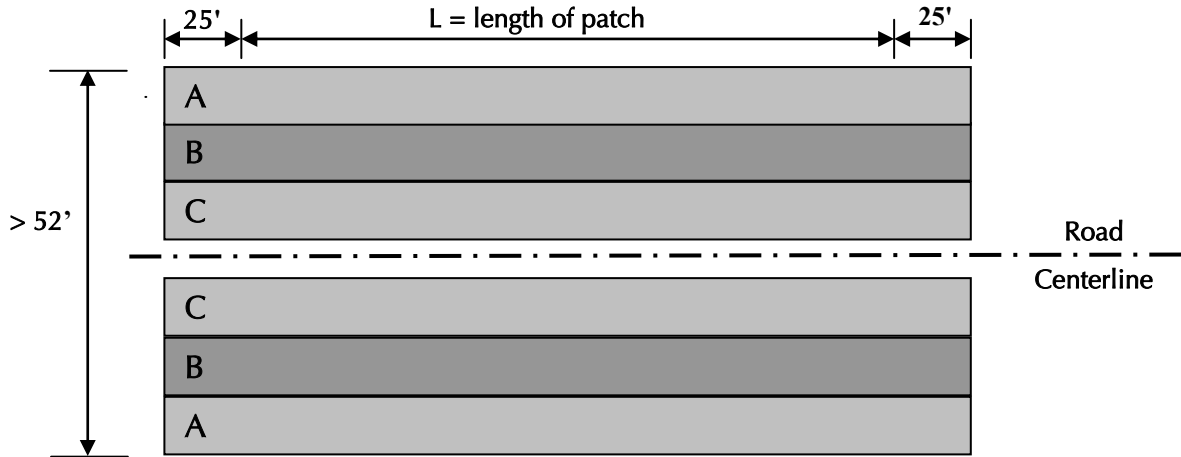
Transverse Cuts

- For roadways of all widths, the milling width = width of cut (W) + 12.5 feet from each edge of the cut for the full width of the roadway.



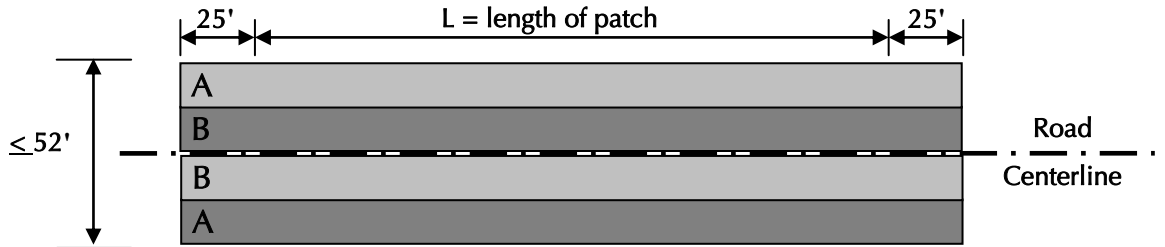
ATTACHMENT 3
MILL AND OVERLAY REQUIREMENTS FOR ROADWAYS UNDER 5-YEAR MORATORIUM

Longitudinal Cuts in Roadway greater than 52 feet



- For roadways of all widths, the milling length = $L + 25$ feet from each edge of the cut.
- If the cut is in lane A, the mill and overlay will be for A+B+C.
- If the cut is in lane B, the mill and overlay will be for A+B+C.
- If the cut is in lane C, the mill and overlay will be for A+B+C.

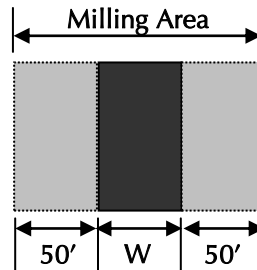
Longitudinal Cuts in Roadways up to and including 52 feet



- For roadways of all widths, the milling length = $L + 25$ feet from each edge of the cut.
- For roadways of all widths, the mill and overlay will be full-width if the cut is in lanes A or B.

Transverse Cuts

- For roadways of all widths, the milling width = width of cut (W) + 50 feet from each edge of the cut for the full width of the roadway.



ATTACHMENT 4
Work Certification Letter

[Date]

_____, Director
Prince George's County Department of Public Works and Transportation
Inglewood Centre 3
9400 Peppercorn Place
Largo, Maryland 20774

Re: [Various Subdivisions]
Permit Number _____

Dear _____:

In accordance with the Road Ordinance of Prince George's County, Maryland, and in consideration for the issuance of a permit for utility repair and replacement or construction, we, [Utility Company,] do hereby affirm and certify that all work performed by this Company or any contractor or subcontractor for this Company within roads under the jurisdiction of Prince George's County, Maryland, shall be in compliance with the provisions of the Prince George's County Code and all the rules, regulations, policies, standards and specifications of the Prince George's County Department of Public Works and Transportation. As the undersigned to this letter, I also certify that I have the authority to bind and to act on behalf of the [Utility Company].

Very truly yours,

[Signature]
[Title]

ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

On this _____ day of _____, 20[_ _], before me personally appeared _____ of [Utility Company Name] to me known and known to me to be the individual described in and who executed the foregoing instrument and who acknowledged that (s)he executed the same.

Notary Public (Seal)
My Commission Expires _____

ATTACHMENT 5
Letter of Responsibility

[*Date*]

Prince George's County Department of Public Works and Transportation
Utility Section - Fourth Floor
Inglewood Centre 3
9400 Peppercorn Place
Largo, Maryland 20774

Re: [*Name of Subdivision*]

Location: [*Location of job site*]

DPW&T Permit Number: _____

Dear _____:

Regarding the subject permit for the subdivision and location stated above, the Prince George's County Department of Public Works and Transportation has determined that the on-site construction and the construction within the public right-of-way may cause damage to the existing facilities in the public right-of-way. In order to save and hold the County harmless from any expense or cost for repair of the potential damage, we, [*Utility Company*], as property owner, and subject to the terms and conditions of the permit identified above, do hereby accept all responsibility for any necessary repair, as directed by the Department. I/We understand that an inspection will be made prior to the start of the permit work and that I/we will not be held responsible for the repair of any condition that existed prior to issuance of the permit. I also certify in my capacity as the undersigned to this letter, that I have the authority to bind and act on behalf of [*Utility Company*].

Very truly yours,

[*Signature*]

[*Title*]