

DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION



STANDARDS APPLICABLE TO  
PUBLIC RIGHTS-OF-WAY AND EASEMENTS  
WITHIN THE  
TOWN OF PALM BEACH

MAY 1994

AS REVISED THROUGH DECEMBER 26, 2012

## INTRODUCTION

These "Standards Applicable to Public Rights-of-Way and Easements Within the Town of Palm Beach" have been developed and compiled by the Engineering Division, Public Works Department of the Town of Palm Beach, Florida. The creation of this manual has been authorized by Ordinance Number 10-94, adopted by the Town Council on July 12, 1994.

These "Standards" were attached to and made part of Resolution Number 36-94, adopted by the Town Council of the Town of Palm Beach on November 9, 1994.

These "Standards" became effective November 9, 1994. These "Standards" are meant to amend and supplement those standards previously in effect in the Town's Code of Ordinances. This document will be reviewed and revised from time to time by Resolution by the Town Council.

Revised July 9, 1996 by Resolution Number 33-96  
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## CHAPTER I

### TITLE AND INTENT

#### 1. Title

These regulations shall be known as the "Standards Applicable to Public Rights-of-Way and Easements Within the Town of Palm Beach," and may be referred to as the "Standards."

The rights-of-way within the Town of Palm Beach which these "Standards" apply to are all public rights-of-way within the Town including all Florida Department of Transportation (FDOT) roadways and all private roads. On FDOT roadways where these "Standards" conflict with FDOT standards, the FDOT standards will prevail. However, if the Town "Standards" contained within have additional requirements, these requirements shall be met.

Easements shall refer to all dedicated public utility easements, whether dedicated by plat or separate recording instrument or prescriptive, or whether said easement is dedicated to one specific entity or all utility companies.

#### 2. Intent

2.1 The intent of these "Standards" is to provide for the safe and orderly use and development of the public rights-of-ways and easements within the Town and to see that the public's best interests are served.

These regulations set forth the minimum standards and have been made as broad as possible to serve as standards of quality to maintain uniformity in the utilization of the public rights-of-way and easements. If a specific standard has not been included, the Town will refer to FDOT standards.

2.2 Any permit issued prior to the effective date of these "Standards" shall be valid on the terms under which it was issued.

#### 3. Application to Existing Facilities

3.1 With the exceptions noted in Section 3.2, the provisions of these "Standards" do not apply to existing facilities within the road rights-of-way or easements but will apply to any extension made after the

effective date of these regulations. However, the Town reserves the right to require replacement of existing infrastructure to current standards when;

a. The condition of said infrastructure threatens the health, safety and welfare of the public, or

b. Where repeated repairs are causing significant disruption and damage to the Town roadway system.

3.2 When the Town initiates a roadway project where roads and/or Town-owned infrastructures are being constructed or reconstructed to Town standards, existing utilities within the right-of-way which conflict with the proposed construction or are inconsistent with current published or adopted standards may have to be modified or relocated to meet the new requirements. These changes, if required, will have to be made in accordance with the latest adopted version of these "Standards," or current industry standards. Relocation and/or reconstruction costs shall be at the expense of each respective utility owner.

When a private entity initiates a roadway project or extensions of existing infrastructure, said private entity shall be required to pay for all relocations, adjustments or extensions of existing utilities in accordance with each utility company policy concerning such matters.

## CHAPTER II

### GENERAL PROVISIONS

#### 1. Permits Required

1.1 A Public Works permit is required for all construction and most maintenance activities in the public rights-of-way and easements within the Town of Palm Beach. Application shall be made at the Town Planning, Zoning and Building Department, 360 South County Road, and permits shall be distributed from this location. Allow a minimum of three business days from the time of application to the issuance of a permit. If proposed work is in a Florida Department of Transportation (FDOT) right-of-way, a copy of the approved FDOT permit must be submitted with the application for a Town of Palm Beach Public Works Department Right-of-Way Permit.

#### 1.2 No Construction Before Permit

Except for exemptions provided elsewhere in this section, no construction shall be started until a permit for the proposed activity has been granted. Failure to so comply will result in cessation of operations and the removal of project-related obstructions from the right-of-way until compliance is achieved. Penalties for violation of this section shall be a doubling of the permit fee plus \$75 for each day of violation.

#### 1.3 Emergency Work

None of the above permit procedures shall apply to emergency repair work in the public rights-of-way or easements. Emergency repair work is defined, for the purposes of this manual, as that which must be done immediately upon discovery, in order to protect the public's health, safety and welfare. The work could consist of excavations, aerial work on pole lines or work in an existing manhole system. In the event of an emergency as defined above, repair work may be started without a permit upon verbal notification being given to the Engineering Division at (561) 838-5440. If the Engineering Division offices are closed, then notification must be given to the Public Works Department Water Resources Division ON-CALL through (561)838-5454. Requests for emergency locates after normal business hours shall be made at (561) 838-5454. Written notification describing the emergency work conducted shall be prepared and submitted to the Engineering Division within two (2) business days of the beginning of the emergency. No subsequent written notice need be given for emergency work that did not involve excavation. All work shall comply with these "Standards." Work that can be scheduled ahead of time will not be considered emergency work.

## 1.4 Franchised Utilities

All franchised utility companies, including West Palm Beach Utilities Department, and telecommunications providers shall obtain a right-of-way permit for all construction activities which require excavating a road right-of-way or easement. Routine maintenance, service connections or excavations in easements that are minor in scope and are backfilled within two business days do not require a permit. For purposes of this section, routine maintenance is defined as activity within an easement which involves work totally confined within the easement, involving replacement only (and not new or additional construction) and which work does not require use of the right-of-way or blockage of the right-of-way by utility vehicles. All excavations within two (2) feet of a roadway surface will require a permit. No fee will be charged for permits, however, all applicable penalties will apply for violation of these "Standards". When a franchised utility or telecommunications provider hires a contractor to perform any work on their behalf, the contractor must obtain the right-of-way permit.

Construction plans, signed and sealed by a Florida Registered Professional Engineer, with all other utility facilities indicated, will be required for work that requires excavations, placement of new facilities, or relocation of existing facilities. Please be aware that facilities relocated within easements which are initiated at the request of a property owner, as opposed to a utility initiated request, may require sign-offs from adjacent owners. In case of excavation, the drawings shall show other existing utilities.

Detailed maintenance of traffic plans, specific for each job location, will be required. The use of a flagman or off-duty police officers will be required if conditions warrant in the opinion of the Engineering Division.

All applicable industry standards must be met. All Town infrastructure including but not limited to curbs, driveways, sidewalks, asphalt pavement, base and landscaping shall be warranted for one year after completion of work.

## 2. General Requirements

### 2.1 Availability of Approved Plans and Permit

A Public Works Department permit must be available at the site when work is in progress. A set of plans for the project, bearing the Public Works Department's reviewed stamp must be located on the job-site whenever work is in progress.

## 2.2 Ownership of Facilities

All facilities within the public rights-of-way must be owned and maintained by a public service utility, telecommunications provider, franchised utility, or by a political entity competent to function within the State of Florida, and shall remain the liability of the last operating entity until removed. The only exceptions shall be sanitary sewer laterals (including private force mains), which are privately owned to the sewer main, including the connection fitting on the main. Other exceptions must obtain approval of the Engineering Division.

## 2.3 Underground Facilities

All underground and in-ground facilities in the public rights-of-way shall be designed and installed so as to safely sustain any legal vehicular loads that might be placed upon them.

2.3.1 Prior to placing any underground facility in the public right-of-way, unless otherwise approved by the Engineering Division, the permittee shall remove all muck and other deleterious material existing within the zone extending from the ground level to the horizontal plane three feet below the facility's intended location and from the vertical plane two feet beyond one side of the facility's intended location to the vertical plane two feet beyond the opposite side of facility's intended location. Backfill shall be with 3/4 inch washed rock up to the bottom of the new facility. If so doing would endanger an existing facility, contractor shall de-muck only that area which can be done without such endangerment.

2.3.2 In areas to be paved, underground utility lines not yet in service shall be tested by the maintaining agency after the roadway base has been constructed before the wearing course(s) have been placed, to determine serviceability. All damaged or defective portions of such facilities shall be replaced or repaired and re-tested, and the roadway base restored by said maintaining entity. At that point, the facility shall again be tested for serviceability. This procedure shall be repeated until the facility is determined to be serviceable, after which the wearing course(s) may be placed.

2.3.3 Utilities located underground shall to the extent reasonably possible and practical be maintained as underground lines.

## 2.4 Utility Facilities Additions and Adjustments

The location or relocation of utility facilities within the Town of Palm Beach shall be made under the supervision and with the approval of the

Town of Palm Beach Director of Public Works or his designee. Utilities shall be located or relocated so as to interfere as little as possible with traffic over streets, alleys, sidewalks, bridges and public areas within the Town. The Town reserves the right to require aesthetic improvements and/or landscape screening.

In the event a property owner within the Town requests the relocation of existing above ground utility facilities, that owner shall obtain a written consent from adjacent property owners, as directed by a representative of the Town's Public Works Department. "Adjacent property owners" may include properties across a street.

## 2.5 Driving Pipe Under Existing Pavements (Bore and Jack Method)

Each underground utility crossing of paved roads shall be made by the "bore and jack" method, unless an alternate method is approved by the Engineering Division. Proposed open cuts shall be shown on the drawings submitted for approval.

When a pipe is driven through the earth under pavement, jetting, or the use of air or water forced into direct contact with the earth shall be prohibited. Pipe driving shall leave no voids in the underlying earth. This requirement does not prohibit the use of air hammers for driving.

### 2.5.1 Plans

Plans for bore and jack operation shall include both plan and profile. All existing and proposed facilities shall be shown.

### 2.5.2 Extraction of Pipe from Bore

The extraction of pipe or conduit from beneath any roadway, generally, is prohibited. If circumstances exist that the pipe must be removed, the roadway must be excavated and restored. Prior approval must be received from the Engineering Division.

## 2.6 Notice Required

If required by the permit conditions, one business day's minimum notice must be given to the Engineering Division prior to the start of construction. Two business day's notice is required when scheduling any required tests and/or inspections.

## 2.7 Inspections, Tests and Certifications

When indicated by the permit, inspections and tests necessary to insure construction in conformity with the plans and specifications as approved by the Public Works Department shall be made by or under the direct supervision of an engineer registered in the State of Florida, or by those individuals who qualify to perform such services under Chapter 471 of the Florida Statutes. The Registered Engineer or individual authorized under Chapter 471 of the Florida Statutes shall carefully observe and inspect all portions of the permitted installation sufficiently to determine that the contractor has substantially complied with all approved plans and specifications related thereto, and shall so certify at the completion of the work.

## 2.8 Supervision of Construction

The permittee shall keep sufficient competent supervision on the site while work is in progress to ensure that the work is being performed properly and in a safe and orderly manner. The Town may require on significant utility projects that the utility hire and pay for an outside project inspector who would report to the Town to oversee the work for compliance with the plans, specifications, and applicable Town regulations.

## 2.9 Performance of Tests

No labor, material or equipment required for testing of facilities, shall be furnished by the Engineering Division. The contractor shall perform the test(s) in the presence of the Engineer and an Engineering Division representative. If the Engineering Division fails to witness a properly scheduled test, the certification of the Engineer of Record will be accepted.

## 2.10 Reports

Any reports relating to construction progress, tests or other matters which may be required by the Engineering Division, the Palm Beach County Public Health Unit or the Engineer of Record shall be sent to the Engineering Division without charge. All final tests and inspections shall be witnessed by a representative of the Engineering Division, unless the Engineering Division fails to attend such properly scheduled event, in which case the certification of the Engineer of Record will be accepted.

## 2.11 Interruption and Restoration of Services

Adequate provision shall be made for the safe, continuous operation of any utilities, drainage facilities or sanitary sewer facilities encountered during construction. If an interruption of service is required, notification and approval must be received from the affected agency and the Engineering Division. If a facility is damaged during construction, the affected utility shall be notified immediately, and all such services and structures shall be satisfactorily restored to the owner's specifications upon completion of the work.

## 2.12 Disposal of Water from Excavation

Adequate provision shall be made for the satisfactory disposal of water resulting from de-watering or pumping operations or from encounter with water in any manner. All pumps utilized for dewatering shall meet the applicable Town Noise Ordinance standards. Generally, gasoline and diesel driven pumps are not to be used outside the normal construction working hours. The method of handling or disposing of such water shall be to pipe the groundwater directly to a catch basin. The discharge line should follow the gutter line to the catch basin. If the discharge line crosses a driveway, a flexible hose section must be installed at said driveway. The pipe must be securely attached at the catch basin and the flow directed to not cause flooding of the pavement around the inlet.

When a discharge line crosses a public sidewalk that has a parkway, the discharge line shall be placed under the sidewalk. When a discharge line crosses a sidewalk/curb combination, a pedestrian ramp must be constructed over the discharge pipe.

Minor discharges and/or those dewatering operations lasting four (4) hours or less may be relieved of direct piping to an inlet.

Water discharging to the Town storm drainage system or directly into the intracoastal waterway must meet all applicable Federal, State and local water quality standards. The contractor shall be responsible to clean any Town structures or pipes into which dirt and debris washes. Fines levied by any regulatory agency, due to a contractor's permitted or unpermitted activity, shall be paid by said contractor whose operation caused the violation.

In compliance with South Florida Water Management District regulations, during a water shortage alert issued by the South Florida Water Management District, a certified test of groundwater to establish chloride content is required prior to discharging of groundwater into a Town storm sewer system during dewatering operations. Water chloride levels of 250 mg/l or less cannot be discharged to tidal waters.

### 2.13 Maintenance of Traffic

When a plan is required for maintenance of traffic, the contractor shall adhere to such plan as approved, in strict accordance with the provisions of the Manual of Uniform Traffic Control Devices, throughout the construction period. Temporary measures must be taken, if necessary, to provide a minimum of one lane of traffic in each direction on each affected road at all times, unless specific permission is obtained from the Engineering Division to deviate from this requirement. Contractor must also provide for vehicular access to each home and place of business or assembly abutting the affected right-of-way.

The right-of-way must be maintained by the contractor in safe and driveable condition until the permitted work is complete and the right-of-way is restored and accepted for maintenance by the Engineering Division. Provisions must be made to control dust. If blowing dust becomes a problem, the job must be shut down until the problem is corrected.

The provisions of this section shall be in effect under all weather conditions, twenty-four hours per day, every day, from the commencement of work until final acceptance by the Engineering Division, except in time of emergency, when the provisions of Section 1.3 of this chapter shall apply.

### 2.14 Job-Site Safety

All permitted work in rights-of-way must be done in strict accordance with the provisions of the Occupational Safety and Health Administration (OSHA) Regulations, and all other applicable codes. The Contractor shall be solely responsible for job-site safety.

### 2.15 Removal of Pavement, Drives, Sidewalks, Curbs and Gutters

Edges of permanent type pavement shall be pre-cut straight, clean and square beyond any damaged base area including well point locations. When the removal of sidewalks, curbs or gutters is necessary for construction, they shall be removed in full sections or a minimum of five feet in length, and all broken edges cut smooth by use of a suitable power saw or other appropriate means.

## 2.16 Disposition of Excavated Materials

Broken pavement and other debris shall be removed from the site as soon as practical, unless otherwise directed by the Engineering Division. Excavated materials shall not be stockpiled in the right-of-way during construction without specific approval of the Engineering Division. All excess materials shall be removed from the work site and disposed of legally by the permittee at his own expense.

## 2.17 Bracing and Shoring

Sheeting, bracing, etc., shall be used as required to support the sides of the excavation and to prevent any movements which can in any way alter the grade of or injure the facility being installed, diminish the width of excavation or otherwise injure or delay the work or endanger personnel, adjacent pavements or other structures. Safety procedures shall be followed and adequate protection shall be furnished to all personnel as required by OSHA. All sheeting or bracing which is not left in place shall be removed in a manner that will not endanger the work, personnel or adjacent structures.

## 2.18 Traffic and Utility Controls

Excavation for pipe, structures or cable laying operations shall be conducted in a manner that will cause the least interruption to traffic. To the extent possible, fire hydrants, valve boxes, traffic signals, traffic control boxes and traffic signing shall be left unobstructed and accessible during the construction period. When such obstruction is unavoidable, it must be held to the minimum, and the contractor shall give sufficient notice to the affected parties to allow other provisions to be made.

## 2.19 Backfilling and Compaction

### 2.19.1 Embankments

Backfill material shall be placed in layers not to exceed eight (8) inches in thickness, with each layer carefully compacted to 98% of maximum density, per AASHTO T-180 and tested, before placing succeeding layers. Swale areas need only be compacted to 95% of maximum density, per AASHTO T-180. Density tests shall be taken at intervals and depths as approved by the Engineering Division. Copies of required tests shall be forwarded to the Engineering Division.

### 2.19.2 Pits and Trenches

After a structure, cable, conduit or pipe is acceptably installed, tested and approved, backfilling shall be done with approved material.

In dry trenches, backfill material shall be placed evenly and carefully around and over the pipe in twelve inch maximum layers, each layer being thoroughly compacted, until one foot of cover exists above the crown of the pipe. The remaining trench portion up to the pavement base shall be back-filled in layers not exceeding eight (8) inches with each layer being compacted and tested at intervals of 100 feet maximum before placing succeeding layers.

Swale areas shall be compacted to 98% of maximum, and testing shall be at the Public Works Inspector's discretion. All materials shall be able to pass through a two-inch ring.

Laboratory testing for the optimum moisture and maximum soil density shall conform to the specifications of AASHTO T-180 (Standard Proctor). Restoration of the roadway shall be in accordance with the standard details.

At the contractor's option, with the approval of the Engineer of Record, and with the Public Works Inspector's approval, after the compacted backfill has reached the center line of the newly installed pipe or conduit, the remaining trench backfill may be placed to one foot above the ground water level without interim compaction, provided that the water is allowed to rise in the trench to its natural level and then be pumped down to the pipe invert, at least twice. The balance of the trench backfill must then be placed and compacted as described for dry trenches.

### 2.19.3 Narrow Trenches

Narrow trenches, not greater than twelve inches (12") in width, may be backfilled with clean sand to a point six inches (6") above the cable or conduit. The remainder of the trench shall be filled to a point two inches (2") below the finished roadway surface with a flowable concrete mixture with a compressive strength of 200 psi, placed wet and allowed to set overnight. The top two inches (2") of the trench may be filled with sand when the concrete is wet. The sand shall be removed on the following day and the permanent asphalt patch placed and rolled in, unless other provisions are made with the Engineering Division.

## 2.20 Detection Aids

After non-metallic utilities have been installed, but before backfill has progressed beyond the top of these facilities, approved electro-magnetic location devices or metallic tape shall be placed in the locations specified hereinafter. A metallic cable or pull-wire installed with the conduit at time of construction or as otherwise approved, shall satisfy this requirement.

## 2.21 Restoration of Right-of-Way

2.21.1 The entire work area utilized for the performance of any permitted work shall be restored by the permittee to the condition equal to or better than that which existed before work began. Flowable fill roadway base is recommended on small patches. It is required on narrow trenches less than 12-inches in width.

Each roadway patch shall have the roadway milled and surfaced for a distance of 50 feet on each side of a cut for at least ½ of the affected roadway. Should this area exceed 50% of any block, then the entire block shall be milled and resurfaced. Where multiple blocks are involved, the milling and resurfacing shall be continuous through the intersections between the blocks. Where the distance between milled areas is 50 feet or less, that area must also be milled and resurfaced.

Where cuts are made in front of an individual property for services to said property, the milling and resurfacing shall be limited to the area directly in front of the property. A minimum milling and resurfacing of 100 feet must be made, unless the property is less than 100 feet in which case the entire property frontage is to be milled and resurfaced. This requirement pertains to all entities that excavate the Town's roadways.

Residential sanitary sewer lateral projects that do not include major renovation or redevelopment of the property are excluded and will only be required to meet the restoration requirements in effect prior to this Resolution.

Exceptions to these requirements also may be granted by the Director of Public Works when a scheduled Town project will be excavating the roadway in the affected area within one year.

An annual report of planned infrastructure improvements shall be submitted to the Town by all entities operating and maintaining infrastructure within the Town. The report shall cover a five-year period.

Annually, the Town shall notify entities operating and maintaining infrastructure within the Town, of the Town's planned improvements and roadway resurfacing plans.

2.21.2 Paved sections shall conform in type, shape, elevation and texture with adjacent paved areas and shall be of at least equal quality. Design mixes for flexible pavements shall be subject to approval by the Engineering Division. All damaged or undermined areas of existing pavement, not previously removed, shall be removed and restored in the specified manner. Where pavement is removed for installation, maintenance or removal of any underground facility, restoration shall be in accordance with the standard details. Equipment shall not travel over loose rock fragments or other hard material lying on sections of pavement which are not to be removed.

2.21.3 Swale areas, medians, sidewalks, driveways, etc., shall be restored in kind to a condition equal to or better than that which was disturbed.

2.21.4 All benchmarks and Permanent Reference survey markers disturbed during the course of construction shall be replaced at an equal or better level of precision, at the permittee's expense, by a Professional Land Surveyor registered in the State of Florida.

## 2.22 Record Drawings

When applicable, upon completion of construction and prior to final inspection or commencement of any bonded maintenance period, the Engineer of Record shall furnish to the Engineering Division, two sets of "Record" drawings certified in conformity with all applicable Florida Statutes. Specific requirements for various types of installations are detailed in the chapters that follow.

## 2.23 Abandoned Facilities

All exposed facilities and such underground facilities as may be designated by the Engineering Division, that are abandoned within the public right-of-way, shall be removed by the owner of the facility unless other provision is approved by the Engineering Division. Any abandoned facility allowed to remain in the right-of-way shall continue to be the responsibility of the owner or operator by whom it was last used. Such owner or operator shall be liable for all costs arising from the presence of the abandoned facility in the right-of-way.

## 2.24 Construction Hours

The days and hours of construction are as follows:

For Worth Avenue - May 1st through October 31st, 8:00 a.m. to 8:00 p.m., Monday through Saturday, except for legal holidays. Except for emergency

work, work is not permitted on Worth Avenue from November 1st through April 30th.

For all areas outside Worth Avenue - work is permitted from May 1st through November 30th, from 8:00 a.m. through 6:00 p.m., Monday through Saturday, except for legal holidays. Except for emergency work, work is prohibited in the road right-of-way from December 1st through April 30th unless operation will not negatively effect area residences and businesses, and is of short duration, and will not block major roadways of the Town.

Please note that no equipment shall be started or deliveries made outside the work hours noted above.

## 2.25 Major Construction Projects

2.25.1 Florida Department of Transportation, City of West Palm Beach Utilities Department, franchised utility providers, telecommunication providers and other authorized utility providers are required to follow the Town's construction project communication process as stated below for all major construction projects. Projects or a group of projects affecting the Town rights-of-way or easements will be designated "major" by the Town Manager.

2.25.2 Florida Department of Transportation, City of West Palm Beach Utilities Department, franchised utility providers, telecommunication providers and other authorized utility providers shall provide notice for every major construction project in Town rights-of-way and easements to all property owners of record adjacent to the project area by first class mail not less than thirty days prior to the commencement of work. Notification should include information on the nature of the work and contact information of the contractor and associated subcontractors.

2.25.3 Florida Department of Transportation, City of West Palm Beach Utilities Department, franchised utility providers, telecommunications providers, other authorized utility providers, and permit holders of designated major construction projects are required to submit a status report to the Director of Public Works once a month. The status report shall include progress made during the previous month on the major construction project and anticipated progress for the next month. Status reports may be mailed, hand delivered, faxed, or sent electronically, but must be received by the Director of Public Works by the first of each and every month for the duration of the project.

2.25.4 Each contractor, subcontractor, utility company, telecommunications firm, the City of West Palm Beach, and the Florida Department of Transportation shall be required to provide to the Town 24-hour contact information whenever working within the town rights-of-way. The designated individual or individuals shall be required to respond to

the Town within a reasonable period of time to address any matters involving work within the rights-of-way located within the Town.

### 2.26 Review or Revision of Town Standards

Any request for review or revision of these "Standards" shall be made to the Director of Public Works in writing, stating the item to be considered and setting forth the objections and suggestions for revision. The Director shall respond in writing as soon as possible thereafter, but in any event, within 60 days after receipt of such request.

### 2.27 Appeal to Town Council

If any individual or entity requests a review of these standards as provided in Section 2.26, and disagrees with the decision of the Director of Public Works, said individual or entity may appeal to the Town of Palm Beach, Town Council.

## 3. Regulations Pertaining to Telecommunications Providers

### 3.1 Special Provisions

This section contains special provisions pertaining to Telecommunications Providers. Certain construction activities will be permitted when new service (the establishment of service to a newly constructed building) is required between December 1st and April 30th, (between November 1st and April 30th on Worth Avenue) within the guidelines outlined in Paragraph 3.2. These special provisions do not relieve a Telecommunications Provider from complying with all other Town Ordinances, Resolutions and policies.

### 3.2 Permitted work in season for provision of additional services only.

3.2.1 A single lane of traffic may be blocked to work in manholes. Telecommunications Providers must give seven (7) days notice to Town and residents on the street.

3.2.2 Excavation may occur on residential east-west streets and easements between Royal Palm Way and Royal Poinciana Way, east-west streets and easements north of Sunrise Avenue, and east-west streets and easements south of Worth Avenue after providing seven (7) days notice to residents on the street.

3.2.3 Excavations may be approved in rights-of-way of major streets which will not block vehicular traffic or pedestrian traffic for the purpose of providing additional services and for maintenance of lines that have problems such as static.

Telecommunications Provider will discuss need with staff and can proceed if staff agrees. Otherwise, Telecommunications Provider will seek Town Council permission at next regularly scheduled meeting.

3.2.4 Work by Telecommunications Provider, other than emergencies, will not be permitted between December 1st and April 30th (November 1st and April 30th on Worth Avenue) during the following periods:

- 1) Thanksgiving weekend (4-day period)
- 2) December 15th through January 2nd
- 3) President's Day Weekend
- 4) Three days before and after the beginning of Passover
- 5) The week before Easter Sunday

3.2.5 Refer to Town of Palm Beach Code of Ordinances, Section 116, Telecommunications for more detailed requirements.

## CHAPTER III

### DEFINITIONS AND STANDARDS

1. Whenever the following terms, or pronouns in place of them, appear in these "Standards", the intent and meaning shall be construed as follows:

Council - The Town Council of the Town of Palm Beach, Florida

Contractor - The duly qualified person, firm or corporation responsible for the construction of the permitted work.

Delivery Permit - A permit secured to off-load equipment and materials where said deliveries shall take less than two hours and will not block traffic on a major artery in Town. The fee for a delivery permit shall be \$10.00.

Driveway Agreement - An agreement by a property owner to restore their driveway which lies within a road right-of-way or easement, if said driveway is excavated for public utility or other municipal purposes. This agreement is required only for driveways not constructed of plainly finished concrete and asphalt. The agreement is required to be recorded in the Palm Beach County Courthouse.

Easement - Land dedicated, deeded, used or to be used for utility or roadway purposes.

Engineer - Engineer of Record (or his representative) whose plans and specifications have been approved by the Engineering Division.

Engineering Division - The Engineering Division of the Town of Palm Beach Public Works Department.

Green Book - The State of Florida, Department of Transportation's "Minimum Standards for Design, Construction and Maintenance of Streets & Highways."

Permit - A Town of Palm Beach Public Works Department "Right- of-Way" permit to work within rights-of-ways and easements.

Public Works Inspector - An authorized representative of the Engineering Division.

