

**RENO COUNTY PUBLIC WORKS DEPARTMENT
BURIED UTILITIES PERMIT APPLICATION**

Now, on this ____ day of _____, 20____, the undersigned, _____ (Utility Company Name) requests permission to install buried utilities along, under and/or across the roadway(s) as shown in red on the accompanying *strip map. Applicant agrees and understands that the utility will be constructed as not to interfere with rights of the general public in the use of said roadways and will be constructed in accordance with all the rules and regulations of Reno County and in the laws of the State of Kansas governing the same and also agrees and understands in full Reno County's Policy for Buried Utilities on Public Right-Of-Way. This order does not apply to any State Highway.

APPLICANT INFORMATION

CONTRACTOR INFORMATION

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

CONTRACTOR COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

CONTRACTOR CONTACT

ADDRESS

CONTRACTOR'S PHONE NUMBER

CITY, STATE, ZIP

PROJECT START DATE

TELEPHONE NUMBER

PROJECT END DATE

EMAIL ADDRESS

ALL APPLICANT INFORMATION, CONTRACTOR INFORMATION AND REQUIRED PACKET DOCUMENTS MUST BE COMPLETED AND SUBMITTED BEFORE OUR OFFICE WILL PROCESS THIS APPLICATION.

NOTES TO APPLICANT & CONTRACTOR:

INSPECTION FEE: \$50.00

To make a secure online credit/debit card payment go to: <https://otc.cdc.nicusa.com/p/Kansas/Reno%20County%20Public%20Works/>

THE UTILITY SHALL NOTIFY RENO COUNTY PUBLIC WORKS NO LESS THAN 24 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION AND WITHIN 24 HOURS OF COMPLETED CONSTRUCTION BY CALLING 620-694-2976.

CONSTRUCTION SHALL BE COMPLETED WITHIN 2 MONTHS OF THE PERMIT ISSUANCE DATE. IF CONSTRUCTION IS NOT COMPLETED WITHIN THE 2-MONTH DEADLINE, AN EXTENSION OF TIME SHALL BE REQUESTED BY THE UTILITY AND MAY BE APPROVED AT THE DIRECTOR'S DISCRETION BEFORE WORK RESUMES.

*Said Strip Map will be on a scale of two inches to the mile, will show the section, township, and range of both sides of the right-of-way involved. North will be at the top of the page. Line lengths will be shown and will be tied to the road centerline at the nearest intersection. Utility company construction notes will not be put on the strip map.

OFFICE USE ONLY

INSPECTION FEE: \$50.00 Payment Rcv'd By: _____
Cash / Check No. _____ OR Credit / Debit Type _____

PERMIT NO. _____

ROUTE TO the following and return to the front office upon completed inspection.

Section(s) _____ Twp/Range _____

_____ PW's Assigned Inspector
Established Trench Depth from top of pipe material: _____

Road No. _____ Mile No(s) _____ Twp _____

_____ David Serviss, Public Works Superintendent

County Road Name _____

Inspected By/Date _____

Permission is hereby granted from Reno County Public Works Department to above said applicant, its successors, and assigns, to use as much of the roadways as described.

