

SPECIAL USE PERMIT **REQUIREMENTS AND** **CONDITIONS**



Saint Louis County
Department of Highways and Traffic

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DEFINITIONS AND ABBREVIATIONS

Applicant	The governmental agency, utility company, contractor, developer or individual seeking permission to work within the right-of-way or any roadway on the Arterial or County Road System.
Arterial Road System (ARS)	The system of roads classified by the Department which provides the principal routes for an interconnected through traffic movement in both the municipalities and unincorporated St. Louis County Arterial roads within municipalities are assigned St. Louis County jurisdiction by State law and County ordinance.
County	St. Louis County, Missouri
County Road System (CRS)	All County maintained roads located in unincorporated St. Louis County, exclusive of roads on the Arterial Road System.
Department	The St. Louis County Department of Highways and Traffic.
Director	The Director of the St. Louis County Department of Highways and Traffic.
Emergency	An unforeseen combination of circumstances or the resulting state that calls for immediate action to protect the health, safety and welfare of the general public.
Non-Arterial Road	A St. Louis County maintained roadway not designated as an Arterial Road.
Permit	The Special Use Permit.
Road	The public way for purposes of travel and access for vehicular and pedestrian traffic located within the public right-of-way. Road shall include all other designations such as highway, street, avenue, roadway, public easement, etc.
Right-of-way	The land, generally in a strip, dedicated to or acquired by St. Louis County for public use forever or assigned to St. Louis County jurisdiction by ordinance for the construction and maintenance of public roads.
Special Use Permit Fee (Utilities)	Permits/projects not requiring plans signed and sealed by a registered professional Engineer or a review by engineering staff.
Special Use Permit Fee (Development)	Permit/projects requiring engineered drawings and plan review by engineering staff.

ST. LOUIS COUNTY
DEPARTMENT OF HIGHWAYS AND TRAFFIC

SPECIAL USE PERMIT APPLICATION REQUIREMENTS AND CONDITIONS

THE LAW

The St. Louis County Department of Highways and Traffic has the authority to issue Special Use Permits for work within all public right-of-way designated as part of the Arterial Road System and all dedicated public right-of-way in unincorporated St. Louis County, as well as certain easements for sidewalk, drainage, etc.

The "Missouri Revised Statutes" relating to roads and bridges state, in part, that "...it shall be unlawful for any person, firm, association or corporation to excavate or encroach on, or cause to be excavated or encroached on, or to lay, locate, erect, remove or maintain any conduits, poles, pole lines, wires, mains, pipes, conductors, sewers, tramways or drains, within, upon or across the right-of-way of any street, avenue, boulevard, road, alley, public easement, or highway...or to move upon, over or across any such street, avenue, boulevard, road, alley, public easement, or highway, any building, house or other structure, or to operate or cause to be operated, on any such street, avenue, boulevard, road, alley, public easement or highway, any vehicle, or combination of any vehicle or house, building or other structure, which exceeds the limits of length, width, height, or weight...without first having obtained a written permit, denominated as a Special Use Permit, from the County Highway Engineer and Surveyor", who, in this instance is the Director, St. Louis County Department of Highways and Traffic.

(Missouri Revised Statutes, Chapter 229, "Provisions Related to All Roads", Section 229.300)

County Ordinances relating to the Department of Highways and Traffic state, in part, that "Arterial roads within municipalities shall be subject to the exclusive control of the County Council and the Director. The Director shall with regard to arterial roads,..." issue "special permits authorizing public and private agencies to work within the right-of-way of the arterial road, including the issuance of permits for construction, reconstruction or repair of driveways, entrances, street connections, sidewalks, curbs and gutters, street pavement, signs, sewers, water and gas lines, telephone and electric lines and all other public and private utilities."

(Section 1105.040, St. Louis County Revised Ordinances 1974, as amended)

1.0 GENERAL REQUIREMENTS

- 1.1 **Permit Applicant** – The applicant shall be the owner or individual or legal entity having the legal right to control the facilities being constructed, installed or improved (i.e. owner, developer, general contractor or sub-contractor).

- 1.2 **Approvals / Dedications** – When applications are received for projects or installations which require other agency’s approval or which require public easement and/or right-of-way dedications, no permits shall be issued until the Department has received evidence of the required outside approvals and until verification of or guarantee of the recording of all public easements and right-of-way dedications has been made.

- 1.3 **Application Requirements** – Applications shall be submitted by mail, fax or in person on the form provided by the Department and shall describe the location and the nature of the work to be performed. Applications shall not be accepted if they are incomplete or not accompanied by the following:
 - 1.3.1 **Plans** – Four (4) sets of plans shall accompany the application and shall be required for permit issuance. Applicants shall receive one (1) copy of the approved plans with the permit.

 - 1.3.2 **Deposits, Bonds, Etc.** – When required by the Department, the applicant shall accompany the permit application with the deposit, bond, insurance, affidavits, etc. indicated herein as necessary for that type permit.

- 1.4 **Permit Fees** – In Section 1105.060, St. Louis County Revised Ordinances 1974, as amended, the County Council has established permit and inspection fees as follows:
 - 1.4.1 Special Use Permit Fee (Utilities)..... \$116 per unit
Special Use Permit Fee (Development) \$208 per unit

 - 1.4.2 Fees for Special Use Permits shall be based on the direct cost to St. Louis County associated with plan review, permit issuance and inspection. Fee deposits shall be determined from the estimated inspection time. The difference between the deposit and the actual cost shall be collected or refunded.

 - 1.4.3 Checks for permit fees shall be made payable to: “Treasurer, St. Louis County.”

 - 1.4.4 Permit fees shall be based on a unit cost system. Units applicable to new construction shall consist of the following: pavement widening, sidewalk, curb and gutter, grading and restoration, sewers and utility facilities in increments of three hundred (300) lineal feet. Driveway entrances, temporary driveway entrances, drainage structures and utility service connections installed individually shall be considered one (1) unit each.

