



CITY OF AZTEC

APPLICATION FOR PAVEMENT/SIDEWALK CUT PERMIT

PERMIT NO.: _____

DATE: _____

This permit application applies only to work being done within the public right-of-way. Work on private property (including installing a driveway) may require an additional permit.

Return to: Public Works Department
Attn: City Engineer
303 S. Ash St.
Aztec, NM 87410
(505) 334-7660

Application Fee: \$35.00
(Additional fees may apply; see terms and Conditions below.)

1. Applicant Information

Name:	Contractor Name:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:
Phone Number:	Phone Number:
Email Address:	Email Address:
Field Contact Name:	Field Contact Name:
Field Contact Phone:	Field Contact Phone:

2. Project Information

Address/Location:	ROW Surface type(s) to be used (check all that apply): <input type="checkbox"/> Asphalt <input type="checkbox"/> Base Course/Gravel <input type="checkbox"/> Concrete <input type="checkbox"/> Landscaping <input type="checkbox"/> Other: _____
# of cuts:	
Size of line:	
Total length & width of cut:	
Description of work to be done:	

3. Required Attachments

- Attach location or construction plans (if stamped plans are required you will be notified).
- Attach traffic control plan (must conform to the most recent version of the Manual on Uniform Traffic Control Devices).

4. Applicant Signature

I, _____, representing _____ hereby certify that I have read this application and that the above information supplied is true and correct. I agree to abide by all Terms and Conditions required by the City of Aztec.

Signature: _____ **Date:** _____



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TERMS AND CONDITIONS

Permits will not be processed without all of the required information.

Care and Public Protection

The person making the cut or excavation shall take care to cause the least amount of damage to the adjacent improvements or right-of-way. Work will be performed in such a manner as to minimize inconvenience to the public and permit passage for motorists or pedestrians.

Construction Conditions

1. The applicant must use proper erosion control measures.
2. All traffic striping and/or markings removed by excavation work shall be replaced.
3. Curb cuts shall extend to the nearest full depth crack or joint. Removal of curb or curb and gutter will be made so as to not disturb the subbase.
4. Backfill shall be clean, unfrozen material, containing no dirt or organic material. Sand shall be used and compacted in lifts of 8" or less. The top 12" shall be of commercially available CA-6. Compaction will be obtained using a mechanical tamper or roller meeting the approval of the City Engineer. Backfill shall be compacted to a minimum of 90% of the Standard Proctor Density at optimum moisture in the top foot and 90% in the remainder of the trench (ASTM D-698). Two compaction tests are required at minimum, one just above the pipe zone and one at the surface. Testing shall be completed every 100 linear feet at varying depths. Failed tests will require re-excavation, re-compaction and new testing at the expense of the contractor. Compaction test results shall be submitted to the City not less than 5 days prior to patching for hard surfaced streets. Trenched construction and backfill must provide for restoration of the structural integrity of the road, security against deformation, assurance the trench will not be a drainage channel, and assurance that backfill will not block normal drainage.
5. Excavation in all alleys, streets, sidewalks, curbs, and gutters shall be formed by saw cuts to the full depth of that particular surface.
6. Street cuts shall be widened a minimum of 12" on each side of the excavation prior to placing the backfill. In areas where concrete or concrete base courses exist, standards as pertaining to Class B pavement patching shall apply.
7. Excavations made in concrete shall be filled with concrete. Concrete base and/or subbase shall be replaced using a 6.5 bag mix. Dowels (1" x 18") shall be grouted into the remaining adjacent pavement on one-foot centers to a depth of nine inches.
8. Excavations made in bituminous or oil and chip streets or alleys shall be repaired using hot mix bituminous, Mix "C" or "D". When hot mix cannot be obtained, cold patch shall be used until such time as hot mix is available. Areas to be filled with hot mix shall be primed according to City standards.
9. On all asphalt roadway cuts the applicant shall place a temporary cold mix asphalt patch minimum thickness of 4 inches immediately after the backfill and compaction is completed for each separate cut included on this application. Timing of placement of backfill and compaction is not to exceed 24 hours after the work is completed. The cold mix asphalt patch shall be maintained until the permanent hot mix asphalt patch is available. All roadways shall be patched within 72 hours of cutting, unless prohibited by inclement weather. Asphalt shall be saw-cut for a clean straight edge prior to new asphalt placement. Asphalt thickness shall be matched to existing conditions plus (1) one inch. Placement shall be done in lifts not to exceed 3 inches. A minimum of 3 inches of asphalt is required. The minimum patch dimensions shall be 2 feet by 2 feet. Prior to patching, the contractor shall monitor (daily) the condition of the cut area and immediately repair all potholes and bumps in the temporary surface.
10. Repairs must return the road to its original or better condition. The repairs shall be accomplished in the least possible time and with the least disturbance to the normal functioning of the street or other property. Repairs of damage caused to existing facilities as a result of work carried out under a valid permit shall be the responsibility of the applicant.
11. At the discretion of the Public Works Director, streets that have been resurfaced within the last 5 years, or streets that have excess utility cuts (as determined by the City Engineer) will require a minimum one (1) inch overlay for the full street width, at a length to be determined by the City Engineer.



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Duration

Street cut permits shall be good for 30 calendar days from the date of issuance. An extension may be granted by the Public Works Department/Engineering where unavoidable delays are encountered.

Emergencies

In the event street cuts are made in response to emergency repairs such as water main breaks, gas leaks, etc., telephone notice must be given to the City Engineer prior to the start of construction, and a permit application must be completed and forwarded to the Department of Public Works by the end of the following business day.

Fee Schedule

The applicant, at the discretion of the Public Works Director, may perform pavement replacement if performed in accordance with the construction conditions below. In the case of pavement replacement performed by applicant, only the application fee is required. Pursuant to city code, if replacement is performed by the City, fees will be assessed for labor, materials, use of equipment, and a replacement fee of \$2.00 per square foot. Payment of estimated cost is due prior to issuance of the permit. If the actual cost exceeds the estimated cost, the difference will be billed to the applicant. If the actual cost is less than the estimated cost, the difference will be refunded.

General Conditions

A diagram must be attached to the permit application showing the area of proposed work, street, driveway, buildings, property line, etc.

Inspection

This permit application must be submitted and approval received prior to any construction. The work must be inspected before concrete/asphalt is poured and a final inspection must be performed when the work is complete. The Public Works Department will conduct the required on-site inspections to ensure compliance. City notification of inspection shall be during regular business hours at least 48 hours in advance of backfilling. Required inspections can be arranged by calling (505) 334-7660, Monday through Thursday, 7:00 am to 6:00 pm. No inspections will be done on holidays or weekends. Roadway repairs made without prior notification of the Public Works Department may require re-excavation and backfilling. These inspections are part of the permit fee and are no additional charge. The City reserves the right to inspect any development anytime to ensure compliance with all codes and procedures.

Traffic Control

Traffic Control: Vehicular and pedestrian traffic control shall be in accordance with the latest Manual on Uniform Traffic Control Devices (MUTCD).

FOR CITY USE ONLY

Approved: YES NO

Signature: _____

Date Issued: _____

FEE DETERMINATION

Permit Fee: _____

Replacement Rate (per ft²): _____

Labor: _____

Materials: _____

Equipment: _____

TOTAL:

Comments: