



To: Development Community and Consultants
Date: September 14, 2020
Re: Policy Clarification - Verification of Existing Utilities by Potholing

OVERVIEW:

This clarification seeks to document the acceptable method for backfill and repair of utility locate excavations made by potholing.

DETAILS:

Filling of excavations for utility locates, made by potholing, shall meet the following requirements:

- Utility locate potholes shall not be placed in the wheel path of a travel lane or within 10-feet of a crosswalk.
- All utility locate potholes in the pavement section, sidewalk or gutter shall be cored with a circular coring saw with a maximum diameter of twelve (12) inches. The plug shall be carefully removed, without causing damage to the plug. The plug shall be marked and removed from the site until such time it is returned in the core hole.
- Excavations for potholes shall be backfilled with controlled low strength material (CLSM) in conformance with Addendum 3: Revision to Section 206. Native material removed shall not be used to backfill the pothole.
- All plugs will be placed back in the corresponding hole in the original orientation at the time of restoration. The sides of the plugs shall be coated and the top sealed with permanent bonding agent.
- In the event the core plugs are damaged or cannot be used to fill the core hole the asphalt, the asphalt shall be repaired using hot mixed asphalt paving material from the City approved list.
- The core holes shall be cleaned and tacked prior to placing hot mix asphalt paving material as follows:
 - Residential/Collector - 6-inches of hot mix asphalt paving material.
 - Arterial – 12-inches of hot mix asphalt paving material.
- Variances to this policy must be approved in writing by the City Engineer.

Initial locate potholes may be temporarily repaired, meeting all applicable safety requirements, for no more than thirty (30) days unless additional time is authorized by the City in writing.