- 1.4.5** When water mains, gas mains, trunk or lateral sewers, or telephone or power conduits are to be installed continuously for a distance within the public right-of-way, permit fees shall be based on one (1) unit for each continuous three hundred (300) feet of trench length of main, sewer or conduit or portion thereof.
- 1.4.6** When individual connections to water mains, gas mains, trunk or lateral sewers, or telephone or power conduits are installed concurrently with such mains, sewers or conduits, the trench lengths of the individual connections located within the public right-of-way shall be totaled and added to the trench length of the continuous mains, sewers or conduits. Permit fees shall be based on the aggregate trench length of main, sewer or conduits including the portion of attendant connections located within the public right-of-way.
- 1.4.7** When telephone or power poles are to be installed continuously, not necessarily consecutively, within the public right-of-way, permit fees shall be based on one (1) unit for each four (4) poles or portion thereof. When fire hydrants are to be installed within the public right-of-way, permit fees shall be based on one (1) unit for each three (3) hydrants or portion thereof.
- 1.4.8** A permit shall be required for the transportation of any over-dimension and/or overweight vehicle. The permit fee shall be based on one (1) unit for each individual over-dimension and/or overweight move. However, over-dimension and/or overweight permits for vehicles regularly used by utilities to transport poles, mains, conduits, etc. shall be obtained annually at the rate of one (1) unit per vehicle or trailer per month.
- 1.5** **Types of Work Requiring Permit** – Permits shall be required for, but not limited to, the following categories of work: utility operations, municipal operations, service connections, commercial and industrial developments, residential developments, movement of over-dimension and/or overweight vehicles, temporary entrance for earth hauling, road closures, tree removal, residential driveway approaches, landscaping, and ornamental entrances and signs. The specific application requirements and conditions for each of these different areas are developed individually in Section 2 of this booklet.
- 1.6** **Permit Extensions** – Work authorized by permit shall be expected to be executed without delay within thirty (30) days from date of issuance unless otherwise specified on the permit. Requests for extension of time shall be submitted in writing and shall be reviewed by the Department on an individual basis. Written requests shall include the permit number, map location, date of issuance, project name, street location, reason for requesting extension and number of days required to complete the work.

1.7 **Acceptance of Work** – Completed improvements within the public road right-of-way shall not be opened to traffic without permission from the Director. Applicants requiring formal or written acceptance by the Department of completed work covered by permit shall submit their request in writing to the Director. Permit number, map location, date of issuance, project name and street location shall be included in all correspondence sent to the Department. Inspectors are to update the computer permit program as an inspection is made.

1.8 **Enforcement** - (Chapter 1105.090, Title XI SLCRO 1974 as Amended)

1.8.1 **Inspection** - Any authorized representative of the Director shall have full access to all portions of any right-of-way work for the purpose of making any investigations to ascertain whether the provisions of this chapter and Chapter 229 R.S.Mo. are being complied with, and shall make a timely report to the Director of any violation thereof. It shall be unlawful for any person to interfere with the making of inspections as provided for by this section.

1.8.2 **Stop Work Orders and Corrective Orders** - If upon inspection by the Director or his duly authorized representative, work is proceeding contrary to the provisions of this chapter or Chapter 229 R.S.Mo. or in an unsafe manner, the Director may issue stop work orders and corrective orders. Such orders:

- a) May be delivered personally or by certified mail to the responsible person designated in the permit application or the person in charge of the construction site at the time of delivery.
- b) Shall state that work is proceeding contrary to the provisions of this Chapter or Chapter 229 R.S.Mo. or in an unsafe manner, summarize the unauthorized work and provide a period of not longer than thirty (30) days to cure the problem, which cure period may be immediate if necessary to protect the public safety. Any stop work order shall state the conditions under which work may resume.
- c) May be appealed to County Council, provided that an application for review is filed with the County Clerk no later than ten (10) days of such order. County Council shall fix a time and a place for a hearing to be held within a reasonable time. Pending the filing and final disposition of an appeal, the Director may stay the enforcement of the order. Such stay may be conditioned upon such terms as shall appear to the Director to be proper. Any decision by County Council denying the appeal shall be in writing and supported by written findings establishing the reasonableness of the decision.

d) May be enforced by equitable action in the Circuit Court of St. Louis County, Missouri, and in such case the person involved in the work shall be liable for all costs and expenses incurred by St. Louis County in enforcing such orders, including reasonable attorney's fees in addition to any and all penalties established in this Chapter.

1.8.3 Unlawful Continuance of Work - No person shall continue any work in violation of a stop work order except such work that is directed to be performed to abate a violation or unsafe condition.

1.8.4 Penalties - Any person violating any provision of this chapter or Chapter 229 R.S.Mo., or who shall fail to comply with a stop work order or corrective order shall be subject to a fine of five-hundred dollars (\$500.00) per day per violation. The payment of such fine notwithstanding, all such violators shall be subject to all other applicable provisions of this chapter to the fullest extent allowed by law.

(Section 1.8 from St. Louis County Ordinance No. 20610, Approved 9/5/2001)

1.9 Emergency Work - An emergency is an unforeseen combination of circumstances or the resulting state that calls for immediate action to protect the health, safety and welfare of the general public. When emergencies result in a physical disturbance of the public right-of-way, immediate notification followed by permit application shall be required. When emergencies result in only an interruption of traffic, immediate notification shall be required.

1.9.1 Immediate Notification – All emergency work situations shall be reported immediately by telephone to the Department. Emergency work occurring within normal working hours (7:30 a.m. to 4:00 p.m. Monday-Friday) shall be reported to the Department's Permit Inspection Section at (314) 615-1100. Emergency work occurring at other hours or on Saturdays, Sundays and holidays shall be reported to the St. Louis County Police Information Center at (314) 889-2341. The Department will dispatch its personnel as required by the emergency situation.