Qualified Applicant - Any current Town franchise, telecommunications provider, or utility regulated by the Florida Public Service Commission, or other entity so authorized by the Town.

Any person, firm, or corporation currently registered to work in the Town and certified by the appropriate County or State Licensing Boards or qualified by a currently certified officer of the firm or corporation to perform the class(es) of work in the public rights-of-way for which a permit is being sought.

Resident Project Representative - An authorized representative of the Engineer.

Right-of-Way - Land dedicated, deeded, used, or to be used for a street, alley, walkway, boulevard, drainage facility, access for ingress or egress, or other purpose by the public, certain designated individuals, or governing bodies. (Florida Statutes, Chapter 177, Section 177.031 (16)). Easements for roads and related purposes shall be considered as right-of-way.

Season - That period of time between December 1st and April 30th (November 1st to April 30th on Worth Avenue) when work in the Town rights-of-way and easements is prohibited, unless noted elsewhere.

Standards - The Standards Applicable to Public Rights-of-Way and Easements within the Town of Palm Beach.

Sub-Contractor - A person, firm or corporation duly qualified in the Town, having a contract with the contractor.

Town - Town of Palm Beach, Florida

Traffic Control Manual - The State of Florida, Manual on Traffic Control and Safe Practices for Street and Highway Construction, Maintenance and Utility Operations.

Utility - For purposes of this document, any water, sewer, gas, drainage, sprinkler or culvert pipe and any electric power, telephone, signal, communication, or cable T.V. conduit or cable, or operator thereof, serving the public, shall be considered a Utility.

Utility Inspector - An authorized field representative of any utility serving the area where work is performed.

## 2. Approvals

Where any term such as "approved," "or equal," "accepted," or "permitted" appears in this document, it shall be construed to mean "by" or "in the judgment of" the "Engineering Division," unless specifically noted otherwise.

## CHAPTER IV

### PERMITS, FEES AND BONDS

#### Procedures for Obtaining a Permit

The procedure to secure a permit to perform work within the road rights-of-way or easements will vary dependent upon the complexity and scope of the job.

#### 1.0 General Conditions

1.1 Public Works Right-of-Way Permits will be issued to qualified applicants only. Permits will be issued to the contractor, subcontractor, material supplier or equipment rental company. Necessary application forms will be available at the Planning, Zoning and Building Department and Engineering Division offices. Forms are to be completed, signed and submitted at the Planning, Zoning and Building Department office, 360 South County Road, Palm Beach, together with appropriate fees and bonds and approvals of all other agencies having jurisdiction. The application, when signed and dated by the issuing agent for the Town, shall constitute the Permit to Construct. A sample of the "Application for Permit for Construction in the Public Right-of-Way" may be found in the Appendix.

1.2 Each contractor, subcontractor, utility company, telecommunications firm, the City of West Palm Beach, and the Florida Department of Transportation shall be required to provide to the Town 24-hour contact information whenever working within the Town rights-of-way. The designated individual or individuals shall be required to respond to the Town within a reasonable period of time to address any matters involving work within the rights-of-way located within the Town.

#### 2.0 Construction Drawing Review

2.1 All public works permit applications should be made at the Town Planning, Zoning & Building Department, 360 South County Road, in the Town of Palm Beach. When application is made, two copies of the applicable plans and specifications should be submitted with the application. The application, along with the plans, will be forwarded to the Public Works Department for review.

Permits, when approved, shall be distributed from the Town Planning, Zoning & Building Department.

2.2 For work involving excavation of more than 250 square feet of pavement, work affecting more than one property, requested connections to the Town storm drainage system, plans which will alter elevations or locations of curbs, sidewalks, driveways, utility poles or other utility

structures, three copies of the application, plans, and specifications must be submitted to the Town Planning, Zoning & Building Department for review by the Public Works Engineering Division. All plans must be signed and sealed by an engineer registered in the State of Florida or those individuals who qualify for an exemption as defined in Chapter 471, Florida Statutes. New swimming pool construction requires a record survey showing all utilities, easements and rights-of-way, to be submitted with the application for permit.

2.3 As soon as circumstances allow, (normally within two weeks), the owner or Engineer will be advised, in writing, of the approveability of these drawings and what, if any, items should be revised. If necessary, one copy of each drawing noting all required revisions shall be returned to the applicant with an explanatory letter, or one set of approved drawings will be returned to the Engineer.

2.4 When the drawings are approved, application for a permit to construct may be made. Construction drawing approvals shall be void after six months unless an Engineering Division permit to construct the approved facilities is in effect.

2.5 In the event that applicable standards, regulations or laws change subsequent to construction drawing approval, but prior to permit issuance, revised plans must be submitted for approval under the new requirements.

2.6 Plan approval is based primarily upon the information contained thereon. Subsequent minor revisions may be indicated upon approved prints, but such changes must be signed and dated by representatives of the Engineer of Record and the Engineering Division, prior to the contractor proceeding with the revision.

2.7 Town plan approvals and permits notwithstanding, all installations in public rights-of-way shall be in accordance with requirements of F.D.O.T. "Green Book."

### 3.0 Fees and Bonds

3.1 No permit will be issued for work in any right-of-way until the required fees have been paid, and all required Performance and Maintenance Bonds have been posted. Construction shall not commence within any right-of-way until applicant has obtained all necessary approvals and permits and has notified the Engineering Division of same.

3.2 The Construction Permit fee, Occupancy fee, Construction Parking fee, Performance and Maintenance Bond and any other applicable charges, when required, shall be determined by the Engineering Division. Fee and bond

amounts shall be based upon rates and conditions as approved by the Town Council. See Appendix "C" for list of applicable charges.

3.3 Permit fees and other applicable fees and charges may be paid in the form of cash or check. Checks should be payable to the Town of Palm Beach.

3.4 Performance and Maintenance Bonds may be posted in the form of cash, Certified Checks, Letters of Credit or Surety Bonds. Said bonds shall be irrevocable and shall indemnify the Town Council of the Town of Palm Beach against costs of restoring or maintaining the public right-of-way due to or arising from failure of the permittee to properly complete the work, to pay fully for labor, material or equipment supplied for the project, or for a failure in the right-of-way related to the permitted installation, for a period of one year after the permitted work is complete and accepted by the Engineering Division. The Bond or Letter of Credit form must be acceptable to the Town Attorney.

The amount of the bond shall be no less than 135% of the estimated value of the work to be performed.

3.5 Franchised utility companies, telecommunications providers, and the City of West Palm Beach Utility Department are not required to provide Performance and Maintenance Bonds on projects initiated by themselves.

#### 4.0 Permit Expiration

4.1 Permits are valid for the dates noted on the permit, unless other provisions have been made with the Engineering Division.

4.2 If permittee wishes to begin, continue, or resume work after permit expiration, a new permit must be obtained with all current conditions and regulations having to be met including new plan approval. A new permit fee will be charged for the uncompleted portion only.

4.3 Permits will expire upon completion of the permitted work and acceptance of the installation, including restoration of the right-of-way by the owner, operator, all regulatory agencies involved, and the Engineering Division.

## CHAPTER V

### PAVING AND DRAINAGE - GENERAL REQUIREMENTS

#### 1. Permits

Permits for construction, modification or maintenance of roadways, sidewalks, drainage or related facilities shall be granted only after the following requirements have been met:

1.1 Paving and drainage plans must have been reviewed and be deemed approvable by the Engineering Division prior to submittal of application for permit.

1.2 The provisions of Chapter IV of this document.

#### 2. Permit Fees and Bonds

2.1 Permit fees and bonds will be charged in accordance with the provisions of Chapter IV, Section 3, Fees and Bonds.

2.2 No bonds shall be required for driveway connections to paved roadways.

#### 3. Plans and Specifications

3.1 All plans shall be submitted on white prints with blue or black lines. In addition to the proposed project, they shall show all existing facilities as well as all other planned facilities sufficiently to permit assessment of the compatibility of the proposed work and the existing systems.

3.2 Plans must be submitted on 24" x 36" sheets, except that for small projects plans may be submitted on 82" x 11", 82" x 14", or 11" x 17" size paper, provided that scale requirements are met.

3.3 Any general area layout shall be prepared at a scale of 100 feet or less to the inch. Detailed plans shall be prepared at a scale of 40 feet or less to the inch. Design drawings shall include both plans and

profiles where the facility is being installed is not matching the existing, or other facilities are in the area and a profile is warranted to detail potential conflicts. When profiles are drawn, they shall be to the same horizontal scale as the plan.

3.4 Dimensions of rights-of-way widths shall be indicated.

3.5 All plans shall show suitable legends.

3.6 New pavement shall be indicated by notes and/or light shading.

3.7 Cross-sections and/or typical sections or proposed road and drainage construction, shall show dimensions, materials and purposes of all existing (to remain) facilities as well as all proposed facilities within the right-of-way.

#### 4. Drainage Standards

4.1 Drainage plans must meet the requirements of the Town of Palm Beach Code of Ordinances, Chapter 86, Planning, Article III, Stormwater Management and comply with the Town's adopted level of service as described in Town of Palm Beach Code of Ordinances, Chapter 30, Consistency and Concurrency, Section 30-114, (a) Drainage and (b) Management Procedures.

## CHAPTER VI

### ROADWAY TECHNICAL REQUIREMENTS

#### 1. Roadways

##### 1.1 Minimum Design Criteria

As a minimum, roads and/or streets and related facilities shall be designed in substantial accordance with the latest edition of the "Manual of Minimum Standards for Design, Construction and Maintenance for Streets & Highways" and the Utility Accommodation Guide, as published by the State of Florida, and the provisions of the applicable sections of Chapters 106 and 110 of the Code of Ordinances, Town of Palm Beach, Florida.

##### 1.2 Construction Criteria

Construction materials and methods shall meet the requirements of the latest edition of the Florida Department of Transportation "Standard Specifications for Road and Bridge Construction" and supplements, except as modified herein.

##### 1.2.1 Temporary Facilities

Temporary facilities, unrelated to any on-going construction in the right-of-way, and intended to provide an essential service for a period of time not to exceed one year, may be constructed in the right-of-way, contingent upon Engineering Division approval of project plans and specifications, and issuance of Public Works Right-of-Way Permit. There will be no relaxation of safety requirements, but lighter duty construction will be allowed, where public interests will not suffer.

1.2.2 In cases where temporary facilities must be constructed to provide or maintain an essential feature around portions of a public right-of-way for public safety or convenience during construction, such temporary facility must be clearly drawn in sufficient detail on standard size drafting sheets, and submitted to the Engineering Division for review and approval prior to implementation.

##### 1.3 Typical Sections

At the option of the design engineer, sketches of proposed typical sections may be submitted to the Engineering Division for approval prior to beginning the preparation of plans, and shall show or note all

existing conditions or facilities that might influence a proper engineering evaluation of the proposed project.

#### 1.4 Subgrades

All material supporting the roadway and shoulders shall have a minimum LBR of 40. The subgrade shall be compacted to 98% of maximum dry density as per AASHTO T- 180. Where unsuitable materials exist below a proposed roadway, demucking or installation of filter fabric will be required to provide adequate support of the roadway.

Stabilized subgrades will be considered for full depth asphalt bases or for bases less than 8" thick upon recommendation of a registered professional engineer.

#### 1.5 Bases

##### 1.5.1 Material

Limerock or crushed concrete bases shall be eight inches (8") thick. Limerock of the Miami formation shall be used, having a minimum percentage of carbonates of calcium and magnesium of 70, unless otherwise approved. Crushed concrete shall have a maximum size of 1". Full depth asphalt base will be considered upon recommendation of a registered professional engineer. No other base material is allowed.

##### 1.5.2. Base Density Requirements

Base material shall be compacted to a density of not less than 98% of maximum dry density as determined by AASHTO T-180 under all paved areas.

1.5.3 Base course construction shall not be started until all underground construction in the vicinity has been tested and accepted.

#### 1.6 Wearing (Surface) Courses

Surface courses are to be of 12" asphaltic concrete construction in one or two lifts as determined by the Engineering Division.

Bottom Course - 3/4" thick (D.O.T.) Type S-III  
Top Course - 3/4" thick Type S-III

A tack coat shall be used between paving courses, and a prime coat shall be used on the finished rock base.

Wearing courses shall not be placed until all under- ground utilities are installed and accepted, and, when requested, a finished Rock Survey has been submitted to the Engineering Division and accepted.

#### 1.7 Curb/Gutter

All curb elements shall have a foundation or "pad" with a minimum LBR ratio of 70 and shall be at least 4" in thickness, extending 6" (min.) beyond the edges of the concrete, compacted to 98% of maximum density, per AASHTO T-180, unless otherwise approved.

#### 1.8 Swales

Bottom of swales, measured from top of turf, shall be at least four inches (4") below the edge of adjoining pavement. Swales shall be compacted to 98% of maximum density, per AASHTO T-180.

#### 1.9 Drainage

1.9.1 All drainage pipe installations in rights-of- ways and easements shall be of reinforced concrete, conforming to ASTM specification C. The minimum size pipe to be used shall be 15" diameter. Ductile iron and PVC may be substituted upon approval of the Engineering Division.

1.9.2 Perforated corrugated aluminum pipe may be substituted for slotted reinforced concrete pipe upon approval by the Engineering Division.

1.9.3 All drainage pipe in the public right-of-way shall have a minimum of 18" of cover, unless otherwise approved by the Engineering Division.

1.9.4. Drainage manholes shall be not less than three and one-half feet (32') inside dimension between opposing walls and shall meet the requirements of ASTM Standard C-478. Walls shall be not less than six inches (6") thick. Top and bottom slabs shall be not less than eight inches (8") thick.

#### 1.10 Sidewalks

Sidewalks shall be of Portland Cement Concrete, a minimum of 3,000 psi, four inches (4") thick, and five feet (5.0') wide. Sidewalks shall extend across driveways, at which locations they shall have a minimum thickness of 6". Any necessary obstruction shall be placed so as to maintain the maximum clear width and meet the requirements of the Americans with

Disabilities Act. Sidewalks shall be maintained by the Town. The abutting properties shall maintain driveways, including the sidewalk sections.

Sidewalks shall have a transverse slope of 3" per foot down toward the swale or gutter and shall be given transverse hair broom finish. Special surface treatments such as pavers, tile, etc., and paint are not permitted.

Ramps for people with disabilities shall be placed at all corners and crosswalks.

Decorative driveway surfaces will be permitted in areas where sidewalks do not exist. A "driveway agreement" must be recorded in the Palm Beach County Courthouse. A sample copy of a driveway agreement is in the Appendix.

#### 1.11 Grassing

Any grassed areas disturbed by construction or maintenance activities shall be sodded to equal or better condition than that which existed prior to the permitted activity.

#### 1.12 Restoration

The entire work area utilized for the performance of any permitted work shall be restored by the permittee.

#### 1.13 "Record" Drawings & Certifications

If required, "record" drawings of the finished rock base must be submitted to the Engineering Division for approval before proceeding with asphalt pavement. These drawings must be signed and sealed by a Land Surveyor registered in the State of Florida, and must show finished rock base elevations and offsets at center line, edge of pavement, plus elevations of bottom of swale or flow line of gutter, top of curb and right-of-way line, at high and low points, intersections and breaks in grade. Elevations shall be verified and shown at intervals not to exceed 300 feet measured along the profile grade line.

Compaction must be verified by an independent certified Engineering Testing Laboratory by making Field Density Tests of each layer of compacted material at prescribed intervals before the succeeding layer is placed. Test reports and rock "Record Drawings" must be submitted to the Engineering Division before paving operations begin.

#### 1.14 Final Inspection and Acceptance

After construction is completed and all certifications, record drawings and other required documents have been submitted to the Engineering Division, and accepted, but before the one-year Bonded Maintenance period begins, the permittee shall request a final inspection of the project. The Engineering Division and all other interested parties shall jointly perform such inspection to determine the acceptability of the project for maintenance. Following the inspection, any noted defects will be corrected by the permittee, after which the Engineering Division and other maintaining agencies, will issue a notice of acceptance. This will mark the start of the one-year warranty period.

### 2. Pavement Marking/Signing

#### 2.1 Pavement Markings - General

The design and construction of pavement marking systems shall be in accordance with the following standards:

Florida D.O.T. Standard Specifications

Florida Roadway and Traffic Design Standards

Manual on Uniform Traffic Control Devices

##### 2.1.1 Pavement Marking Plan

Pavement marking and signing plans shall be submitted to the Engineering Division for review and approval as part of the total paving and drainage package. These plans shall show all new markings including tie-ins to existing markings. Removals of existing markings shall be shown. Materials shall be specified. The location of raised reflective pavement markers shall be identified.

##### 2.1.2 Permanent Pavement Markings

Permanent pavement markings shall consist of alkyd-based thermoplastic or inlaid preformed plastic material. All such materials shall be fully reflectorized.

### 2.1.3 Temporary Pavement Markings

Temporary pavement markings may be used during intermediate phases of road construction or where overlayment or further construction of the road is to occur.

Temporary markings shall consist of paint or traffic tape. All such markings shall be fully reflectorized.

### 2.1.4 Removal of Old Pavement Markings

Old pavement markings shall be covered by a pavement overlay prior to installing new markings. Old markings can be painted over with black paint as a temporary measure only.

### 2.1.5 Construction/Resurfacing

Pavement markings (either permanent or temporary) shall be installed on the project as soon as practicable following paving. In the event that a road is placed in service, the temporary or permanent pavement striping shall be applied by the end of each day's operation unless precluded by inclement weather, in which case it shall be striped during the next daylight period. Any road placed in service without striping shall have the traffic lanes delineated in accordance with the "United States Department of Transportation Manual of Uniform Traffic Control Devices."

## 2.2 Signs - General

The design and construction of traffic signs shall be in accordance with the following standards:

Florida D.O.T. Standard Specifications

Florida Roadway and Traffic Design Standards

Manual on Uniform Traffic Control Devices

### 2.2.1 Signing Plan

Signing and pavement marking plans shall be submitted to the Engineering Division for review and approval, as part of the total paving and drainage submittal. The plan shall show all new signs and all existing signs to remain shall be shown.

### 2.2.2 Materials

All "STOP," "YIELD," "DO NOT ENTER," and "WRONG WAY" signs and street name signs shall be fabricated entirely with High Intensity reflective sheeting. Other signs shall be fabricated using engineering grade materials. Post-mounted signs shall be mounted on single or double steel U-Channel posts. Tubular posts shall not be used.

### 2.2.3. Maintenance of Signs During Construction

It shall be the contractor's responsibility to place and maintain all required temporary signing throughout the life of the project.

## CHAPTER VII

### WATER DISTRIBUTION AND SEWAGE COLLECTION SYSTEMS

#### GENERAL REQUIREMENTS

##### 1. Permits

1.1 Permits for construction or maintenance of water distribution and sewage collection systems or the additions thereto, shall be granted only after the following requirements have been completed:

1.1.1 A subdivision plat, easements or right-of-way for the area of the proposed construction has been recorded in the Palm Beach County Clerk's Office. This requirement shall not apply to the installation of lines in or through areas already platted or within dedicated rights-of-way, or within easements or rights-of-way extending across undeveloped areas.

1.1.2 Water and sewer plans must be submitted to the Engineering Division for review and approval with paving and drainage plans, on projects that require such work.

1.1.3 Project plans, if any, and technical specifications shall be approved by the Engineering Division.

##### 2. Fees and Bonds

2.1 The separate bond amounts and fees are to be computed in accordance with the provisions of Chapter IV, Section 3 of these "Standards."

##### 2.2 Re-Inspection and Re-Testing Fees

2.2.1 A re-inspection and/or re-testing fee will be charged each time an inspector of the Engineering Division or Water Resources Division must visit any jobsite to re-inspect or re-test any installation or portion thereof that has failed to meet Town requirements on a previous test or scheduled inspection.

2.2.2 Notice of cancellation of any test(s) or scheduled inspection(s) must be given at least four (4) working hours, prior to the scheduled time. Failure to do so will result in the test or inspection being

counted as a failure, and a re-test or re-inspection fee being charged upon re-scheduling of same.

2.2.3 The re-inspection fee shall be the same as the Original Permit Fee for each re-inspection of any item.

2.2.4 The re-testing fee shall be one hundred dollars (\$100.00) for each re-test on any item.

### 3. Plans and Specifications

3.1 Three sets of plans that have been signed and sealed by a Professional Engineer licensed in the State of Florida shall be submitted to the Engineering Division for review and approval.

3.2 Accessible Benchmarks shall be listed on all plans, using N.G.V.D.

3.3 All plans shall be submitted on white prints with blue or black lines. In addition to the proposed project, they shall show all existing adjacent utilities as well as all other known planned utilities sufficiently to permit judging of the compatibility of the proposed work with the existing and planned systems. All plans must be submitted on 24" x 36" sheets. Small projects may be submitted on 82" x 11", 82" x 14", or 11" x 17" paper, provided that scale requirements are met.

3.4 General layout plans shall be on a scale of 100 feet or less to the inch. Detailed plans shall be on a scale of 40 feet or less to the inch. Sewer profiles shall be the same horizontal scale as the plans.

3.5 Dimensions of rights-of-way and easement widths shall be indicated. All plans show suitable legends.

3.6 The detailed plans shall show water and/or sewer main materials, sizes, and their dimensioned locations. They shall also show the locations of valves, hydrants, manholes, tees, wyes and approximate locations of house connections. Each building/property shall have its own sewer lateral. As-builts shall station each house service sewer lateral.

3.7 Existing pavements shall be indicated and dimensioned. Proposed cuts in pavement shall be shown and noted.

3.8 When locations of existing utilities cannot be determined, this shall be so noted.

3.9 Service laterals which are to be installed during the original installation of main(s) shall be indicated, but need not have dimensioned locations on original plans. Plans for services to be installed as a separate project, after installation of main(s), shall be noted and explained.

3.10 All street names, street addresses, lot numbers and block numbers shall be shown.

3.11 Specifications for the proposed work shall be submitted with the plans.

## CHAPTER VIII

### WATER DISTRIBUTION SYSTEM - TECHNICAL REQUIREMENTS

#### 1. Jurisdiction

The City of West Palm Beach currently holds a franchise agreement from the Town to supply potable water. All water distribution technical requirements must meet the City of West Palm Beach Utilities Department standards. The City's Engineering Division may be contacted at (561) 494-1040.

NOTE: The placement of backflow prevention devices within the Town's road rights-of-way is prohibited. Backflow prevention devices are to be set back a sufficient distance from the road right-of-way to allow for sight screening from the roadway, but still remain close enough to the water meter to meet the City of West Palm Beach requirements.

## CHAPTER IX

### SEWAGE COLLECTION SYSTEMS - TECHNICAL REQUIREMENTS

#### 1. Standards

All sewage collections systems in the public rights-of-way and easements shall be in accordance with the following Standards, specifications and regulations, except as modified by these Standards. All installations also shall be in accordance with the manufacturer's recommendations.

1.1 Palm Beach County Public Health Unit, Florida Department of Health and Rehabilitative Services and Department of Environmental Protection.

1.2 Recommended Standards for Sewage Works (10 State Standards)

1.3 American Water Works Association Standards (AWWA)

1.4 State of Florida Department of Transportation's "Utility Accommodation Guide."

1.5 American National Standards Institute (ANSI)

1.6 American Society for Testing Materials (ASTM)

#### 2. Materials

##### 2.1 Pipe

Gravity sewers and house connections shall be of PVC, or ductile iron pipe.

2.1.1 All ductile iron pipe and cast iron fittings conveying or transmitting raw sewage shall be designed for a minimum working pressure of 150 psi.

2.1.2 Ductile iron pipe shall conform with current ANSI/AWWA standards. Minimum wall thickness shall be class 50. All pipe shall be poly-lined.

2.1.3 PVC non-pressure pipe shall conform to the requirements of the applicable ASTM standard, wall thickness class SDR-26.

## 2.2 Joints

2.2.1 Joints for ductile iron pipe shall be bell and spigot type.

2.2.2 Joints for PVC non-pressure pipe shall be of the bell and spigot, push-on, rubber gasket type only. No solvent weld or threaded joints will be permitted.

## 2.3 Manholes

2.3.1 Precast reinforced concrete manholes shall conform to the requirements of ASTM C478 and the following modifications thereto:

2.3.1.1 Minimum wall thickness shall be eight inches (8").

2.3.1.2 Minimum inside diameter of base sections shall be three and one-half feet (32').

2.3.1.3 The precast base shall be a minimum of eight inches (8") thick and be cast monolithically with the bottom section of the manhole wall. The base slab shall extend a minimum of four inches (4") from the outside wall of the manhole.

2.3.1.4 The minimum height of base sections shall be three feet (3') from the bottom of base slab, except that under special conditions, the height may be decreased to 18", contingent upon prior approval of the Engineering Division.

2.3.1.5 Manhole sections shall be joined with a mastic compound or a round compression ring of neoprene material set in annular spaces cast into the spigot end of a bell and spigot type joint. The mastic compound or ring shall be uniformly compressed between the positioned sections so as to form a water-tight joint. After the sections are assembled, the remaining space in the joint shall be pointed up and filled with dense cement mortar and finished so as to make a smooth, continuous surface inside and outside the wall sections.

2.3.1.6 Precast manholes shall terminate at such elevations as will permit laying up a minimum of two courses and maximum of four courses of clay brick under the manhole frame to make allowance for future street grade adjustment.

2.3.1.7 Brick for manhole construction shall be dense, hard-burned, clay brick conforming to ASTM Specification C- 62.

2.3.1.8 Drop connections will be required when the vertical distance between pipe inverts exceeds two feet. Drop connection bases, where required, shall be cast monolithically with the manhole base. Drop encasement shall be fully dowelled to the manhole base and walls.

2.3.1.9 Outside drop connections are preferred, but inside drop connections will be allowed. All drop connections must be constructed in accordance with provisions of the Water Pollution Control Federation's "Manual of Practice No. 9."

2.3.1.10 Two coats (a minimum thickness of protective material, Kopper's 300M or equal) shall be applied to the entire outside and inside surface of the manhole at the jobsite, after inspection. This material shall be applied in accordance with the manufacturer's specifications. The coats shall be contrasting colors so as to be easily verified. The outside of the manhole shall be coated prior to being placed in the ground, and the inside shall be coated after final inspection.

2.3.1.11 Influent and effluent sewer lines shall be grouted in place using a waterproof, non-shrinking grout, acceptable to the Engineering Division. All openings and joints shall be sealed watertight. Special watertight seals shall be considered for specific installations as approved by the Engineering Division.

2.3.1.12 The lid and frame shall be US Foundry 410, unless otherwise approved by the Engineering Division.

2.3.1.13 All concrete and mortar used in manhole construction shall have Type II cement (A.C.I.).

2.3.1.14 All precast manhole sections, as delivered to the jobsite, shall be unpatched and shall bear the stamp of a certified Engineering Testing Laboratory, signed and dated, certifying that the manhole sections meet the requirements of ASTM Standard C478, and of this document for concrete strength, steel reinforcement area and placement, and appearance when manufactured. All manhole sections will be subject to inspection at the jobsite by the Public Works Inspector to verify conformity with requirements of ASTM-C478 and of this document.

2.3.1.15 Approved manhole adaptor couplings shall be required when using PVC pipe.

## 2.4 Fittings

2.4.1 All cast iron fittings shall meet the requirements of ANSI/AWWA Standard C111/A21.10.

2.4.2 PVC fittings shall be of monolithic or factory fabricated (solvent weld) construction in accordance with ASTM D-3034 and the type specified by the manufacturer of the pipe being used. No non-factory solvent welds or threaded joints will be permitted.