RENO COUNTY PUBLIC WORKS DIRECTOR

DATE

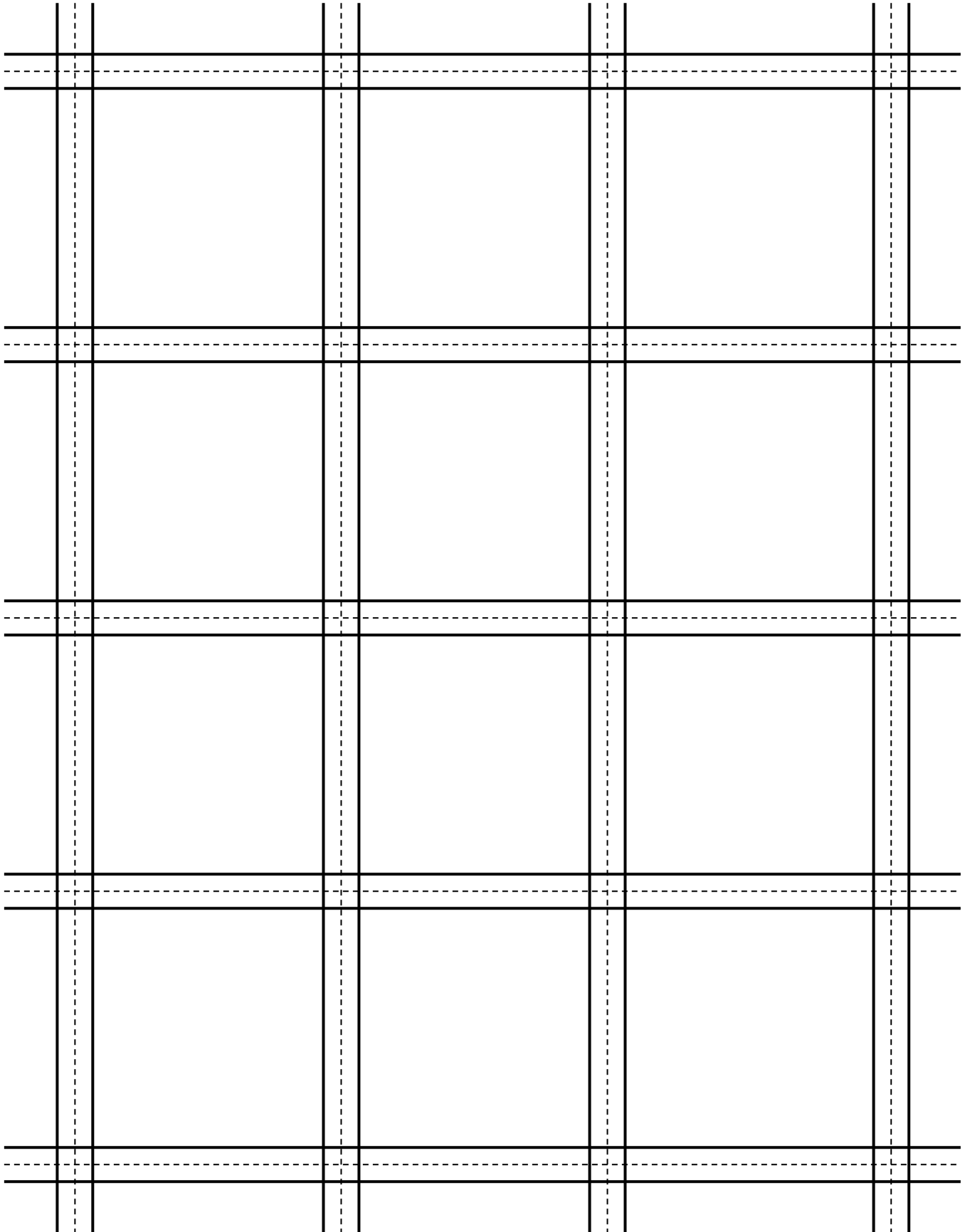
Multiple Miles and/or Roads Map

Scale: 2" = 1 Mile

Township and Range: _____

Please Show: Section No.'s and Road Names on map.

N



LOCATIONS FOR INSTALLATION OF BURIED UTILITIES CROSSING UNDER RENO COUNTY ROAD

Utility Details

Type of Utility (Check One)