1.9.2 Permit Application – All parties performing emergency work which results in a physical disturbance of the public right-of-way shall follow up their phone notification with a permit application within twenty-four (24) hours or on the next workday. Plans, sketches or correspondence relating to the permit application shall indicate the complete locational data (i.e. location in driving lane, distance to curb, shoulder, driveway, street intersection, pavement type, etc.) and the particulars of the emergency. In other respects, the requirements of the regular application shall apply.

- 1.10 **Permit Office** – All applications, fees, plans, correspondence and related information shall be submitted directly to:

**St. Louis County Department of Highways and Traffic
41 South Central Avenue - 6th Floor
Clayton, Missouri 63105**

Attention: Special Use Permit Section

**Telephone No.: (314) 615-8515
(8:00 a.m. to 4:30 p.m., Monday - Friday)**

Fax No.: (314) 615-7084

At other hours or on Saturday, Sundays and holidays, all telephone communication shall be directed to the St. Louis County Police Department Information Center at (314) 889-2341.

2.0 SPECIFIC REQUIREMENTS

2.1 Utility Operations – The operations of utility companies and / or their sub-contractors within the public right-of-way shall be subject to the following specific application requirements and conditions:

2.1.1 Work Requiring Permit Authorization – All work which results in a physical disturbance of the public right-of-way shall require permit authorization. This requirement shall include, but not be limited to, all excavations, street crossings, and installations relating to conduit, poles, pole lines, wires, mains, pipes, valves, conductors, sewers, drains or appurtenances thereof. Emergency work which results in a physical disturbance of the public right-of-way shall require immediate notification of the proposed work by telephone followed by permit application. Emergency over-dimension and / or overweight movement shall require immediate notification of the proposed move by telephone followed by application. Refer to Section 1.9 for the complete emergency procedure. This may be waived in major storm or disaster situations involving multiple facility damage. However, normal restoration of the public right-of-way shall be made after the emergency repairs are complete.

2.1.2 Work Requiring Notification – All work which results in an interruption of traffic but does not involve a physical disturbance of the public right-of-way shall be reported by telephone to the Department one (1) workday prior to its implementation. No permit shall be required. Examples of this type of work shall include, but not be limited to, the opening and/or inspection of manholes, vaults, and other structures located within the pavement surface, the inspection and splicing of aerial cable and wire, the installation of new cable within existing facilities, etc. Work occurring within normal working hours (7:30 a.m. to 4:00 p.m.) shall be reported to the Department's Permit Inspection Section at (314) 615-1100. Work occurring at other hours or on Saturdays, Sundays and holidays shall be reported to the St. Louis County Police Department's Dispatcher at (314) 889-2341. No work which interrupts traffic shall be permitted on any arterial road during the peak traffic period (generally 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 6:00 p.m.) with the exception of emergency operations. Emergency work which results in an interruption of traffic but does not involve a physical disturbance of the public right-of-way shall require immediate notification of the proposed work by telephone to the appropriate number listed above. Refer to Section 1.9 for the complete emergency procedure. This emergency procedure may be waived in major storm or disaster situations involving multiple facility damage.

2.1.3 Other Work – Work which does not result in a physical disturbance of the public right-of-way and does not interrupt traffic shall not require permit authorization or telephone notification. Examples of this type of work shall include the following: the opening and/or inspection of manholes, vaults, and other structures located outside the pavement surface, maintenance of lighting fixtures, etc. Emergency work of this type shall not require permit authorization or telephone notification.

- 2.1.4 Bonds** – All utilities shall deposit with the Department a blanket corporate or surety bond in the amount of \$50,000 to cover possible damages to the roadway, traffic control, devices, structures, culverts or other facilities present in the public right-of-way occurring as a result of their operations.
- 2.1.5 Application Requirements** – Applications shall be submitted on the form provided by the Department. Utility applicants may add to the application form additional data considered necessary for project identification and/or company coordination.
- 2.1.5.1 Routine** – Routine applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet.
- 2.1.5.2 Emergency** – Emergency applications shall be submitted in accordance with the requirements of Section 1.9 of this booklet.
- 2.1.5.3 Subcontractor** – Applicant must list subcontractor performing the work on the permit application.
- 2.1.6 Plan Requirements** – All utility installations shall be depicted in accordance with the requirements and exhibits of the "**Design Criteria for the Preparation of Improvement Plans**" manual. The extent of the plans required for permit issuance for the proposed installation shall be determined by the Department based on the street classification and the scope of the work proposed.
- 2.1.6.1 Arterial Roads** – Plans for installation to be located within the public right-of-way of arterial roads shall be developed as follows:
- 2.1.6.1.1 Section View** – Show the location of the proposed installation dimensioned relative to the existing roadway conditions and the ultimate typical section. Indicate the relationship between the existing pavement, shoulders, ditches, embankments, terraces, etc. and the future roadway improvements.
- 2.1.6.1.2 Plan View** – Show the proposed installation and all existing roadway conditions within the public right-of-way or easements, including the pavement surface, the right-of-way line, driveways, sidewalks, culverts, storm and sanitary sewers and other utilities. Indicate the method of installation for all pavement crossings.
- 2.1.6.1.3 Profile View** – Indicate the involvement of the proposed installation with any existing sewers or structures as required.

