



CITY OF LIMA, OHIO

David J. Berger, Mayor

50 Town Square Lima, Ohio 45801-4900 419/228-5462 Fax 419/221-5214
www.cityhall.lima.oh.us

March 6, 2012

Notice to All Contractors and Utility Operators,

Please find enclosed, The City of Lima Street and Public Ground Excavation Policy. This policy will be in effect March 1, 2012. Please review it and contact us should there be any questions.

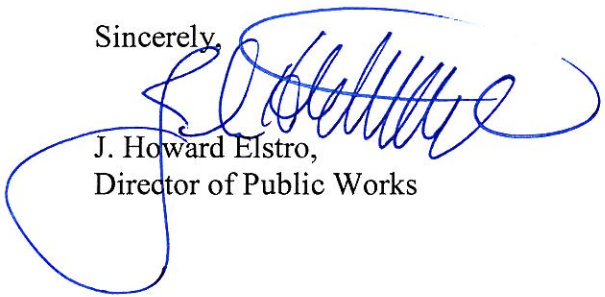
The policy does require registration of the company who is performing the excavation, which can be done annually. Many of you are already complying with the registration parts of the policy. Deposits or bonds are required and notice of excavations are now required prior to any and all excavation. Notice of excavation can be done via email to streetcuts@cityhall.lima.oh.us or in person at the Street Division Office, Central Service Building 900 S. Collett 45805. To arrange for inspections prior to backfill operations, placement of concrete cap, and final sealing, you may email streetcuts@cityhall.lima.oh.us or call the Street Division at (419) 221-5165. In the absence of a live attendant, you may hit prompt #1 and leave your request for inspection with the Trouble Truck Voicemail Box.

For excavations of sidewalks, please note a separate sidewalk permit is still required.

We've tried to streamline the policy and make the inspection and registration process as simple as possible, and yet afford the City to manage the high number of excavations that are occurring within our Public Right-of-Ways and Grounds.

For questions or additional information, please contact Kirk Niemeyer, City Engineer at (419) 998-5508 or Saul Allen, Deputy Director of Public Works, Street Division at (419) 221-5197.

Sincerely,


J. Howard Elstro,
Director of Public Works



Street and Public Ground Excavation Policy

Registration: Prior to excavation of City Right of Way, Contractor Registration through the License and Permit office is required.

Deposit / Bonds: For Contractors performing ongoing multiple excavation for a single project, Bond or Deposit sufficient to cover the cost of construction project in right-of ways or public grounds are as follows:

<u>Project Cost</u>	=	<u>Bond Amount</u>
\$5,000.00—10,000.00	=	\$1,000.00
\$10,000.00—50,000.00	=	\$5,000.00
\$50,000.00—100,000.00	=	\$10,000.00
\$100,000.00—300,000.00	=	\$30,000.00
\$300,000.00—1,000,000.00	=	\$100,000.00
\$1,000,000.00—1,500,000.00	=	\$150,000.00

Street Cut Bonds for Site Development Projects will be individually calculated by the Engineer Division after an Engineering Application Permit is filed.

Street Cut Bonds will be released one year after final inspection provided no additional corrective action is required.

Notice of Excavation:

Permit is required prior to excavation within the Right of Way (Sidewalk, Tree Lawn, Street, Alley, Public Owned Land). Upon review and approval by the City Engineer of a Contractor applying for Blanket Permits, the contractor will be permitted to file electronic notices in lieu of individual paper permit applications.

