

Pre-Construction Meeting (Right-of-Way Permits)

Permit No. _____
Inspector _____
Date _____
Time _____

- Pre-Construction Notifications** - Miss Utility must be notified before start of construction. State Highway Administration must be notified before start of construction if working within a State Right-of-Way.
- Inspection Notification** - The ROW Office is to be notified daily as work proceeds (including lane closures). Notice shall be provided through the County website at <http://aacoprod.aacounty.org/DPWPortal/welcome.do>
- Work Schedule** - The contractor must notify the ROW Office in writing at least 48 hours in advance when requesting to work Saturday, Sunday, Holidays or after hours. Written request shall state permit number, location, and type of work to be performed and proposed time of operation. This office shall approve or deny said request and determine if off-hours inspection will be required.
- Road Conditions**- New and existing roads which are traveled by the public will be kept free and clear of debris, building materials, dumpsters, etc. at the end of each working day. Any sediment, sand, mud or other debris on the road will be cleaned up immediately.
- Traffic Controls** - Will be provided as per the Traffic Control Plan where applicable or when deemed necessary by the County Inspector. Traffic Controls shall be maintained DAILY, especially after stormy or windy weather. Traffic Controls shall be utilized properly in accordance with the MUTCD. Traffic Controls that are damaged or missing will be repaired or replaced immediately (within 24 hrs). Traffic Control signs will be covered or removed when not applicable. During flagging operations, at least one flagger will be certified by the SHA as an approved flagger and will be required to show their certification card and photo ID. Flagmen will wear SHA approved vests, will use STOP/SLOW paddles on poles (not hand signs) and shall use radios whenever line of sight conditions do not exist.
- Repaving** - Any existing paving which is damaged by construction will be repaired/replaced immediately after damage occurs. The use of flowable fill or CR-6 will be utilized as per the plans or as directed the County Inspector. When open cutting an existing county road, the Bureau of Highways reserves the right to approve the method of final restoration.
- Precast Structures** (including concrete pipe) – Certificates from the manufacturer shall be obtained before structures are used. Structures must be inspected by the County Inspector prior to use. Structures with any cracks or damage will be subject to rejection by the County Inspector.
- Street Trees** – Protection will be provided to street trees in accordance with Department of Natural Resources Guidelines.
- Compactions & Testing** - The County requires a minimum of 95% compaction on all trenches and sub-grades. During open cut, the road sub-grade shall be proof rolled before placement of base course asphalt. Minimum surface course is 1.5" in all cases. Asphalt tickets may be required. Concrete cylinder test results may be required. Backfill material is subject to County Inspector approval.
- Plan Revisions** - Major changes must be approved by the ROW Office. Minor changes may be reviewed by the County Inspector and approved by the Inspection Supervisor.
- Recycled Concrete and Recycled Asphalt** - Must be requested for use, must be obtained from an approved supplier, must be free of all metal, wire, brick, block, and contain no organic material. May not be used as backfill material.
- Concrete Joints** – Concrete curb & gutter and rolled curb shall have contraction joints every 10' with expansion joints every 40'. Concrete sidewalks shall have contraction joints every 4' and expansion joints every 16'.
- Driveways** – Concrete repair shall be joint to joint. Jointless aprons may be saw cut with inspector approval.
- Temporary Pavement Restoration** – Road cuts are to be backfilled with suitable material (12" CR-6) as soon as practicable and capped with 1.5" cold mix asphalt or Perma-Patch.
- Damages** – Report all damages to facility owners (list available) and water/sewer damages to the County Inspector.