- 2.1.6.2 Non-Arterial Roads** – The location of proposed installations within the public right-of-way of non-arterial or minor streets shall be depicted on minimal plans which clarify the relationship between the new installation and the existing improvements within the right-of-way unless otherwise required.
- 2.1.7 Permit Fees** – The unit cost system for permit fees is explained in Section 1.4. However, the permit fees for utility installations shall be waived in certain special cases. These exceptions shall be as follows:
- 2.1.7.1** No permit fee shall be charged for utility relocations required as part of public road improvements constructed by or for the County.
- 2.1.7.2** No permit fee shall be charged for utility installation within a new subdivision development covered under a valid Land Subdivision Bond or Escrow Agreement as required by the "**St. Louis County Subdivision Ordinance**" (Section 1005.080).
- 2.1.8 Billing Arrangements** – To provide faster handling of utility applications and fees, the Department has established a special billing arrangement available to all utilities operating within the public road right-of-way. Utility applicants requesting permit handling under this procedure shall submit their request to the Department for approval and implementation.
- 2.1.8.1 Initial Deposit** – The amount of the initial deposit shall be based on the average monthly permit fee requirements in \$1,000 units.
- 2.1.8.2. Daily-Weekly Prepaid Listings** – Each permit application approved for permit issuance shall be added to the listing prepared by the Department. After the permits issued have been tabulated on the listing, the total amount of each listing shall be deducted from the initial deposit amount or balance thereof and forwarded to the applicant utility for reimbursement.
- 2.1.8.3 Reimbursement Payments** – Checks covering the total amount of each listing shall be prepared by the applicant and forwarded promptly to the Department to maintain the initial deposit amount.
- 2.1.8.4 Insufficient Funds** – Permits shall not be issued when insufficient funds remain from the initial deposit to cover the permit fee.
- 2.1.8.5 Account Status** – Utility applicants may request periodic status reports of the permit fee account for accounting purposes. Such requests shall be made on a form approved by the Department and shall not exceed one (1) per month.

- 2.2 Design Contracts** – The work of consultants / contractors and / or their subcontractors within the public right-of-way, shall be subject to the following specific application requirements and conditions. Utility work shall be subject to the requirements of Section 2.1 of this booklet.
- 2.2.1 Work Requiring Permit Authorization** – All work which results in a physical disturbance of the public right-of-way shall require permit authorization. Examples of this type of work include geotechnical exploration and Phase II explorations involving excavation or core drilling.
- 2.2.2 Work Requiring Notification** – All work which results in an interruption of traffic but is not included in the work requiring permit authorization (Section 2.2.1) shall be reported by telephone to the Department one (1) work day prior to its implementation. No permit shall be required. An example of this type of work is surveying. Work occurring within normal working hours (7:30 a.m. to 4:00 p.m.) shall be reported to the Department's Permit Inspection Section at (314) 615-1100. Work occurring at other hours or on Saturdays, Sundays or holidays shall be reported to the St. Louis County Police Department's Information Center at (314) 889-2341. No work that interrupts traffic shall be permitted on any arterial road during the peak traffic periods (generally 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 6:00 p.m.) with the exception of emergency operations.
- 2.2.3 Other Work** – Work that does not result in a physical disturbance of the public right-of-way and does not interrupt traffic shall not require permit authorization or telephone notification.
- 2.2.4 Application Requirements** – Applications shall be submitted on the form provided by the Department and shall describe the location and the nature of the work to be performed.
- 2.2.4.1 Routine** – Routine applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet.
- 2.2.4.2 Emergency** – Emergency applications shall be submitted in accordance with the requirements of Section 1.9 of this booklet.
- 2.2.5 Plan Requirements** – Excavations and pavement cuts shall require submission of improvement plans developed in accordance with the requirements of the "**Design Criteria for the Preparation of Improvement Plans**".
- 2.2.6 Permit Fees** – Permit fees for Departmental Design Contracts shall be waived.

2.3 Municipal Operations – The operations of municipalities and/or their contractors within the public right-of-way shall be subject to the following specific application requirements and conditions. Municipal utility shall be subject to the requirements of Section 2.1 of this booklet.

2.3.1 Municipal-County Coordination – When new single lot commercial or residential developments within municipalities are located along County roads, the permit for the roadway improvements may be withheld pending receipt of municipal approval. Refer to Sections 2.5.1 and 2.6.1 of this booklet. This approval shall be in the form of an approved site plan, a letter or a building permit. However, in order to avoid situations in which such developments located along County roads proceed without coordination with the Department, the municipality should verify that the Department's requirements for right-of-way dedication and/or improvements have been fulfilled prior to issuance of its building permit. In any event, the developer shall be responsible for fulfilling the Department's requirements. The Department shall determine these requirements based on considerations particular to the development.

2.3.2 Work Requiring Permit Authorization – All work which results in a physical disturbance of the public right-of-way shall require permit authorization. Examples of this type work shall include, but not be limited to, the following: roadway construction for new municipal developments, street improvement projects, sidewalk construction, sewer construction, grading, tree planting, sign installation, etc. Also other municipal work such as the movement of over-dimension and/or overweight vehicles (Section 2.7), earth hauling (Section 2.8), road closures (Section 2.9), landscaping and signs (Section 2.10) shall require permit authorization and shall be subject to the specific requirements of their individual section of this booklet.

2.3.3 Work Requiring Notification – All work which results in an interruption of traffic but is not included in the work requiring permit authorization (Section 2.3.2) shall be reported by telephone to the Department one (1) work day prior to its implementation. No permit shall be required. Example of this type of work shall include, but not be limited to, the following: banners, tree trimming, placement of seasonal decorations, etc. Work occurring within normal working hours (7:30 a.m. to 4:00 p.m.) shall be reported to the Department's Permit Inspection Section at (314) 615-1100. Work occurring at other hours or on Saturdays, Sundays or holidays shall be reported to the St. Louis County Police Department's Information Center at (314) 889-2341. No work that interrupts traffic shall be permitted on any arterial road during the peak traffic periods (generally 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 6:00 p.m.) with the exception of emergency operations.

2.3.4 Other Work – Work that does not result in a physical disturbance of the public right-of-way and does not interrupt traffic shall not require permit authorization or telephone notification.