Electronic Notices, in advance of excavation are required. Notices are directed to the Street Division, and will require:

- Location, depth, width, and length of excavation
- Identification of utility the excavation is for, e.g. Dominion, Century Link, etc.
- Contact information (email, office phone, cell phone) of utility company, owner of the excavation firm, and Foreman / onsite supervisor

Excavation Restoration:

Contractor is required to restore excavation in compliance with City Engineer Specifications and Directions. (See attached PRC Drawing)

Inspections:

Inspections are required:

Street Area:

- 1.) During backfill operations
- 2.) Upon placement of concrete cap
- 3.) Final, once paving, sealing and/or grading and seeding are complete

Sidewalk Area:

- 1.) Loading Back Fill (By Street Division)
- 2.) Inspections of sidewalk forms (By Engineering Division)
Note: Sidewalk permits are required through the Permit Office 2nd Floor
Municipal Building 50 Town Square Lima, OH 45805
- 3.) Final sidewalk inspection (By Engineering Division)

Tree Lawn without Sidewalk:

- 1.) During Backfilling
- 2.) Upon final completion

Excavation Inspection fees are \$30.00 / Inspection.

If work is found deficient upon final inspection, City will notify contractor and provide date for corrective action. If work is not corrected by assigned date, work will be performed by City Crew and charge against the bond.

For large jobs, the entire project must be completed to satisfaction prior to Bond Release.



CITY OF LIMA, OHIO

David J. Berger, Mayor

50 Town Square Lima, Ohio 45801-4900 419/228-5462 Fax 419/221-5214

REQUIREMENTS FOR CONTRACTOR LICENSING

1. A copy of a valid, un-expired State of Ohio Contractor's License (HVAC, Elec, etc.)
This requirement does not apply to building contractors.
2. Certificate of Liability Insurance in the amount of \$300,000.00 listing the City of Lima as the holder of the certificate.
3. Copy of Worker's Compensation Certificate.
4. Registration with the City of Lima Tax Department.
5. Completed Application.
6. Payment of a \$50.00 (per trade) non-refundable fee.

Application For Engineering Construction Permit

1. GENERAL INFORMATION:

Site Address: _____

Located Between: _____ AND _____

Permit #: _____ Applicant: ___ Owner ___ Contractor ___ Designer ___ Agent

2. OWNER INFORMATION:

Company / Business: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

3. CONTRACTOR INFORMATION:

Company / Business: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

4. DESIGNER INFORMATION:

Company / Business: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

5. FEES:

___ Sidewalk Fee \$10.00 ___ Curb Replacement Fee \$10.00 ___ Commercial Sidewalk \$20.00

___ Flood Plain Fee \$50.00 ___ Moving \$50.00 ___ Barricade Fee \$20.00

___ Residential Demolition Fee \$25.00 ___ Commercial Demolition Fee \$50.00

___ Antenna \$25.00 ___ Parking Lot Fee \$10.00 - ___ New ___ Resurface

Site Development Permit \$100.00 & 1/4% of Construction Cost

Cost of Work: \$ _____

Total: \$ _____

Residential Storm Sewer – No. Taps _____ @ \$30.00
Total: \$ _____

Commercial Storm Sewer – No. Taps _____ @ \$50.00
Total: \$ _____

Drive Access Cut – No. Cuts _____ Cut 1: _____ Cut 2: _____ Cut 3: _____
Fee: 1st 12 LFT. \$30.00, additional - \$2.00/LFT. Total Drive Access Cut Fees: \$ _____

Drive Access Extension Fee: \$2.00/LFT.
Length: _____ Total Fee: \$ _____

Street Cut Bond: \$ _____ (Set by Engineering Department)

Other: _____

Total Engineering Fees: \$ _____

Scope of work / explanation:

SIGNATURE OF APPLICANT

TITLE DATE

CITY ENGINEERING/BLDG. COMMISSIONER DATE

Application For Contractor Registration

1. GENERAL INFORMATION:

Date: _____

Tax Id#: _____

Issue to: _____

Applied for by: _____

2. CONTRACTOR INFORMATION:

Business Address: _____

Phone: _____ Fax: _____ Cell: _____

E-mail: _____

3. NATURE OF LICENSE:

(To register with the City of Lima - Lima / Allen County Building Department as a Contractor)

ELEC FIRE ALARM GENERAL
 HVAC SPRINKLER SIGN

In signing this application, I agree to abide by all Ordinances, Rules, and Regulations pertaining to this subject nor or hereafter passed by the City Council of Lima, or by any official empowered to issue such regulations.

