



Engineering Department

Nicholas J. Rystrom, P.E. -- City Engineer

319 Charger Street, Revere, MA 02151 | (781) 286 - 8152



Patrick M. Keefe Jr.

Mayor

Licensed Drain Layer

New Applications **&** **Renewal Packet**

**January 1st, 2026 -
December 31st, 2026**



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INSTRUCTIONS & REQUIREMENTS FOR CONSIDERATION TO BE INCLUDED IN THE CITY OF REVERE LICENSED DRAIN LAYERS LIST

1. Please provide a **letter on your company letterhead formally requesting to become a Licensed Drain Layer**. The letter must include your company name, address, phone number, and email address. Please note that digital signatures will not be accepted—only original, handwritten signatures will be considered valid.
2. Provide **three letters of recommendation*** (letters from other Cities/Towns, within the last 2 years)
3. Provide a **\$10,000.00 street and sidewalk bond** made out to The City of Revere. **An original bond with a raised seal is required.**
4. Provide a **Certificate of Insurance** that covers workers' compensation and general liability in the amount of \$100,000 per person (min.) and \$300,000 per claim (min.) *or* provide evidence of self-insurance. Insurance must cover the full license period.
5. **Sign and return all signature pages** in the Drain Layers Application Packet, including the signature page for the Rules and Regulations for Winter Excavation Activity and Guidelines for Utility Connections, must be signed and returned to confirm your understanding of all city guidelines and procedures.
6. Provide a **list of employees with hoisting equipment licenses** and a copy of each employee's hoisting equipment license, front and back. This is required of every employee holding such a license.
7. Drain layers must post a **free-standing "A" frame sign** on each side of the street opening location. The signs must have the company's name and phone number on both sides. Provide a photo of the company's free-standing "A" frame sign.
8. Drain layers shall place a **plastic utility marker in each completed trench**. Utility markers shall be green and must display the company name and year. Provide a photo or sample of the actual plastic marker.
9. If reapplying for the 2026 season, **please ensure that all outstanding permit fees from the 2025 season are paid in full and that utility tie cards have been submitted for all work performed.**

Application fees shall be paid to the City Collector. Checks payable to the City of Revere:

- a. \$275.00 if the company located in the City of Revere
- b. \$375.00 if the company is located outside the City of Revere

**Not required if a renewal.*



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Submit your drain layer packet as follows:

- Include all documentation listed on the Instructions and Requirements Page
- Owner or proprietor must sign and initial all pages where required.

Email all documents to: drainlayer@revere.org

Mail in the Non-refundable application fee to:

Engineering Department
Attn: Drainlayer Applications
319 Charger Street
Revere, MA. 02151



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City of Revere Guidelines for Utility Connections

1. All excavated material must be removed. Excavate may not be used as backfill. All backfill shall be suitably clean, processed gravel, free of any deleterious material. Determination of suitability shall be made by the City of Revere. Backfill shall be compacted in eight-inch 8" (max.) lifts.
2. Water utilities shall be bed in clean sand. Sewer/Drain utilities shall be bed in 3/4" (max) crushed stone.
3. Controlled Density Fill (CDF) must be utilized on all major arteries and roadways as determined by the City of Revere
4. Townhouse style homes must have separate water and sewer services.
5. 5' (min.) separation for all utilities is required. 10' (min.) separation from any sanitary sewer service is required. Successive connections shall be 2' (min) apart along the main line pipe.
6. Water service connections, up to and including 2", may be done by way of a live tap. All services proposed to be larger than 2" shall be made with a rigid TEE cut into the main line. Tap & sleeves are not permitted.
7. Depth to water utilities shall be 5' (min.) to the crown of the pipe
8. Any/all lead services encountered must be removed completely, from the building to the main line pipe..
9. Water meters must be located within 5' of the water service penetration of the foundation.
10. Water service lines shall be 1" (min.) K copper.
11. Sewer service lines shall be 4" (min) PVC and must be 6" PVC where possible.
12. Sewer service connections to main line pipe may be made using an Inserta-TEE (or approved equal), given the diameter of the proposed service is not more than 1/2 the diameter of the main line pipe. Should the diameter of the proposed service be larger than 1/2 the diameter of the main line pipe, the connection must be made by cutting a rigid WYE fitting into the main line pipe. If the main line pipe has been rehabilitated (CIPP lined), the proposed connection shall be made TO THE LINER and not the host pipe.
13. In the event that an existing service line is to be re-used or repaired, the drain layer shall be responsible for the condition of the entire service line, to the main line pipe. If the pipe condition is questionable, full replacement is required.

