Appendix D

Sample Contractor Approval form & Utility Permit Checklist

GENERAL RELEASE
CONTRACTOR APPROVAL FORM
FOR UTILITY PERMIT WORK ON HIGHWAY CONSTRUCTION PROJECTS

_____ hereby releases the State of Delaware,
<div align="center">State's Contractor</div>

Department of Transportation from all damages and all defenses whatsoever for delays caused by reason of

_____ installation for DelDOT Utility Permit
<div align="center">Type of Utility</div>

Number _____ subsequent to the following restrictions:

1. All work (including restoration) shall be completed between _____
    <div align="center">From and To Dates</div>

    and shall be completed to the full satisfaction of both DelDOT and _____
    <div align="center">Utility Owner</div>

2. _____ shall be responsible for any and all roadway failure, structure
    <div align="center">Utility Company/Developer</div>
    failure, utility damage, and public impact created by said utility work.

3. _____ shall be responsible for any and all sediment and erosion control
    <div align="center">Utility/Developer</div>

    in and adjacent to the work zone. _____ shall be held harmless for all
    <div align="center">State's Contractor</div>
    violations resulting either directly or indirectly from said operations.

4. _____ shall be responsible for all necessary Maintenance of Traffic
    <div align="center">Utility / Developer</div>
    items and shall accept full liability related thereto. No lane closure may be performed without prior

    approval/coordination with _____ onsite supervisory personnel.
    <div align="center">State's Contractor</div>

5. _____ shall be responsible for location and protection of all
    <div align="center">Utility / Developer</div>
    underground facilities.

BY: _____
<div align="center">Signature, State Contractor Representative</div>

_____
<div align="center">Print Name / Title</div>

_____
<div align="center">Name of company</div>

_____
<div align="center">Date</div>

CHECKLIST OF REQUIRED ITEMS FOR CONSTRUCTION PLANS / UTILITY PERMITS

Applications for utility construction permits including plans and documents shall be submitted to the appropriate District Public Works Section through the Utility Permitting Application (**UPA**).

1. Construction plans shall show the following:
   a) Roadway name;
   b) Width of the right-of-way and method of right-of-way determination;
   c) Type of roadway material;
   d) Width of traveled way;
   e) Speed Limit of the affected road;
   f) Proposed work;
   g) Areas of pavement disturbance including sidewalks and shared use paths;
   h) Distance from the crossroad or side road to the installation;
   i) Distance from cross arm to existing right-of-way;
   j) Distance from the centerline of the roadway to the installation;
   k) Type of shoulder;
   l) Width of shoulder;
   m) Bore pits;
   n) Test pit locations;
   o) Drainage system or systems in the utility area;
   p) Location of existing utilities (aerial and underground);
   q) Trench and restoration details;
   r) North arrow, scale, and legend;
   s) Railroad crossing roadways;
   t) Location and width of sidewalk;
   u) Location and width of pedestrian connections; and
   v) Sidewalk and pedestrian restoration details.

2. Plans for pressure pipeline installations shall specify the type of transmittant, the maximum working pressure, the maximum design pressures, and the design standards for the carrier.

3. Plans for casing shall specify the location, method of installation, and type of casing, size, and wall thickness proposed.

4. Traffic Control Plan or proposed Typical Application shall be submitted in accordance with subsection 4.2.

5. When a utility construction permit is needed after a DelDOT highway contract has been awarded, the utility shall obtain written permission from the DelDOT contractor to work in the project area. This policy includes any utility work not caused by the highway construction or improvement of a highway. See Appendix D for Contractor Approval form.

6. Utility construction permits are required for work to be performed on state right-of-way or state-maintained roads within the incorporated limits of a municipality. The utility shall also have approval of the municipality prior to performing work.