- Distribution Pipeline
- Sanitary Sewer
- Water
- Cable

Size: _____

Material Type: _____

Casing Details

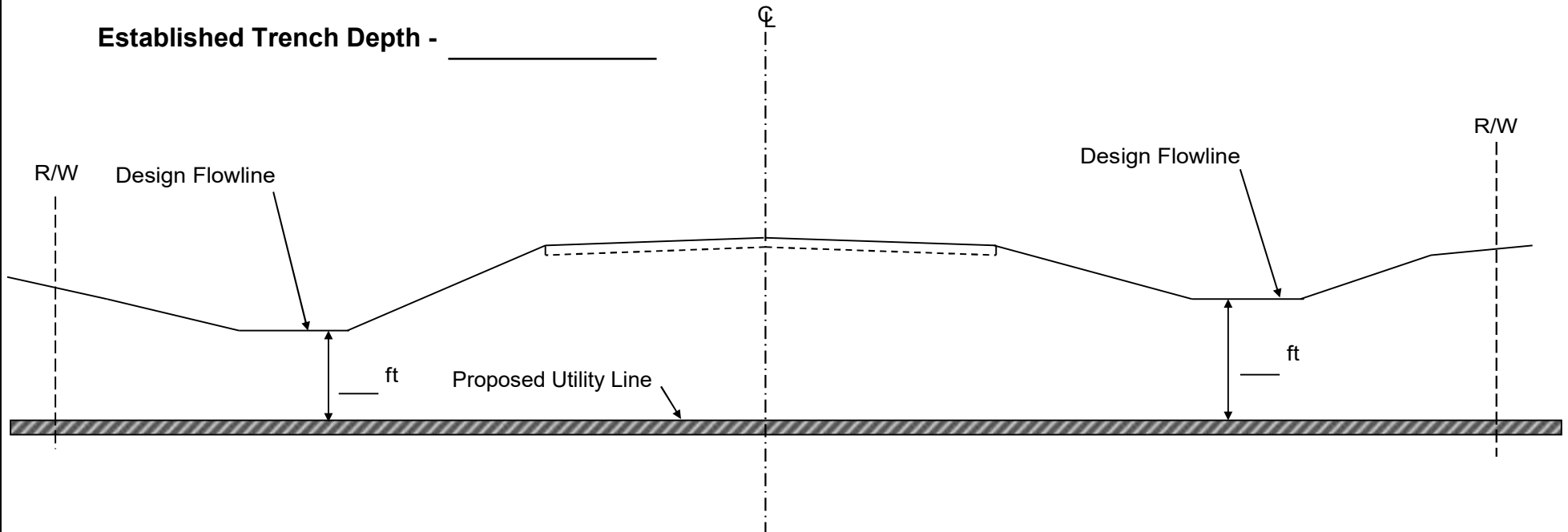
Size: _____

Material Type: _____

Tracer Type: _____

For office use only

Established Trench Depth - _____



LOCATIONS FOR INSTALLATION OF BURIED UTILITIES WITHIN RENO COUNTY RIGHT-OF-WAY

Utility Details

Type of Utility (Check One)

- Distribution Pipeline
- Sanitary Sewer
- Water
- Cable

Size: _____

Material Type: _____

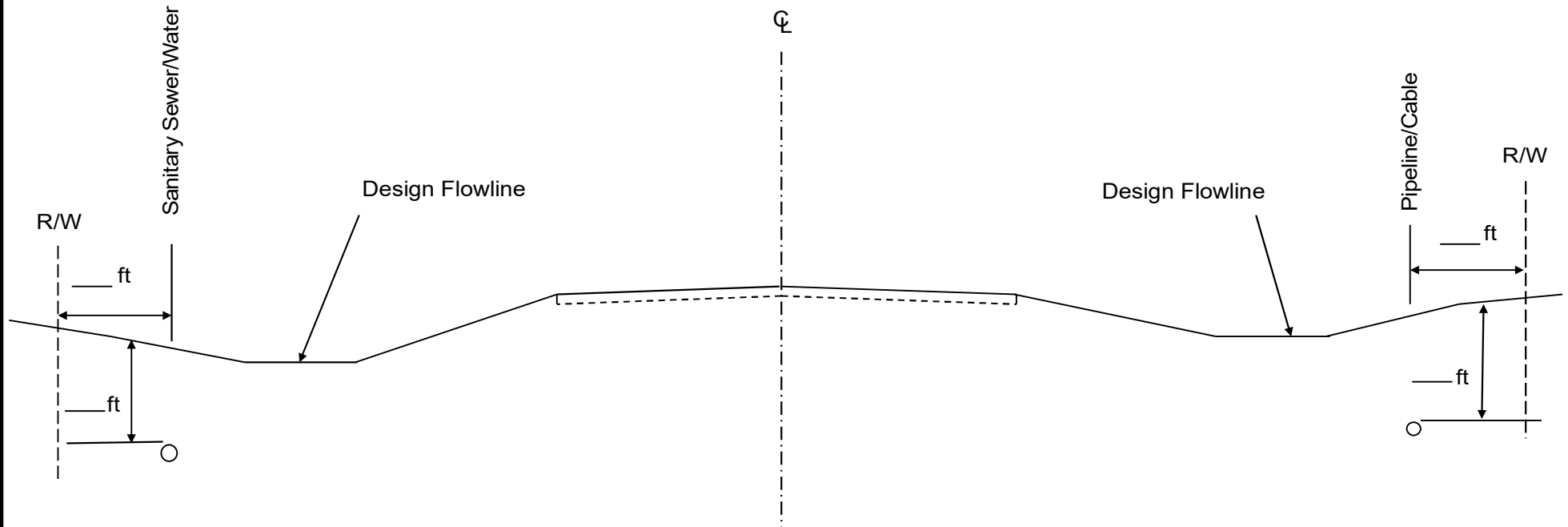
Casing Details

Size: _____

Material Type: _____

Tracer Type: _____

For office use only



**RENO COUNTY PUBLIC WORKS DEPARTMENT
POLICY FOR BURIED UTILITIES
ON PUBLIC RIGHT-OF-WAY**

POLICY:

Buried utilities within Reno County road right-of-way shall be installed in accordance with the provisions of this Policy.