## 2.5 Service Laterals

2.5.1 All service laterals shall be installed to the property line.

2.5.2 Service laterals requiring cuts into pavement after installation of the main and paving of the roadway, will require separate permit fees and bonds and shall be avoided, if possible.

2.5.3 Service laterals may not be stubbed into man- holes except at terminal manholes and where approved by the Engineering Division. The invert of the lateral at the manhole shall meet a shaped concrete invert that will conduct the effluent without turbulence to the invert at the outflow of the manhole.

## 2.6 Service Connections

2.6.1 Each lot, tract, residence or business shall have an individual house connection. Each service lateral shall include a clean-out section having a clean-out plug. The minimum size pipe between the main line and the wye shall be six inches (6"), and the clean-outs shall be located as near to the right-of-way line as is practical for each residence or business connection.

## 2.7 Location

2.7.1 Gravity sewer lines shall be installed at the center of the right-of-way, unless otherwise approved by the Engineering Division. The separation, encasement and other factors concerning the placing of water

and sanitary sewer facilities in the same right-of-way, shall be addressed in accordance with the applicable standards of all agencies having jurisdiction.

## 2.8 Cover

2.8.1 The minimum cover on all sanitary sewer mains and services shall be 30" for ductile iron and 36" for PVC materials. The slope of sanitary house connections shall be considered in determining sewer main cover.

## 2.9 Construction Procedures and Installation of Facilities

All construction procedures, sewer installations, restorations and pipe detection aids shall be in accordance with the provisions of Chapter II of this document.

## 2.10 Testing of Facilities

2.10.1 The Engineering Division and the Engineer of Record shall both be represented at all tests of sewer lines in the public right-of-way. The Engineer of Record must certify all test results to the Town. The Engineering Division representative shall indicate concurrence with the test results by countersigning the test report at the conclusion of the test. In the event that the Engineering Division shall fail to witness such a properly scheduled event, the certification of the Engineer of Record shall be accepted.

### 2.10.2 Mandrel Testing of Lines

At the discretion of the Town Engineer, the contractor may be required to test designated lines for excessive deflection. The deflection gauge is sized to pass through a pipe with no more than 7.5% reduction in diameter due to manufacturing and installation imperfections. Any line through which the gauge will not pass will not be accepted until the line is corrected sufficiently to allow the test gauge to pass.

### 2.10.3 Visual & Television Inspection

On completion of each block or section of sewer, or at such other times as the Engineer of Record may direct, the block or section of sewer is to be cleaned, tested and inspected. Each section of the sewer is to show, on examination from either end, a full circle of light between manholes. The portion of the system being inspected shall be water tight, neatly constructed, with the manhole tops set permanently to exact position and grade. All defects disclosed by the inspection are to be corrected.

Broken or cracked pipes are to be replaced, all deposits removed and the sewers left true to line and grade, entirely clean and ready for use. After all other testing has been successfully completed, a television inspection of any or all lines may be made at the expense of the Town. Any defect disclosed during this inspection must be corrected by the Contractor, at his expense, before the lines can be accepted by the Engineering Division.

### 3. Certification and Record Drawings

3.1 The Engineer of Record on each project shall be responsible for observation of construction and shall inspect same for conformity to the approved plans and specifications. Upon completion of the project, he shall furnish the required project documents to the Engineering Division, the Palm Beach County Public Health Unit and to any other agencies so requiring, certifying that construction of the project had been carried out in substantial conformance to the approved plans and specifications.

3.2 Prior to final inspection, the Engineer of Record shall furnish one set of certified Record drawings to the Engineering Division at no charge.

3.3 Accurate house connection dimensions shall be shown on the plans. Main and terminal point locations, elevations of stubs or laterals, and locations and elevations of all changes in direction and slope shall also be shown.

3.4 The drawings submitted under the preceding paragraph must bear the certification of the Engineer of Record that the installation conforms substantially to the design, has passed all required tests, and that the inspection of the installation during construction was conducted under the supervision of the Engineer of Record or his representative. All required reports and certifications must be received by the Engineering Division prior to final inspection.

3.5 In addition to the above requirements, record drawings shall indicate the size, material location and elevation of all underground utilities encountered during construction.

3.6 All locative information and dimensions shall be certified by a land surveyor registered in the State of Florida.

3.7 The record drawings shall also contain all rim elevations, invert elevations and structure numbers.

#### 4. Service Connections

Service connections shall not be made until the entire down- stream system has been tested and accepted by the Engineering Division, the Palm Beach County Health Unit, and all other agencies having jurisdiction.

#### 5. Abandoned Facilities

The provisions of Chapter II, Section 2.23 of this document shall apply.

#### 6. Conflict Manholes

Conflict manholes involving sanitary sewers are to be avoided, if possible. Under extreme conditions, with the written permission of the Engineering Division and the approval of all other bodies having jurisdiction, they may be employed, but must conform to the requirements of Section 2.3 of this Chapter and to the detail in the Appendix.

## CHAPTER X

### LANDSCAPING

#### 1. General

With the exception of grass and low ground cover (i.e., those plants that left unattended will not exceed 30" in height), landscaping within the road rights-of-way and easements is prohibited. Exceptions to this section must first obtain approval of the Public Works Department.

#### 2. Standards

All landscaping within the public right-of-way shall be in accordance with the Florida Department of Transportation's "Manual of Minimum Standards for Design, Construction and Maintenance for Streets and Highways."

#### 3. Materials

All plant material shall be Florida Grade No. 1 or better at time of planting, as set forth in the Florida Department of Agriculture's "Grade Standards for Nursery Plants, Part 1."

#### 4. Installation

4.1 Landscaping shall be planted in such a manner as to not restrict sight distance or drainage flow.

## CHAPTER XI

### LANDSCAPE IRRIGATION - TECHNICAL REQUIREMENTS

#### 1. Standards

All landscape irrigation systems constructed in the public right-of-way shall be in accordance with the "American Water Works Association Standards for Pressure Pipes," and shall be installed in accordance with the manufacturer's recommendations.

All irrigation systems shall be constructed to minimize water usage and to promote conservation whenever possible.

#### 2. Materials

2.1 Irrigation pipe and fittings 4" in diameter and larger shall be PVC or threaded galvanized steel. PVC shall conform to AWWA C-900 with a minimum wall thickness of DR series 35\*. Solvent-weld joints are not permitted in these sizes of PVC. Galvanized steel pipe shall conform to AWWA Standard C201 or C202, Schedule 40.

\* If threaded fittings are used, wall thickness shall be DR 18 series.

2.2 Irrigation pipe and fittings under 4" in diameter shall be of PVC conforming to AWWA Standard C900 Class 150\*, or galvanized steel, conforming to AWWA C201 or C202, Schedule 40.

\* If threaded joints are used, wall thickness shall be schedule 80.

#### 3. Installation

3.1 Irrigation pipes under paved areas shall be carried in PVC or galvanized steel pipe, Schedule 40, and shall have a minimum of 36" cover. (30" if in galvanized steel sleeve.)

3.2 All mains and headers in unpaved areas shall have a minimum of 30" cover. Branches shall have a minimum of 12" cover.

3.3 Solvent-weld joints are not permitted for pipe sizes 4" in diameter and larger.

3.4 All electrically operated valves shall be 24-volt (or less) actuated.

3.5 No rock or other objectionable material shall be in contact with or within 6" of any irrigation pipe.

3.6 The applicable provisions of Chapter II of these "Standards" shall govern the work in the right-of-way.

## CHAPTER XII

### MISCELLANEOUS PROVISIONS

In addition to the standards previously outlined, there are numerous "special conditions" required of construction and maintenance operations taking place within the Town. Described below are the special conditions normally required of permitted operations. Due to site specifics, the actual permit conditions may vary.

#### Backflow Prevention Devices

All backflow prevention devices required for the potable water system and fire protection are to be located on private property and out of all rights-of-way and easements.

#### Best Management Practices (BMPs)

Best Management Practices (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce pollution into the Town's storm water collection system and thence to the waters of the United States. BMPs also include practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

#### Completion of Work

Until the right-of-way is fully restored to original or better condition following construction/excavation activities, there will be a charge of \$10 per day until restoration is complete. This condition includes restoration of sidewalks, medians, and roads.

#### Construction Access/Temporary Driveways

During construction of a new house, the general contractor shall designate access points to the property. Temporary driveways shall be constructed of concrete or asphalt and maintained throughout the project so that there will be no tripping hazard to pedestrians. Vehicle traversing of any unprotected area of curbing, median or sidewalk, is prohibited. The intent of this section is to minimize damage to the

existing sidewalks and curbs. It shall be the contractor's responsibility to restore all sidewalks, curbs and driveways to Town standards prior to the property receiving its Certificate of Occupancy.

#### Construction Dumpsters

Placement of construction dumpsters within the road right-of-way is prohibited. This prohibition includes the temporary placement during pick-up and delivery of dumpsters. The fine for violation shall be \$100 per offense. Damage to any Town infrastructure, i.e., curbs, sidewalks, roadways, landscaping, drainage facilities, etc., shall be repaired by the contractor who secured the dumpster service.

A right-of-way permit is not required for delivery or pick-up of dumpsters. However, if the truck must block or hinder traffic during pick-up and delivery, a flagman with a DOT approved vest and flag is required for traffic control.

#### Construction Parking

All vehicles belonging to personnel working on or visiting a construction site from the date of the issuance of the permit to the date of the issuance of the certificate of occupancy shall be parked on the construction site at all times. If the site is limited, then the contractor must initiate "car and/or truck pooling." A site plan may be required to illustrate that the site is being fully and efficiently used for construction material storage and parking. Additionally, contractor is required to provide to the Town the tag numbers of all vehicles authorized by the contractor to work at the site. The Director of Public Works or the Director's designees, which may include code enforcement officers, parking enforcement officers, and police officers, are authorized to enforce the provisions of this paragraph on construction parking and to issue citations for violations of these provisions.

All contractor's equipment shall be parked on the construction site. If the contractor cannot park his/her equipment on the site, or in the event all vehicles described herein cannot be parked on the site, a right-of-way permit will be required to park said equipment or vehicles in the public right-of-way. The contractor must apply for a permit or permits from the Public Works Director within seventy-two (72) hours in advance of the short-term use of the public right-of-way. (Only extreme extenuating circumstances will be considered.)

Parking permits will be issued for Worth Avenue for up to two (2) vehicles for purposes of loading or unloading and for essential construction activities. Parking of construction vehicles that are not

actively involved in the loading and unloading process will not be permitted.

Parking permits for other areas in the Town will be issued for up to three (3) vehicles to park within the right-of-way in the event it is determined that said vehicles cannot be accommodated on site. In addition, one permit shall be provided to the owner of the property. Only original permits are valid, no copies are allowed. Permits may be transferred between vehicles but are valid only for the construction site for which they are issued. Additional permits may be issued for the three week period prior to the issuance of the certificate of occupancy in the event said vehicles cannot be accommodated on site. The number of permits granted shall be determined by the Director of Public Works.

Failure to comply with the aforementioned conditions may result in suspension, fines, or in the case of repeat offenses, the cancellation of the violator's permit. Penalty for parking in the right-of-way in violation of this section shall be \$75 per day per vehicle for the first offense and \$150.00 per day per vehicle for the second and all subsequent offenses. Said penalty may be appealed in writing within ten (10) days of the date of issuance to the Director of Public Works who shall act on said appeal within ten (10) days of the date of receipt of the appeal. In the event an appeal is denied, the decision of the Director may be appealed in writing within ten (10) days of the Director's decision to the Town Manager, who shall act on the appeal within ten (10) days of receipt of the appeal in writing. Said penalty issued by Police Department personnel, including, but not limited to, sworn police officers, code enforcement officers, and parking enforcement personnel, may be appealed in writing within ten (10) days of the date of issuance to the Chief of Police who shall act on said appeal within ten (10) days of the date of receipt of the appeal. In the event an appeal is denied, the decision of the Chief of Police may be appealed in writing within ten (10) days of the Chief's decision to the Town Manager who shall act on the appeal within ten (10) days of receipt of the appeal in writing.

Once a contractor has accumulated three (3) violations or "strikes" at a single site that have either exceeded the ten (10) day appeal period or the appeal(s) have been adjudicated in favor of the Town, the Director of Public Works will notify, in writing, the Director of Planning, Building, and Zoning (PZ&B) of the situation and request his/her office to suspend the work activity on the site via issuance of a "stop work" order as allowed in Section 18-204 of the Town Code.

If after issuing the stop work order and reviewing the case, the Director of PZ&B concludes there are no mitigating circumstances that caused the contractor to receive any of the 3 strikes, the Director of PZ&B must forward the matter to the Town Council at their next available meeting should the contractor and/or the property owner request in writing that the Town Council give consideration to lifting the stop work order.

If after issuing the stop work order and reviewing the case, the Director of PZ&B is convinced that mitigating circumstances caused the contractor

to receive any one of the 3 strikes, the Director of PZ&B may waive that strike causing the contractor to have 2 strikes, but only upon payment of a fine of \$250, plus payment of any outstanding right-of-way fines, accumulated interest, and subject to the Director of PZ&B being satisfied that there will be strict future compliance with the Right-of-Way Manual by the contractor at the job site in question. Periodically, as often as determined appropriate by the Town Manager, the Director of PZ&B shall provide a report to the Town Manager delineating the mitigating circumstance(s) that gave cause for him or her to remove a strike incurred by a contractor under this section.

If there is another strike received by the contractor on the same job site that results in a total of 3 strikes at a given job site, the Director of Public Works will notify the Director of PZ&B of the situation upon passage of the time allowed for appeal. The Director of PZ&B must suspend the work activity on the site via issuance of a "stop work" order as allowed in Section 18-204 of the Town Code, subject to reinstatement only by application of the building permit applicant to the Town Council at their next regularly scheduled meeting.

When the Town Council receives a written request to lift a stop work order the Town Council shall have the power to admonish the contractor; take such action as deemed necessary to effect the stop work order on a permanent basis by nullifying the existing building permit; cause the contractor and/or property owner to enter into a binding agreement to memorialize the understandings between the Town and the contractor and/or property owner relative to all conditions placed upon the lifting of the stop work order, if applicable; establish penalties for future Right-of-Way violations the amount for which shall be in the sole discretion of the Town Council; collect the 3 strike fine, plus payment of any outstanding right-of-way fines and accumulated interest, as referenced herein below and to prohibit the issuance of any additional right-of-way permits for the duration of the work in question.

The fine for a third and each subsequent strike shall be \$500 plus payment of any outstanding right-of-way fines and accumulated interest unless the Town Council chooses to invoke the use of a binding agreement memorializing a penalty structure to be paid to the Town for all future right-of-way violations in excess of three to be paid in accordance with the terms and conditions of the binding agreement between the Town and the contractor and/or property owner. All Right-of-Way fines and penalties shall be paid in full prior to issuance of a Certificate of Occupancy for the construction associated with the right-of-way activity that generated the fines, penalties, and interest.

### Curbs

All curbs shall be installed per Town standards or at the direction of the Director of Public Works. Whenever properties are developed or redeveloped fifty percent (50%) or more of assessed value as assessed by the Property Appraiser, the existing condition or absence of the curb shall be brought to Code at that time. The type of curb shall be determined by the Public Works Director.

### Demolition

The Planning, Zoning & Building Department issues permits for demolition. Prior to obtaining a demolition permit, a plot plan of the property and a written description of the work is required to be reviewed by the Engineering Division. The plan will indicate what measures will be taken to protect the pavements, curbs, medians, and sidewalks in the right-of-way adjacent to the property; and the measures that will be taken for erosion control to prevent migration of debris, dirt, dust, and water from the property to the right-of-way and storm drainage system. See also Sewer Cap-off in this section for further details.

### Detours/Lane Closures

Work at certain locations on major arteries within the Town will require the use of off-duty police officers to assist with traffic control. The owner/contractor shall be responsible to pay for off-duty police assistance. Please contact the Palm Beach Police Department at 838-5454 to obtain rates of pay per hour, minimum time required and to schedule police assistance.

### Dewatering

Permit applications for dewatering must state the purpose of the dewatering request; i.e., construction of a new swimming pool, swimming pool repair/resurfacing, excavation for subgrade construction, underground utility repair, etc. No water may be discharged directly onto the street. All water must be discharged through a closed conduit and/or flexible hose to a discharge point designated by the Public Works Department. Pumping systems must be flushed on-site to produce only clear water before being connected to the discharge system leading to the Town storm water system. Water used to flush the system must be retained on-site. A Public Works inspector must be on the job site to observe start-up of dewatering discharge to the Town storm water system.

### Driveways and Driveway Approaches

The Director of Public Works, or his designee, shall review and approve the location of driveways for all properties within the Town of Palm Beach. The siting of these driveways shall conform to the following conditions or criteria:

For corner lot properties where there is new construction or that are being substantially renovated and which adjoin a major roadway, the

driveway shall be located on the minor roadway beginning at a minimum distance of 30-feet from the major street curblin e or edge of pavement. In instances where an existing property is being renovated and the foot print of the structure and garage is remaining the same, driveways leading to the major thoroughfare rather than the side street may be maintained. However, site visibility criteria must be reviewed and that site visibility to the maximum extent possible be established. This may require relocation or elimination of existing walls, fences, trees and/or hedges.

Major Roadways are defined as: Bradley Place, Cocoanut Row, Hibiscus Avenue, North County Road, North Lake Way, North Ocean Boulevard, Slope Trail, South County Road, South Lake Drive, and South Ocean Boulevard.

All driveways shall have minimum sight visibility triangles established measuring eight feet by 15 feet on each side of the driveway. The eight-foot dimension shall be measured perpendicular to the edge of the roadway and the fifteen-foot dimension shall be measured along the roadway from the outside edge of driveway.

When deemed necessary, the Director of Public Works or his designee may require that an engineering analysis be conducted to determine the proper sight visibility triangle or to establish other criteria on a site-specific basis.

A plot plan showing measurements indicating the width of driveway and/or approach(es) and the distance from edge of driveway/approach(es) to property line and a structural drawing of any portion of work done in the right-of-way must be submitted with the application for a right-of-way permit. All driveways shall be a minimum distance of six feet (6') from the property line. A separation between that part of the driveway located on private property and that portion of driveway lying within the limits of the right-of-way shall be installed as required by the Town Engineer. This separation may be made with a cold joint, expansion joint, wood strip or other material as may be specified and approved by the Town Engineer.

Driveways that abut roads without curbs shall, prior to installation of driveway, install a header curb or drop vertical curb across the front of the entire driveway. In addition, driveways of loose gravel shall install, at a minimum, a two foot (2') wide by six inch (6") thick concrete gravel stop across the entire front of the driveway.

If any driveway approach located within the right-of-way is other than plain asphalt or concrete, the property owner must submit a recorded Driveway Agreement before a permit for the work will be issued. A Driveway Agreement is an agreement by a property owner to restore their

driveway which lies within a road right-of-way or easement, if said driveway is excavated for public utility or other municipal purposes. The agreement is required to be recorded by the property owner in the Palm Beach County Courthouse with the Clerk of Courts.

Form work and other preparation for construction of driveways and approaches within the right-of-way will be inspected by a Public Works Inspector before laying of asphalt or concrete. A 24 hour notice is required for all Public Works inspections. Public Works Inspectors do not inspect driveways on private property.

#### Driveways, Abandoned

As a condition for construction on a property, all abandoned driveways shall be removed with the curb, driveway and asphalt pavement restored at the owner's expense.

#### Easements

Placement of structures, walls, fences, slabs, turf blocks, private utility service lines, mechanical equipment, trees, hedges or other obstacles that would restrict access and maintenance of public utilities within the easement is prohibited unless an Easement Consent Form completed from each public utility has been properly executed and submitted to the Public Works Department. Additionally, an Agreement for Use of Rights-of-Way and/or Easements must be executed by the person or entity seeking to construct such prohibited obstacles within the easement. The Agreement for Use of Rights-of-Way and/or Easements must be fully executed by the person or entity seeking to construct such prohibited obstacles within the easement and the Town of Palm Beach. The properly executed Agreement must be filed within the public records of Palm Beach County at the office of the Clerk of the Circuit Court at the applicant's expense. The Town of Palm Beach, at its sole discretion, shall have the ability to reject any request regarding usage of easement(s) for the purpose of placement of obstacles therein regardless of the written opinion of any applicable public utility as indicated within an approved Easement Consent Form or otherwise. Eff. 04/13/04.

#### Erosion Into Roadways and Drainage Systems

During construction and demolition activities, suitable methods must be employed to prevent wind and water carried dirt and debris from being deposited onto the roadway or into the storm drainage system. At the time of building/right-of-way/demolition permit application, the contractor

shall submit an Erosion Control Plan for review and approval by the Public Works Department. In accordance with the National Pollutant Discharge Elimination System (NPDES) Program administered by the Florida Department of Environmental Protection (DEP) for the United States Environmental Protection Agency, Best Management Practices (BMPs) shall be employed on every construction project to prevent wind and/or water carried sediment from entering the Town's municipal storm drainage system. Upon the approval of the Engineering Division, the downstream catch basin(s) shall be covered with filter fabric and in the case of open throated catch basins, sand bags shall be placed to block the openings. During rainfall events, the contractor will be responsible to restrict all debris from the storm system. This includes material caught on the filter fabric or debris clogging the catch basin. The filter fabric shall be removed, cleaned and replaced after each rainfall event.

For excavations off the roadways, whether on public or privately-owned land, BMPs shall be employed to prevent sediment from reaching the Town roadway system. Typical methods employed include grassed berms, staked turbidity screens and/or excavated areas filled with 3/4 inch stone. The selected BMP shall be described with the permit application.

Contractor shall immediately clean up the rights-of-way of any dirt or debris which has migrated from a construction site. It shall be the responsibility of the offending party to clean any storm or sanitary sewer system of dirt and debris which has migrated from a construction site.

#### Everglades Island Bridge

The Everglades Island Bridge has a 20-ton weight limit. By separate permit, gross weight vehicles of up to 25 tons may cross the bridge provided sufficient documentation is presented to the Engineering Division to verify the weight of the vehicle. The owner of the vehicle must obtain the permit.

Under certain circumstances, equipment may be allowed to "walk" over the bridge. Special provisions must be defined by the Engineering Division to protect the bridge deck and for maintenance of traffic.

#### Excavation in the Right-of-Way or Easements

Before excavating in any right-of-way or easement (including pavement, sidewalks, medians, or curbs) the permittee must cause to be located any and all underground utilities in the vicinity of the proposed excavation. A Public Works Permit is required before the work is started, except for emergency work.

To obtain locations for all utilities underground that may include electric, telephone, gas, water, cable TV or Town of Palm Beach utilities that include sanitary sewer, storm sewer, street lighting and traffic control call SUNSHINE STATE ONE CALL at SUNSHINE 811 from Monday thru Friday between the hours of 6:00 a.m. and 5:00 p.m. A minimum of forty-eight (48) hours notice is required for any field locate. Requests for emergency locates after normal business hours shall be made at (561) 838-5454.

#### Exfiltration Trenches

The use of exfiltration trenches (french drains) for stormwater retention and swimming pool drains are encouraged. The seasonal high water table elevation to be used for design calculations shall be 3.0 NGVD, as determined by the South Florida Water Management District.

#### Fines

Failure to comply with the Engineering Division Standards will result in fines of \$75.00 per day per offense, until the deficiency is corrected. All fines must be paid within ten (10) business days of formal written notice by the Town. Failure to promptly pay fines may result in the Town refusing to issue building/right-of-way permits on future applications.

#### Hurricane Preparedness

Upon issuance of a hurricane watch by the National Weather Service, all projects underway within the road rights-of-way and easements shall be immediately secured. All excavations shall be backfilled, and all paved/concreted areas that are disturbed, temporary paved. All construction materials, barricades, and signing shall be secured. Once the jobsite is secured, call the Town Public Works Department at 838-5440 to report your jobsite safe and secure. All construction vehicles and trailers must be removed from the roadways.

#### Lake Trail (Bicycle Path)

A right-of-way permit is required when construction is to take place on or under the Lake Trail. Additionally, if the path is to be used as an access road or will be blocked to perform construction or landscaping on adjacent properties, a right-of-way permit will be required.

Note: The above conditions are also applicable to the bicycle path along North County Road from Wells Road to Country Club Drive, the bicycle trail adjacent to the Flagler Museum, Whitehall Way and Cocoanut Row, and to the bicycle path along South Ocean Boulevard from Sloan's Curve to the southerly Town limits, including all access walkways.

### Landscaping Maintenance

Minor landscaping operations such as hedge trimming, cutting grass, edging, tree trimming, etc., which does not obstruct traffic will not require a permit. However, working along the edge of a roadway will require the placement of a 2' x 2' "WORKERS AHEAD" sign and 36" traffic cones.

A right-of-way permit is required for major landscaping work which requires vehicles to block any portion of the roadway. This includes, but is not limited to, cranes, tree cranes, bucket trucks, skid-steer loaders, end loaders, backhoes, forklifts, and equipment hauler/transporters for any of these. Metal tracked equipment is prohibited from operating in the right-of-way without a Public Works permit. This includes loading and unloading of the equipment onto or off of an equipment transport vehicle. Advance warning signs and traffic cones will be required.

Laterals - See Sanitary Sewer Service Laterals

### Material Deliveries

Delivery of materials which will not block a major roadway or a moving lane of traffic, and will take less than two hours, requires a "delivery permit." This permit is obtained at the Planning, Zoning and Building Department for \$10.00.

For all other circumstances concerning deliveries, including all crane work, a right-of-way permit is required.

### Material Storage in Right-of-Way

In general, the storage of materials within the road right-of-way is prohibited. Temporary placement of palletized materials may be allowed if a permit is secured.

### Obstructions

No obstructions that will impede traffic or create a hazard to the public are allowed in public or private right-of-ways. Placement of concrete pyramids, concrete buttons, speed bumps, posts, stones, or boulders within the Town's rights-of-ways is prohibited. Eff. 04/13/04

### Permits from Other Agencies

In order to receive a right-of-way permit, all permits must be secured from all applicable agencies, including but not limited to the Florida Department of Transportation, Palm Beach County Public Health Unit, Florida Department of Environmental Protection, Palm Beach County Department of Environmental Resources Management and the Town of Palm Beach Planning, Zoning and Building Department.

#### Pressure Cleaning/Sandblasting

Permits for pressure cleaning and sandblasting must provide for pedestrian safety and adequate protection from debris and sand from entering the storm drainage system. At the end of each day, the right-of-way shall be swept clean and filter fabric removed from each catch basin cover.

#### Pre-Work Meetings

On significant construction projects, at the option of the Engineering Division, the applicant for a right-of-way permit may be required to coordinate a jobsite meeting to discuss a pending construction project. Pre-work meeting minutes shall be taken and distributed to all in attendance by the entity requesting the permit.

#### Protection of Existing Facilities

It shall be the responsibility of all persons utilizing the rights-of-way and easements to protect existing Town infrastructure from damage. When damage occurs, full replacement is required. No patching, grinding or skim coats will be allowed on concrete. Asphalt surfaces shall be cut out and patched or overlaid at the option of the Engineering Division.

#### Renovations to Property

When fifty percent (50%) or more of a property is being renovated, the sidewalk, driveway, and curbs must be inspected by the Public Works Department for deficiencies. The property owner will be responsible to correct any deficiencies noted by removing and replacing to bring the affected sidewalks, driveway, and/or curbs up to current Town standards.

When fifty percent (50%) or more of a property is being renovated and any change is requested to a sewer lateral, the Water Resources Division will inspect all laterals in the right-of-way or easement. If any laterals are found to be deficient after inspection, the owner will be responsible to replace same at their sole expense.

