

**ADMINISTRATIVE RULE  
FOR  
BULK PERMITS  
PUBLIC UTILITY RIGHT-OF-WAY MANAGEMENT ORDINANCE  
Version 1.0 – July 1, 2003**

Pursuant to the Public Utility Right-of-Way Management Ordinance (PURM) approved by the St. Joseph City Council on 28 April, 2003, and under the rule making process provided for in Section 25-90 of St. Joseph City Code, the Department of Public Works and Transportation hereby establishes the Administrative Rule for Bulk Permitting.

*Introduction*

The concept of “bulk” permitting for some repetitive activities with the public right-of-way (ROW) is possible given certain constraints:

1. The activities are similar in nature and will be done repeatedly at various locations in the ROW.
2. The activity is in an alley, whether utilizing open cuts, trenchless technologies, or overhead.
3. The activity does not involve the removal of existing concrete/asphalt pavement in the ROW (except alleys), including sidewalks and driveways.
4. The activity does not involve the use of trenchless technologies that pass underneath under a concrete/asphalt pavement, excluding sidewalks.
5. The activity itself is of a common nature and of little impact to the ROW that can be quantified in terms of a standard drawing/specification that would adequately define the responsibilities of the utility outside a paved surface to restore the ROW.
6. The activity will not result in a new facility installed above ground, within the clear width requirement for a public street, and therefore potentially constituting a traffic hazard.
7. The work will be completed in two working days or less and the area will be restored in the same period (the time measured as the point at which the ROW is disturbed to the time of actual restoration).

Utility facility construction, removal, repair or maintenance activities that the Director of Public Works and Transportation determines do not fall within the above described section shall adhere to the provisions of the PURM, but will be processed individually as applied for by utilities.

*Process*

A Public Utility Right-of-Way User (“ROW User”) desirous of utilizing the bulk permitting process for an appropriate repetitive activity shall be required to:

1. Notify the Street Division, in the Department of Public Works and Transportation of its intent to utilize the bulk permitting process.
2. Provide a description of the activity for which the ROW User contends is appropriate to fall under the bulk permitting process.

3. Agree to conform to a standard drawing/specification governing utility restoration responsibilities or provide an alternate drawing/specification to the City for review. City staff, in the event that a ROW User submits an alternate standard drawing specification for consideration, shall, at its sole discretion, review and establish a standard drawing/specification that it believes will most appropriately address the requirements of the PURM for the ROW User involved.
4. Agree to provide to the City a weekly accounting of activities covered by bulk permitting, via e-mail on an Excel spreadsheet, in the form approved by the City. The ROW User shall remit the corresponding permit fees and any other amounts due to the City under the PURM to the Finance Department on a monthly basis. The amount of all fees and costs due the City under the PURM for all activities performed by a ROW User in a calendar month covered by a bulk permit, shall be paid by the ROW User to the City by the tenth (10<sup>th</sup>) day of the following month. The information contained in the Excel spreadsheet shall contain the following:
  - 4.1. Date
  - 4.2. Permit #
  - 4.3. Job#
  - 4.4. Name of ROW User
  - 4.5. Approximate street address where each Excavation occurred under the bulk permit.
  - 4.6. "X"- "Y" Coordinate in separate fields (10' accuracy)
  - 4.7. Description of activity
5. Street Division staff shall inspect a sample percentage of activities for compliance.
  - 5.1. If an inspection discloses non-conformance, the ROW User shall be contacted for corrective action. In the event that repeated violations occur, the violations may constitute grounds for removal of eligibility to utilize the bulk permitting process as well as other penalties provided for in City Code.
6. For work not completed on the day of origin, and/or for which an excavation is left open after 4:30 PM, it is mandatory that telephone notification of the same be given to the Street Division at 271-4848. Non-compliance shall constitute grounds for removal of eligibility to utilize the bulk permitting process as well as other penalties provided for in City Code.

#### *Aerial Crossings*

Facility installations over the ROW shall be eligible for the bulk permitting process, provided they are for service drops only, meet the height requirements of the pertinent code involved, and will disrupt traffic for a duration of fifteen (15) minutes or less.

#### *Maintenance of Traffic*

Activities handled under the bulk permitting process shall conform to the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and the PURM. A ROW User seeking to utilize the bulk process shall agree to comply under a standard agreement to be eligible to apply for work under the same.

### *Emergencies*

The provisions for emergencies are fully contained within the PURM and shall be adhered to. However, during instances such as a severe windstorm or ice storm, the first priority of the ROW User is to re-establish service. For those activities that would normally fall under the bulk permitting category of work, and that do not involve the installation of new facilities or the removal of pavement within the ROW, the permits fees may be waived if:

1. The utility contacts the Street Division for concurrence if the weather related event will be treated as emergency.
2. The Street Division concurs with said determination.
3. A schedule of beginning and ending for the emergency response is provided at the time of request. This estimate may be amended with the concurrence of the Street Division.

### *General*

1. The provisions and requirements of the PURM shall apply to all Excavation work and restoration work under a bulk permit.
2. Terms which are used herein which are defined in the PURM shall have the meanings ascribed in the PURM.