

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, colorized, 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 revere_dpw@revere.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 _____