

MEMO

City of Winona – Engineering Department
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Date: January 3, 2003
To: City of Winona Right-of-Way Contractors
From: Steve McBurney, City Engineer
Re: Hole Excavation Responsibility – *Effective January 1, 2003*

All registered right-of-way contractors are herein notified of the City of Winona Right-of-Way Ordinance Policy Statement as follows:

Hole Excavation Responsibility: (As of 1/1/2003)

Any person or persons who excavate in city right-of-way (which means any hole dug in boulevard, streets, alleys, cartways, easements, seal coated streets, etc., must put temporary patch in at time such utility hole is filled in. A permit is required prior to digging in the right-of-way. The contractor will have 90 days from the date of issuance of the right-of-way permit to put permanent patch in place at their expense.

Concrete pavement must be replaced with concrete. Asphalt and sealcoat pavement is to be replaced with hot mix asphalt. Aggregate is to be replaced with aggregate. All other surfaces to be replaced with topsoil and seeded.

Utility permits issued between October 15th and April 1st will be required to have permanent patch in place no later than May 31st. Any settling of the permanent patch within 1 year of inspection will be required to be redone at the contractor's expense. Prior to the city contracting for repair, the permittee will be notified and given the opportunity to correct.

Utilities which the city repairs on a contractual basis will be subject to an administration fee of 2% of contract cost. This is to cover billing costs.