- 2.3.5 Application Requirements** – Applications shall be submitted on the form provided by the Department and shall describe the location and the nature of the work to be performed.
- 2.2.5.1 Routine** – Routine applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet.
- 2.2.5.2 Emergency** – Emergency applications shall be submitted in accordance with the requirements of Section 1.9 of this booklet.
- 2.3.6 Plan Requirements** – New municipal construction or street projects shall require submission of improvement plans developed in accordance with the requirements of the "**Design Criteria for the Preparation of Improvement Plans**". Other municipal operations shall not require plans for permit issuance unless specifically requested by the Department.
- 2.3.7 Permit Fees for Municipalities** – Permit fees using the unit cost system explained in section 1.4 shall be charged for: 1) any construction (or related) work performed by municipal personnel in County right-of-way; 2) any construction (or related) work performed by private contractors for a municipality in County right-of-way. Such work includes, but is not limited to, irrigation system installation and maintenance, pavement removal and replacement, or any other activity that requires County inspection of an improvement. Permit fees will be waived for permits issued for the installation or maintenance of approved grasses, flowers, shrubs or trees.
- 2.3.8 Landscaped Median and Treelawn Improvements** - The municipality or the landscape design professional (Landscape Architect) hired by the municipality for the proposed project, shall submit plans to this Department for review regarding any proposed improvements, irrigation, landscaped median, treelawn improvements and plantings that are located within the St. Louis County maintained right-of-way. The municipality or Landscape Architect shall secure all necessary plan approvals, required landscape maintenance agreements and permits from this Department and any other required parties, for the proposed improvements to be located within the St. Louis County maintained right-of-way, before starting any construction.
- 2.4 Service Connections** – The installation, repair and/or replacement of water or sewer service connections within the public right-of-way by licensed contractors or companies shall be subject to the following specific application requirements and conditions. Service connection work performed by utilities shall be subject to the specific application requirements and conditions of Section 2.1 of this booklet.

- 2.4.1 Work Requiring Permit Authorization** – All work which results in a physical disturbance of the public right-of-way shall require permit authorization. This requirement shall include, but not be limited to, the installation, repair and/or replacement of water service lines, storm and sanitary sewer laterals or appurtenances thereof. Emergency work that results in a physical disturbance of the public right-of-way shall require immediate notification of the proposed work by telephone followed by permit application. Refer to Section 1.9 for the complete emergency procedure.
- 2.4.2 Applicant's Responsibility** – The applicant shall have at his disposal all personnel, equipment and materials required to perform the proposed work in accordance with the conditions of the permit as issued.
- 2.4.3 Approvals Required for Permit Issuance** – All applicants shall provide on the application the plumbing permit number for the proposed work obtained from the St. Louis County Department of Public Works or the municipality in which the work is located. For commercial developments located within the jurisdiction of the Metropolitan St. Louis Sewer District (M.S.D.), permit issuance for sanitary or storm sewer connections may be withheld pending the receipt of M.S.D. approved plans.
- 2.4.4 Application Requirements** – Applications shall be submitted on the form provided by the Department and shall describe the location and the nature of the work to be performed. Note that requests for the use of approved plates shall be accepted only in conjunction with permit application.
- 2.4.4.1 Routine** – Routine applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet.
- 2.4.4.2 Emergency** – Emergency applications shall be submitted in accordance with the requirements of Section 1.9 of this booklet.
- 2.4.5 Plan Requirements** – New Service connection installations for commercial developments shall be shown on the improvement plans for the site developed in accordance with the requirements of the "**Design Criteria for the Preparation of Improvement Plans**" manual. The applicant shall provide these plans for use by the Department in the issuance of the service connection permit. New service connection installations for residential developments as well as the repair and/or replacement of existing service connections shall not require plans for permit issuance unless specifically requested by the Department.

2.4.6 Deposits and Refunds – All applicants for service connection permits shall have an excavation deposit of \$200 on account with the "Treasurer, St. Louis County". This excavation deposit shall cover the cost to the County for the repair of substandard work in the public right-of-way. This deposit shall be retained on file for one (1) year following completion of the work authorized by permit. An applicant who will no longer be working within the County right-of-way may receive an excavation deposit refund, after this time period, by submitting the refund request in writing to the Department and enclosing the original excavation deposit receipt.

2.5 Commercial Developments – Permit authorization shall be required for all construction within the public road right-of-way occurring as part of any single lot commercial development. The term "commercial development" as used in this booklet shall include all commercial, industrial, municipal, institutional and multiple family site developments. Such commercial development construction shall be subject to the following specific application requirements and conditions:

2.5.1 Approvals Required for Permit Issuance – All single lot commercial developments shall have Site Development Plan approval from the Department of Planning for tracts within unincorporated St. Louis County or from the Department of Highways and Traffic for tracts within municipalities. When the commercial developments are located within the jurisdiction of the Metropolitan St. Louis Sewer District (M.S.D.), permit issuance may be withheld pending receipt of M.S.D. approved plans. When commercial developments are located within the jurisdiction of the Missouri Department of Transportation (MoDOT), permit issuance may be withheld pending MoDOT approval of permit.

2.5.2 Application Requirements – Applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet.

2.5.3 Plan Requirements – The applicant shall provide improvement plans showing details of all required roadway construction including grading, pavement widening, driveways, sidewalks, sewers, service connections, etc. prepared in accordance with the most current requirements shown in the "**Design Criteria for the Preparation of Improvement Plans**" manual which can be located online at:

www.stlouisco.com/hwyweb/DesignCriteria/Index.html

- 2.5.4 Utility Relocations** – When utility relocations are required to accomplish the construction proposed within the public right-of-way, the applicant shall coordinate his activities with the utility forces performing the work. All correspondence, plans and other information relating to the relocations shall be submitted directly to:

**St. Louis County Department of Highways and Traffic
41 South Central Avenue - 6th Floor
Clayton, Missouri 63105**

Attention: Utilities Coordinator

Telephone No.: (314) 615-8515

Fax No.: (314) 615-7084

- 2.4.4.1** Permit taken out for utility work shall name the utility company responsible for the work as the applicant, and the company performing the work as the contractor.