14. All water service valves (curb stops) for new construction shall be located within the sidewalk. All water valve boxes must be clear and accessible at all times.
15. All paved City ways that have been paved or re-paved within the past 5 years shall receive full width re-paving or repaired using infrared technology.
16. All drain layers shall post a free-standing, A-frame sign at each end of the locus site. The sign shall contain the company's name and phone number on each side.
17. All drain layers shall place a plastic utility marker in the pavement of each trench completed. Utility markers are to be green in color and must contain the company name and year of paving on the marker.
18. The drain layer is responsible for providing written ties to ALL utility valves and/or fittings installed, including connections at main line pipes. This information must be provided to the Engineering Dept. office immediately following completion.
19. The drain layer (contractor) is responsible for providing a safe working environment for its workers, inspectors, and the public and shall comply with all City, state, and federal regulations, including OSHA safety regulations.

X _____
Initial to Acknowledge

Date



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Proposed site plans are required for all construction (new AND redeveloped) projects prior to City Engineer approval and permit issuance. This is a proposed site plan and should be treated as an existing condition, detailed survey plan, overlaid with all proposed development and modifications. The requirements of said site plan are as follows:

1. Comply with the *Zoning Ordinances of the City of Revere, Section 17.17.050 "Materials for Review"* and the *City of Revere Rules & Regulations Governing the Subdivision of Land, Section 4 "Definitive Plan"*
2. Show to considerable detail all that is proposed to be constructed.
3. All plans shall be prepared with drafting software (AutoCAD or other), ***NO SKETCHES***
4. All plans shall be prepared at 40 scale (engineering, 1" = 40') or other, approved by the City Engineer and on sheets NO BIGGER than 24" x 36"
5. Provide locations of all underground utility services
6. Provide locations of all relevant utility structures (CBs, MHs, etc.), including rim and invert elevations
7. Provide size and material for all underground utilities, including both main lines and service lines.
8. Show proposed utility service penetration locations with dimensions along the foundation.
9. Show foundation dimensions and closest offset to each property line.
10. Provide top of foundation elevation.
11. Provide reference to vertical datum.
12. Provide existing and proposed site topography and distinguish between the two.
13. Provide reference to horizontal datum - coordinates of two lot corners or tie to two local permanent monuments.
14. Provide parcel ID, street address, and any previous lot designations.
15. Provide relevant information for direct abutters (now/formerly, parcel ID, etc.) as well as any relevant adjacent structures.
16. Show bearings and distances of all site property lines and related rights of way, accurate to 1/100 of a second and 1/100 of a foot.

17. Show all driveways, decks, porches, pavement, grassed areas, landscaping, trees in excess of 4" dia., retaining walls, etc.
18. Show light poles, signs, utility poles, pavement markings, parking meters, etc.
19. Provide a zoning bulk table showing required and proposed zoning information (zoning district, offsets, required open space, etc.)
20. Show any/all existing and proposed easements.
21. List any/all variances, special permits, or waivers on the plan(s) as well as evidence that any of such has been obtained.
22. Provide all other measurements accurately to 1/10 of a foot.
23. Provide a north arrow (specify true or magnetic)
24. Plan shall be wet stamped, signed and dated by a registered PLS and PE
25. Perform a deep hole excavation at the approximate center of the proposed foundation and provide the results of a soil evaluation performed by a State licensed soil evaluator. Evaluation should include but not be limited to soil type(s), soil layer thickness, ground water elevation, etc. The elevation of the proposed building foundation shall be adjusted accordingly.
26. Provide proposed sediment and erosion control measures (i.e., barrier, inlet protection, construction entrance, etc.)

The guidelines listed above are provided as base requirements only. The City Engineer reserves the right to require or omit any data or information, based on individual circumstances.



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Revere, MA. 02151

City of *Revere* - Resurfaced Streets - Past 5 Years - These Streets are to have Infrared Paving

Disclaimer: List is subject to change. Street projects may be added during the year. It is the drainlayers responsibility to confirm if paved prior to construction.

