

Jackson County Roads - Utility Permit Regulations

General Conditions:

- A permit is granted for use only on roads under the jurisdiction of the Jackson County Board of Commissioners and is not valid upon any federal or state highway, city or town, street, or any road that is not in the Jackson County road system. Failure to obtain a permit, or noncompliance with the permit conditions, is a misdemeanor pursuant to ORS 274.305 to 374.310.
- Any questions concerning permits should be directed to the Jackson County Roads utility inspector at 541-774-8184. Jackson County Roads is to be notified a minimum of 48-hours prior to starting work within a county road right-of-way. **A log number must be issued before work is started.** The number to call is 541-774-8184. A copy of the permit and attachments shall be kept on site.
- As provided in ORS 758.010 Jackson County Roads, acting on behalf of the Board of Commissioners, may designate where utilities may be located within a county road right-of-way, and may order the location of such facility changed if deemed expedient. Minimum depths are 36” for power and 30” for all others, and a minimum height over roadways is 18’ as per OAR 734055-0090. Depth measurements are taken from the lowest point being crossed such as the bottom of the ditch.
- By acceptance of a permit, the permittee shall be responsible for all damages caused by any operations associated with the utility installation. All damaged areas shall be restored to an “as good as or better than” condition which existed prior to the utility installation, and said responsibility shall survive the suspension or termination of the permit.
- Utility permit applications must be accompanied by one set of plans or sketch for minor projects and two sets of plans for major projects that depicts and locates the work to be done so that someone unfamiliar with the work can determine the location of the installation.
- Prior to issuance of a utility permit, the applicant must submit color photos or a video of the work area for approval by the utility inspector. All photographs or videos become the property of Jackson County.
- The project size, in general, is determined by the utility inspector based upon the number of photos required due to the scope of the project and the complexity and buildup of the area surrounding the worksite.
- Photographs must be taken frequently enough to provide continuous, clear views of the work area, generally every 100’. Also, photographs must be taken of culvert ends, retaining walls, or any other facilities that are likely to be affected by the utility construction. Photos taken with a digital camera are acceptable and must be submitted on a digital CD, or e-mailed to the utility inspector (call 541-774-8184 for address). In lieu of photographs, videos may be accepted on medium and large projects. The following information must be included with the photos or videos: date; address or location of work.

Special Conditions:

Maximum Length of Open Trench

- Unless otherwise approved by the County Engineer, backfilling of longitudinal trenches shall be accomplished so that no more than 100' of trench is left open at any time. No more than half the road may be closed at any time for either longitudinal or transverse trenches. Trenching on shoulder within 3' of edge of roadway shall be either backfilled daily or protected by sufficient means to eliminate vertical drop-off hazards. Diagonal trenches are not allowed without preconstruction approval by the County Engineer.

Controlled Low Strength Material (CLSM) Backfill and Backfill Maintenance

- All paved surface cuts shall be backfilled with CLSM meeting County requirements. CLSM shall extend from the pipe zone to finish grade (top 3') and be plated with ¾" (min.) thick steel jump plates of sufficient width to achieve safe overlap. Jump plates shall be secured in place with pinned plastic wedges. "BUMP" signs must be placed on either side of the plates to warn traffic. The CLSM backfill is to stand on the angle of repose or it may be vertical if the edges are formed first. The edge of the CLSM shall extend 1' outside of the edge of pavement. Steel plates shall be left in place until CLSM is set. Plywood may not be used for traffic to pass over. Steel plates shall be removed, replaced and maintained with cold patch if snow accumulations are predicted.
- The surface of backfilled trenches using an alternate backfill material on larger longitudinal trenches shall be watered and graded as often as necessary to keep the travel way smooth and dust free. If required by the Engineer, an approved dust palliative shall be applied.

Permanent Pavement Replacement

- Provide asphaltic concrete paving that meets requirements of Section 00745 of the *Standard and Supplemental Standard Specifications*. Unless otherwise approved by the Engineer, all trenches within a paved, traveled way shall be resurfaced with asphaltic concrete within 10 calendar days after testing and approval of the backfill.
- The finished surface of the new pavement, when tested with a 12' straightedge, shall not vary from the testing edge by more than ¼" at any point.
- For repairs of pavement in trench patch areas, refer to Jackson County Typical Trench Section – Pipe Backfill standard drawing.
- Asphaltic concrete overlay of the entire paved surface may be required after the asphaltic concrete patching has been completed on projects having numerous cross trenches or where there has been extensive damage to the surface.
- On longitudinal trenches within a travel lane 100' or greater in length, unless otherwise approved by the Engineer, the existing pavement shall be removed and replaced to full paving-machine width (normally 10'-12') for a travel lane restoration. Drag boxes or other pull-type asphalt spreaders will not be permitted for longitudinal trench pavement replacement.