- 2.5.5 Occupancy Permits** – All of the requirements of site development, including pavement widening, driveways, sidewalks, sewers, etc. shall be completed prior to the issuance of an occupancy permit when so conditioned by the County ordinance or required by the municipality. In the absence of specific ordinance or municipal conditions, the site improvement requirements shall be completed in accordance with the terms and conditions of the permit.

- 2.6 Residential Developments** – Special Use Permit authorization shall be required for all construction within the public road right-of-way occurring as part of any single lot/single family residential development along a St. Louis County roadway within a municipality. Such residential development construction shall be subject to the following specific application requirements and conditions:

- 2.6.1 Approvals Required for Permit Issuance** – When driveway construction or widening is proposed within five (5) feet of the abutting property line, a letter indicating the abutting property owner's knowledge of the work shall be required prior to permit issuance.

- 2.6.2 Application Requirements** – Applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet.

2.6.3 Plan Requirements – The applicant shall provide a plan or sketch showing the new driveway location, the culvert location (if required), the details of the driveway widening, sidewalk construction, grading, etc. in accordance with the requirements of the "**Design Criteria for the Preparation of improvement Plans**" manual. If minimal plans accompany the permit application, the Department recommends that the applicant provide photographs of the existing conditions of the pavement, curbing, shoulder, roadway ditch, sidewalk, etc. to expedite permit issuance. When residential development occurs within new subdivisions, the applicant may be required to prepare plans, perform grading and construct sidewalks in accordance with the subdivision plans approved by the County.

2.6.4 Utility Relocations – When utility relocations are required to accomplish the construction proposed within the public right-of-way, the applicant shall coordinate his activities with the utility forces performing the work. All correspondence, plans and other information relating to the relocations shall be submitted directly to:

**St. Louis County Department of Highways and Traffic
41 South Central Avenue, 6th Floor
Clayton, Missouri 63105
Attention: Utilities Coordinator**

Telephone No.: (314) 615-8515

Fax No.: (314) 615-7084

2.6.4.1 When utility relocations are required to accommodate driveway and/or other improvements for aesthetic or other considerations, such relocations shall be performed as arranged by the property owner with the utility owner involved.-

2.7 Movement of Over-Dimension and / or Overweight Vehicles – Permit authorization shall be required for the movements of any vehicle or combination of vehicles and/or loads that exceed the legal dimension and/or weight limits.

2.7.1 Legal Dimension and/or Weight Limits – Maximum legal lengths in the County are forty (40) feet for any single unit truck and fifty-five (55) feet for any combination of vehicles, including the load. Maximum legal width is eight (8) feet and maximum height is thirteen and one-half (13 ½) feet. Legal weight limits in the County are the same as those required by Missouri State laws, except in cases when the County Council has established roadway load limits by ordinance or when bridges are posted under state regulations. Special load limit roadway data is available for inspection at the Department's Administrative Office.

- 2.7.2 Insurance** – Prior to permit issuance, the applicant shall provide the Department with a standard certificate of insurance verifying that the required general liability (\$500,000 minimum), automobile liability, workers compensation and employers liability and any special coverage (such as excess liability) have been obtained for the move. The Department may adjust the amounts of coverage required based on condition of an individual move.
- 2.7.3 Application Requirements** – Applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet. In addition, the applicant shall provide the following details of the proposed move:
- 2.7.3.1** Description of the load itself (height, width, length, approximate weight and method of securing).
 - 2.7.3.2** Description of the moving equipment (license number, height, width, length, number and spacing of axles, number of wheels, maximum pulling and braking power).
 - 2.7.3.3** Certification that the pulling and braking power of the vehicles to be used shall be adequate for all grades to be encountered during the move.
- 2.7.4 Plan Requirements** – The applicant shall provide four (4) copies of a map showing the route of the move from the beginning location to the destination for areas in St. Louis County and the approximate amount of time required. In addition, the applicant shall provide the dimensions and approximate weight of load.
- 2.7.5 Scheduling Requirements** – Movements during peak traffic hours shall not be permitted. In all cases, the applicant shall comply with the following time schedule for notifying the Department and other Agencies:
- 2.7.5.1** Allow one (1) working day for review and processing by the Department.
 - 2.7.5.2** It shall be the applicant's responsibility to contact all fire and police departments within municipalities in which the move will take place (including unincorporated area fire and police departments).
 - 2.7.5.3** Contact the Department's Special Use Permit Inspector at (314) 615-1100 prior to the move in order to confirm the time of the move and arrange last minute details.

- 2.7.6 Permit Fees** – The applicant shall pay a minimum permit fee of \$116 for the over-dimension and/or overweight movement. Inspection fees are determined by estimated inspection time and time of day of the move (i.e. beyond normal working hours). The applicant shall provide a refundable deposit of \$200 for an over-dimension permit and a \$500 refundable deposit for an overweight permit.
- 2.7.7. Conditions** – Over-dimension and/or overweight movements shall be subject to following conditions:
- 2.7.7.1** The permit shall be available for inspection on the vehicle or trailer at all times during the move.
 - 2.7.7.2** The move shall be made under the direct supervision of the Department's Inspector on location.
 - 2.7.7.3** Any and all precautions deemed necessary by the Department shall be taken to prevent damage to any structures or culverts en route, including shoring, plating and / or bridging.
 - 2.7.7.4** Escorts front and rear of the move vehicle equipped with flashing lights and additional safety devices shall be provided as directed by the Department and authorized by the police agency having jurisdiction.
 - 2.7.7.5** An observer in the move vehicle and all the personnel necessary to perform any related work including flagging, shoring, trimming, bracing, etc. shall be provided as directed by the Department.
- 2.7.8 Annual Permits** – Approved utility companies may obtain permits on an annual basis authorizing the over-dimension and / or overweight movements of vehicles or trailers regularly used to transport poles, mains, conduits, etc. The following shall apply to these annual permits:
- 2.7.8.1** The utility shall provide the license plate numbers of all vehicles and/or trailers operating on an annual permit basis. Each vehicle and/or trailer shall be authorized individually by permit. The permit shall remain available on the vehicle at all times.
 - 2.7.8.2** The utility shall agree to take all precautions necessary to prevent damage to any roadway improvements.
 - 2.7.8.3** The insurance or surety bond coverage required for utility movements on an annual permit basis is explained in Section 2.1.4 of this booklet.