#### Repeat Violations

Owners, Contractors and individuals who repeatedly violate these standards may be denied permits on future right-of-way applications.

#### Sanitary Sewer Service Laterals

It is the property owner's responsibility to maintain any service lateral or privately owned force main up to and including the connection to the Town's gravity or force main line, which is or may be, located in the right-of-way or easement. If at any time the sewer lateral (including during new construction or substantial remodel) is found to be defective; i.e., connected to the storm sewer system, incorrect main connection, cracked, or otherwise in poor condition, the owner/developer will be required to bring sewer lateral up to code immediately. Old clay lines or metal laterals must be replaced with PVC up to the main. All abandoned laterals to a property shall be removed.

#### Scaffolding

On jobs which require the erection of scaffolding over the sidewalk, a pedestrian walkway must be maintained under said scaffolding. The minimum dimensions of this walkway shall be 4 feet wide and 8 feet high, clear dimensions. Adequate lighting must be installed. Provisions must be made to prevent debris from falling onto the sidewalk or roadway.

The Town's Planning, Zoning & Building Department must approve the structural adequacy of the scaffolding and the electrical lighting plan.

#### Sewer Cap-off

A Water Resources Division inspection is required for all sewer cap-offs. Forty-eight (48) hour notification is required to schedule a sewer cap-off inspection. Notification is to be made to the Water Resources Division at 838-5440 to schedule the inspection appointment.

Both a drawing referencing the location of the sewer lateral (tied into a property corner and another permanent reference point) must be submitted

and a physical inspection of the cap-off by the Water Resources Division are required prior to receiving a sign-off. Water Resources Division may elect to televise the lateral and connection to the sewer main. If a protruding main connection or broken lateral is detected, a sign-off will not occur until the problem is corrected.

### Surveys

For all new structure construction, and for major structure remodeling, the Engineering Division requires:

1. A topographical survey of the property just prior to starting work.
2. A topographical drawing showing proposed or modified structures, landscaping and surface grade elevation contours.
3. An "as-built" record topographical survey signed and sealed by a licensed land surveyor is to be submitted upon completion of work to the Engineering Division to obtain Public Works sign-off for certificate of occupancy.

### Surveyors

Surveyors are exempt from the requirement of obtaining right-of-way permits. However, surveying crews are required to place and maintain adequate advance warning signs and cones around equipment in the right-of-way. Where equipment blocks a lane of traffic, adequate signs and cones must be placed for proper traffic control. A flagger may be required. All surveying crew members shall wear orange vests when working in the right-of-way.

### Tar Kettles

In accordance with Section 42-198 of the Town Code of Ordinances, the use of tar kettles shall be prohibited between December 1st and April 30th (November 1st and April 30th on Worth Avenue) and on all Sundays and legal holidays.

During the times not mentioned above, tar pots shall be located upon the private property, if at all possible. If the tar pot must be placed within the road right-of-way, it shall be placed to minimize conflict with pedestrians. A suitable material shall be placed under the tar pot to catch any spills. A right-of-way permit is required.

### Temporary Pavement Patches

Excavated roadways shall be patched with asphalt for vehicular traffic at the end of each work day, unless otherwise approved by the Engineering Division.

#### Use of Rights-of-Way as Work Area

It is not permitted to utilize the right-of-way for fabrication of any materials for use on a construction project being undertaken on private property. All such work activities shall take place on the private property.

#### Utility Structure Sight Screening

All above ground utility structures shall be sight screened with appropriate landscaped material as directed by Town Staff.

#### Work Area Traffic Control

Projects which will block a moving lane of traffic will require a flagman and/or an off-duty police officer. A detailed Maintenance of Traffic plan will be required. Said plan must be approved by the Engineering Division prior to the issuance of a permit.

#### Yard Trash Placement

Placement of yard trash is specifically prohibited in the paved portion of any Florida Department of Transportation right-of-way within the Town or to the paved portions of County Road, Ocean Boulevard, or Lake Way.

## **APPENDICES**

- A** - Application for Right-of-Way, Engineering, or Utility Permit
  - Right-of-Way Parking Permit- Construction (Sample)
  - Right-of-Way Parking Permit – Delivery (Sample)
  - Violation Notice (Sample)
  - Driveway Agreement (Sample)
  - Agreement for Use of Right-of-Way and/or Easements (Sample)
  - Easement Consent Form (Sample)
  
- B** - Standard Details
  
- C** - Permit Fee Schedule (3-26-2012)

# APPLICATION FOR RIGHT-OF-WAY, ENGINEERING, OR UTILITY PERMIT

APPLICANT'S  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
TOWN OF PALM BEACH CONTRACTOR VRU NUMBER: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_ APPLICATION TYPE: **NEW** **RENEWAL**

JOB ADDRESS/LOCATION \_\_\_\_\_

DURATION OF PERMIT: FIRST DAY \_\_\_\_\_ (DATE) LAST DAY \_\_\_\_\_ (DATE)

**SELECT ONE (1) PERMIT TYPE ONLY ON THIS APPLICATION - IF ADDITIONAL PERMITS ARE NEEDED, USE ADDITIONAL APPLICATION FORMS**

**CONSTRUCTION PARKING PERMIT** - REQUIRED FOR ANY CONSTRUCTION RELATED PARKING THAT IS NOT CONFINED WITHIN JOB SITE.

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT:** TWO (2) SETS OF SITE PLANS SHOWING ON-SITE VEHICLE AND EQUIPMENT PARKING SPACES, AND A LETTER FROM THE GENERAL CONTRACTOR DESCRIBING THE CAR/TRUCK POOLING MEASURES BEING USED TO RELIEVE PARKING LOAD ON THE SITE.

**DE-WATERING PERMIT** - REQUIRED TO DISCHARGE WATER FROM A PROPERTY OR FACILITY INTO THE TOWN DRAINAGE SYSTEM. PUBLIC WORKS INSPECTOR MUST BE PRESENT AT DE-WATERING STARTUP. CALL FOR INSPECTION (561) 838-5440.

BRIEF DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_ NUMBER OF HOSES: \_\_\_\_\_ SIZE OF HOSES: \_\_\_\_\_

**DRIVEWAY PERMIT** - REQUIRED FOR ALTERATION, ADDITION OR REMOVAL OF ANY DRIVEWAY IN THE TOWN.

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT:** TWO (2) SETS EACH OF SITE PLANS, CONSTRUCTION DETAIL DRAWINGS AND "MAINTENANCE OF TRAFFIC PLAN." IN ADDITION, IF ANY PORTION OF THE DRIVEWAY WITHIN THE RIGHT-OF-WAY OR UTILITY EASEMENT IS NOT PLAIN CONCRETE OR ASPHALT, A DRIVEWAY AGREEMENT MUST BE EXECUTED BY THE PROPERTY OWNER, RECORDED WITH THE PROPERTY AND SUBMITTED TO THE ENGINEERING DIVISION BEFORE A PERMIT WILL BE ISSUED. DECORATIVE DRIVEWAYS ARE NOT PERMITTED IN THE RIGHT-OF-WAY WHERE A SIDEWALK OR BICYCLE PATH EXIST.

NUMBER OF OPENINGS: \_\_\_\_\_ WIDTH OF OPENINGS: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

TYPE OF CONSTRUCTION (CONCRETE, ASPHALT, OTHER): \_\_\_\_\_

**EXCAVATE IN RIGHT-OF-WAY** - REQUIRED FOR DIGGING IN OR UNDER ANY PAVEMENT, SIDEWALK, MEDIAN OR EASEMENT.

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT:** TWO (2) SETS EACH OF CONSTRUCTION DETAIL DRAWINGS AND "MAINTENANCE OF TRAFFIC PLAN."

ALWAYS CALL BEFORE DIGGING. FOR TOWN OWNED ELECTRICAL CALL (561) 835-4683 AND SEWERS CALL (561) 838-5429 or 838-5440. ALL OTHER UTILITIES, CALL APPROPRIATE NOTIFICATION SERVICE.

BRIEF DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_

**USE OF OR WORK IN RIGHT-OF-WAY** - REQUIRED FOR OPERATING TRUCKS, CRANES, LOADERS, AND SIMILAR EQUIPMENT ON RIGHT-OF-WAY.

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT:** TWO (2) SETS OF THE "MAINTENANCE OF TRAFFIC PLAN."

BRIEF DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_

**WATER OR SEWER SERVICE** - REQUIRED TO CONNECT OR DISCONNECT THESE SERVICES IN RIGHT-OF-WAY OR EASEMENT.

BRIEF DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_  
INSPECTION REQUIRED BEFORE BACKFILLING EXCAVATION. CALL FOR INSPECTION 48 HOURS IN ADVANCE. SEWER CAP-OFFS REQUIRE PLUMBER TO GIVE WATER RESOURCES INSPECTOR A DETAILED LOCATION SKETCH AT TIME OF INSPECTION. CALL (561) 838-5429 FOR INSPECTION.

**OTHER PERMIT REQUESTS** - REQUIRED FOR ACTIVITIES IN RIGHTS-OF-WAY OR EASEMENTS NOT ADDRESSED ABOVE.

BRIEF DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_

**PERMIT CONDITIONS:** THE UNDERSIGNED APPLICANT HAS THE AUTHORITY TO, AND AFFIRMS THAT ALL WORK DONE UNDER ANY PERMIT THAT MAY BE ISSUED AS A PRODUCT OF THIS APPLICATION WILL BE EXECUTED IN COMPLIANCE WITH THE "DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION, STANDARDS APPLICABLE TO PUBLIC RIGHTS-OF-WAY AND EASEMENTS WITHIN THE TOWN OF PALM BEACH" AND AS MAY BE DIRECTED BY THE TOWN ENGINEER OR THE PUBLIC WORKS INSPECTOR. THE APPLICANT FURTHER ACKNOWLEDGES THAT SUBMITTING THIS APPLICATION WITH PAYMENT FOR A PERMIT IS NO GUARANTY OF RECEIVING A PERMIT. NO WORK IS AUTHORIZED UNTIL A PERMIT IS ISSUED. ALL PERMITS MUST BE ON-THE-JOB WHEN WORK IS IN PROGRESS. FAILURE TO COMPLY WITH PERMIT CONDITIONS CAN RESULT IN JOB SHUT-DOWN AND/OR FINES FOR VIOLATION.

## THIS IS NOT A PERMIT

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

\_\_\_\_\_  
(DATE)

APPROVALS COMMENTS/SPECIAL  
CONDITIONS: \_\_\_\_\_

SEE PAGE 2 ON BACK FOR ADDITIONAL PERMIT CONDITIONS

\_\_\_\_\_  
APPROVAL SIGNATURE

\_\_\_\_\_  
DATE

# APPLICATION FOR RIGHT-OF-WAY, ENGINEERING, OR UTILITY PERMIT

EACH CONTRACTOR, SUBCONTRACTOR, UTILITY COMPANY, TELECOMMUNICATIONS FIRM, THE CITY OF WEST PALM BEACH, AND THE FLORIDA DEPARTMENT OF TRANSPORTATION SHALL BE REQUIRED TO PROVIDE TO THE TOWN TWENTY-FOUR HOUR CONTACT INFORMATION WHENEVER WORKING WITHIN THE TOWN RIGHTS-OF-WAY. THE DESIGNATED INDIVIDUAL OR INDIVIDUALS SHALL BE REQUIRED TO RESPOND TO THE TOWN WITHIN A REASONABLE PERIOD OF TIME TO ADDRESS ANY MATTERS INVOLVING WORK WITHIN THE RIGHTS-OF-WAY LOCATED WITHIN THE TOWN.

JOB ADDRESS/LOCATION \_\_\_\_\_

DURATION OF PERMIT: FIRST DAY \_\_\_\_\_ (DATE) LAST DAY \_\_\_\_\_ (DATE)

EACH APPLICANT MUST PROVIDE THE REQUIRED INFORMATION FOR EACH PROJECT THAT A RIGHT-OF-WAY PERMIT IS REQUIRED. COMPLETE THE NECESSARY INFORMATION IN THE SPACE(S) PROVIDED BELOW FOR YOUR PARTICULAR SITUATION.

---

**EMERGENCY CONTACT INFORMATION - GENERAL CONTRACTOR:**

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

24-HOUR TELEPHONE NUMBER: \_\_\_\_\_

---

**EMERGENCY CONTACT INFORMATION - SUB-CONTRACTOR:**

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

24-HOUR TELEPHONE NUMBER: \_\_\_\_\_

---

**EMERGENCY CONTACT INFORMATION - TELECOMMUNICATIONS FIRM:**

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

24-HOUR TELEPHONE NUMBER: \_\_\_\_\_

---

**EMERGENCY CONTACT INFORMATION - UTILITY COMPANY:**

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

24-HOUR TELEPHONE NUMBER: \_\_\_\_\_

---

**EMERGENCY CONTACT INFORMATION - CITY OF WEST PALM BEACH:**

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

24-HOUR TELEPHONE NUMBER: \_\_\_\_\_

---

**EMERGENCY CONTACT INFORMATION - FLORIDA DEPARTMENT OF TRANSPORTATION:**

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

24-HOUR TELEPHONE NUMBER: \_\_\_\_\_

---

APPROVAL SIGNATURE  
TOWN OF PALM BEACH

DATE



# PARKING PERMIT CONSTRUCTION

PERMIT VALID ONLY FOR ADDRESS INDICATED

MISUSE OF THIS PERMIT IS A VIOLATION SUBJECT TO FINE

SAMPLE

---

COMPANY NAME

---

STREET ADDRESS

**EXPIRATION DATE**

---

DATE ISSUED

SAMPLE

---

ISSUED BY

SAMPLE

# PARKING PERMIT CONSTRUCTION

PERMIT VALID ONLY FOR ADDRESS INDICATED  
MISUSE OF THIS PERMIT IS A VIOLATION SUBJECT TO FINE

SAMPLE

---

COMPANY NAME

---

STREET ADDRESS

**EXPIRATION DATE**

---

DATE ISSUED

SAMPLE

---

ISSUED BY



# DELIVERY PERMIT

## MAXIMUM TWO (2) HOURS

PLEASE PRINT ALL INFORMATION

BUSINESS NAME \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

DESCRIPTION OF ACTIVITY \_\_\_\_\_

WHAT EQUIPMENT WILL BE USED ? \_\_\_\_\_

THIS PERMIT IS VALID FOR - DATE \_\_\_\_\_ TIME - FROM \_\_\_\_\_ AM - PM ? TO \_\_\_\_\_ AM - PM ?  
Circle One Circle One

### CONDITIONS OF PERMIT

This permit allows loading and unloading of materials and equipment **ONLY**. Materials or equipment being loaded or unloaded shall be moved immediately from the transport vehicle to the delivery site, or from the delivery site to the transport vehicle. Storage or staging of any materials or equipment in the right-of-way for any period of time is **prohibited** under this permit. The applicant agrees to comply with all Ordinances and regulations of the Town of Palm Beach. This original permit must be on the job site for the duration of the permitted activity. Vehicular and pedestrian traffic must be protected and unimpeded at all times. All traffic control devices must comply with the Department of Transportation Traffic Control Manual. The blocking or using of a major roadway or moving lane of traffic is prohibited under this permit. For all other circumstances concerning deliveries, including the operation or parking of any equipment, i.e. cranes, loaders, concrete pumps, etc., a right-of-way permit is required.

ACKNOWLEDGMENT OF PERMIT CONDITIONS: \_\_\_\_\_  
Permittee's Signature Date

Permit Number \_\_\_\_\_ Permit Validation Signature Date



# DELIVERY PERMIT

## MAXIMUM TWO (2) HOURS

PLEASE PRINT ALL INFORMATION

BUSINESS NAME \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

DESCRIPTION OF ACTIVITY \_\_\_\_\_

WHAT EQUIPMENT WILL BE USED ? \_\_\_\_\_

THIS PERMIT IS VALID FOR - DATE \_\_\_\_\_ TIME - FROM \_\_\_\_\_ AM - PM ? TO \_\_\_\_\_ AM - PM ?  
Circle One Circle One

### CONDITIONS OF PERMIT

This permit allows loading and unloading of materials and equipment **ONLY**. Materials or equipment being loaded or unloaded shall be moved immediately from the transport vehicle to the delivery site, or from the delivery site to the transport vehicle. Storage or staging of any materials or equipment in the right-of-way for any period of time is **prohibited** under this permit. The applicant agrees to comply with all Ordinances and regulations of the Town of Palm Beach. This original permit must be on the job site for the duration of the permitted activity. Vehicular and pedestrian traffic must be protected and unimpeded at all times. All traffic control devices must comply with the Department of Transportation Traffic Control Manual. The blocking or using of a major roadway or moving lane of traffic is prohibited under this permit. For all other circumstances concerning deliveries, including the operation or parking of any equipment, i.e. cranes, loaders, concrete pumps, etc., a right-of-way permit is required.

ACKNOWLEDGMENT OF PERMIT CONDITIONS: \_\_\_\_\_  
Permittee's Signature Date

Permit Number \_\_\_\_\_ Permit Validation Signature Date



PUBLIC WORKS DEPARTMENT  
(561) 838-5440

# VIOLATION NOTICE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

- Working in right-of-way without permit \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Failure to have permit on job \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Construction parking without permit\* \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Inadequate Maintenance of Traffic \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Right-of-way littered by site dirt or debris \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Failure to maintain safe sidewalk \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Failure to carry-out permit terms/conditions \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Storage of materials in right-of-way \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Use of right-of-way as work area \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Damage to infrastructure in right-of-way \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Dewatering without a permit \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Illegal discharges to Town sewers \$ 250 X \_\_\_\_\_ = \_\_\_\_\_
- Other \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- 2nd and added days of violation, double fine \$ \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

**TOTAL FINE:** \_\_\_\_\_

Total fine to be paid within 10 working days, to: Town of Palm Beach, Attn: James Bowser, Town Engineer, Public Works Department, PO Box 2029, Palm Beach, FL 33480. Please send a copy of this violation with check. No further permits will be issued until fine is paid.

\* Parking violations are per vehicle per day.  
\*\* Fine plus clean-up cost.

Public Works Inspector \_\_\_\_\_

white/violator yellow/inspector



PUBLIC WORKS DEPARTMENT  
(561) 838-5440

# VIOLATION NOTICE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

- Working in right-of-way without permit \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Failure to have permit on job \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Construction parking without permit\* \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Inadequate Maintenance of Traffic \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Right-of-way littered by site dirt or debris \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Failure to maintain safe sidewalk \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Failure to carry-out permit terms/conditions \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Storage of materials in right-of-way \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
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- Dewatering without a permit \$ 75 X \_\_\_\_\_ = \_\_\_\_\_
- Illegal discharges to Town sewers \$ 250 X \_\_\_\_\_ = \_\_\_\_\_
- Other \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
- 2nd and added days of violation, double fine \$ \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

**TOTAL FINE:** \_\_\_\_\_

Total fine to be paid within 10 working days, to: Town of Palm Beach, Attn: James Bowser, Town Engineer, Public Works Department, PO Box 2029, Palm Beach, FL 33480. Please send a copy of this violation with check. No further permits will be issued until fine is paid.

\* Parking violations are per vehicle per day.  
\*\* Fine plus clean-up cost.

Public Works Inspector \_\_\_\_\_

white/violator yellow/inspector

PREPARED BY/RECORD AND RETURN TO:

Town of Palm Beach  
Public Works Department  
951 Old Okeechobee Road, Suite A  
West Palm Beach, FL 33401

AGREEMENT

The undersigned own the following-described property in the Town of Palm Beach, Palm Beach County, Florida:

Street Address:

Property Control No:

Legal Description:

SAMPLE

The undersigned have installed a \_\_\_\_\_ driveway from the above-described property across the road right-of-way and/or utility easement adjacent to the above-described property which driveway does not conform with the ordinances of the Town of Palm Beach.

In consideration of allowing the construction of the driveway, the undersigned agree as follows:

1. At their expense, they agree to remove the driveway in the event, in the sole discretion of the Town, the right-of-way or easement is needed for public utility purposes or for any other municipal purposes deemed appropriate by the Town for the use of its right-of-way.

2. To hold harmless and indemnify the Town of Palm Beach from any and all liability arising out of the installation of the \_\_\_\_\_ driveway over the existing right-of-way adjacent to the above-described property.

This Agreement shall be recorded and the covenants shall run with the land and subsequent purchasers of the above-described property shall be bound by the terms and agreements herein.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be signed and have hereunto set their hands and seals, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Acknowledged in the Presence of:

\_\_\_\_\_  
Witness

SAMPLE  
\_\_\_\_\_  
Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Witness

STATE OF FLORIDA  
COUNTY OF PALM BEACH

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, \_\_\_\_\_, to me well known to be the person(s) described in or who produced a \_\_\_\_\_ as identification, and who executed the foregoing instrument and acknowledged before me that they executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State last aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires:

THIS DOCUMENT PREPARED BY  
AND AFTER RECORDING RETURN TO:

Albert P. Dusey, Director of Public Works  
Town of Palm Beach  
P.O. Box 2029  
Palm Beach, FL 33480

AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
200\_\_, by and between \_\_\_\_\_, hereinafter referred to as  
"Owner," its successors and assigns, and the TOWN OF PALM BEACH, Palm Beach County,  
Florida, hereinafter referred to as "Town."

WITNESSETH:

WHEREAS, Owner is the owner of the following described property situated, lying, and  
being in the Town of Palm Beach, Palm Beach County, Florida, more fully described as follows:

STREET ADDRESS:

PROPERTY CONTROL NO:

LEGAL DESCRIPTION:

AND WHEREAS, Owner has requested permission to allow existing improvements  
AND/OR construct certain improvements which include \_\_\_\_\_  
("Improvements") for the Property in the utility easement area depicted on **Exhibit "A"** attached  
hereto ("Site Plan"), which Improvements do not conform with the ordinance of the Town of Palm  
Beach and which will encroach upon the utility easement:

AND WHEREAS, Town is willing to permit the construction of said improvements in  
accordance with the following terms and conditions to wit:

A. Should it become necessary for Town or any public utility company to have access to said easement for the purpose of installation, repair, and/or maintenance of any public utility transmission line or conduit in said easement, Owner agrees, upon two weeks' written notice (certified mail), to remove said Improvements at Owner's expense within fourteen (14) days from the date of written notice, so as to permit Town or any such public utility company access to said easement for such purposes. On the fifteenth day from the date of the written notice, whether certified notice is received or not, the Owner agrees to hold the Town or any public utility company harmless for any property damage in the easement that may occur as a result of such entry. Further, it is acknowledged by the Owner that the Town or any public utility company shall have the right of immediate entry without notice when an emergency exists. The Owner agrees to hold the Town or any public utility company harmless for any property damage in the easement that may occur as a result of entry to the easement including any damage to and reinstallation of the Improvements or any other such restoration cost. In addition, the Town or any public utility company shall have access to the utility easement via the private property for purposes of routine maintenance and the Owner agrees to hold the Town or any public utility company harmless for any property damage to the private property as a result of entry to the easement via the private property.

B. In the event Owner will fail to remove said Improvements as set forth hereinabove within the time prescribed, Town, or such public utility company involved, as the case may be, may cause said Improvements to be removed and the cost thereof assessed against the above described land which shall become a lien upon said land, which said lien, including reasonable attorneys' fees, may be enforced against said land by foreclosure, or such other remedy as may be available at law.

C. In the event any of these existing Improvements as described above are removed for any reason, the Owner expressly agrees and understands that no encroachment in these utility easements will be allowed to be reinstalled.

D. Installation of any Improvements is regulated by the Town of Palm Beach Code of Ordinances as administered by the Town of Palm Beach Planning, Zoning, and Building Department. This Agreement does not constitute a building permit and is executed to expressly allow the certain stated Improvement(s) to be constructed upon, or to remain in, the easement subject to all applicable Town of Palm Beach Public Works and Planning, Zoning, and Building permits for said improvements being secured.

IN WITNESS WHEREOF, Owners have hereunto set their hands and seals, and Town has caused these presents to be executed by its duly authorized officers, all on the day and year first above written.

Signed, Sealed, and Delivered  
in the presence of:

\_\_\_\_\_  
Original Signature of Witness

\_\_\_\_\_  
Original Signature of Owner

\_\_\_\_\_  
Typed/Printed Name of Witness

\_\_\_\_\_  
Type/Printed Name of Owner

\_\_\_\_\_  
Original Signature of Witness

\_\_\_\_\_  
Typed/Printed Name of Witness

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, \_\_\_\_\_, who is personally known to me, or showed \_\_\_\_\_ (type of identification; i.e., driver's license number, etc.), and who did not take an oath.

(NOTARY SEAL)

\_\_\_\_\_  
NOTARY PUBLIC - STATE OF FLORIDA

Print Name: \_\_\_\_\_

My commission expires:

TOWN OF PALM BEACH

\_\_\_\_\_  
Original Signature

BY: \_\_\_\_\_

Town Manager

\_\_\_\_\_  
Typed/Printed Name of Witness

Attest: \_\_\_\_\_

Town Clerk

\_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Typed/Printed Name of Witness

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_, Town Manager, on behalf of the TOWN OF PALM BEACH, who is personally known to me, or showed \_\_\_\_\_ (type of identification; i.e., driver's license number, etc.), and who did not take an oath.

(NOTARY SEAL)

\_\_\_\_\_  
NOTARY PUBLIC - STATE OF FLORIDA

Print Name: \_\_\_\_\_

My commission expires:

Recommend Approval:

\_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Albert P. Dusey  
Director of Public Works



# Town of Palm Beach Public Works Department Easement Consent Form

Persons (title holder) seeking to place prohibited structures, hedges, trees etc. within easements must complete this form for each public utility (easement holder) listed herein, and submit the fully completed forms to the Palm Beach Public Works Department. The applicable public utilities for which a separate Easement Consent Form is required are: Sanitary Sewer and Storm Sewer-Palm Beach Public Works Dept.; Public Works Electric-Palm Beach Public Works Dept.; Cable TV-Adelphia; Franchised Electric Service Provider- FPL; Telephone-BellSouth; Water-City of West Palm Beach Utilities Dept.; Gas-Florida Public Utilities. In the event there are no public utility objections, the applicant will be required to execute and record an Agreement for Use of Rights-of-Way and/or Easements, a copy of which must be secured from the Palm Beach Public Works Department. The Town of Palm Beach, in its sole discretion, may reject any request to place obstacles within an easement regardless of there being no utility company objections to the same.

TO: \_\_\_\_\_  
Name of Easement Holder

ADDRESS: \_\_\_\_\_

**To whom it may concern:**

I am the record title holder of property located at \_\_\_\_\_

I propose to apply for a permit from the Town of Palm Beach to construct or install a \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_

easement on my property, the legal description of this property being:

Property Control No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ or

Metes & Bounds \_\_\_\_\_

I understand that your company will not be responsible in any way for repairs to, or replacement of, any portion of the above referenced improvement(s) and that any removal or replacement of this improvement necessary for your use or access of this easement will be done at the expense of the property owner or their successors in interest.

\_\_\_\_\_  
Owner's Typed/ Printed Name

\_\_\_\_\_  
Owner's Signature

**Please check off one box below and complete on behalf of utility company.**

**ACKNOWLEDGMENT:**

- We agree to the proposed improvement under the circumstances described above.
- We do not agree to the proposed improvement under the circumstances described above.