<u>CALENDAR YEAR 2025</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
WEBSTER STREET	WINTHROP AVENUE	CRESCENT AVENUE
SUMMER STREET	WINTHROP AVENUE	CRESCENT AVENUE
WINTHROP AVENUE	BENNINGTON STREET	WINTHROP PARKWAY
MILL ST PLACE		FULL LENGTH
SALEM STREET	OVERLOOK	WAITT PARK
SOUTH FURNESS		FULL LENGTH PAVED & SIDEWALKS
HADDON STREET		FULL LENGTH PAVED & SIDEWALKS
WOODS AVENUE		FULL LENGTH PAVED & SIDEWALKS
VICTORIA STREET		FULL LENGTH PAVED & SIDEWALKS
PREVITE WAY		FULL LENGTH
COOPER TERRACE		SIDEWALKS
MILL STREET	BEACH STREET	VINAL STREET
LIBERTY AVENUE		SIDEWALKS
SEAVIEW AVENUE		SIDEWALKS

<u>CALENDAR YEAR 2024</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
POMONA STREET	REVERE STREET	AMERICAN LEGION HWY
RAND STREET		FULL LENGTH
HOWARD STREET		FULL LENGTH
MCLEAVY STREET		FULL LENGTH
OXFORD STREET		FULL LENGTH
GOODWIN AVENUE		FULL LENGTH
WINTHROP AVENUE	STATE ROAD	WINTHROP PARKWAY

<u>CALENDAR YEAR 2023</u>		
<u>STREET</u>	<u>FROM</u>	<u>TO</u>
NORTH SHORE ROAD	BUTLER CIRCLE	WINTHROP PARKWAY
BLAKE STREET		FULL LENGTH
ALGER ROAD		FULL LENGTH
AVALON STREET		FULL LENGTH
DIX STREET	NORTH SHORE ROAD	GARFIELD AVENUE
REVERE STREET	NORTH SHORE ROAD	OCEAN AVENUE
HILLSIDE AVENUE		FULL LENGTH
SUMMER STREET		FULL LENGTH
BAY ROAD		FULL LENGTH
LAWRENCE ROAD		FULL LENGTH
LEONARD ROAD		FULL LENGTH
SEARS STREET		FULL LENGTH
CLINTON ROAD		FULL LENGTH
LORING AVENUE		FULL LENGTH

JACKSON STREET		FULL LENGTH
GLADYS STREET		FULL LENGTH
VERA STREET		FULL LENGTH
YORK STREET	Noth Shore Road	Ellerton Street
ELLERTON		FULL LENGTH
ARGYLE STREET		FULL LENGTH
BEVERLY STREET		FULL LENGTH
FENNO STREET	Border Street	Prospect Avenue
SPRING AVENUE		FULL LENGTH
ARNOLD STREET	Hysil Avenue	South Irving Street
SOUTH IRVING STREET		FULL LENGTH
THORNDIKE STREET		FULL LENGTH

CALENDAR YEAR 2022

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
BREEDENS LANE	BREEDENS LANE	SALEM STREET
BREEDENS LANE	LIBERTY AVENUE	HYWOOD STREET
CUSHMAN TERRACE		FULL LENGTH
AVON STREET		FULL LENGTH
GENNESSE STREET		FULL LENGTH
FURNESS STREET		FULL LENGTH
ESSEX STREET		FULL LENGTH
CAMBRIDGE STREET		FULL LENGTH
STREET		FULL LENGTH
VANE STREET	YEAMANS STREET	HY-SIL AVE
TUDOR STREET		FULL LENGTH
SUFFOLK AVENUE		FULL LENGTH
RIDGE ROAD		FULL LENGTH
FRANKLIN PLACE		FULL LENGTH
WALNUT AVENUE	FRANKLIN AVENUE	BEACH STREET
WALNUT AVENUE		JAMES STREET
JAMES STREET	ARLINGTON AVENUE	WALNUT AVENUE
TAFT STREET	BROADWAY	HADDON STREET
HADDON STREET	TAFT STREET	VINAL STREET
WILSON STREET	TAFT STREET	REVERE BEACH PARKWAY
OCEAN AVE	WEST STREET	ELIOT CIRCLE
PEARL AVENUE	WINTHROP AVENUE	ORCHARD STREET
ORCHARD STREET	WINTHROP AVENUE	CRESCENT AVENUE

CALENDAR YEAR 2021

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
SHIRLEY AVENUE	VFW PARKWAY	NORTH SHORE ROAD
EASTERN AVENUE		FULL LENGTH
PUTNAM STREET		FULL LENGTH
CUMMINGS AVENUE		FULL LENGTH