- 2.8 Earth Hauling** – Applications for Special Use Permits authorizing driveway entrances to provide access to construction sites for grading and earth hauling shall be subject to the following specific application requirements and conditions:
- 2.8.1 Land Disturbance Permit** - The applicant shall obtain a permit issued by the St Louis County Department of Public Works or the municipality in which the site or property is located authorizing the grading and hauling of material to or from the site.
- 2.8.2 Application Requirements** – Applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet. In addition, the applicant shall provide the following details of the proposed work:
- 2.8.2.1** Cubic yards of material to be hauled.
- 2.8.2.2** Locations of all entrances required.
- 2.8.3 Plan Requirements** – When earth hauling is performed in conjunction with an approved development, the applicant shall provide copies of the site plan showing the temporary provisions required by the hauling operation. For locations not under development, the applicant shall provide copies of a sketch showing the existing roadway improvement within the right-of-way affected by the location of the access. When earth hauling involves multiple sites, all locations to be used shall be identified at the time of permit application. If additional sites are required after permit issuance, the new entrance location shall be authorized by additional permit(s).
- 2.8.4 Permit Fees** – The applicant shall pay a permit fee of \$208 for each temporary driveway entrance within the County right-of-way required for the earth hauling operation.
- 2.8.5 Conditions** – Earth hauling authorized by the Department shall be subject to the following conditions:
- 2.8.5.1** Temporary driveway entrances shall be located as directed by the Department.
- 2.8.5.2** All temporary surfaces shall be constructed of mechanically compacted eight (8) inch thick type 5 aggregate surface. Material and construction requirements shall follow the "**Standard Specifications for Highway Construction**" (refer to Section 310).

- 2.8.5.3 Applicant shall keep the roadway pavement clean and free of mud, rock and debris at all times during hauling operations. A wash station consisting of a rock area connected to the temporary driveway and a water service line or water truck will normally be required for removal of mud from trucks leaving the site. Other methods of mud control must be submitted to the Department for consideration and approval prior to their use under these conditions.
- 2.8.5.4 The use of any flagmen required to control traffic shall be determined by the Department at the time of permit issuance.
- 2.8.5.5 Any limitation of the use of entrances required during rush hour traffic shall be determined by the Department at the time of permit issuance.
- 2.8.5.6 Following completion of the hauling operations, all temporary materials shall be removed from the right-of-way. Existing improvements damaged shall be replaced as directed by the Department. Restoration of the disturbed earth areas within the right-of-way shall be completed within thirty (30) days after the closing of the temporary driveway.

2.9 Road Closure – The Director has the sole authority to authorize a road closure. The closing of a road shall not be authorized if means are available to perform the proposed construction or maintenance work while keeping the road open to thru traffic. Further, this Department shall not authorize any road closure isolating any building from fire, ambulance, or police protection. If a road must be closed to thru traffic, a permit application shall be submitted to the Department. An additional permit application shall not be required if the authorization request for the road closure is incorporated in the application for construction work. A request for a road closure must be given a minimum of seven (7) working days prior to issuance of a permit in order to give adequate notice to schools, police, fire, etc. A detour map must be submitted for review and approval with the request, along with approvals from any municipality that the closure lies in.

2.9.1 Application Requirements – Applications shall be submitted in accordance with the requirements of Section 1.3 of this booklet. In addition, the applicant shall provide the following details of the proposed road closure:

- 2.9.1.1 An accurate map showing the exact location of the requested road closure.
- 2.9.1.2 A proposed detour route for thru traffic shown on the location map.
- 2.9.1.3 Four (4) complete sets of the construction plans.

2.10.2 Landscaping, Ornamental Entrance Monuments and Signs – Landscaping, ornamental entrance monuments and signs shall not be placed or constructed within public road right-of-way without authorization by the Department through the issuance of a permit. Applications for permit shall include the following specific information:

2.10.2.1 Plans – Plans shall be submitted showing elevation and section views of the proposed construction. Plans shall indicate the location of the adjacent curbing, sidewalk, street pavement, utilities, and/or landscaping. Sight zones shall be shown on the plans.

2.10.2.2 Sight Zone – The sight zone shall be defined as the triangular area of a street intersection bounded by the property lines of a corner lot and a line connecting two (2) points on the property lines each measured thirty (30) feet from the intersection of the two property lines at the street corner. No landscaping, entrance monuments or signs exceeding three (3) feet in height above the elevation of the adjacent street pavement shall be permitted within the sight zone. Also, trees shall be trimmed so the bottom branches are a minimum of six (6) feet above the elevation of the adjacent street pavement within the sight zone. Bushes or shrubs shall not be permitted within the public right-of-way where they shield or screen fire hydrants.

2.10.2.3 Agreement or Indentures – When landscaping, entrance monuments or signs involve industrial or residential subdivisions, permits authorizing such items shall be issued only to the Trustees or other individuals designated in the Subdivision Trust Indentures. When the recorded indentures do not provide for these items, amendments shall be recorded prior to permit issuance. For non-subdivision properties, landscaping and sign permits shall be issued only when conditioned by an agreement.

2.10.2.4 Liability and Maintenance – As provided for in the agreement or indenture, the permit applicant shall be responsible for the maintenance and repair of items authorized by the permit. Applicants shall hold the County harmless from all claims, demands and suits of any kind arising out of or in conjunction with any permits issued. Landscaping, entrance monuments or signs located within the public right-of-way under permit authorization shall be removed if requested in writing by the Department.