Fees: _____

Signed: _____

City Income Tax Department Approval: _____

THIS IS NOT A LICENSE

REQUIREMENTS FOR CONTRACTOR LICENSING

1. A copy of a valid, un-expired State of Ohio Contractors License (Hvac, Elec, Etc).
This requirement does not apply to building contractors.
2. Certificate of Liability Insurance in the amount of \$300,000.00 listing the City of Lima as the holder of the certificate.
3. Copy of Workers Compensation Certificate.
4. Registration with the City of Lima Tax Department.
5. Completed Application.
6. Payment of a \$50.00 (per trade) non-refundable fee.

Business Questionnaire
City Income Tax Department
50 Town Square – PO BOX 155 – Lima, OH 45802
Fax: 419-998-5527

The following information will aid us in preparing forms for your us under the Income Tax Ordinance. Please answer questions fully and return this questionnaire to the above address.

1. BUSINESS INFORMATION:

Name of Individual or Owner(s): _____

Name of Corporation: _____

Trade Name (if any): _____

Give home address of owner(s) or all partners if a partnership. If corporation list names and titles of major officers.

Name / Title	Address	Phone
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____

Location of Activity in Lima: _____

Local Phone #: _____ Home Office Phone #: _____

Mailing Address: _____

Date When Business Started in Lima: _____

Type of Organization: ___ Ind. Prop. ___ Partnership ___ Corporation

SSAN (If Ind. Prop.) _____ Federal ID #: _____

Are there now or will there be employees subject to Lima City Tax?

___ Yes ___ No _____ Approximate # of Employees

Accounting Period: ___ Calendar ___ Fiscal Year Ending*

Nature of Business: _____

If you are a contractor and will have sub-contractors working for you, please list these on the back of form.

* Note: A fiscal year ending can only be used when your accounting period as used on federal return does not end on December 31st.

Lima City Income Tax Rate is 1.500 per cent

Revised: 5/23/2011

STREET CUT BONDS

		Width (W)						
Table No.	Depth (D)	3'	4'	5'	6'	7'	8'	9'
Table No. 1 FLEXIBLE PAVEMENT Major Street	<i>1' thru 5'</i>	\$18	\$24	\$28				
	<i>6' thru 10'</i>	\$24	\$32	\$38	\$46	\$52	\$61	\$61
	<i>11' thru 15'</i>	\$32	\$42	\$52	\$61	\$71	\$81	\$85
Table No. 2 FLEXIBLE PAVEMENT Residential Street	<i>1' thru 5'</i>	\$14	\$18	\$24				
	<i>6' thru 10'</i>	\$24	\$28	\$38	\$42	\$52	\$56	\$61
	<i>11' thru 15'</i>	\$32	\$42	\$46	\$61	\$71	\$81	\$85
Table No. 3 CONCRETE PAVEMENT	<i>1' thru 5'</i>	\$14	\$14	\$18				
	<i>6' thru 10'</i>	\$18	\$24	\$32	\$38	\$42	\$52	\$56
	<i>11' thru 15'</i>	\$28	\$38	\$46	\$52	\$61	\$71	\$81
Table No. 4 UNIMPROVED STREET AND ALLEYS	<i>1' thru 5'</i>	\$10	\$10	\$14				
	<i>6' thru 10'</i>	\$18	\$24	\$28	\$32	\$38	\$42	\$52
	<i>11' thru 15'</i>	\$24	\$32	\$42	\$52	\$56	\$67	\$75

Bond = Base Cost + (Trench Width Value x Length of Cut)

Base Cost = \$350.00

W = Trench Width (3' minimum)