\_\_\_\_\_  
Name of Easement Holder

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed by notary public to authenticate utility company signatory  
STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this date \_\_\_\_\_ by (Name of Person Acknowledging) \_\_\_\_\_, who has produced Type of I.D. \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
(Signature of person taking acknowledgment)

SEAL

\_\_\_\_\_  
(Name of officer taking acknowledgment typed, printed or stamped)

\_\_\_\_\_  
(Title or rank)

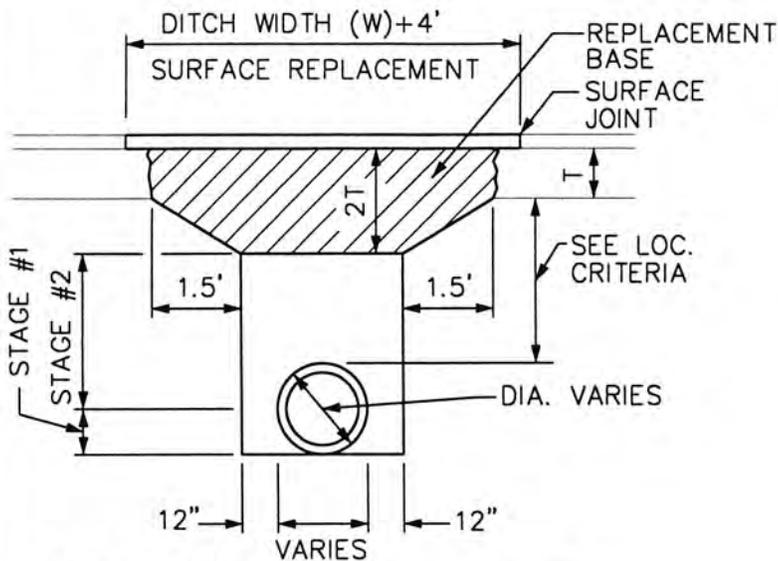
\_\_\_\_\_  
(Serial number, if any)

Send to: Public Works Department  
PO Box 2029  
Palm Beach, FL 33480  
Phone 838-5440 Fax 835-4691

## APPENDIX B - STANDARD DETAILS

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**REPLACEMENT OF FLEXIBLE  
PAVEMENT FOR PERMITTED  
PAVEMENT CUT**

**DENSITY PROCEDURES:**

THE BACKFILL FOR THE FIRST AND SECOND STAGES SHALL BE PLACED IN 6" LAYERS ( COMPACTED THICKNESS) AND SHALL BE COMPACTED TO 98% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180

**STAGE #1**

THE PERMITTEE SHALL PROVIDE ADEQUATE COMPACTED FILL BENEATH THE HAUNCHES OF THE PIPE, USING MECHANICAL TAMPS SUITABLE FOR THIS PURPOSE. THIS COMPACTION APPLIES TO THE MATERIAL PLACED BENEATH THE HAUNCHES OF THE PIPE AND ABOVE ANY BEDDING REQUIRED.

**STAGE #2**

THE PERMITTEE SHALL OBTAIN A WELL-COMPACTED BED AND FILL ALONG THE SIDES OF THE PIPE AND TO A POINT INDICATING THE TOP OF SUB-GRADE MATERIAL.

NOTE: A TEMPORARY ASHALT PATCH (1 1/2" MINIMUM) SHALL BE APPLIED SAME DAY AS ROAD IS CUT AND MAINTAINED 90 DAYS BEFORE PLACEMENT OF FINAL WEARING SURFACE.

**GENERAL NOTES:**

BASE AND BACKFILL MATERIALS SHALL BE EITHER OF THE SAME TYPE AND COMPOSITION AS THE MATERIALS REMOVED, OR OF EQUAL OR GREATER STRUCTURAL ADEQUACY. MATERIALS CONTAMINATED WITH DELETERIOUS SUBSTANCES DURING EXCAVATION SHALL NOT BE USED.

REPLACED BASE MATERIAL OVER DITCH SHALL BE TWICE THE THICKNESS OF THE ORIGINAL BASE.

BASE MATERIAL SHALL BE PLACED IN TWO OR THREE LAYERS AND EACH LAYER THOROUGHLY ROLLED OR TAMPED TO THE SPECIFIED DENSITY.

ASPHALT CONCRETE PAVEMENT JOINTS SHALL BE MECHANICALLY SAWED.

SURFACE TREATED PAVEMENT JOINTS SHALL BE LAPPED AND FEATHERED.

SURFACE MATERIAL WILL BE CONSISTENT WITH THE EXISTING SURFACE.

**LIMEROCK, CRUSHED CONCRETE BASES**

6" LAYERS COMPACTED THICKNESS DENSITY REQUIREMENTS:

98% UNDER ROADWAY

95% OUTSIDE THE TRAVELED ROADWAY, SUCH AS INTERSECTIONS, CROSS-OVERS, TURNOUTS, ETC.

95% SHOULDER PAVEMENT

METHOD AASHTO T-180

<b>TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT</b>		<b>REPLACEMENT OF FLEXIBLE PAVEMENT FOR PERMITTED PAVEMENT CUT</b>	<b>DRAWING NO.</b> 1
<b>REVISIONS:</b>	<b>DATE:</b>		
		<b>APPROVED:</b> <i>James M. Bowler</i> TOWN ENGINEER	<b>EFFECTIVE:</b> 7-4-94

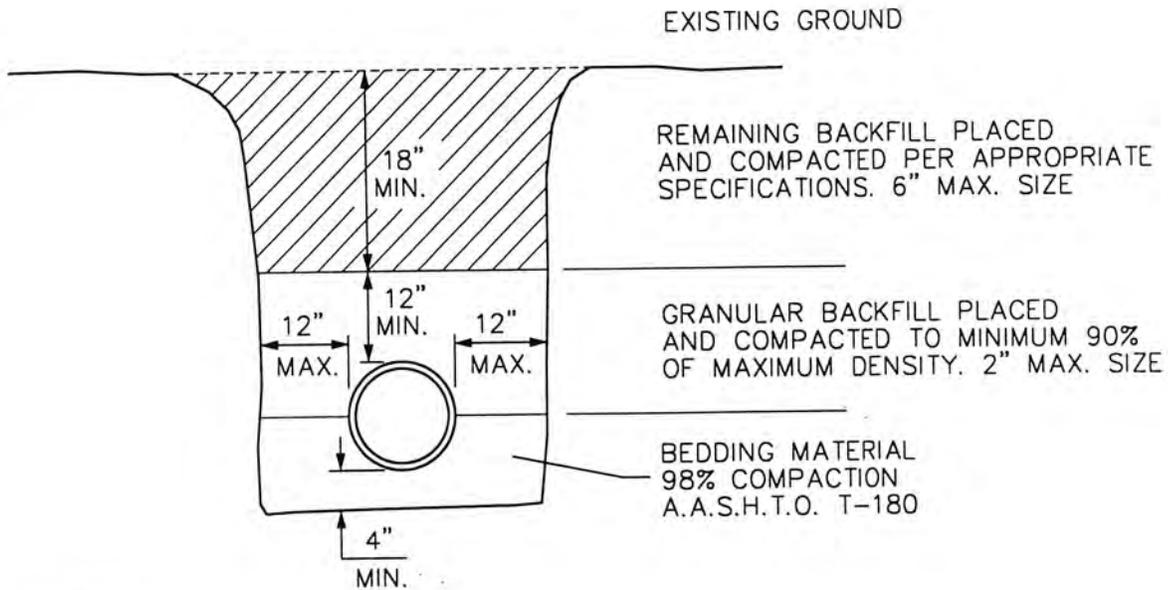
# TABLE 100

## TABLE OF MATERIALS AND CONSTRUCTION STANDARDS RESIDENTIAL ACCESS AND LOCAL STREETS

COMPONENT (1)	DESCRIPTION OF MATERIALS	CONSTRUCTION STANDARDS (MINIMUM IN PLACE)		NOTES
		DEPTHS (2)	METHOD (3)	
A	TYPE II ASPHALTIC CONCRETE	1-1/2"	ONE (1) LIFT	TACK COAT REQUIRED WITH MULTIPLE LIFTS.
	TYPE S-3 ASPHALTIC CONCRETE	1-1/2"	TWO (2) EQ. LIFTS	
B	LIMEROCK	8"	COMPACTED	SEE DETAIL DRAWINGS FOR PRIME COAT NOTATION
	CRUSHED CONCRETE	8"	COMPACTED	
C	SUBGRADE	12"	COMPACTED	

- (1) A = PAVEMENT  
B = BASE  
C = SUBGRADE
- (2) ALL DIMENSIONS REFER TO FINISHED THICKNESS.
- (3) COMPACTED TO AT LEAST 98% MAXIMUM DENSITY PER A.A.S.H.T.O. T-180.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		TABLE 100	DRAWING NO. 2
REVISIONS:	DATE:	APPROVED: <i>James M. Bower</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	

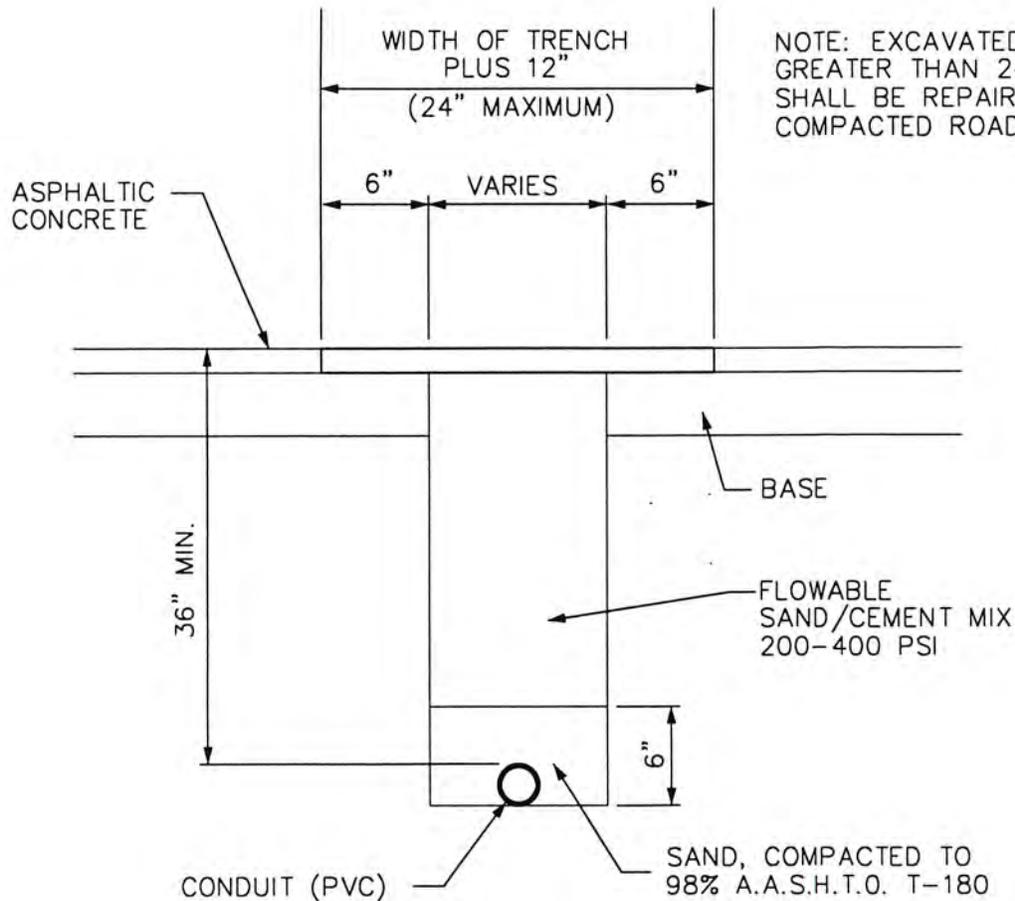


NOTE:

1. BEDDING SHALL CONSIST OF IN-SITU GRANULAR MATERIAL OR WASHED AND GRADED LIMEROCK 3/8" - 7/8" SIZING. UNSUITABLE INSITU MATERIALS SUCH AS MUCK, DEBRIS AND LARGER ROCK SHALL BE REMOVED.
2. THE PIPE SHALL BE FULLY SUPPORTED FOR ITS ENTIRE LENGTH WITH APPROPRIATE COMPACTION UNDER THE PIPE HAUNCHES.
3. THE PIPE SHALL BE PLACED IN A DRY TRENCH.
4. BACKFILL SHALL BE FREE OF UNSUITABLE MATERIAL SUCH AS LARGER ROCK, MUCK AND DEBRIS.

TYPICAL  
TRENCH DETAIL

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		TYPICAL TRENCH DETAIL	DRAWING NO.  3
REVISIONS:	DATE:	APPROVED:	EFFECTIVE:
		<i>James M. Bowen</i>	7-4-94
		TOWN ENGINEER	



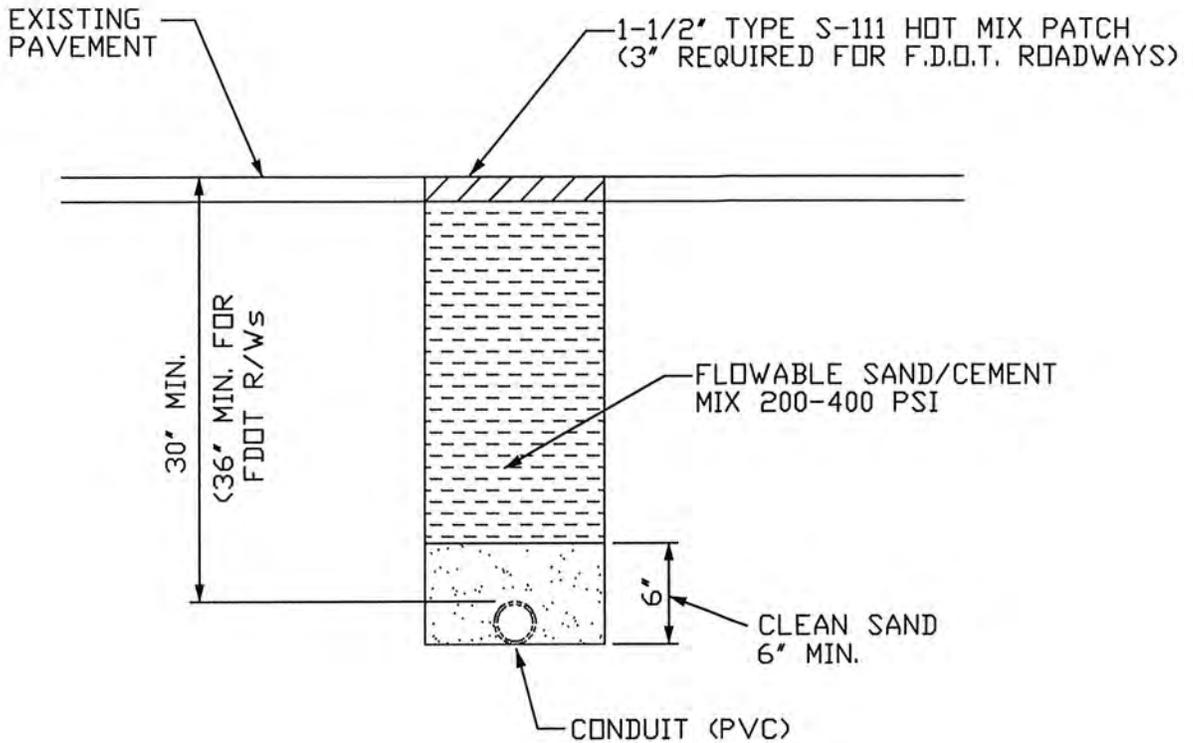
NOTE: EXCAVATED TRENCHES  
GREATER THAN 24" WIDE  
SHALL BE REPAIRED WITH  
COMPACTED ROAD MATERIAL

FOR USE IN INSTALLING CONDUIT UNDER  
EXISTING ASPHALT PAVEMENT NOT ADJACENT  
TO GUTTER WHEN JACKING IS NOT FEASIBLE

NOTES:

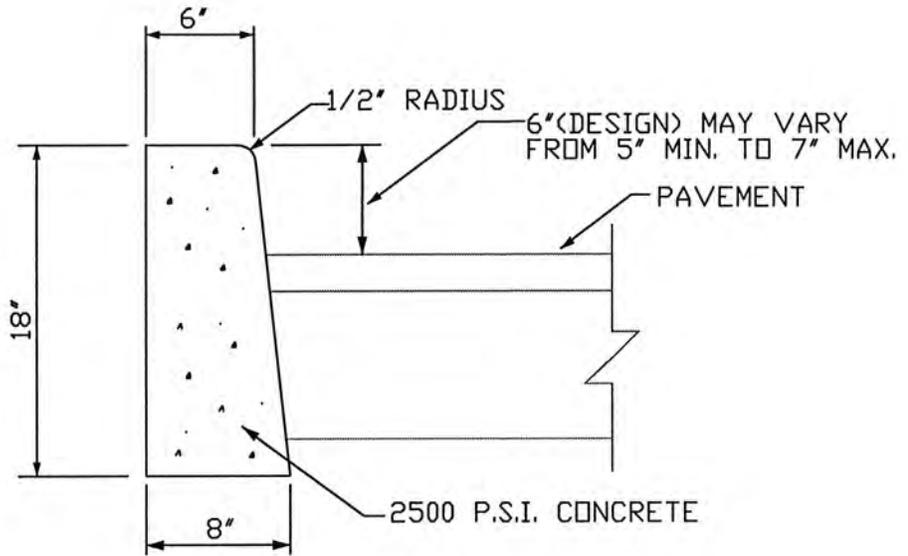
1. RIGID CONDUIT MUST BE USED WHEN JACKING UNDER  
EXISTING PAVEMENT AT 3 FT. MINIMUM DEPTH
2. ASPHALT TO BE SAWCUT AT THE EDGES OF THE TRENCH
3. THE REMOVAL AND REPLACEMENT OF THE ADDITIONAL  
PAVEMENT WIDTH (6") WILL NOT BE REQUIRED  
WHEN THE TRENCH CAN BE CONSTRUCTED WITHOUT  
DISTURBING THE ASPHALT SURFACE ON EITHER SIDE.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		EXCAVATED CONDUIT/UTILITY TRENCHING	DRAWING NO. 4
REVISIONS:	DATE:	APPROVED: <i>James M. Bowzer</i> TOWN ENGINEER	EFFECTIVE: 7-5-94
MAX. TRENCH/BACKFILL MAT.	JULY '96		



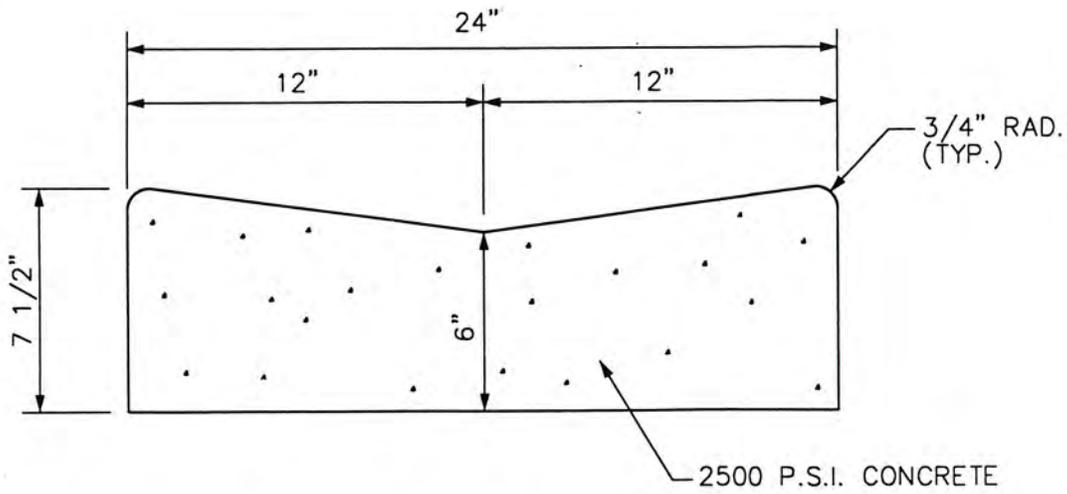
FOR USE IN INSTALLING CONDUIT UNDER  
EXISTING ASPHALT PAVEMENT NOT ADJACENT  
TO GUTTER WHEN JACKING IS NOT FEASIBLE

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		ROCK WHEEL TRENCH PAVEMENT PATCH	DRAWING NO. 5
REVISIONS:	DATE:	APPROVED: <i>James Bowser</i> TOWN ENGINEER	EFFECTIVE: 9-9-03
REVISED TITLE & DEPTHS	JULY '96		
REVISED TEXT	AUG. '03		



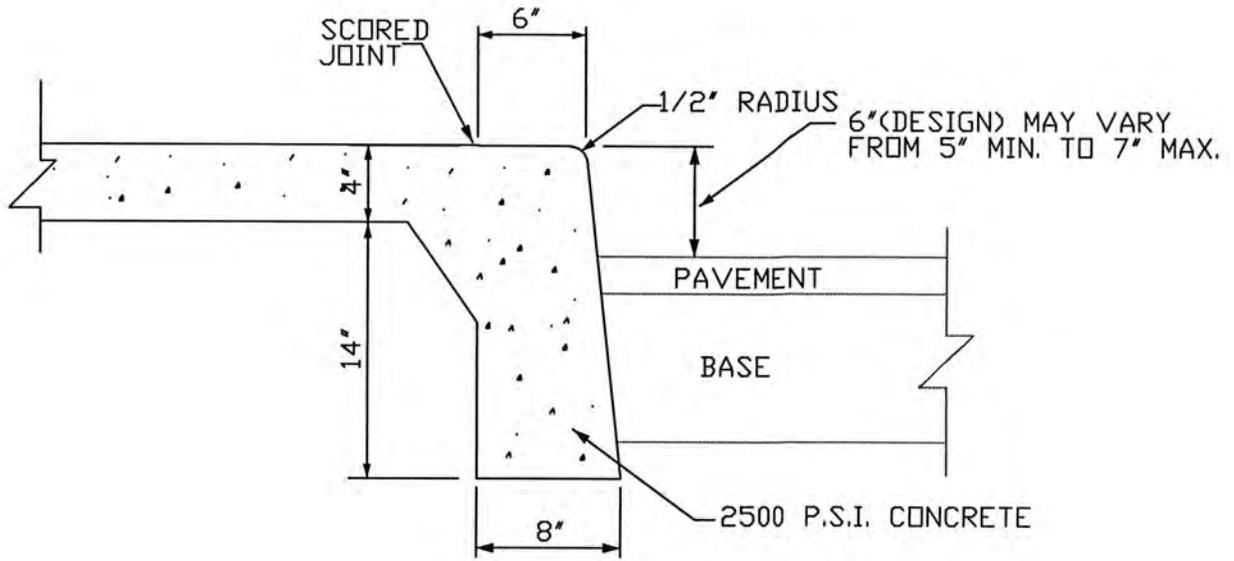
6" X 18"  
CONCRETE CURB

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		6" X 18" CONCRETE CURB	DRAWING NO. 6
REVISIONS:	DATE:	APPROVED: <i>[Signature]</i> TOWN ENGINEER	EFFECTIVE: 9-9-03
DIMENSIONS	8/29/03		

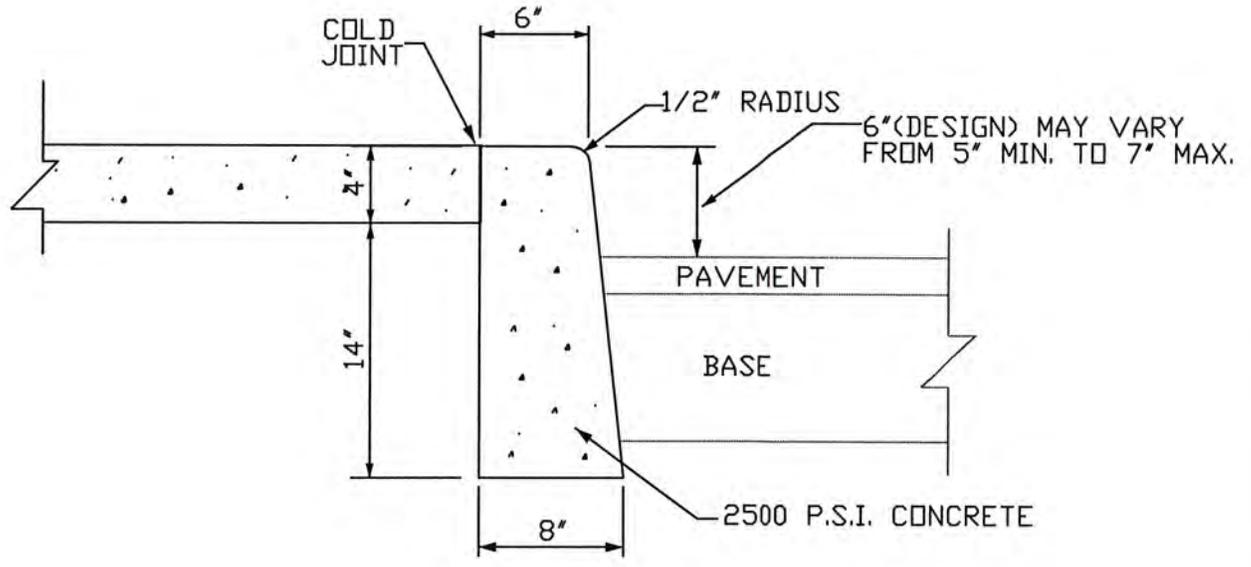


2' VALLEY GUTTER

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		2' VALLEY GUTTER	DRAWING NO. 7
REVISIONS:	DATE:	APPROVED: <i>James M. Bower</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	

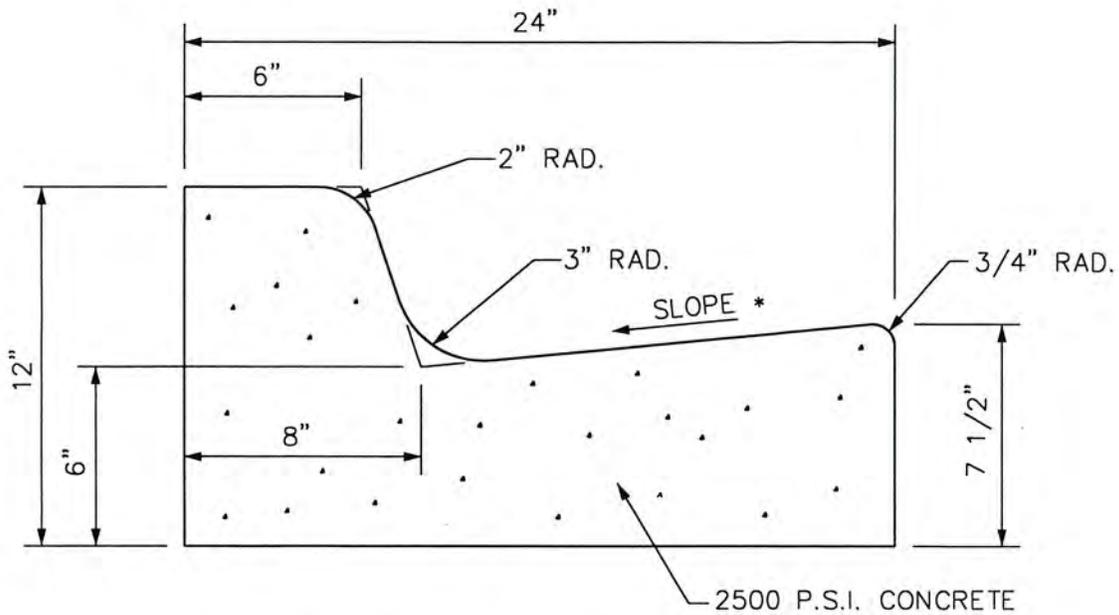


MONOLITHIC CURB AND SIDEWALK



CURB AND SIDEWALK

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		CURB/SIDEWALK DETAILS	DRAWING NO. 8
REVISIONS:	DATE:	APPROVED: <i>James Bower</i> TOWN ENGINEER	EFFECTIVE: 9-9-03
ADD CURB HEIGHT; REVISE FACE DIMENSIONS	JULY '96 AUG '03		

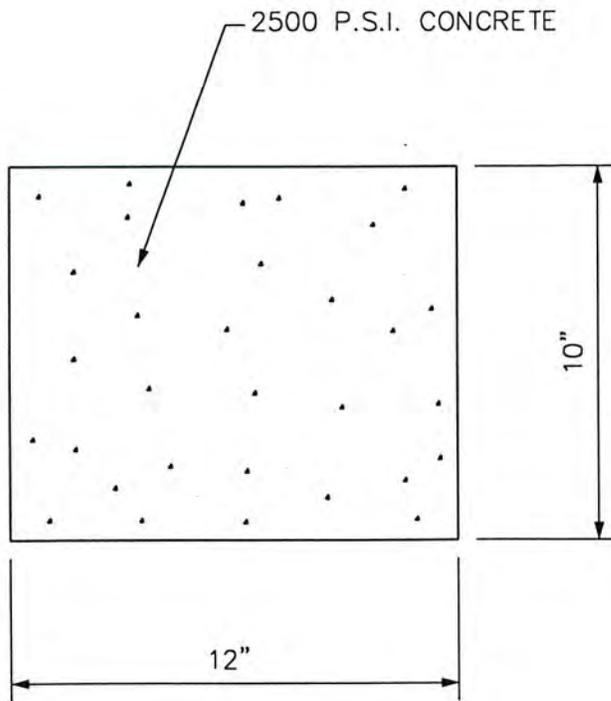


### NON-MOUNTABLE CURB & GUTTER

\* NOTE:

WHEN USED ON HIGH SIDE OF ROADWAYS, THE CROSS SLOPE OF THE GUTTER SHALL MATCH THE CROSS SLOPE OF THE ADJACENT PAVEMENT AND THE THICKNESS OF THE LIP SHALL BE 6".