B STREET (FULL LENGTH)
C STREET (FULL LENGTH)

FULL LENGTH
FULL LENGTH

CALENDAR YEAR 2020

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
PROCTOR AVENUE		FULL LENGTH
EASTERN AVENUE		FULL LENGTH
LINCOLN STREET	BURBANK	BLANEY
SPRAGUE STREET		FULL LENGTH
EUSTIS STREET		FULL LENGTH
JOHN MOONEY ROAD	EUSTIS	BEACH STREET
EVERETT STREET (FULL LENGTH)		FULL LENGTH
RUMNEY ROAD	PATRIOTS PARKWAY	GRAVES ROAD



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Application Withdrawal

In the event that an applicant wishes to withdraw a permit application, the attached "Request to Withdraw Street Opening Permit" form must be completed in its entirety and provided to the City of Revere. Only after submitting the said form and paying any relevant fees will the permit be withdrawn.



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REQUEST TO WITHDRAW STREET OPENING PERMIT(S)

I am the permit holder, or entity who hired the permit holder, and hereby authorize the city of Revere to withdraw _____ Street Opening Permit(s) # _____
for the property located at _____ street
address _____, Revere, MA 02151.

☐ **Initial here if: Work did not commence. A site inspection is required to verify field conditions before the permit/s can be withdrawn.**

Reason(s) for termination

Has work started under this permit/s? Yes _____ NO _____

Please fill out either the Permit Holder OR Property Owner Section below:

Permit Holder- Name-PRINT

Property Owner-Name-PRINT

Street Address

Street Address

City/Town State Zip Code

City/Town State Zip Code

Email: _____

Email: _____

Phone: _____

Phone: _____

Signature

Signature

THE COMMONWEALTH OF MASSACHUSETTS

On this _____ day of _____, 20____ before me, the undersigned notary public,
_____ personally appeared, proved to me through satisfactory evidence,
which were _____, to be the person whose name is signed on this document and
acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires



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Any permit entered in Citizen Serve without a related civil drawing will be DENIED. Drain layers for the city, must adhere to ALL requirements of the city. Including submission of a civil design plan for review (prior to approval of street opening permit.)

Please note, continued disregard for this requirement may result in the denial of a future license renewal application.

**ANY PERMIT ENTERED INTO CITIZEN SERVE WITHOUT A SATISFACTORY CIVIL PLAN
WILL BE DENIED.**

REMINDERS:

1. **ALL Permit Inquiries, Status Updates, Questions, etc., Must Be Directed to the Administrator of the Engineering office ONLY.**

Any calls made directly to the Superintendent of Public Works or the City Engineer regarding permit approvals will not be addressed nor responded to. **You must contact the Administrator of the Engineering Department with any questions or inquiries.** If needed, forward of such inquiries to the heads of departments will be at the Administrator's discretion.

2. **Street opening inspection requests must be made through the 311 Center. Please call 781-286-8311 to request an inspection prior to backfilling.**

You may also contact the Construction Oversight Manager, Michael DiGregorio, at 781-307-5298 for assistance.

Please note that any inspection requests made directly to the Water, Sewer & Drain Superintendent, Foreman, or crew will be redirected to 311.



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**ACKNOWLEDGEMENT OF RECEIPT OF CITY OF REVERE GUIDELINES FOR WATER
AND SEWER CONNECTIONS & RULES AND REGULATIONS
FOR WINTER EXCAVATION ACTIVITY**

It is the drain layer's responsibility to read and understand the information, rules, and procedures provided. By signing below, the drainlayer acknowledges the following:

I/We hereby acknowledge that I/we have received, read, and fully understand the requirements of City licensed drain layers. Further, I/we agree to abide by the policies and procedures described in the guidelines provided as defined in the drainlayer application requirements. I/we understand that I will be held accountable for all work performed in accordance with the said requirements.

Print Name _____ Date: _____

Signature _____



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Checklist for Water & Sewer Tie cards

1. Individual tie cards are required for each utility (domestic water service, fire service & sanitary sewer and stormwater)
2. Shall include size, material, and length of each service from the main into the building.
3. The building shall be drawn to match the as-built condition of the building and identify the building's address (proper shape)
4. Shall include the install date, install by and date the ties were taken.
5. Shall include ties (distance) from at minimum 2 different permanent points (building corners, utility poles, manhole structures, etc.) to the water shut off valve, sewer clean out any fittings the sewer and to the connection at the City's main (both water and sewer.)
6. Shall identify the location of the shut off valve and any sewer clean outs or bends (sidewalk, street, etc.)
7. Shall include the size of the main and the material if known.
8. All Service Tie Cards are to be uploaded into the street opening permit.

