




# **Borough of Chambersburg**

*A full service municipality in Franklin County  
celebrating over 65 years of consumer owned natural gas service  
over 100 years of community electric and a  
regional wastewater, water, and municipal solid waste utility*

**TO:** Curb and Sidewalk Contractors

**FROM:** Phil Wolgemuth, Land Use & Development Director 

**DATE:** April 7, 2017

**SUBJECT:** Street Excavation and Restoration

The Borough of Chambersburg Town Council recently approved new rules and fees for street excavation and restoration work associated with curb repair or construction, to be implemented on April 1, 2014.

A Curb and Sidewalk Permit must be secured before you begin excavation work associated with curb and sidewalk repair or construction on a Borough Street or State Route. A permit fee of \$15 will be collected at the time of permit application for Borough Streets and a \$45 fee will be collected for State Routes.

A certificate or other evidence from an insurance company certifying that the permittee has comprehensive general liability and automobile insurance must be provided along with the application for permit.

The Borough will continue to provide permanent restoration for excavation work associated with repair or construction on a Borough Street or State Route, with the permittee being responsible for backfill with 2A aggregate compacted in not more than eight inch (8") layers to within two inches (2") of the roadway surface.

A fee will now be collected at the time of application for permit from permittees to cover Borough costs associated with temporary and permanent restoration. A fee will not be collected for permanent restoration if the street where the excavation takes place is scheduled for reconstruction or overlay within 12 months of the date of the excavation permit.

The Borough will conduct inspections for permittee excavation work on Borough Streets and State Routes. A fee will be collected at the time of permit application to cover Borough costs associated with inspection.

If the Borough inspector discovers an excavated area with dimensions larger than the permitted area, the permittee will be notified to amend the permit and pay a fee to cover Borough costs associated with temporary and permanent restoration for the amended area.

**Curb and Sidewalk Contractors**

March 25, 2014

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Please see below an example of permit, permanent restoration and inspection fees for a 2 foot by 10 foot excavated area on a Borough Street and State Route.

Permittees must contact the Pennsylvania One Call System, Inc. at 811 or 1-800-242-1776 no less than 3 nor more than 10 business days before digging anywhere in the Commonwealth, including excavation on a Borough Street or State Route.

Permittees must provide traffic control as required under PennDOT Publication 203, entitled "Work Zone Traffic Control."

For all work that involves saw cutting, a storm water filter sock must be placed around all storm sewer inlets that could potentially be affected by run-off from the saw cutting operation or precipitation runoff.

Applications for Curb and Sidewalk Permits can be obtained at Borough Hall, 100 South Second Street, Second Floor in Chambersburg, Monday through Friday, 8:00 a.m. until 5:00 p.m. or by visiting the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov) and clicking on the Documents link on the front page.

Applications, associated fees and proof of insurance must be returned to the Borough Engineering Office Secretary at Borough Hall, 100 South Second Street, Second Floor in Chambersburg, Monday through Friday, 8:00 a.m. until 5:00 p.m. Permits for Borough Streets are generally issued within one hour from the time of application receipt; however, permits for State Routes can take a week or longer to process according to PennDOT Highway Occupancy Permit regulations.

Questions can be addressed by calling the Engineering Office Secretary at 717-261-3221.

<b>BOROUGH STREET</b>	<b>STATE ROUTE</b>
<b>Permit Fee</b> \$15.00	<b>Permit Fee</b> \$45.00
<b>Permanent Restoration (2 feet X 10 feet)</b> Material square foot unit cost X size (sf) of street opening + Highway Department Operator hourly rate X 3 + restoration truck hourly rate.  $\$6.32 \times 20 + \$67.17 + \$13.00 = \$206.57$	<b>Permanent Restoration (2 feet X 10 feet)</b> Material square foot unit cost X size (sf) of street opening + Highway Department Operator hourly rate X 3 + restoration truck hourly rate.  $\$9.00 \times 20 + \$67.17 + \$13.00 = \$260.17$
<b>Inspection</b> Engineering Technician hourly rate + vehicle hourly rate X 0.5.  $\$29.45 + \$4.55 \times 0.5 = \$17.00$	<b>Inspection</b> Engineering Technician hourly rate + vehicle hourly rate X 0.5.  $\$29.45 + \$4.55 \times 0.5 = \$17.00$
<b>TOTAL: \$238.57</b>	<b>TOTAL: \$322.17</b>
Formulas will be adjusted annually after Contracts for the Purchase of Emulsion Products, Permanent Restoration of Surface Openings on Borough Streets and Permanent Restoration of Surface Openings on State Routes are awarded. Staff and equipment hourly rates will be adjusted at that time as well.	