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		NON-MOUNTABLE CURB & GUTTER	DRAWING NO. 9
REVISIONS:	DATE:		EFFECTIVE: 7-4-94
		APPROVED: <i>James M. Bowser</i> TOWN ENGINEER	



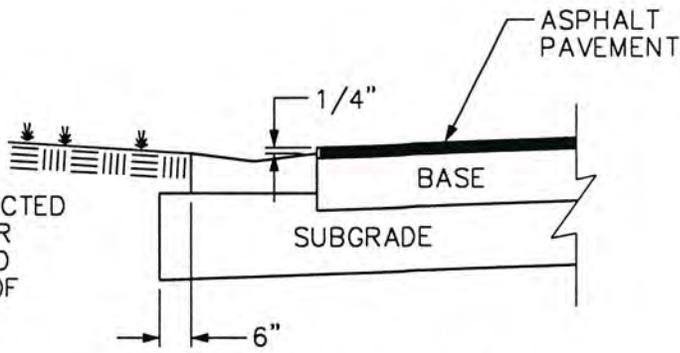
FLUSH HEADER CURB

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		FLUSH HEADER CURB	DRAWING NO. 10
REVISIONS:	DATE:		EFFECTIVE: 7-4-94
		APPROVED: <i>James M. Bowzer</i>	
		TOWN ENGINEER	

SEED & MULCH ON COMPACTED SHOULDER TO PATHWAY OR PROPERTY LINE, STABILIZED AS NEEDED TO MIN. FBV OF 50 P.S.I. (6" DEPTH)

OR

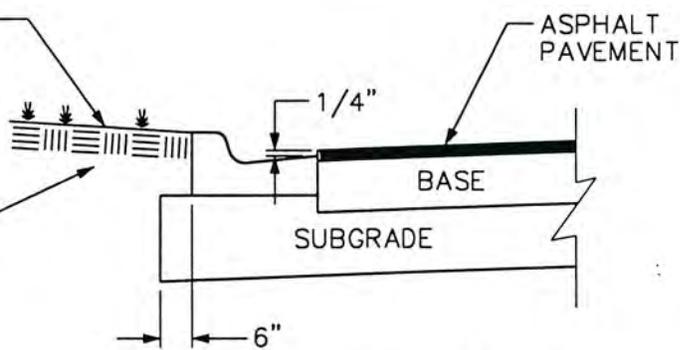
FULL SOD ON COMPACTED SHOULDER TO PATHWAY OR PROPERTY LINE.



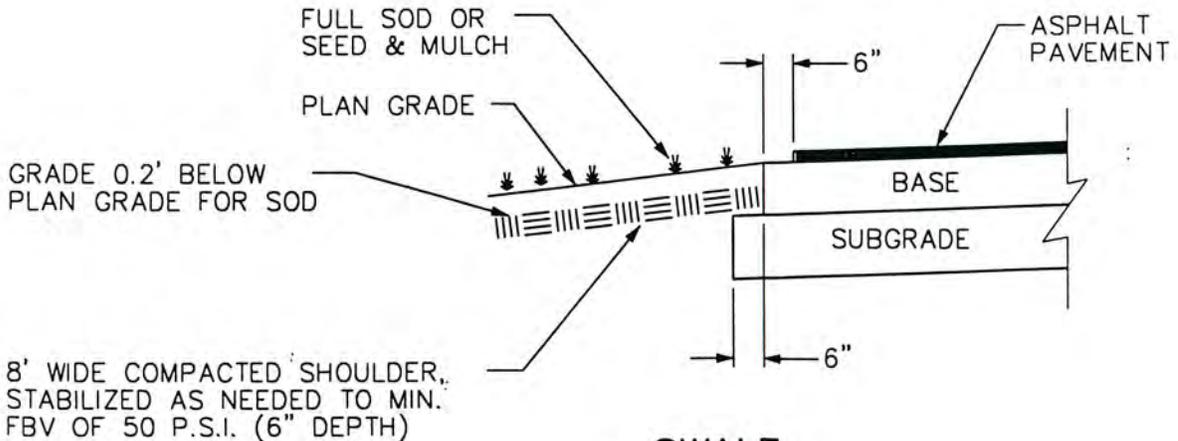
**VALLEY GUTTERS**

FULL SOD OR SEED & MULCH

COMPACTED BEHIND CURB 2' MIN.



**NON-MOUNTABLE CURB & GUTTERS**



**SWALE**

TOWN OF PALM BEACH  
PUBLIC WORKS DEPARTMENT

LOCAL STREET  
PAVEMENT EDGE DETAILS

DRAWING NO.

11

REVISIONS:

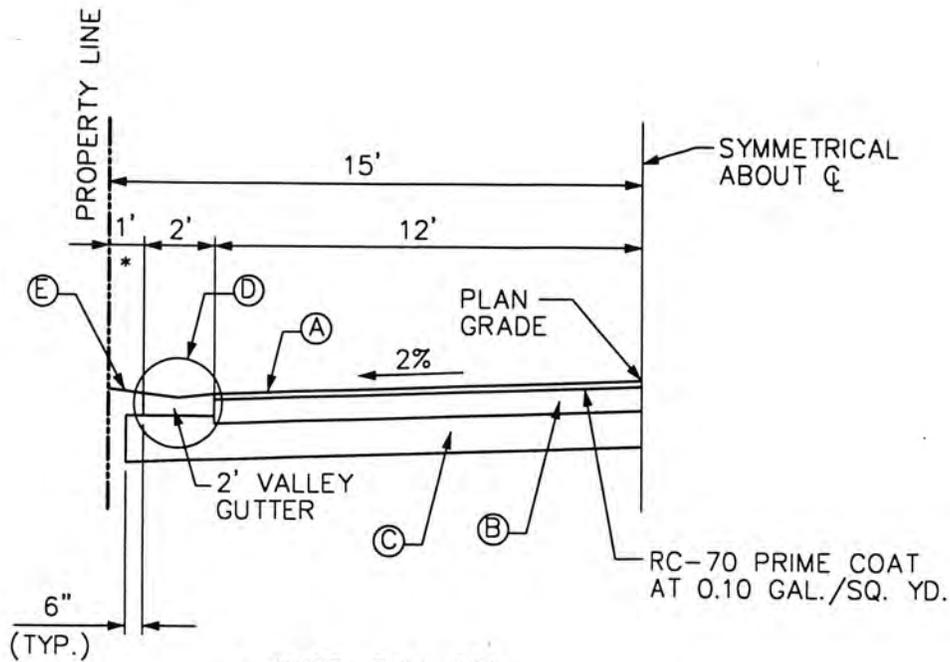
DATE:

APPROVED:

*James M. Bowser*  
TOWN ENGINEER

EFFECTIVE:

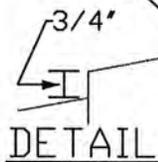
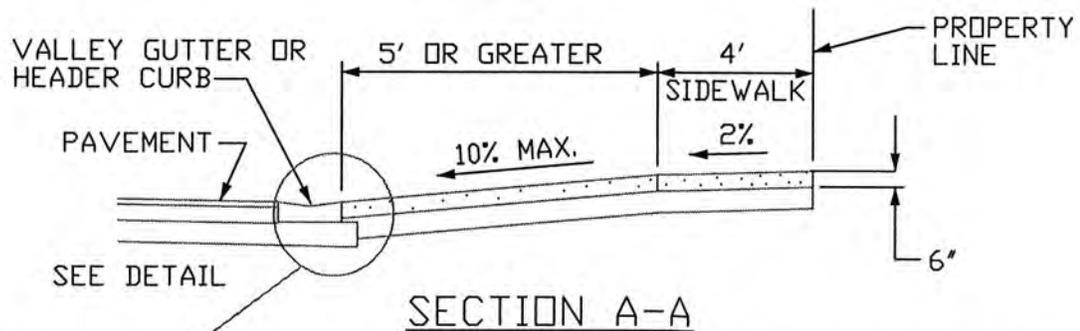
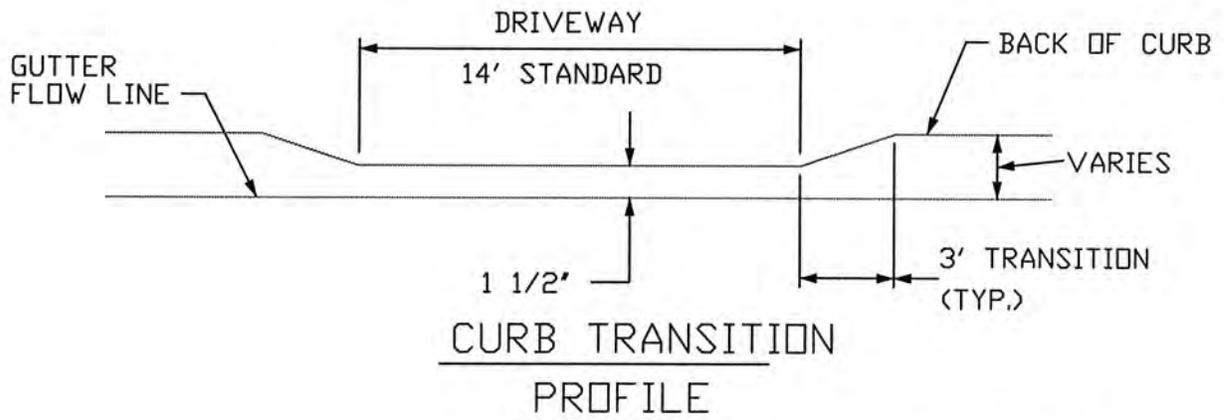
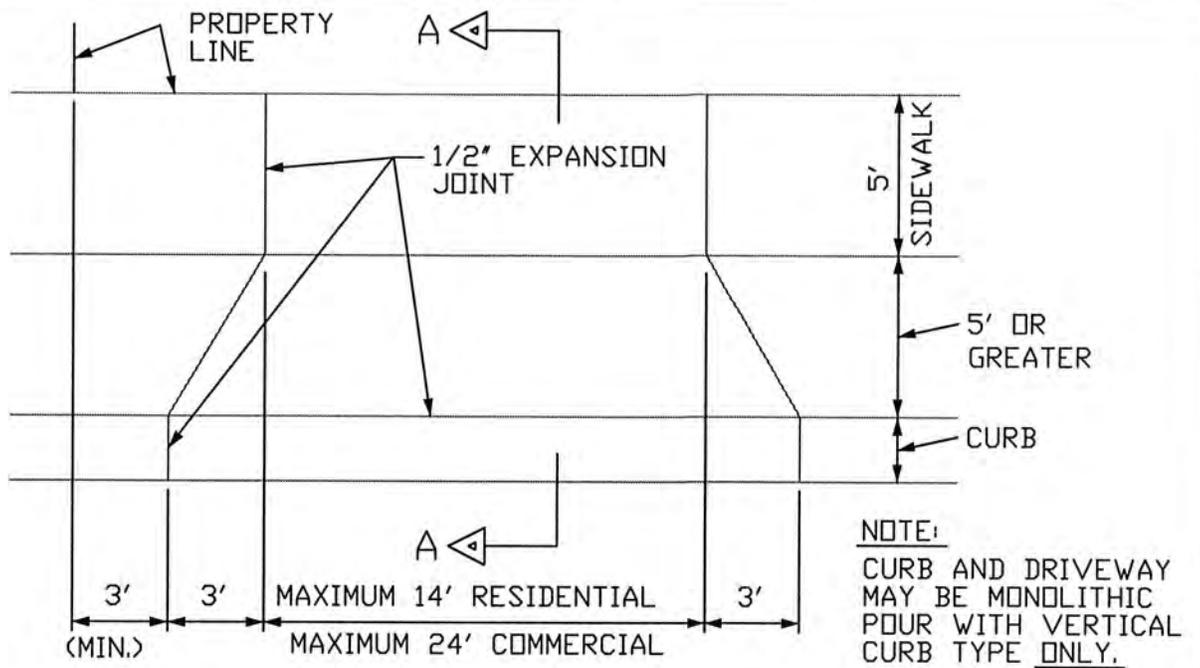
7-4-94



\* NOTE: FULL SOD

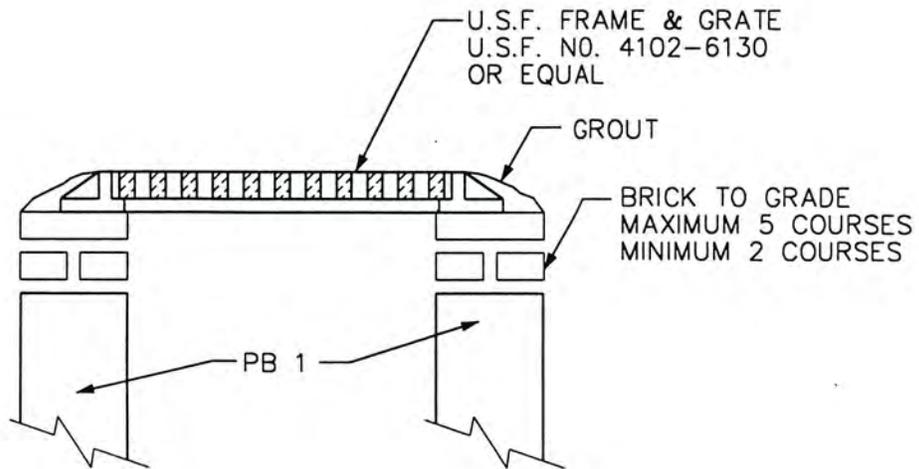
- (A) WEARING SURFACE: SEE TABLE 100
- (B) BASE: SEE TABLE 100
- (C) SUBGRADE: SEE TABLE 100
- (D) PAVEMENT EDGE: SEE LOCAL STREET PAVEMENT EDGE DETAILS.
- (E) 25% MAXIMUM. NOT TO EXCEED 10% IN LOT ACCESS & DRIVEWAY AREAS.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		30' RESIDENTIAL ACCESS STREET (CROWN)	DRAWING NO. 12
REVISIONS:	DATE:		EFFECTIVE: 7-4-94
		APPROVED: <i>James M. Bower</i> TOWN ENGINEER	



1. DRIVEWAY TO BE PORTLAND CEMENT, MIN. 3000 P.S.I. @ 28 DAYS.
2. BASE TO BE A MINIMUM 4" CLEAN SAND OR SANDY LOAM, FULLY COMPACTED, FULL WIDTH.
3. CONCRETE TO BE BROOM FINISHED WITH EVEN, DUSTLESS SURFACE.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		RESIDENTIAL DRIVEWAY CURB & GUTTER SECTION (CONCRETE)	DRAWING NO. 13
REVISIONS:	DATE:	APPROVED: <i>James Bower</i> TOWN ENGINEER	EFFECTIVE: 9-9-03
REVISED CURB	8/29/03		



TOWN OF PALM BEACH  
PUBLIC WORKS DEPARTMENT

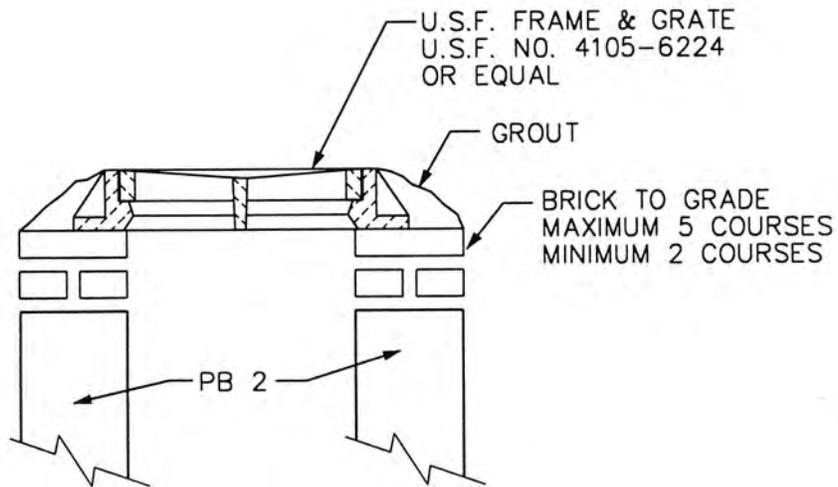
INLET TOP  
4102-6130

DRAWING NO.  
14

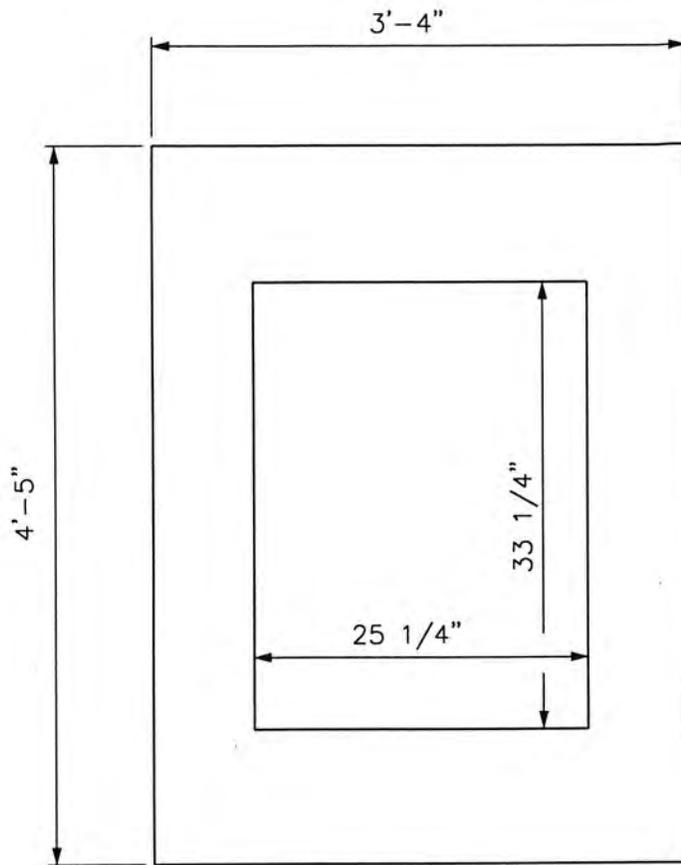
REVISIONS:	DATE:

APPROVED:  
*James M. Gowen*  
TOWN ENGINEER

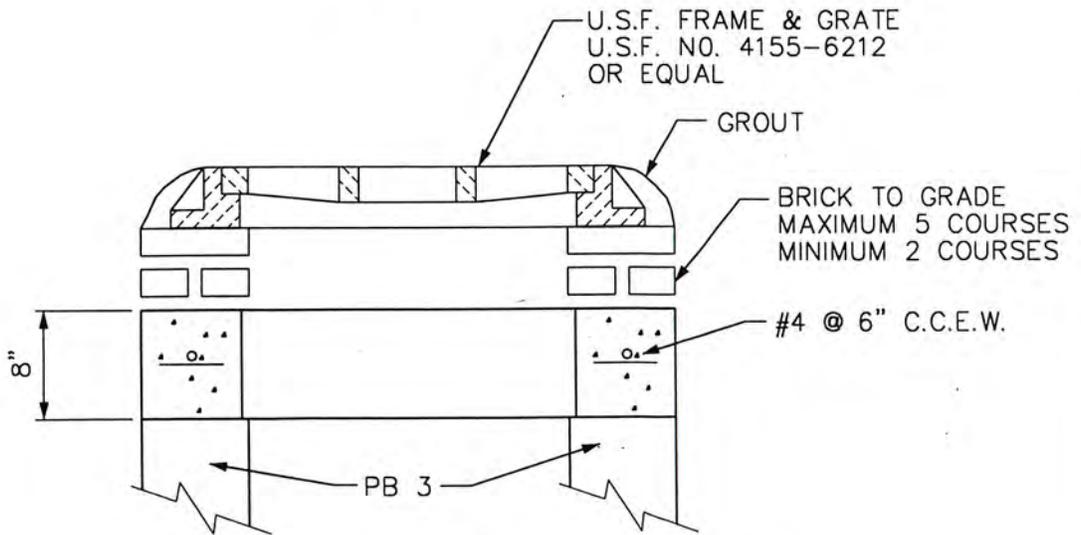
EFFECTIVE:  
7-4-94



TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		INLET TOP 4105-6224	DRAWING NO. 15
REVISIONS:	DATE:	APPROVED: <i>James M. Bower</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	

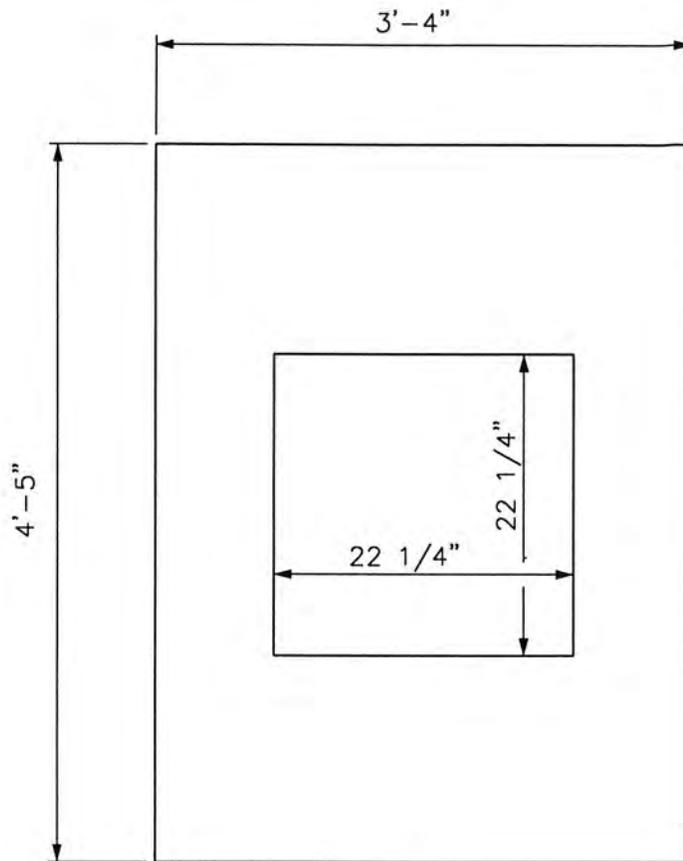


PLAN

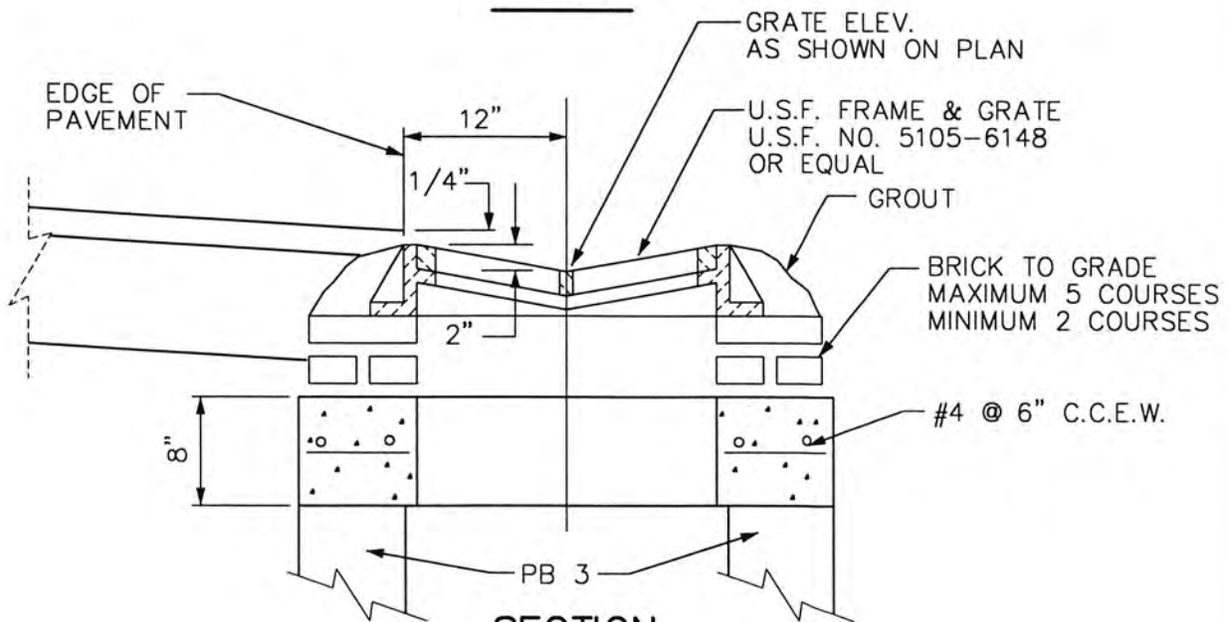


SECTION

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		INLET TOP 4155-6212	DRAWING NO. 16
REVISIONS:	DATE:	APPROVED: <i>James M. Bowen</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	