Disclaimer:

Every effort has been made to create a comprehensive list of requirements; however, the Engineering Department may require additional information or services not included in this checklist.

This document is subject to change at the City's discretion.



City of Revere, Massachusetts

SERVICE ADDRESS

WATER Service Card

Install Date: _____

Install By: _____

Ties taken by: _____

Water Service:

Size: _____ Material: _____

Property Line

Curb Line

Water Main

_____ Street in which the main is located



City of Revere, Massachusetts

SERVICE ADDRESS

SEWER Service Card

Install Date: _____

Install By: _____

Ties taken by: _____

Sewer Service:

Size: _____ Material: _____

Sewer **Main:**

Size: _____ Material: _____

Property Line

Curb Line

_____ Street in which the main is located



City of Revere, Massachusetts

SERVICE ADDRESS

Sewer Main

_____ Street in which the main is located



City of Revere, Massachusetts

SERVICE ADDRESS

WATER Service Card

Install Date: _____

Install By: _____

Ties taken by: _____

Water Service:

Size: _____ **Material:** _____

Property Line

Curb Line

Water Main

_____ Street in which the main is located



City of Revere, Massachusetts

SERVICE ADDRESS

SEWER Service Card

Install Date: _____

Install By: _____

Ties taken by: _____

Sewer Service:

Size: _____ Material: _____

Sewer Main:

Size: _____ Material: _____

Property Line

Curb Line

_____ Street in which the main is located



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ON-SITE CONSTRUCTION A-FRAME EXAMPLE





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UTILITY MARKER EXAMPLE

**MUST BE THE COLOR GREEN, HAVE COMPANY NAME AND
YEAR 2026 ON THE MARKER**



RULES AND REGULATIONS FOR WINTER EXCAVATION ACTIVITY WITHIN THE CITY OF REVERE

Department of Public Works
319 Charger St.
Revere, MA
02151



Winter Season: November 15 – April 15

Excavations performed between November 15th and April 15th are authorized by the City of Revere in accordance with the following provisions.

THE CITY OF REVERE DEPARTMENT OF PUBLIC WORKS RESERVES THE RIGHT TO REVOKE STREET AND SIDEWALK OPENING PERMITS OR CANCEL ANY SCHEDULED WORK AT ANYTIME FOR WEATHER RELATED OR EMERGENCY CAUSES.

A copy of these Rules and Regulations for Winter Excavation within the City of Revere can be obtained at

<https://www.revere.org/departments/departments-of-public-works>.

Definitions:

“Backfill” shall mean the placement of specified material in all spaces excavated and not occupied by substructures, and the bedding up to the elevation of the bottom of the pavement structure, or other surface material.

“Building Department” shall mean the City of Revere, and/or its Building Department, or its designated agent.

“Castings” or “cast iron infrastructure” shall refer to manhole frames/covers, valve boxes/covers, access hatches/covers, or catch basin frames/grates, and shall be defined as any structure installed at the grade of a roadway or sidewalk and designed to allow for access to an underground conduit or other infrastructure.

“Department of Public Works” or “DPW” shall mean the City of Revere Department of Public Works, and/or its designated agent.

“Excavation” shall mean any action of digging up, drilling, auguring, tunneling, milling, reclaiming, or cable and pipe driving. Excavation does not involve the tilling of soil, gardening, or displacement of earth, rock, or other material for agricultural purposes, nor the installation or maintenance of signs performed by the DPW or MASSDOT. This term includes the establishment, construction, resurfacing, repaving, or reconstruction of any sidewalk and/or driveway approach, or the placing of any substructure.

“Hot-Mix Asphalt” or “HMA” shall mean any combination of stone, sand and gravel bound together by asphalt cement and suitable for use in paving projects.

“MASSDOT” shall mean the Massachusetts Department of Transportation.

“Modified Winter Patching Material” shall mean a mixture of modified asphalt binder material and mineral aggregates used to temporarily repair winter excavations.

“Patch” shall mean the area normally excavated to accommodate a substructure, its appropriate bedding material, backfill, and subsequent

pavement structure. A patch area is less than four hundred (400) square feet.