3.0 PERMIT CONDITIONS

3.1 **Road Crossings** – All work authorized by permit shall be inspected for strict compliance with the following conditions. When installations require placement of the cable, conduit or pipe beneath the pavement surfacing, the plans shall indicate the method of installation in accordance with the following:

3.1.1 **Boring** – Crossings of classified roads that have a current year traffic volume of 5,000 average daily traffic or more shall be bored. Casing and other boring requirements, unless supported by subsurface investigation data, shall be decided by the Department during construction. Exceptions to the boring requirement shall be considered by the Department on an individual basis if proper justification such as documented evidence of rock, insufficient cover, etc. is provided.

3.1.2 **Open Trench** – Crossings of roads that have a current year traffic volume of less than 5,000 average daily traffic shall normally be permitted by open trench. However, road closings caused by open trench construction shall not be permitted without prior approval by the Director (refer to Section 2.9). When road closings are not authorized, two (2) lanes of traffic shall be maintained on four (4) lane roads and one (1) lane of traffic on two (2) lane roads. The road shall be restored to normal traffic flow after working hours unless other provisions are authorized.

3.1.2.1 **Concrete Pavement** – Open trenching of concrete pavement will normally require replacement of the entire slab from joint to joint for the depth corresponding the classification of the pavement or depth of adjacent pavement, whichever is greater. The permit applicant shall be responsible for the repair of any settlement or other failure of the slab for a period of twelve (12) months from the completion of construction. Exceptions to the full slab replacement requirements shall be considered by the Department on an individual basis during permit processing. For material, construction and compressive strength requirements, refer to the "**Standard Specifications for Highway Construction**".

3.1.2.2 **Asphalt Pavement** – Open trenching of asphalt pavement shall require a saw cut edge and replacement with compacted full depth hot mix asphalt: 2" Type "C" and a depth of Type "X" Bituminous pavement for the remaining thickness corresponding the classification of the pavement or depth of adjacent pavement, whichever is greater. The permit applicant shall be responsible for the repair of settlement or other failure of the patch for a period of twelve (12) months from the completion of construction. For material, construction and compaction requirements, refer to the "**Standard Specifications for Highway Construction**".

- 3.1.2.3 **Driveway and Sidewalk Crossings** – Open trenching of existing driveway and/or sidewalk surfaces shall require replacement with full depth material to the existing joints for concrete surfaces or to a saw cut edge for asphalt pavement.
- 3.1.2.4 **Granular Backfill** – Open trenching of the existing roadway pavement shall require compacted granular backfill and a temporary asphaltic concrete wearing surface overnight. Open trenching parallel with the edge of the roadway pavement shall require granular backfill when the edge of the proposed conduit, duct, main or pipe trench is less than three (3) feet from the edge of the pavement. For material, construction and compaction requirements refer to the "**Standard Specifications for Highway Construction**" (Section 726.6.2).
- 3.1.2.5 **Flowable Fill** – Open trenching of existing roadway pavement for MSD and/or utility installations will require the use of flowable fill above the compacted granular backfill. This is required for the top five feet (5) only. Flowable fill is used where voids beneath adjacent slabs to the trench exist and time requires a road to be reopened to traffic with minimal delays, thus stabilizing the subsoils/base beneath the roadway pavement. For material, construction and compressive strength requirements, refer to the "**Standard Specifications for Highway Construction**".
- 3.1.2.6 **Structures in Pavement** – All structures or appurtenances thereof approved for location within or under the roadway pavement shall meet the highway live loading requirements of the St. Louis County Department of Highways and Traffic Design Criteria Manual. For material and construction requirements, refer to the "**Standard Specifications for Highway Construction**".
- 3.1.2.7 **Traffic Control and Safety Devices** – Utilities and contractors shall be required to provide and maintain barricades, nighttime lighting, flashers, cones, flagmen, etc. on the job site as approved by the Department. When detours have been approved for specific installations, the applicant shall provide and maintain the route signing. For material and construction requirements, refer to the "**Standard Specifications for Highway Construction**".
- 3.1.2.8 **Peak Hour Traffic** – No work other than emergencies reported to the Department under the procedure of Section 1.9 of this booklet shall be permitted on arterial roads during peak traffic periods. The Department shall determine the extent of the peak traffic period for each particular roadway.

3.2 Temporary Openings – All work authorized by permit shall be inspected for compliance with the following conditions. Temporary openings in the road pavement shall be limited in size to a rectangular opening not to exceed three (3) feet by four (4) feet, unless special permission is granted by the Department for larger openings. The thickness of the pavement replacement material for temporary openings shall depend upon the classification of the street involved.

3.2.1 Granular Backfill – All pavement excavations, except those for which plate use has been authorized, shall require compacted granular backfill and a temporary asphaltic concrete wearing surface overnight.

3.2.2 Plates – The use of steel plates within the public road right-of-way shall be strictly governed by the Department. Only steel plates conforming to the designs previously approved by the Department shall be used. Other designs must be submitted for review and approval prior to their use under these conditions.

3.3 Equipment Idling Limitations - Vehicle idling is defined by St. Louis County Ordinance Section 612.340 (see below):

3.3.1 Air Pollution Nuisances Prohibited

- 1) It is unlawful for any person, firm or corporation to permit or cause the escape of such quantities of soot, cinders, noxious acids, fumes and gases or other particulate matter from whatever source in such place or manner as to be detrimental to any person or to the public or to endanger the health, comfort and safety of any such person or the public, or in such manner as to cause or have a tendency to cause injury or damage to property or business. The escape of such matter is declared to be a public nuisance. Each day wherein a violation of this section occurs shall constitute a separate offense.
- 2) No person shall cause or permit the engine of a motor vehicle, other than an emergency vehicle, to idle for longer than three (3) consecutive minutes while parking, standing or stopped as defined in the St. Louis County Traffic Code, unless the engine is being used to operate a loading, unloading or processing device.

(St. Louis County Ordinance No. 4365, Approved 6/19/1967)