RESPONSIBILITY:

Public Utilities (hereafter "Utilities") are required to obtain Buried Utility Permits prior to the placement or relocation of utility infrastructure on/in County public right-of-way. Permits shall be issued by the Reno County Public Works Director (hereafter the "Director") subject to the criteria established by this policy. No utility infrastructure shall be constructed, reconstructed, or relocated on/in Reno County public right-of-way without the required permit.

GENERAL:

No construction or relocation of utility infrastructure shall commence prior to submission of a Buried Utilities Permit Application, submission of the Utility's detailed construction drawings, payment of a \$50.00 permit fee, and the issuance of the Permit.

A Utility shall identify and address in its application any anticipated variances from the requirements of this policy, which shall include the submission of any additional documentation and construction drawings with the application.

PUBLIC SAFETY:

All required traffic control signing shall be erected by the Utility's contractor according to the *Manual of Uniform Traffic Control Devices* prior to work commencing. Reno County accepts no responsibility for accidents that occur due to lack of traffic control.

UTILITIES:

Utilities which cross the roadway on county asphalt roads shall be bored under the road. In addition, entrances that are asphalt shall be bored under the road. The asphalt shall not be disturbed. Utilities crossing gravel roads may be plowed in or trenched and covered to install the lines. Compaction shall be restored to an MR90 standard as per KDOT specifications.

Utility line crossings including casing/conduit pipe (other than cable lines) shall be installed at least six (6) feet below the finished crown grade elevation of the road, or three (3) feet below the bottom of the designed flow line elevation of the ditch, whichever elevation is lower.

CABLE LINES:

Cable lines shall be buried in the back slope of the ditch unless otherwise submitted on the application and approved by the Director.

All cable lines shall be installed at a minimum depth of 36 inches below design grade.

Cable lines shall not be laid within a three (3) feet radius of any crossroad structures.

PIPELINES:

Distribution pipelines shall be buried in the back slope of the ditch unless otherwise submitted on the application and approved by the Director.

Distribution pipelines shall be installed at a minimum depth of 60 inches below design grade.

Distribution pipelines shall not be laid within a five (5) feet radius of any crossroad structures.

SANITARY SEWER:

Sanitary sewer mains are not allowed in the road right-of-way until engineered drawings are approved by the Director.

Sanitary sewer service lines shall be bored and cased under the road at a depth equal to four (4) feet below the design flowline of the ditch on both sides of the road.

Tracer lines shall be installed with sanitary sewer lines.

POTABLE WATER LINES:

Potable water lines shall be buried at a minimum depth of 42 inches measured from the top of pipe to the design flowline.

Water main crossings and service line crossings larger than 2 inches shall be bored and cased with the top of the casing being a minimum depth of 42 inches below design flowline.

Tracer lines shall be installed with potable water lines.

CONSTRUCTION REQUIREMENTS:

Following the installation of the Utility's infrastructure, the condition of the right-of-way shall be returned to the preexisting condition. Any damage to bridges, structures and pavement shall be repaired by the Utility to a condition acceptable to the Director.


The Utility shall be responsible for the maintenance of any soil erosion or settlement resulting from its installation.

The Utility shall be responsible for future utility infrastructure relocations or adjustments at the Utility's expense as a consequence of the county regrading, reconstructing, and/or widening of the right-of-way.

The Utility shall notify Reno County Public Works no less than 24 hours prior to commencement of construction and within 24 hours of completed construction by calling 620-694-2976.


Construction shall be completed within 2 months of the permit issuance date. If construction is not completed within the 2-month deadline, an extension of time shall be requested by the Utility and may be approved at the Director's discretion before work resumes.

EFFECTIVE DATE: This policy is adopted and shall be effective this 1st day of April, 2021, and supersedes all previous policies.



Don Brittain
Reno County Public Works Director

APPROVED:



Ron Hirst, Chairman
Board of County Commissioners of
Reno County, Kansas

ATTEST:



Reno County Clerk