“Paved Area” shall mean any area with a paved surface consisting of material such as: Hot-Mix Asphalt, concrete, brick, cobblestone, granite, etc.. These areas are typically referred to as streets, driveways, alleys, sidewalks, footways, walkways, steps, etc.

“Pavement Structure” shall mean a paved area founded on approved backfill material comprising of a wearing course and binder course of Hot-Mix Asphalt material, Portland cement concrete, or block/brick materials founded on a dense, granular, or other approved base material. The DPW defines the interface between the bottom of the Pavement Structure and the top of the backfill material to reside at twelve (12) inches below the bottom of the Hot-Mix Asphalt material.

“Permittee” shall mean any person or entity who has applied for and obtained a permit as required by the DPW and these Rules and regulations.

“Public Safety Issue” is any act, situation, or circumstance that endangers the life or safety of the citizenry, and/or actions that result in the severe damage or disruption of municipal property.

“Recycled Gravel” shall mean a blended gravel material that has been tested by a professional Engineer certifying that the gravel adheres to MASSDOT M1.03.1 standard and has been approved by the City of Revere. Recycled gravel material may not be used as a backfill material unless otherwise authorized by the DPW.

“Re-used Gravel” shall mean any material removed from an excavated jobsite that, after being tested by a professional Engineer, is certified to adhere to MASSDOT M1.03.1 standard and is approved by the City of Revere. Re-used gravel material may not be used as backfill material unless otherwise authorized by the DPW.

“Sidewalk” shall mean any public area within a City of Revere right-of-way (including driveways) that is available to pedestrian traffic.

“Skid Resistant Plate” shall be defined as any steel plate that a skid-resistant surface equal to or greater than the adjacent existing roadway or sidewalk surface has been added to.

“Substructure” shall mean any man-made pipe, conduit, duct, tunnel, manhole, vault, buried cable, wire, utility system appurtenance, or any other similar structures located below the surface of any public area.

“Trench” shall mean an area normally excavated to accommodate a substructure, its appropriate bedding material, backfill, and subsequent pavement structure. A trench area is greater than or equal to four hundred (400) square feet.

“Utility” shall mean any corporation, municipality, governmental subdivision, partnership, organization, individual or persons engaged within the Commonwealth in any business that is in any respect made subject to the supervision or regulation by the Department of Telecommunications and Energy or the Department of Public Utilities. For the purposes of these Rules and Regulations, a Utility shall also mean any person or entity engaged by, or on behalf of said Utility to perform street opening work.

“Utility Repair Tag” shall mean a circular, colored, UV-stable pavement marker comprised of durable material of one piece construction and measuring not less than 1.5” in diameter and not greater than 2”, with at least three barbed legs extending from its lower surface, and containing the Permittee’s customer ID number, year the patch was installed, and where applicable, the unique contractor or utility identifier approved by the DPW. Utility Repair Tags are imbedded at zero grade tolerance, or slightly below, during the final phase of paving procedures on all permitted asphalt patches.

“Winter Season” shall mean the period from November 15th through April 15th.

- A. Nothing in this section shall be construed to limit the ability to address emergency situations.
- B. Weather and site conditions that must exist before granting a Permit during the Winter Season include, but are not limited to the following:
 - 1. Paving surface temperature in the shade of 40 degrees Fahrenheit and rising during daytime hours.
 - 2. No measurable snowfall anticipated prior to, during or immediately following the scheduled pavement restoration.
 - 3. Frost shall not exist below the surface of a paved area.

- C. All Permittees are required to mobilize and be on site to protect their work zone within one (1) hour of being made aware of a public safety issue associated to their work.

A work crew should begin making all necessary repairs to provide a safe work zone within three (3) hours of notification.

- D. The Permittee shall be responsible for snow plowing and removal of their work zone as delineated by the City during construction. Forecasts of snow shall require the Permittee to immediately secure the job site by backfilling and paving the work zone.

If, due to unforeseen circumstances, Permittee is incapable of backfilling and temporarily paving the excavated location, Permittee must contact the Department of Public Works with a detailed explanation of the reason any plates must remain.

No Permittee shall be allowed to continue construction on their work site(s) after a citywide snow emergency or shutdown until formal authorization has been granted by the DPW.