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## **Standard Operating Procedures/Guidelines: Safe Procedures for Cutting or Breaking Up Asphalt**

### **Introduction:**

From time to time the paved streets, alleys and parking lots of the Borough of Chambersburg must be cut either for utility repairs or for bituminous patching or reconstruction. This will frequently require that the asphalt surfaces be dug into, either with saw cutting or other methods. One of the challenges in doing this safely is that this can produce dust, some of which may contain contaminants. There is no danger to the public or workers if the following procedures are followed.

### **Applicability:**

This policy applies to all employees of the Borough of Chambersburg, as well as all contractors, subcontractors, and/or consultants that operate in the streets, alleys and parking lots owned by the Borough of Chambersburg, except where noted otherwise. State owned highways are regulated by the Pennsylvania Department of Transportation through the highway occupancy permit process and other applicable laws and regulations.

### **I. Cutting a Bituminous Street Surface**

Regardless of whether the crews cutting the pavement are Borough employees or not, they shall remove the existing bituminous pavement as part of a utility ditch, excavation, base repair and/or milling process using the methods described herein. Use copious amounts of amended water (water to which a PennDOT approved surfactant has been added) according to the manufacturer's specifications during any operations involving saw cutting, drilling, milling, mechanical disturbance, and/or excavation/loading of pavement material. Dry operations involving disturbance to asphalt are strictly prohibited. Use amended water as directed by the Engineering Department. Examples of source water component in the amended water include a hose connected to an external water source, tank water, or water that may be supplied from a Borough Fire Hydrant, vacuum truck, or other water source; some rules and fees may apply.

#### **I.A. Cold Weather Procedure**

Any cut made during a cold weather event (temperatures less than 32°F) shall require that the crew add propylene glycol antifreeze (RV antifreeze only; use of any other antifreeze is prohibited) to their amended water in sufficient quantity to prevent the accumulation of ice on streets, sidewalks, and other surfaces. In addition, all amended water, ice, and slush must be carefully and deliberately removed from the job site regardless of whether it is a part of the slurry (as defined herein) and/or ancillary to the cutting process. Ice accumulation during cold weather cuts is unacceptable.

### **II. Slurry**

Dust that is trapped in this manner will become a mud-like substance known as "slurry". The necessary care and caution shall be taken in order that the slurry is not allowed to run into storm sewers, but is trapped in silt socks or other devices designed to collect this material. Collected slurry and absorbent devices must be properly disposed in accordance with applicable laws, regulations and standards for such disposal. Any contamination of the storm water system by slurry requires immediate spill response actions must be undertaken.

Processes I, IA, and II are not optional regardless of whether the quantity or type of contaminants are known and whether the Engineering Department considers the pavement clean.



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## CURB AND SIDEWALK PERMIT APPLICATION

This application was developed to administer the curb, sidewalk and driveway entrance permit as defined in the Code of the Borough of Chambersburg, Chapter 254, Article V. Curb, sidewalk and driveway entrance permit information must be submitted on this form. Please complete the application and return it to Borough Hall, Second Floor, 100 South Second Street or fax or email it to Cindy Harr at 717-264-0224 or [charr@chambersburgpa.gov](mailto:charr@chambersburgpa.gov).

Contractor Name, Address & Phone Number: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Contact person's telephone number: \_\_\_\_\_

Address of work location: \_\_\_\_\_

Property owner's name: \_\_\_\_\_

PA One Call Serial Number: \_\_\_\_\_

Curb \_\_\_\_\_ (LENGTH AND WIDTH OF ROADWAY CUT)

Sidewalk \_\_\_ Driveway Entrance \_\_\_ Drain under sidewalk \_\_\_ Wheel chair ramp \_\_\_

A permit fee of \$15 will be collected for Borough Streets and a \$45 fee will be collected for State Routes. Also, a fee will be collected to cover Borough costs associated with permanent restoration for excavation work associated with curb repair or construction on a Borough Street or State Route. A fee will not be collected for permanent restoration if the street where the excavation takes place is scheduled for reconstruction or overlay within 12 months of the date of the excavation permit.

A certificate or other evidence from an insurance company certifying that the permittee has comprehensive general liability and automobile insurance must be provided along with the application for permit.

The contractor will be responsible for backfill with 2A aggregate compacted in not more than eight inch (8") layers to within two inches (2") of the roadway surface. The work area must be marked at all times with the proper warning devices, as referenced in Penn DOT Publication No. 203 entitled "Work Zone Traffic Control."