D = Depth of Street Cut @ Main Line

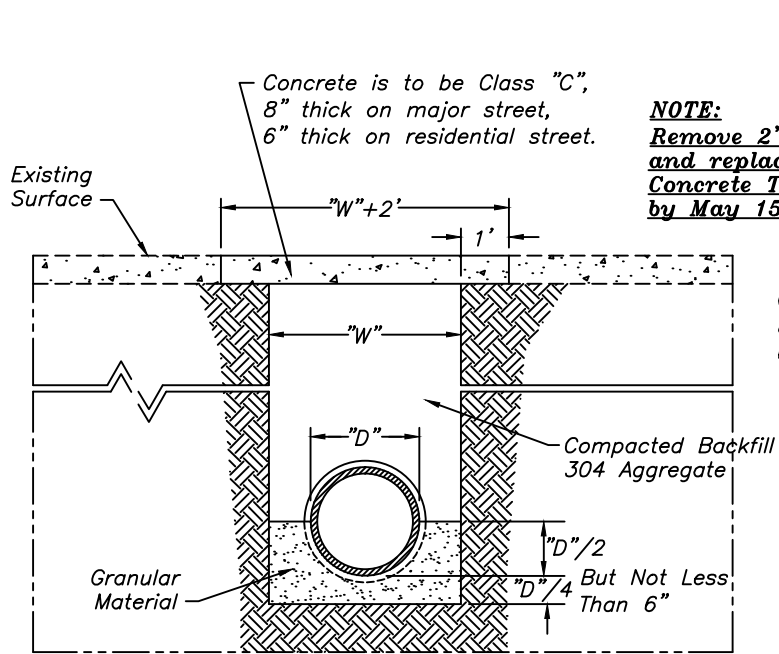
Example:

Major Street: Sewer is 8' Deep, Length of Cut is 10', and the Width of Cut is 3'

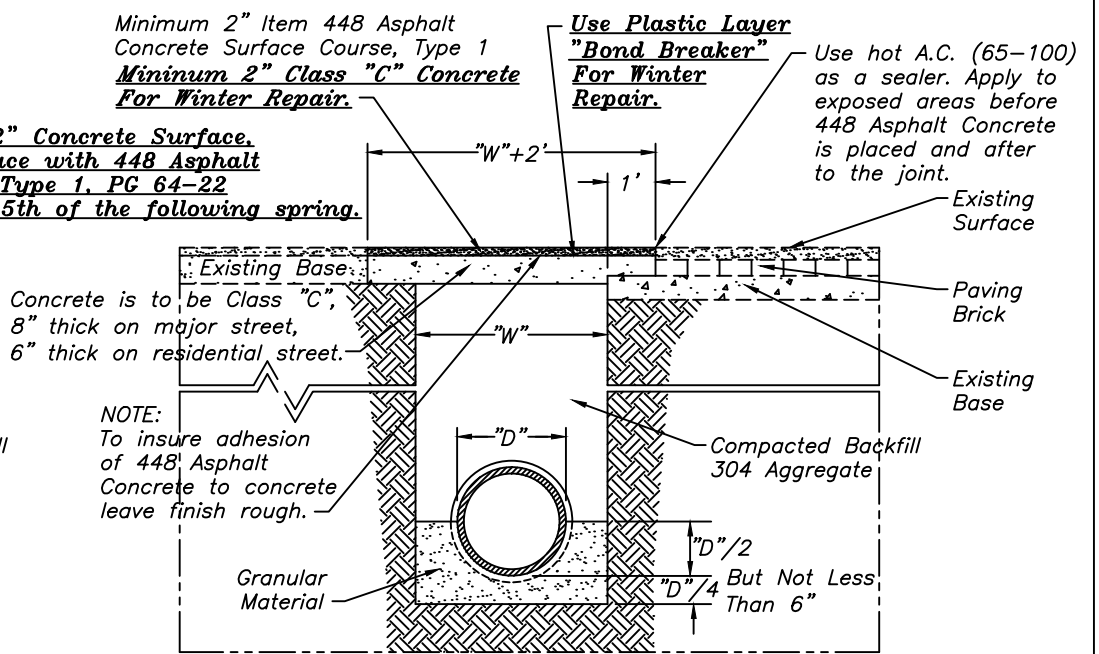
Bond = Base Cost + (Trench Width Value x Length of Cut)

\$350 + (\$24 x 10) = \$590

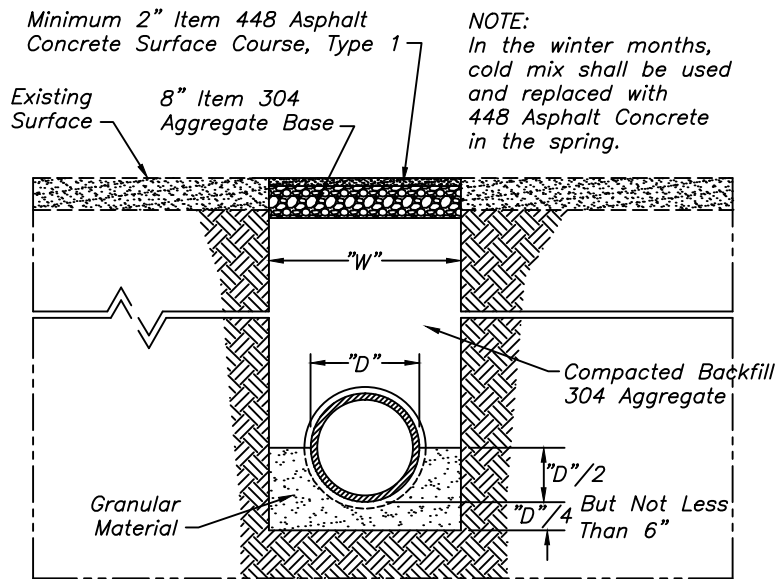
BORING COST = Base Cost + (Trench Width Value (at max. depth of 11' thru 15') x 1')



CONCRETE PAVEMENT



FLEXIBLE PAVEMENT



TAR & CHIP SURFACE

NOTE:
Remove 2" Concrete Surface, and replace with 448 Asphalt Concrete Type 1, PG 64-22 by May 15th of the following spring.

Minimum 2" Item 448 Asphalt Concrete Surface Course, Type 1
Minimum 2" Class "C" Concrete For Winter Repair.

Use Plastic Layer "Bond Breaker" For Winter Repair.

Use hot A.C. (65-100) as a sealer. Apply to exposed areas before 448 Asphalt Concrete is placed and after to the joint.

Concrete is to be Class "C", 8" thick on major street, 6" thick on residential street.
NOTE:
 To insure adhesion of 448 Asphalt Concrete to concrete leave finish rough.

NOTES:
 Bedding shall comply with ODOT Item 603.06 Bedding.

In lieu of Compacted Backfill 304 Aggregate, a ready mixed Flowable Fill may be used. If Flowable Fill is used, then overcutting of the trench is not necessary. Flowable Fill shall be screeded flat leaving uniform depth for patch materials. Pavement repair shall conform to the standards shown on this page.

In lieu of 2" Item 448 Asphalt on top of 6" Concrete for Residential Streets, existing pavement thickness may be filled with Item 448 (min. 4" thickness) for Residential Streets.

FLOWABLE FILL MIX:
 Quantity of Dry Materials Per Cubic Yard

- Cement: 100 pounds
- Fly Ash (Class C) 300 pounds
- Fine Aggregate 2,600 pounds

These materials with approximately 70 gallons of water will yield approximately one cubic yard of flowable mortar with a compressive strength around 100 PSI. The fine aggregate should all pass the 3/4" sieve with from 0-10% passing a No. 200 sieve.

REVISED		CITY OF LIMA, OHIO	
DATE	BY	KIRK NIEMEYER, P.E. CITY ENGINEER	
3/8/06	DOL	PAVEMENT REPLACEMENT ABOVE UTILITY CUTS	
6/20/11	JMG		
		STANDARD CONSTRUCTION DRAWING	
		PRC	
		Drawn By: ELB	Date: 3/22/05
			Approved By: KPN