- E. Excavations performed during the Winter Season may require the use of Controlled Density Fill (CDF) as directed by the Superintendent of Public Works. CDF shall be heated when the temperature is below 20

degrees Fahrenheit. CDF shall conform to the Commonwealth of Massachusetts Department of Public Works standard specification "MASSDOT M4.08.0 Controlled Density Fill," Type 1E or 2E Excavatable mixtures.

F. Winter Season Steel Plate Procedures

1. Permittee shall make every effort to pave all excavations at the end of each workday.
2. If steel plates are necessary, The DPW must be notified of their locations. To notify the DPW at reveredpw@reveredpw.org. Failure to notify the DPW may result in the suspension of all permits.
3. All steel plates utilized during the Winter Season must be coated with a skid-resistant material unless otherwise authorized by the DPW.
4. All steel plates utilized during the Winter Season must be recessed to meet the existing grade of the roadway. If a plate cannot be recessed as a result of existing roadway conditions the Permittee must provide a detailed explanation in the aforementioned steel plate notification (sub-section F-2).

Poorly recessed plates resultingly bang or lift up and down, creating traffic and safety hazards as vehicles travel over them.

A Permittee who displays poor practices when securing plates will forfeit the ability to use such plates during the Winter Season. If a Permittee's use of road plates is forfeited, all of the Permittees locations shall instead be required to be backfilled and paved at the end of each construction day, otherwise the Permittee must terminate all activity on the site.

5. All plated locations must have "Caution: Steel Plates Ahead" signs constructed with Retro Reflective Fluorescent Orange material (Type 4) and bracketed on a pole six (6) feet in height or greater. The DPW may allow the sign to be positioned below the six-foot requirement, depending upon the height of the pole and previously existing signage. Signs must be posted 200-300 feet in advance of any steel roadway plates being used, or as otherwise directed by the DPW.

If plates span across the centerline of a two-way street, a sign must be placed on both sides of the street. The City reserves the right to require additional signage as required by individual circumstances or as determined and directed by the DPW.

6. All steel plates to be installed must have the Permittee's name and 24-hour contact number on both sides of the plate. Initials will not be considered adequate to identify plates. The full name of the company, or the contractor performing the work, must be clearly displayed on every plate. Rented plates must also have the full name and emergency phone number of the party that is responsible for the safety of the plate. This is solely the Permittee's responsibility.
7. All steel plates installed must have a minimum of eighteen (18) inches of overlap of the excavation. Depending on the sidewall conditions, the plates may need to be extended beyond eighteen (18) inches to ensure public safety.

G. Winter Backfill Requirements

1. The Permittee is required to supply new processed gravel, or recycled gravel that has been approved by the DPW. The source of gravel used for backfill must be protected from freezing and moisture using accepted standard industry practices.
2. Compaction must be executed in six (6) inch lifts and achieve 95% of maximum dry density unless otherwise approved by the DPW. Required compaction must be accomplished by mechanical means only.

H. Winter Paving Requirements

1. Temporary pavement repair must be Hot-Mix Asphalt ("HMA"), unless hot-mix material is determined to be unavailable within a seventy-five (75) mile radius of the City of Revere. If hot-mix asphalt is unavailable the Permittee must use Modified Winter Patching Material.

2. The Permittee is required to supply three (3) inches of hot-mix asphalt in two (2) even, compacted lifts. Cold patch will only be allowed when asphalt plants are closed and must be replaced with hot-mix asphalt immediately when plants reopen.
3. All excavations prepared for paving shall be rectangular, unless otherwise agreed to by the DPW. All irregularly shaped cuts or damaged pavement shall be repaired at the expense of the Permittee. All paving shall be uniform, smooth, and level to the adjacent surface with a Utility Repair Tag installed in each patch or trench.
4. The Permittee is required to maintain -the satisfaction of the DPW any trench with Modified Winter Patching Material until hot-mix asphalt is available. When hot-mix asphalt becomes available the Permittee is required to remove all Modified Winter Patching Material and perform the temporary repair. Hot-mix asphalt materials may require a transport device to insure proper placement temperature and the integrity of any asphalt placed during cold weather.

I. Winter Inspection Requirements

1. Permittees must inspect all street excavation work performed under any permits issued during the Winter Season no more than fourteen (14) days after the work has been completed. Permittee shall report via email to the DPW at revere_dpw@revere.org, the condition of the patch or trench and a schedule to address any observed deficiencies.
2. Permittees must perform a post-inspection survey thirty (30) days after the initial fourteen (14) day inspection, to verify that their patches or trenches are still smooth, level and acceptable. All inspection results must be provided to the DPW via email: revere_dpw@revere.org

Major utility companies are required to summarize their fourteen (14) and thirty (30) day results in a weekly report. This will eliminate excess emails.