The contractor must contact the Pennsylvania One Call System, Inc. at 811 or 1-800-242-1776 no less than 3 nor more than 10 business days before digging anywhere in the Commonwealth, including excavation on a Borough Street or State Route.

Permits for Borough Streets are generally issued within one hour from the time of application receipt; however, permits for State Routes can take a week or longer to process according to PennDOT Highway Occupancy Permit regulations.

### **III. Disposal**

It is unknown what contaminants may or may not exist in old pavement. Further, it is best to use an abundance of caution when hauling and disposing of pavement. The Borough Engineering Department may, or may not, certify that the pavement is free of contaminants. For small cuts, it is likely not cost effective to pre-test or certify the pavement. Therefore, when in doubt, follow best management practices for the hauling and disposal of old bituminous waste and slurry-filled absorbent devices.

Do not reuse or recycle any excavated or milled bituminous material unless you first test for the presence of contamination.

Based on your knowledge of the contamination in the old bituminous material waste and slurry-filled absorbent devices, secure an approved and permitted disposal facility for bituminous waste noting that the bituminous pavement may be contaminated. This arrangement must be made prior to the initiation of work. Transport the material while adequately wet in tarped trucks to the disposal facility in accordance with all federal, state, and local laws, regulations, and ordinances. Use appropriate placards. Provide documentation to verify the proper transportation and disposal of the removed pavement to the Borough Engineering Department. Contact the PA DEP South Central Regional Office for a complete list of landfills permitted to receive this type of waste.

Borough utility departments shall handle waste in accordance with our internal hauling process. Borough waste will be separated by whether we know contamination exists or not and disposed of by qualified Borough employees if required by local, state, or federal law.

External entities are responsible for their own determinations and hauling process.

### **IV. Certification**

Contemporaneous with the application for any excavation or street opening permit, other than those being done by Borough employees, a pre-approved "No Exposure Assessment" form must be executed by a "competent person" who certifies that they have received this policy, understand the requirements, that the work area has been evaluated, that the projected work practices and engineering controls are adequate to reduce direct and indirect employee (and public) exposure to any contaminants that may or may not be present, and that their proposed excavation methods meet the requirements of these standards. The executed "No Exposure Assessment" shall be in compliance with 29CFR 1926.1101(g)(8)(vi)(b). The executed "No Exposure Assessment" is to be provided to the Borough Engineering Department representative prior to the scheduled start of CONSTRUCTION for review and acceptance. CONSTRUCTION is not to commence until the "No Exposure Assessment" is accepted by the Borough Engineering Department.

The Engineering Department can waive this condition if the pavement is pre-tested and no contamination is found.

### **V. Monitoring**

As may be required at the sole and absolute discretion of the Borough Engineering Department, and if so instructed as a condition of the excavation permit, the Borough reserves the right to require, at contractors' expense, that a minimum of two employees, at any job site where the asphalt is being opened, must carry asbestos monitoring devices. (Although the Borough is exempt from OSHA regulation, OSHA's air monitoring standard identifies what they consider to be the mandatory protocol for conducting air monitoring.)

If so directed, the Borough of Chambersburg will be responsible for establishing air monitoring meters, testing air samples, and collating data. This may be done by Borough employees or a third party environmental consultant(s) as determined by the Borough.



# Borough of Chambersburg

## NO EXPOSURE ASSESSMENT

### Form

To: The Borough of Chambersburg Engineering Department  
For Street Opening Permit # \_\_\_\_\_

I state that I am, \_\_\_\_\_ of \_\_\_\_\_

Print Full Name

Print Company Name

and that:

1. I have reviewed the Borough of Chambersburg Standard Operating Procedure for the removal of bituminous material and I understand it
2. I am a competent person who knows and understands the process for excavating in bituminous material that may or may not contain contaminated material.
3. I certify that I am a competent person as defined in 29 CFR 1926.1101(g)(8)(vi)(b) and I further, certify that I have read and fully understand the applicable requirements as set forth in 29 CFR 1926.1101.
4. I will use best management practices and procedures for excavation and will control debris and fiber release.
5. I have evaluated the work zone and established the best manner to address the required excavation.
6. I will use copious amounts of amended water in all excavations and disturbances.
7. I will collect all runoff, slurry and other material created by my activities including but not limited to the activities of contractors, subcontractors, and/or other persons under my control and/or supervision, and take any and all necessary actions to prevent runoff, slurry and other materials created by my activities as defined herein from running into the sewer system and/or any waterway of the Borough.
8. I will properly transport and dispose of all materials in accordance with local, state, and federal laws including but not limited to applicable sections of 29CFR 1926.1101.
9. By signing herein I attest to my competence to evaluate the project and insure proper precautions are taken. I further certify that I have evaluated the work area, the projected work practices and the engineering controls, and that the controls are adequate to reduce direct and indirect employee exposure to below the PELs under all expected conditions of use and that the methods to be used meets the requirements of this standard. I further certify that my evaluation was performed in accordance with the applicable sections of 29 CFR 1926.1101.
10. I agree to indemnify and hold harmless the Borough, its elected officials, employees, agents, successors and/or assigns against any and all claims, expenses, costs, causes of actions, suits, and/or demands arising from and/or related to, directly and/or indirectly, the transportation, removal, and/or disposal of any and all materials removed, transported, and/or disposed of as a result of, directly and/or indirectly, with this excavation permit.

\_\_\_\_\_  
Name of Applicant, Corporation, Firm or Individual

\_\_\_\_\_  
Competent Person Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Contact Phone #



# Borough of Chambersburg Concrete Sidewalk Maintenance Guide

The Borough of Chambersburg has a lot of experience with concrete sidewalks and wants to help you understand how to preserve and protect your new sidewalk. Most notably, we want to help you avoid spalling, which occurs when the surface of the concrete breaks off, flakes or becomes pitted, exposing the aggregate underneath.

Concrete is an amazing material. Soft and easy to manipulate during installation, it soon sets into a solid, stone-like material. This process, called setting and curing, doesn't happen instantly. While concrete will become firm and hard quickly, it remains relatively weak until completely cured, a process that can take some time, depending on temperature and other conditions. How you treat your new concrete will affect it for years to come.

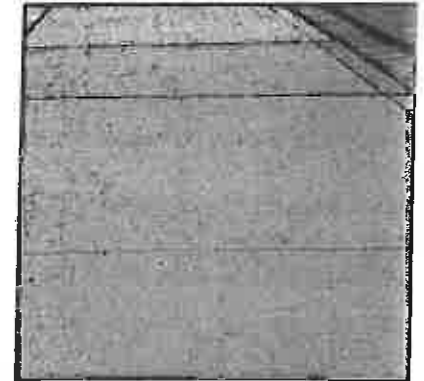
## Tips to help your concrete sidewalk cure and prevent spalling:

**Apply Cure and Seal Compound** – The Borough will require you or your contractor to apply a cure and seal compound on your newly poured sidewalk. It will form a tough and protective covering that acts as a barrier for low moisture transmission and maximum development of the concrete's strength and wear resistance during the early hardening stage.

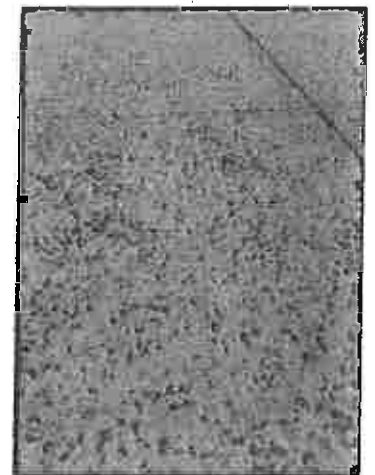
**Keep it Wet** – Keeping your new sidewalk wet, especially when it is exposed to direct sunlight, will help during the curing stage. Saturating your new sidewalk with water at least one time daily for at least 7 days after installation will enhance curing and prevent spalling.

**Avoid Salt and Deicers** – The Borough requires ice to be removed from sidewalks within 24 hours after it collects on your sidewalk. Deicing chemicals can cause spalling. Using salt or deicers during the first winter after your concrete has been poured is especially harmful, but you should avoid using them at any time. Use sand or kitty litter instead or, if salt or deicers are used, be sure to sweep them off the sidewalk as soon as the ice has melted.

**Remove Snow** – The Borough requires snow to be removed from sidewalks within 24 hours after it collects on your sidewalk. Use care when plowing or shoveling your sidewalk. Lift the blade up so that it does not scrape or scar the concrete surface. Using a snow blower with rubber blades will also help avoid damage.



New Sidewalk



Spalled Sidewalk

## PERMIT REQUIRED

A Curb and Sidewalk Permit must be secured for concrete curb or sidewalk maintenance or new construction. Cure and seal compound specifications will be provided along with your permit. Please contact the Borough Engineering Department at 717-264-5151 with questions about this guide or for assistance with a Curb and Sidewalk Permit.