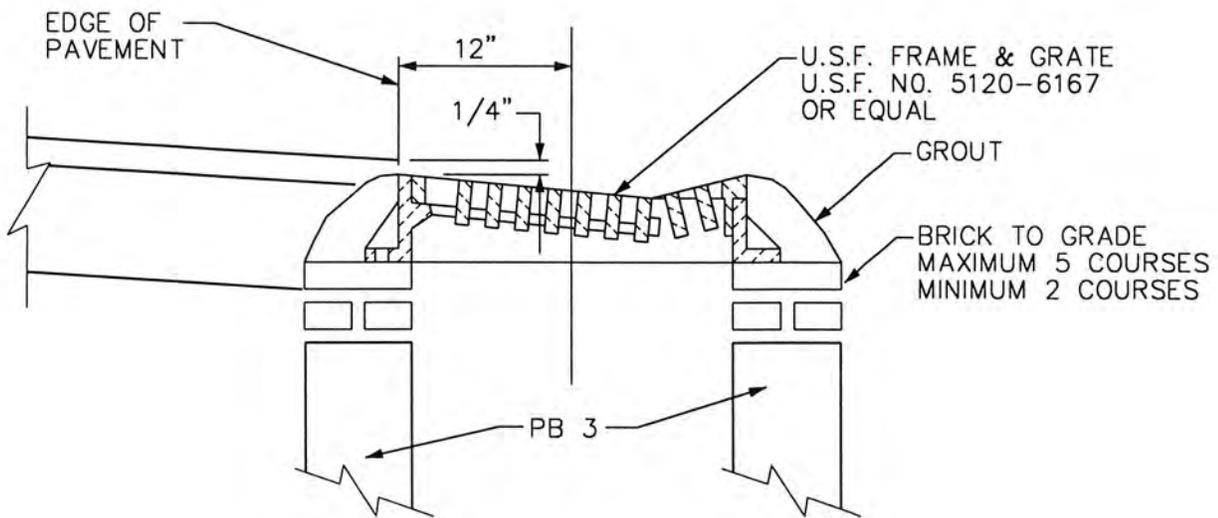


**PLAN**

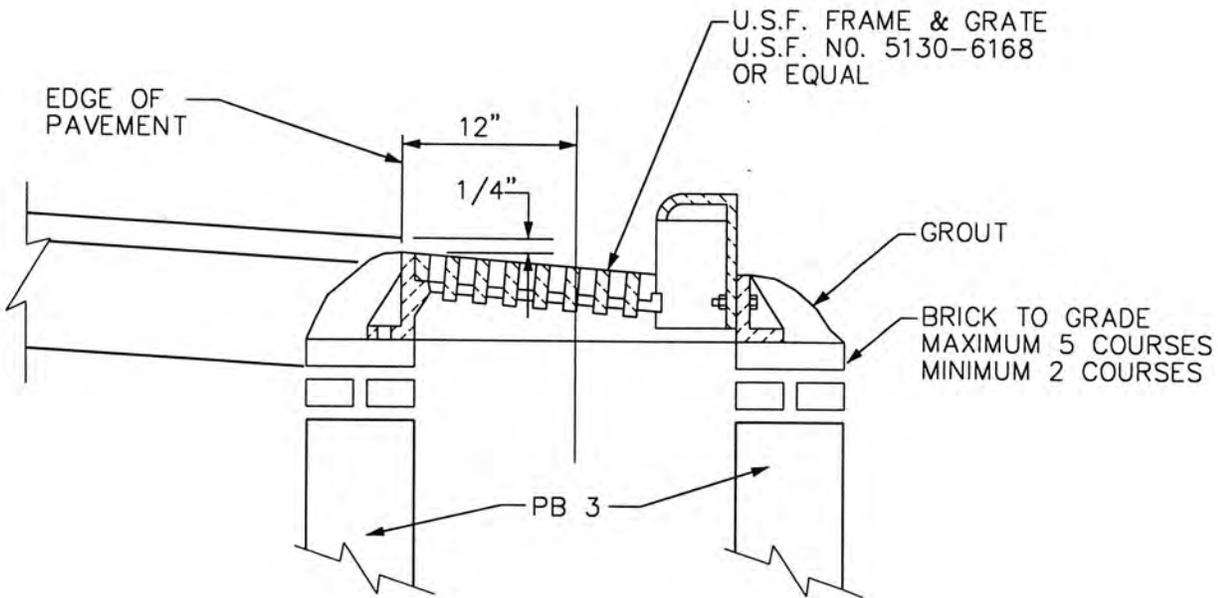


**SECTION**

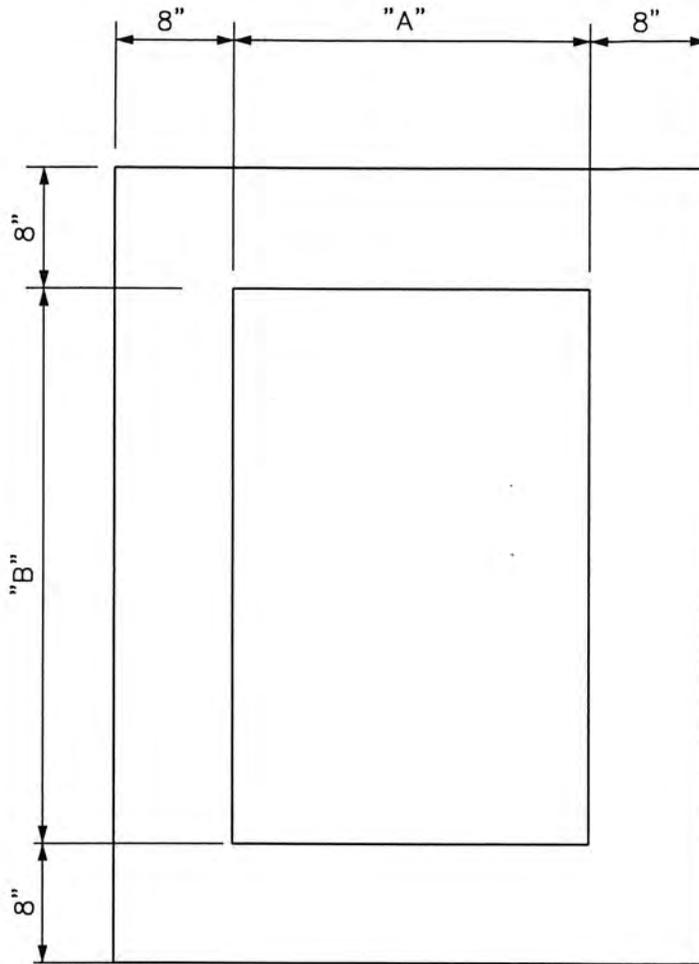
TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		INLET TOP 5105-6148	DRAWING NO. 17
REVISIONS:	DATE:	APPROVED: <i>James M. Bower</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	



TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		INLET TOP 5120-6167	DRAWING NO. 18
REVISIONS:	DATE:	APPROVED: <i>James M. Bower</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	



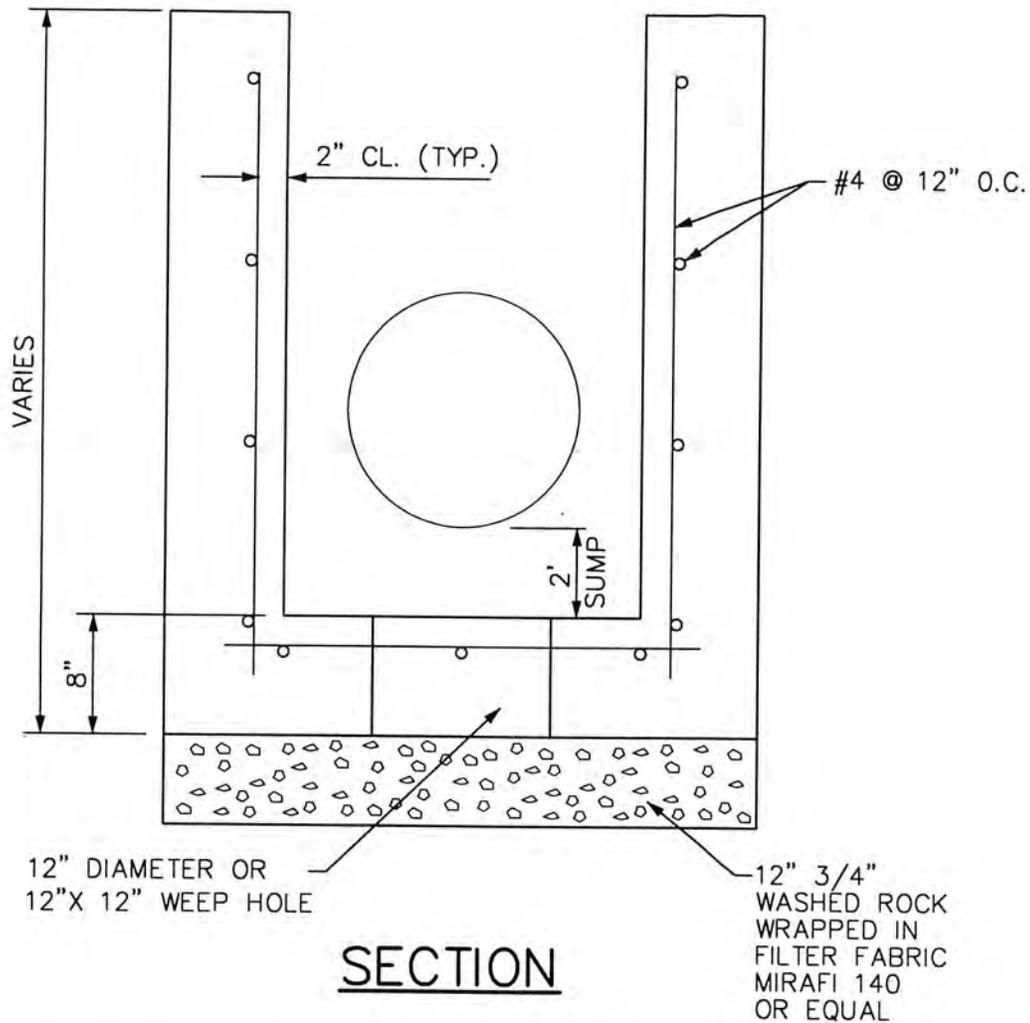
TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		INLET TOP 5130-6168	DRAWING NO. 19
REVISIONS:	DATE:	APPROVED: <i>James M. Bower</i> TOWN ENGINEER	EFFECTIVE: 7-4-94



PLAN

INLET TYPE	DIMENSIONS	
	"A"	"B"
PB-1	1'-0"	1'-11"
PB-2	1'-5"	2'-3"
PB-3	2'-0"	3'-1"

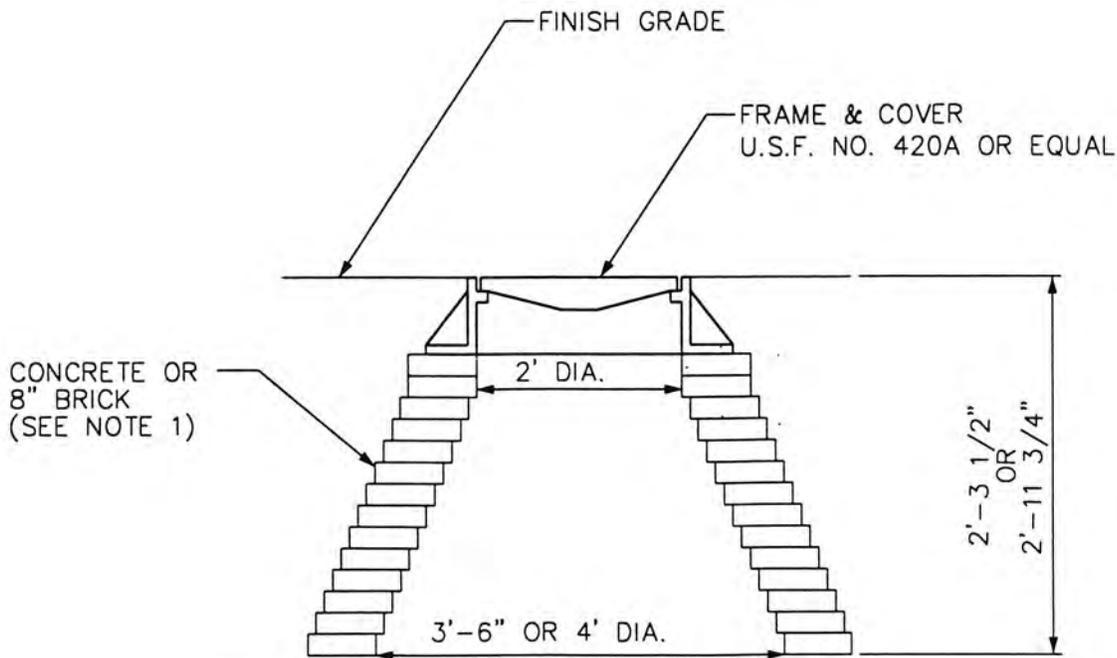
TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		INLET BOTTOM (PLAN)	DRAWING NO. 20
REVISIONS:	DATE:		APPROVED: <i>James M. Bower</i> TOWN ENGINEER



**SECTION**

- FOUNDATION MATERIAL: WHERE MATERIAL UNSATISFACTORY FOR FOUNDATION IS ENCOUNTERED AT FLOW LINE, OMIT FLOOR AND CARRY WALLS DOWN TO SATISFACTORY FOUNDATION. BACKFILL TO FLOW LINE WITH CLEAN SAND.
- GRATES: IRON GRATES IN ACCORDANCE WITH DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.
- INLET TYPES: INLETS ARE TO BE SHOWN HEREON. REVOLVE POSITION TO ACCOMODATE LARGER DIAMETER PIPE SIZE.
- MATERIAL: INLET WALLS AND FOOTING MAT BE EITHER Poured-IN-PLACE 2500 LB. CONCRETE; OR PRECAST CLASS "A" 3000 LB. CONCRETE; OR STANDARD MANHOLE BRICK (NO BLOCK) WITH 1/2" PLASTER (NO LIME) WITH 8" PRECAST CAP.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		INLET BOTTOM (SECTION)	DRAWING NO. 21
REVISIONS:	DATE:		APPROVED: <i>James M. Bowers</i> TOWN ENGINEER

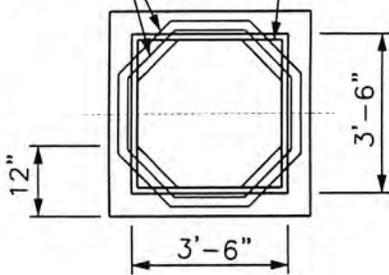


NOTE:

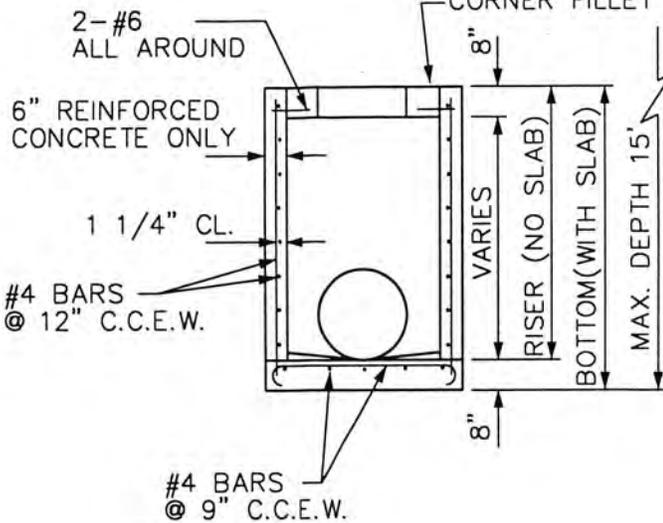
1. MANHOLE TOP MAY BE OF CAST-IN-PLACE OR PRECAST CONCRETE CONSTRUCTION OR BRICK CONSTRUCTION. FOR CONCRETE CONSTRUCTION, THE CONCRETE AND STEEL REINFORCEMENT SHALL BE THE SAME AS THE SUPPORTING WALL UNIT. AN ECCENTRIC CONE MAY BE USED.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		STORM MANHOLE TOP	DRAWING NO. 22
REVISIONS:	DATE:	APPROVED:	EFFECTIVE:
		<i>James M. Bowser</i>	7-4-94
		TOWN ENGINEER	

#6 BARS ALL AROUND  
SEE NOTE 1

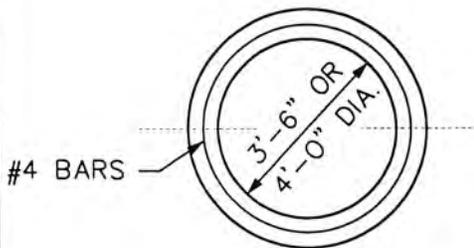


PLAN



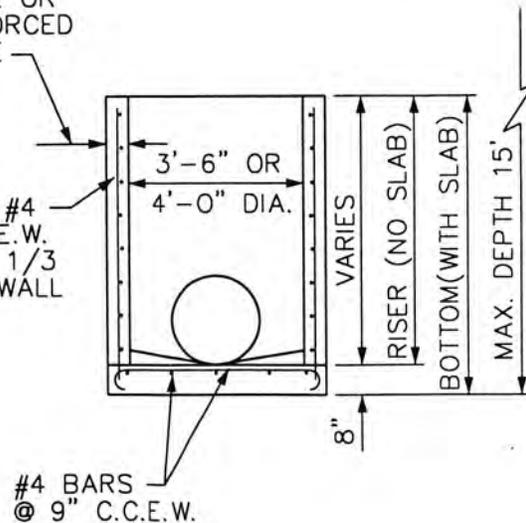
ALTERNATE B

8" BRICK OR  
NON-REINFORCED  
CONCRETE OR  
6" REINFORCED  
CONCRETE



PLAN

ONE CAGE #4  
@ 12" C.C.E.W.  
IN CENTER 1/3  
OF CONC. WALL

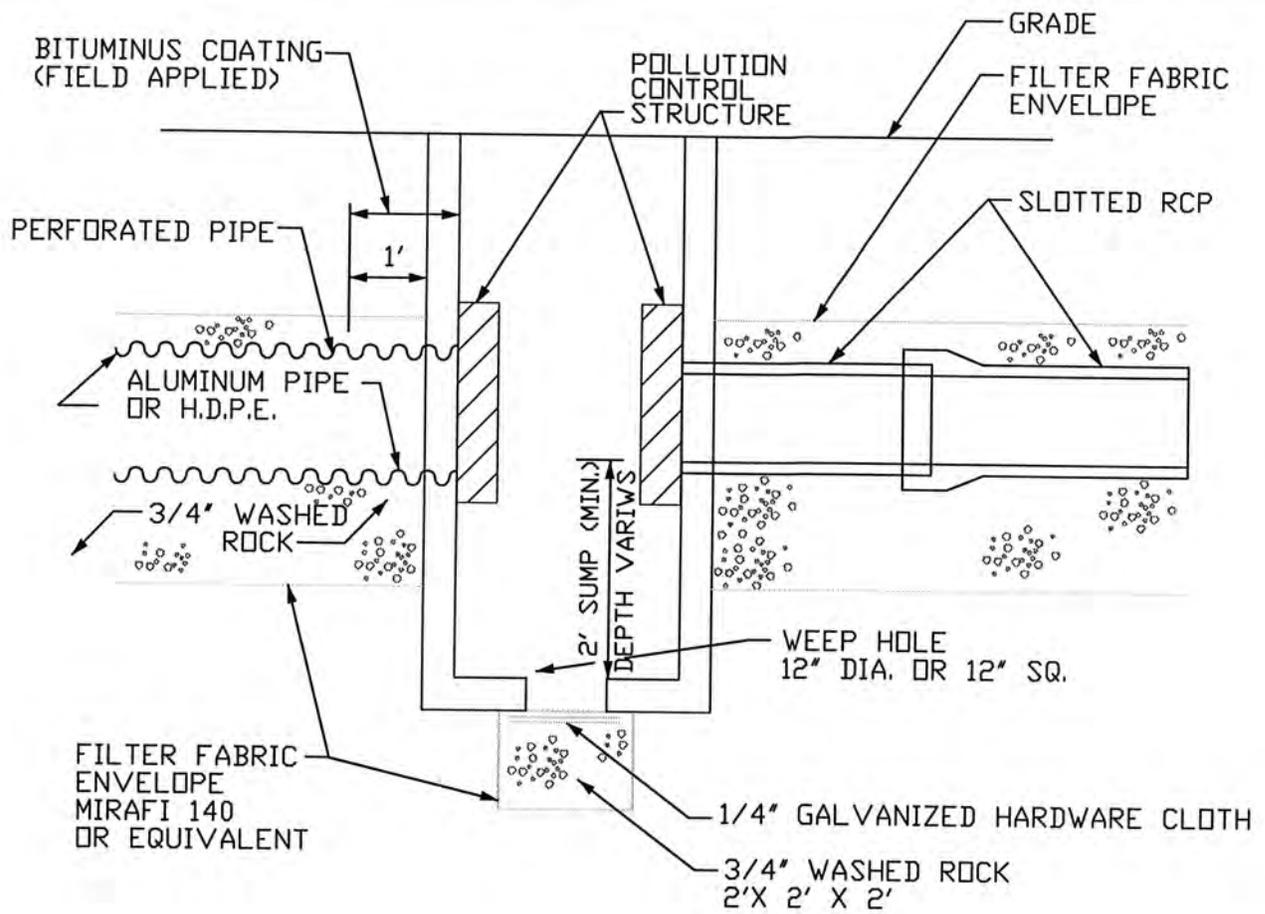


ALTERNATE A

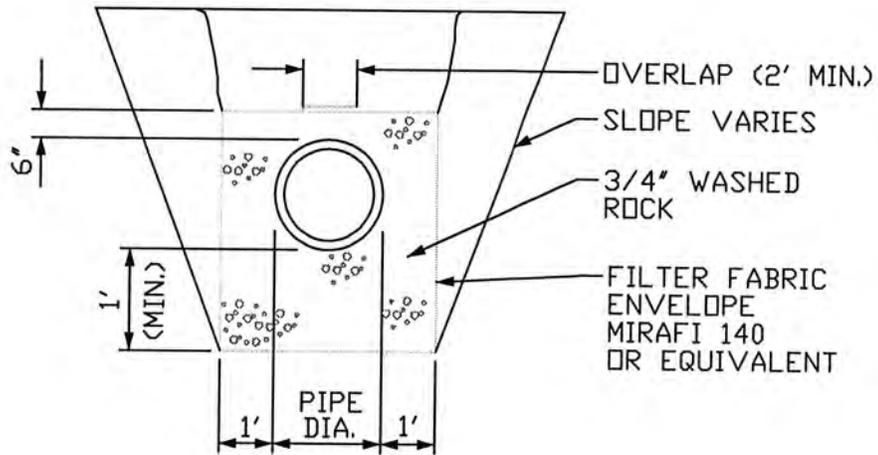
NOTES:

1. THE CORNER FILLETS SHOWN ARE NECESSARY FOR RECTANGULAR STRUCTURES USED WITH CIRCULAR RISERS AND INLET THROATS AND USED ON INLET SKEW WITH RECTANGULAR RISERS, INLET AND THROATS. FILLETS WILL BE REQUIRED IN THE LOWER END OF THE ALTERNATE B RISER WHEN USED WITH THE ALTERNATE A BOX.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		STORM MANHOLE BOTTOM	DRAWING NO. 23
REVISIONS:	DATE:	APPROVED: <i>James M. Gowen</i> TOWN ENGINEER	EFFECTIVE: 7-4-94

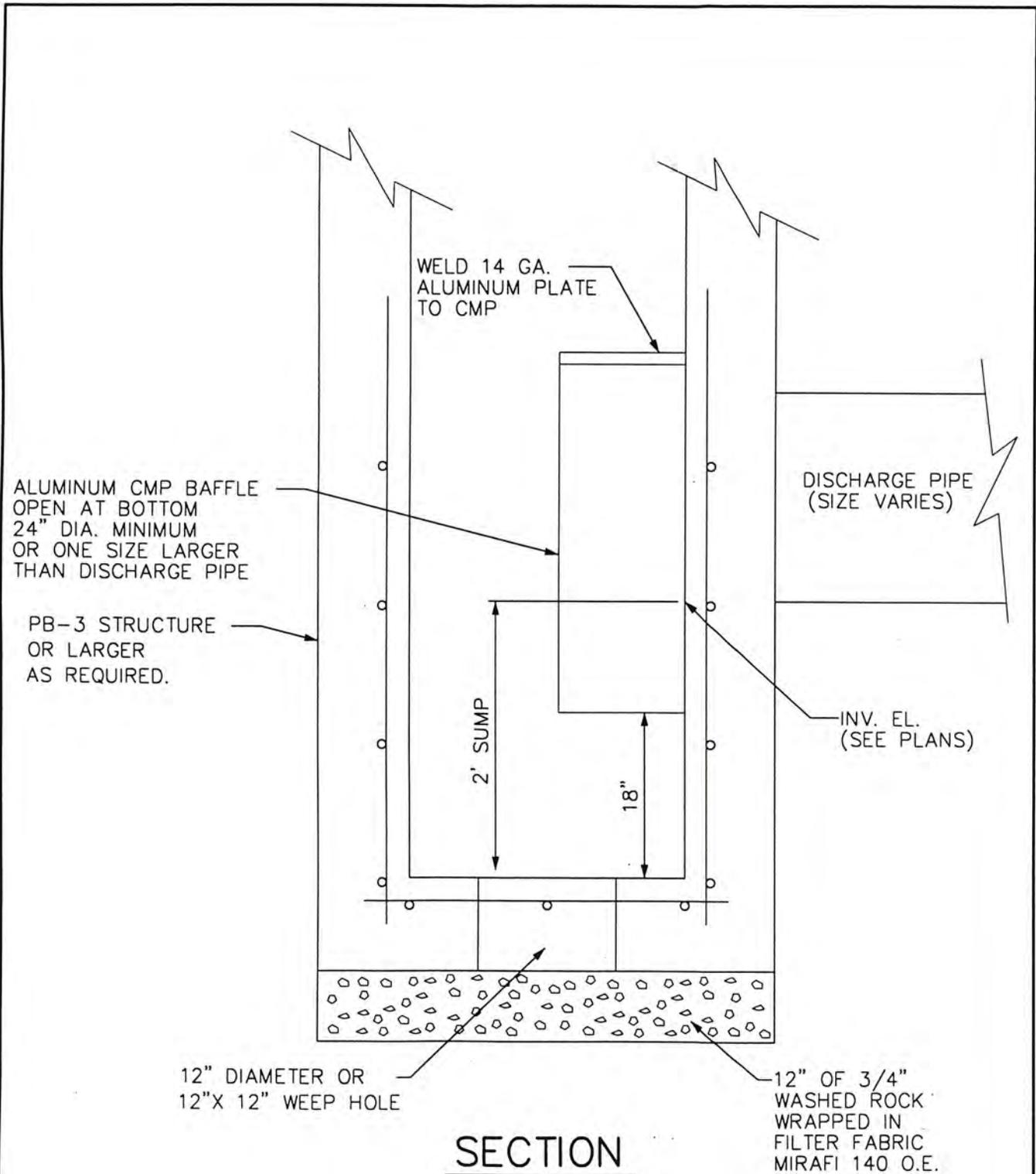


LONGITUDINAL SECTION

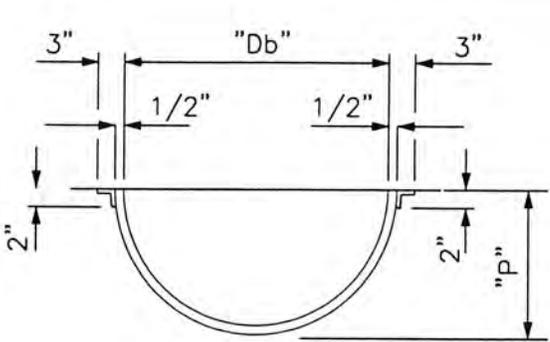


TYPICAL CROSS SECTION

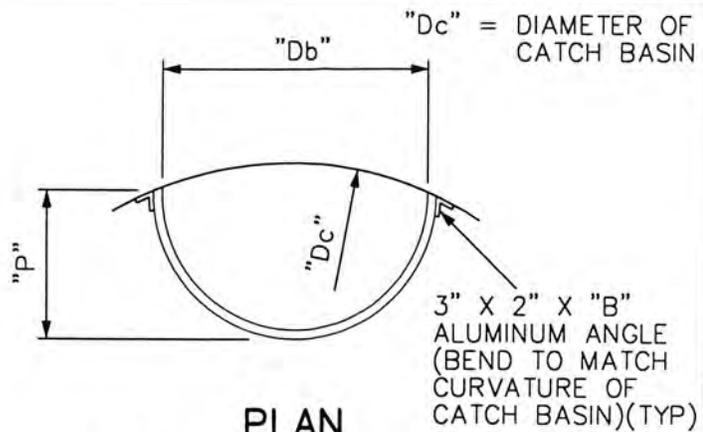
TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		TYPICAL DRAINFIELD	DRAWING NO. 24
REVISIONS:	DATE:	APPROVED:	EFFECTIVE:
ADDED PRB	8/29/03	<i>James Bower</i> TOWN ENGINEER	9-9-03



TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		POLLUTION CONTROL STRUCTURE SHEET 1	DRAWING NO. 25
REVISIONS:	DATE:	APPROVED: <i>James M. Bowser</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	



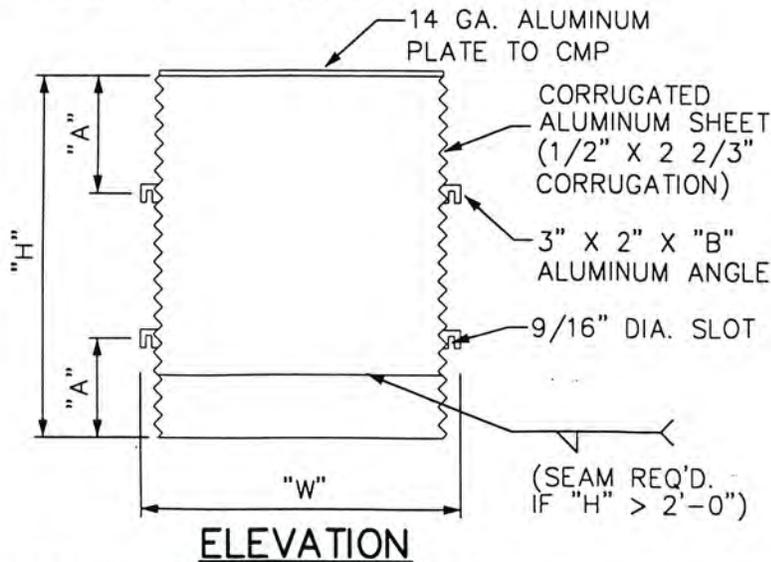
**PLAN**  
**SQUARE CATCH BASIN**



**PLAN**  
**ROUND CATCH BASIN**

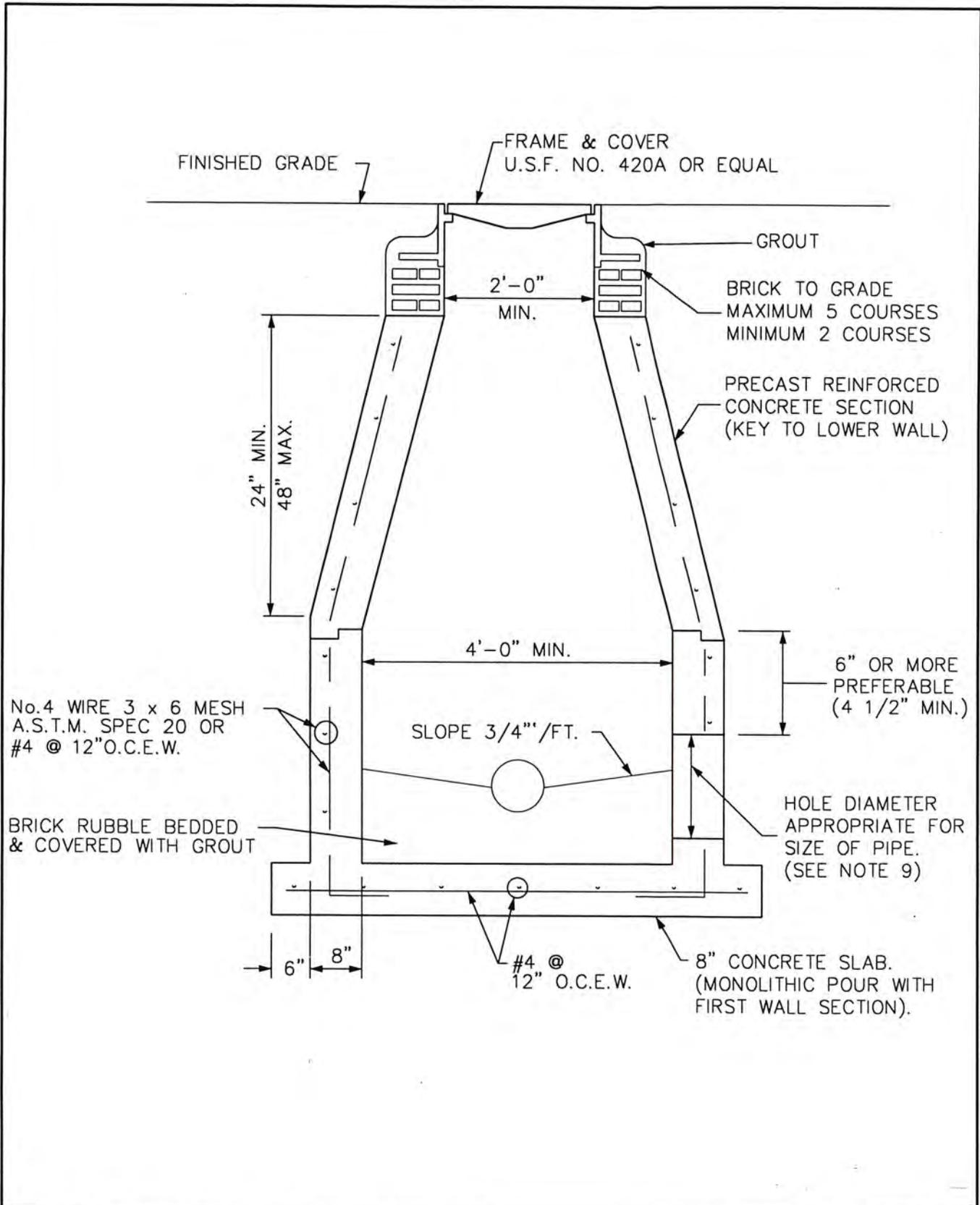
PIPE DIA.	BAFFLE DIA.	GUAGE	HEIGHT	WIDTH	DEPTH	EAR LENGTH	PERCENT OF PIPE AREA
	"Db"	"B"	"H"	"W"	"P"	"A"	
12	24	16	33	31	12.5	8	65.3
15	24	16	33	31	12.5	8	65.3
18	24	16	33	31	12.5	8	65.3
21	24	16	33	31	12.5	8	65.3
24	30	16	36	37	15.5	9	78.1
27	36	16	39	43	18.5	10	88.9
30	36	16	42	43	18.5	11	72.0
36	42	16	48	49	21.5	12	68.1
42	48	16	54	55	24.5	14	65.3
48	54	14	60	61	27.5	15	63.3
54	60	14	66	67	30.5	17	61.7
60	66	14	72	73	33.5	18	60.5
66	72	14	78	79	36.5	20	59.5
72	84	14	84	91	42.5	21	68.1

NOTE: ALL DIMENSIONS ARE IN INCHES.  
CONTRACTOR TO CONFIRM THAT BAFFLE  
WILL FIT STRUCTURE I.D.



**ELEVATION**

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		POLLUTION CONTROL STRUCTURE SHEET 2	DRAWING NO.  26
REVISIONS:	DATE:		EFFECTIVE:  7-4-94
		APPROVED: <i>James M. Bowzer</i> TOWN ENGINEER	

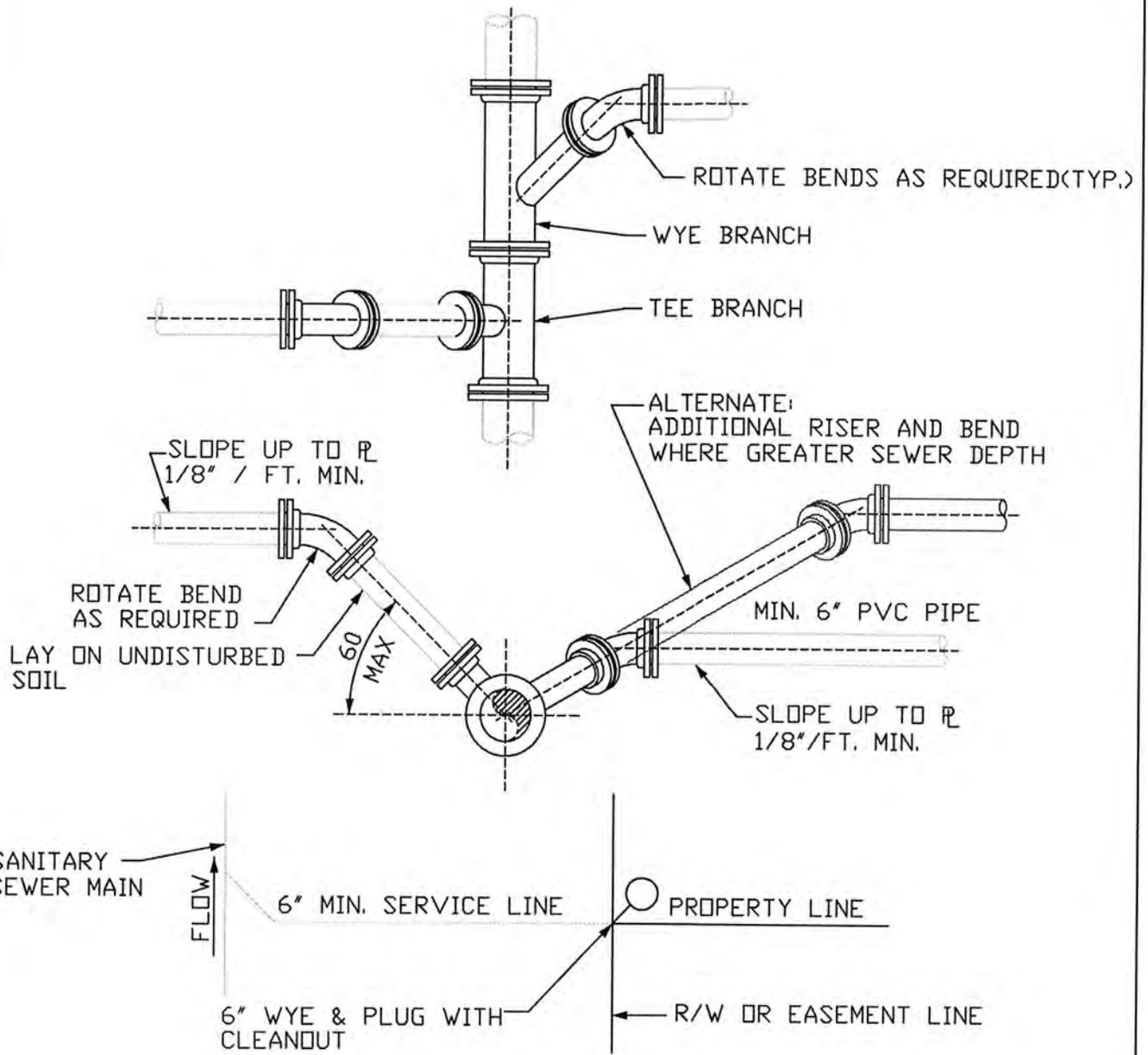


TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		STANDARD SANITARY MANHOLE	DRAWING NO. 27
REVISIONS:	DATE:	APPROVED: <i>James M. Bowser</i>	EFFECTIVE: 7-4-94
		TOWN ENGINEER	

NOTES:

1. PRECAST CONCRETE TYPE II 4000 P.S.I.
2. "RAMNEK" OR EQUAL AT ALL RISER JOINTS (1/2" THICK WITH WIDTH AT LEAST 1/2 THE WALL THICKNESS) WITH GROUT ON INSIDE AND OUTSIDE.
3. ALL OPENINGS SHALL BE SEALED WITH A WATERPROOF NON-SHRINKING GROUT.
4. FLOW CHANNELS SHALL BE CONSTRUCTED TO DIRECT INFLUENT INTO FLOW STREAM.
5. LIFT HOLES ARE PERMITTED.
6. ALL PIPE HOLES SHALL BE PRECAST OR CORE-DRILLED.
7. APPROVED RUBBER BOOT MUST BE USED WITH PVC PIPE.
8. INSIDE DROPS SHALL NOT BE DESIGNED TO EXCEED 1.80 FEET AND NOT CONSTRUCTED TO EXCEED 2.0 FEET.
9. CAST HOLE OR CORE BORE ONLY (12"-15" FOR 8" PIPE; 14"-17" FOR 10" PIPE).
10. MANHOLE SHALL BE COATED WITH "KOPPERS" 300M" COAL TAR EPOXY OR EQUAL EXTERIOR WALLS ONE COAT & INTERIOR WALLS TWO COATS.
11. OUTSIDE DROP REQUIRED OVER 2.0'.
12. MANHOLE FABRIC SHALL BE IN ACCORDANCE WITH A.S.T.M.-C-478, LATEST EDITION.

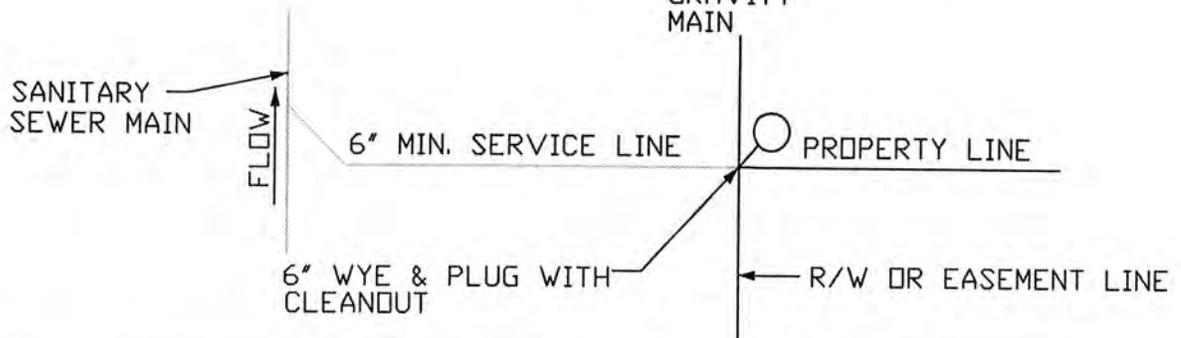
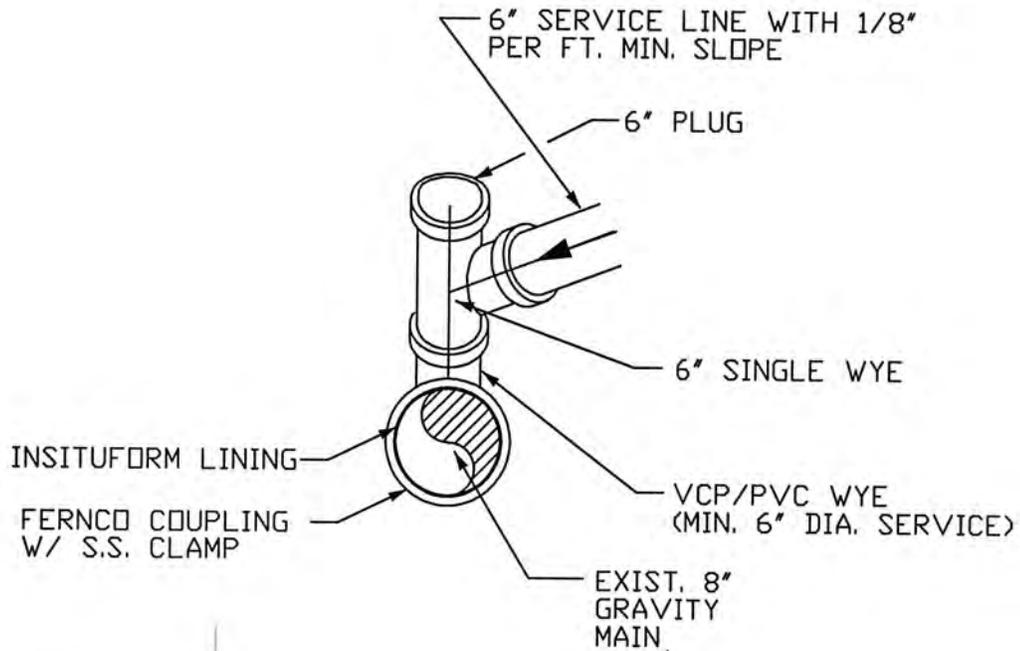
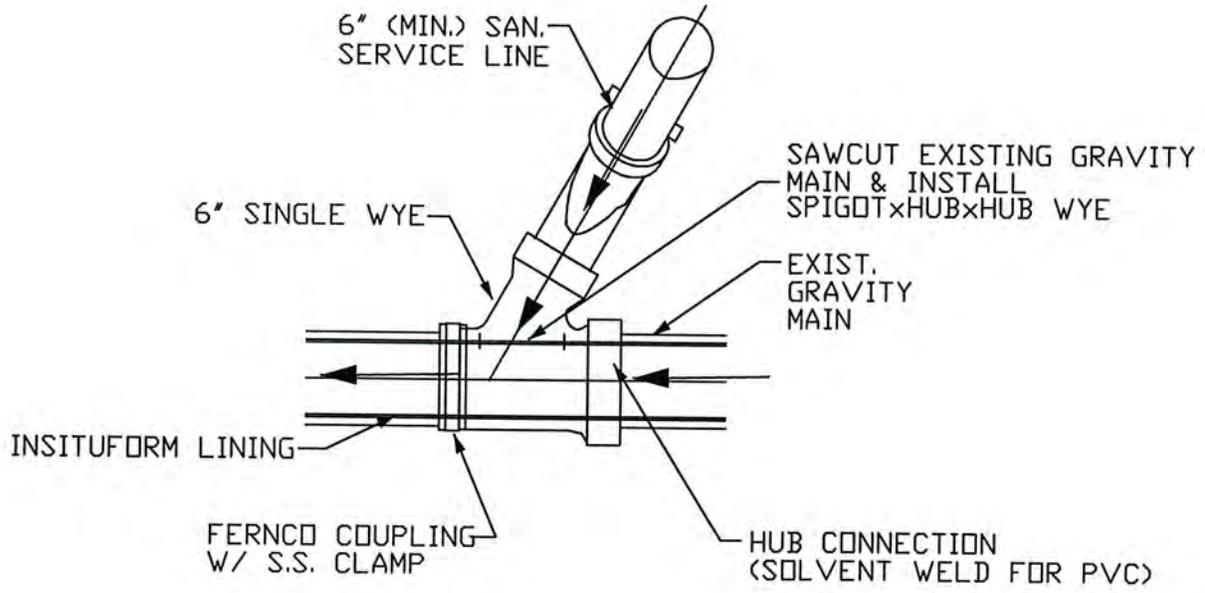
TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		STANDARD SANITARY MANHOLE NOTES	DRAWING NO.  28
REVISIONS:	DATE:	APPROVED:	EFFECTIVE:
		<i>James M. Bowser</i>	7-4-94
		TOWN ENGINEER	



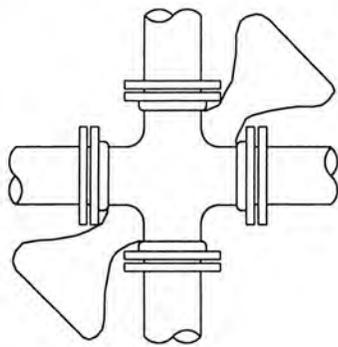
**NOTE:**

SERVICE LATERALS SHALL TERMINATE AT R/L A DEPTH OF (3) FEET, PLUGGED WATERTIGHT AND MARKED WITH A 2" X 2" TREATED STAKE  
 DOUBLE SERVICE CONNECTIONS ARE NOT PERMITTED.

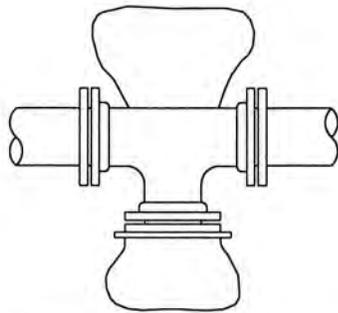
TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		TYPICAL SEWER SERVICE CONNECTIONS	DRAWING NO. 29
REVISIONS:	DATE:		APPROVED: <i>James Bower</i> TOWN ENGINEER
REVISED WORDING	JULY '96	EFFECTIVE: 9-9-03	
REVISED WORDING	AUG. '03		



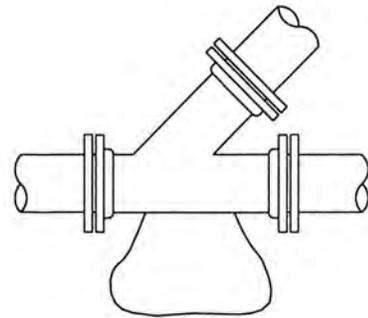
TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		6" SANITARY SERVICE CUT-IN DETAIL	DRAWING NO. 30
REVISIONS:	DATE:		EFFECTIVE:
CHANGE TO CUT-IN PVC WYE	JULY '96	APPROVED: <i>James Bower</i> TOWN ENGINEER	9-9-03
REVISE TO SHOW CONNECTION TO INSITUFORM LINE	AUG. '03		



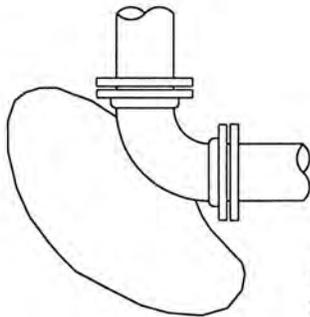
CROSS



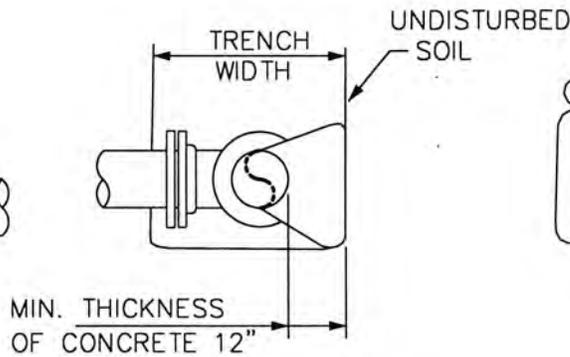
TEE WITH CROSS



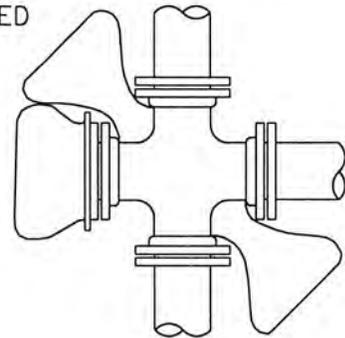
WYE or TEE



ELBOW



TYPICAL SECTION



CROSS WITH PLUG

PIPE DIA. (ins)	90° BEND CONCRETE (cu.ft.)	45° BEND CONCRETE (cu.ft.)	22.5° BEND CONCRETE (cu.ft.)	11.25° BEND CONCRETE (cu.ft.)	WYES/TEES CONCRETE (cu.ft.)	PLUGS CONCRETE (cu.ft.)
2	0.5	0.5	0.5	0.5	0.5	0.5
3	1.0	1.0	1.0	1.0	1.0	1.0
4	1.2	1.0	1.0	1.0	1.0	1.0
6	2.6	1.4	1.0	1.0	1.0	1.0
8	4.6	2.5	1.3	1.0	3.3	3.3
10	7.3	3.9	2.0	1.0	5.9	5.9
12	10.0	5.7	2.9	1.5	7.7	7.7
14	14.2	7.7	3.9	2.0	10.0	10.0
16	18.5	10.0	5.6	2.6	13.4	13.4
18	23.4	12.7	6.5	3.3	16.6	16.6
20	28.8	15.6	8.0	4.7	20.0	20.0
24	41.7	22.3	10.2	5.9	29.0	29.0

CALCULATIONS BASED ON 150 P.S.I. PRESSURE AND 2000 P.S.F. SOIL BEARING VALUES

1. THRUST BLOCKS SHALL BE FORMED AND POURED AGAINST UNDISTURBED SOIL. KEEP "T" BOLTS CLEAR OF CONCRETE, WRAPPED IN VISQUEEN FOR FUTURE ACCESS.
2. BEFORE POURING, PLUGS SHALL BE WRAPPED WITH VISQUEEN AND A BOARD PLACED IN FRONT
3. CONCRETE SHALL BE 2500 P.S.I. MINIMUM

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT		TYPICAL THRUST BLOCKS	DRAWING NO. 31
REVISIONS:	DATE:		EFFECTIVE: 7-4-94
		APPROVED: <i>James M. Bower</i> TOWN ENGINEER	

APPENDIX C

PUBLIC WORKS RIGHT-OF-WAY PERMIT FEE SCHEDULE

Driveway Approach:	\$150.00	up to 20 lineal ft. width
	\$3.00	per lineal foot thereafter
Right-of-Way Use:	\$150.00	up to 3 days
	\$30.00	per day thereafter,
	OR \$450.00	per month
<b><u>Construction Parking in Road Right-of-Way:</u></b>		
<b><u>Worth Avenue Only</u></b>	\$300.00	per space per month or any lesser period (2 spaces maximum, actively loading/unloading and essential construction activities only)
<b><u>Non-Metered Space</u></b>	\$150.00	up to 3 days, 3 vehicles maximum
<b>(Excludes Worth Avenue)</b>	\$30.00	per day thereafter
	OR \$450.00	per month
Additional Permits During		
3 Week Close-Out Period	\$75.00	per week per vehicle
(Excludes Worth Avenue)		
Owner's Permit	\$75.00	per month per vehicle (One (1) Maximum)
(Excludes Worth Avenue)		
<b>Metered Space</b>	\$40.00	per vehicle per day, 3 vehicles maximum
<b>(Excludes Worth Ave.)</b>	OR \$880.00	per month per vehicle, 3 vehicles maximum
R-O-W Excavation:	\$150.00	up to 3 days
	\$30.00	per day until R-O-W is completely restored to original or better condition*

\*Note: Includes sidewalks, medians and roads.

**Sewer Connections (Sanitary or Storm):**

Up to 5" pipe	\$150.00
Up to 12" pipe	\$180.00
13" to 18" pipe	\$225.00
Larger than 18"	\$300.00
Construction Catch Basin	\$150.00
Construct Manhole	\$150.00
Disconnect or Cap Off	\$150.00
Inspection of building Sewer Lateral Flushing operation for Discontinuing the Use of Detention and Screening Chambers where required:	\$150.00
Re-inspection Fee:	Same as Original Permit Fee
De-watering to Gravity System:	
Up to 2" Discharge	\$150.00 - 30 Days
Up to 6" Discharge	\$180.00
Larger than 6" discharge	\$225.00
De-watering to Pump Station:	Cost per 1000 gallons Rate to be determined by Public Works Contractor must submit pumping calculations
Occupancy Fee:	To be determined on a case-by-case basis as approved by Town Council
<b>Work Exceeding Time Permitted:</b>	<b>\$1,000</b>
	<b>per day work is performed exceeding the time allowed in the applicable permit</b>