3. A failure to submit the required fourteen (14) and thirty (30) day inspection results to the DPW shall result in the suspension of all active work sites and a stop to the issuance of new permits during the Winter Season.

J. Unacceptable Patch or Trench Repair Procedures

1. Unacceptable Patches/Trenches Needing Immediate Attention

- a. Should the City contact the Permittee regarding a patch or trench that has settled to the point where it creates a jarring ride but is not a public safety concern, the Permittee shall make the necessary repairs within twenty-four (24) hours of notification.
- b. The City of Revere will accept a temporary repair in cold patch or sylvex until HMA is available. The Permittee shall make the HMA repair within twenty-four (24) hours of asphalt plants opening.

2. Other Unacceptable Patches/Trenches

- a. Should the City contact the Permittee regarding an unacceptable patch or trench that needs to be repaired but is not a public safety concern and does not greatly affect the traffic, the Permittee shall make the HMA patch repair within seventy-two (72) hours of notification.
- b. The City of Revere will accept a temporary repair in cold patch or sylvex until HMA is available. The Permittee shall make the HMA repair within forty-eight (48) hours of asphalt plants opening.

K. Winter Season Cast Iron Structure Repair Procedures

Erosion of HMA Around Castings Repair Schedule

1. **Public Safety:** cast iron structures with erosion of a six (6) inch wide area or more adjacent to the casting of two (2) or more inches of depth.
 - a. Within three (3) hours of notification, the Permittee must make temporary repairs to the eroded area by patching with cold patch, HMA, or sylvex, unless otherwise authorized by the DPW.
 - b. Within fourteen (14) days of the temporary repair, or at the earliest availability of HMA, the Permittee shall be required to cut-out around the casting, reset the structure if below grade, and place a permanent HMA repair, unless otherwise authorized by the DPW.
2. **Non-Public Safety:** minor erosion around the casting.
 - a. Within two (2) business days of notification, the Permittee must make repairs to the eroded area by patching with cold patch, HMA, or sylvex, unless otherwise authorized by the DPW.
 - b. Within fourteen (14) days, or at the earliest availability of HMA, the Permittee shall be required to cut-out around the casting, reset the structure if below grade, and place a permanent HMA repair, unless otherwise authorized by the DPW.

Cast Iron Structure Grade Adjustment

1. **Public Safety:** two (2) or more inches of settlement of a cast iron structure below street grade.
 - a. Cast iron structures that have settled two (2) or more inches must be reset to the grade of the roadway within forty-eight (48) hours, unless otherwise authorized by the DPW.
 - b. The DPW may require the Permittee to temporarily place cold patch, HMA, or sylvex over the cast iron structure

within three (3) hours of notification to bring the area to street grade until permanent repairs can be scheduled if public safety is a concern.

2. Non-Public Safety: less than two (2) inches of settlement.

- a. Within thirty (30) days of notification, the Permittee shall raise the casting to street grade, unless otherwise authorized by the DPW.
 - b. Depending upon the amount of cast iron infrastructure needing repair or replacement, the City may extend the thirty (30) day repair requirement so long as the Permittee is repairing or replacing infrastructure at a rate that is acceptable to the City.
- L. The City of Revere may request that Permittees use alternate cast iron infrastructure or installation methods on a trial basis such that infrastructure will not be compromised, and no public safety concern will result. The City and the Permittee shall then agree upon an approved methodology for future installation procedures, unless otherwise authorized by the DPW.

ACKNOWLEDGEMENT OF RECEIPT OF
CITY OF REVERE RULES AND REGULATIONS FOR WINTER
EXCAVATION ACTIVITY

It is the drain layer's responsibility to read and understand the information, rules, and procedures provided. By signing below, the drain layer acknowledges the following:

I hereby acknowledge that I have received, read, and fully understand the requirements of City licensed drain layers. Further, I agree to abide by the policies and procedures described in the City of Revere Rules and Regulations for Winter Excavation Activity.

I understand that I will be held accountable for all work performed in accordance with the said requirements, and that failure to do so may result in revocation of said drain layer license.

Print Name _____

Date: _____

Signature _____