Compaction Testing

- Provide compaction and testing as required per Sections 0045, 00442, 00445, 00690, 00641, and 00745 of the *Standard and Supplemental Standard Specifications*; and also as required per standard drawings and special provisions where applicable.

Prosecution and Progress of Road Restoration

- Traffic safety and convenience shall receive utmost consideration at all times. On projects over 800' in length, complete road restoration may be required on one section prior to continuance of the excavation phase on another.

Inspection and Superintendence

- When required by the Engineer, permittee shall provide for a full-time representative on the project. The representative shall be an experienced inspector or engineer who will be responsible to ensure compliance with the contract documents and the County's general, standard, supplemental standard, and special conditions of the project permit.
- In case of conflict between the project plans, contract documents, and the "Terms and Conditions of this Permit" the latter shall prevail.

Clean Up and Repair:

All areas affected by the construction shall be brought to an "as good as or better than" condition prior to completion of the project. Repairs shall include, but are not limited to:

Roadway Repairs

- In addition to road reconstruction within the trench area, the permittee shall ensure the repair of any other pavement, base material, or subgrade damaged as a result of project operations. This includes damage to shoulder surfacing and pavement edges caused by detouring traffic and equipment around the work area. In case of excessive damage, or reconstruction, an asphaltic overlay may be required.

Replacement of Contaminated Gravel

- All gravel surfaces contaminated with mud, dirt, oversize rock, or other foreign material shall be removed and replaced with ¾"-0 crushed rock meeting the requirements hereinabove set forth.

Slopes and Roadside Ditches

- Shall be trimmed, smoothed, and compacted to the original lines and grades.

Driveways, Culverts, and Ditches

- Shall be replaced to the original lines and grades.

General Clean-up

- The contractor shall at all times, during the work, keep the roadway clean and orderly. All broken pavement, concrete, excess excavation material, or other objectionable material shall be promptly removed from the county right-of-way.

Miscellaneous Conditions:

Detours/Temporary Road Closures

- All requests for detours or road closures shall be submitted a minimum of two weeks in advance. Provide detailed scaled drawings based on aerial photos of subject area showing traffic control plan and signing proposed. No detour or road closure plan will be permitted until approved by the Engineer. When the plan is approved the permittee shall notify all emergency agencies, school districts, postal carriers, and "other affected municipalities" concerning the location and duration of the detour a minimum of three days before work begins. PCMS (Portable Changeable Message Signs) shall be in place bearing notice of a closure, dates of the closure, and alternate routes a minimum of five (5) days prior to closure.

Manhole and Valve Box Adjustment

- Manholes, valve boxes, and similar structures shall be raised to finish grade after paving is completed. The structure surface and concrete shall be ¼" lower than the surrounding surface

when tested with a 12' straightedge. Concrete collars shall be constructed in accordance with the departments' standard drawing, "Manhole or valve box adjust", or per plan details.

Underground Electric Power Line Installation within County Road Rights-of-Way

- Underground longitudinal power line installations shall not be allowed within the roadbed section, including ditches, unless the conditions are such that installation outside the ditch line would present an extreme difficulty. The burden of proving "extreme difficulty" shall lie with the applicant.
- When located outside the roadbed section, the cable shall be placed as near the right-of-way line as possible while maintaining a generally uniform distance from the road centerline.
- Post mounted warning signs shall be placed and maintained at frequent intervals over the cable, including both sides of road crossings.
- The minimum depth for power cables shall be 36" including roadbed ditch crossings. *Under no circumstances shall the depth of power cable be less than 36" unless contained in steel conduit pipe.*

Aerial Utilities Installation within the County Road Rights-of-Way

- Aerial utilities crossing the roadway shall have a minimum vertical clearance of 18 feet.
- Aerial longitudinal power line installations shall be placed as near the right-of-way line as reasonably practicable while maintaining a generally uniform distance from the road centerline. Exceptions to these standards must be specifically approved in writing by the County.

Normal Working Hours

- Working hours for the permitted work shall be from sunrise to sunset on weekdays. Work on weekends or County holidays must be approved by the Engineer. The permittee may be required to reimburse the County for inspection costs for any work that is permitted outside of normal departmental working hours.

Revocation of Permit

- Failure of the permit holder to ensure strict conformance with all permit conditions shall be considered good and sufficient cause for revocation of the permit allowing work within the county right-of-way.
- Revocation of the permit will result in a "Stop Work Order" on all or portions of the project. Work performed within the County road right-of-way without a valid permit is a violation of County Codified Ordinance, Chapter 1034, and a criminal misdemeanor for all participants. The maximum penalty that may be imposed upon conviction is a fine not exceeding \$600. For any person who causes or maintains a condition in violation of County Codified Ordinance, Chapter 1034, every day during which such unlawful condition is thus maintained, continued after citation, or notice of violation has been given may be charged as a separate offense.