

General Notes for Utility Work Within Existing Public Right of Way - City of  
Wilmington (July 2024)

The following General Notes are set by the City of Wilmington and shall not be altered. These notes shall be a part of the utility project construction drawings for quick reference.

1. Contractor must possess a valid copy of the City Right-of-Way permit on-site, including the City Standard Provisions in order to conduct work. It is the contractor's responsibility to make sure all crews and subcontractors are familiar with the Permit conditions, the City Standard Provisions, and all other jurisdictional agencies, including NCDOT. Permit amendments may be required where work scope changes occur, or additional excavation areas are necessary.
2. The contractor shall first obtain right-of-entry agreements or easements from property owners prior to access of adjacent properties.
3. Contractor/excavator shall follow NCGS Chapter 87 Article 8A when conducting NC 811 utility locate requests. This includes pre-marking (white lining) for areas of proposed utility excavations, adherence to tolerance zones and reporting of utility strikes.
4. Prior to construction, Contractor shall contact the City Inspector to review the project scope, schedule, material test requirements, and areas of concern. The layout of proposed utilities shall be observed after utility locates have been marked. This may occur during the required pre-construction meeting.
5. It shall be the contractor's responsibility to verify the location of the underground utilities within the project limits. Contractor shall plan for the presence of additional utilities not included in the site plans. If not provided by the designer, Contractor shall utilize SUE Level B (electronic locates) or SUE Level A (electronic locates plus physical identification thru potholing or excavation) for verification of existing utilities, prior to installing utilities. Contractor is expected to perform test holes/trenches, especially at areas of concern, to verify elevations, condition, etc., especially for planned utility crossings and wet utilities prior to beginning installation of utilities
6. Contractor is responsible to notify owner and City for review and input whenever utility conflicts occur with existing conditions, and specifically where field conditions require > 2' shift in horizontal alignment of proposed facilities. Changes in alignment may require modifications or resubmittal of the project drawings or ROW permit.
7. Alignment preferences and offsets between utilities are identified in the City Standard Provisions. For example, utilities  $\geq 6"$  diameter shall have minimum separation of 4' horizontal and 2' vertical from outside edge to outside edge. Smaller conduits and lines shall have a minimum of 18" horizontal and 2' vertical separation from outside edge to outside edge. Installation of underground utilities shall not occur closer than 5' from outside edge of a traffic signal pole foundation.

STANDARD DETAIL

**GENERAL NOTES  
FOR UTILITY WORK  
IN PUBLIC R.O.W.**



CITY OF WILMINGTON ENGINEERING  
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DATE:	JULY, 2024
DRAWN BY	JSR
CHECKED BY	B.D.R., P.E.
SCALE	NOT TO SCALE

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8. Contractor shall adhere to permitted work zones and hours. Traffic and Pedestrian control devices, signs and flagging operations, shall conform to MUTCD and NCDOT standards and be checked daily and adjusted as needed for moving work zones. Contractor must utilize certified personnel when self-performing traffic control. All signage, barriers, drums, etc. shall be site appropriate and in good condition. Violations will be issued when permit conditions are not adhered to.
9. No meters, valves, fire hydrants, hand holes, etc. are to be located in the sidewalk, driveway, curb ramps or on corners. Maximum hand hole size is 24" x 36" unless approved prior to installation.
10. Utility markers, medallions, and bollards no higher than 30" shall be utilized for identification of utility owner on above ground structures. Identification tags of underground conduits and cables are required within hand holes and other vaults.
11. All excavations shall be supervised by an OSHA certified competent person. Safety measures shall occur for excavations within 1:1 slope from the edge of pavement to the bottom of trench, and where shoring is needed.
12. The contractor shall protect the existing traffic control loop detectors. If existing traffic control loop detectors are damaged during construction, contractor shall immediately notify the City, and a qualified contractor must replace the loop wire to the nearest pull box.
13. Contractor shall coordinate all pre-paving and pre-pavement marking walkthroughs with any sub-contractors and City inspectors prior to performance of work. Work conducted outside of normal operating hours is subject to rejection without proper inspection and reporting.
14. Contractor shall prevent environmental pollution or damage of air, water and land by managing construction activities for noise, solid waste, litter, chemicals, erosion and other pollutants. Contractor shall provide ongoing control measures and cleaning of work sites on a daily basis.
15. Contractor shall be responsible to procure and generate the required project compliance reports including but limited to daily reports, as-builts, material specs, delivery tickets, testing documents, environmental reports or mitigation, etc. to the City in a timely manner, appropriate to the schedule of the project. This may require the use of third-party consultants and contractors.
16. All restoration and repairs to be completed to as-is or better conditions, including compliance with current technical standards, ADA requirements, etc.
17. The permit holder shall submit a Right-Of-Way Compliance Certification form to the City within 5 days of completion. Additional ROW work during the subsequent 18-month warranty period requires a separate ROW permit.

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