CITY OF CEDARBURG

NOTICE TO CONTRACTORS PERFORMING WORK IN THE PUBLIC WAY

THIS INCLUDES DRIVE APPROACHES AND SIDEWALKS

This notice contains IMPORTANT INFORMATION for contractors who perform work within the public way in the City of Cedarburg. This includes construction or repair of sidewalks or driveway approaches between the sidewalk and roadway.

In accordance with the City of Cedarburg Code of Ordinances, you must obtain a permit before constructing a sidewalk or driveway approach (Sec. 6-3-1). This permit must be obtained from the Building Inspection Department in Cedarburg City Hall, W63 N645 Washington Avenue, at least 24 hours before beginning work. Permit cost for a drive approach permit is $35.00 (effective 01/10/11). There will be no fee for a sidewalk permit.

You must submit to the City of Cedarburg a $1,000 indemnity bond and a certificate of insurance which lists the City of Cedarburg as an additional insured on the certificate in the amount of not less than $100,000 for one person, $300,000 for one accident, and $50,000 for property damage. You may submit a certified check for $1,000 in lieu of the bond (certificate of insurance is still required) and the check will be returned to you at the proper completion of the project. If you are contemplating several projects within the City of Cedarburg, you need only submit the bond and insurance certificates once for the year.

All sidewalk and drive approaches constructed in the City of Cedarburg must conform to the specifications set by the City of Cedarburg, which is attached to his notice. A permit is required BEFORE any work is begun. Call for inspection at least twenty-four (24) hours prior to cutting the curb or placement of new walk or approach.

No permits will be issued between November 14th and April 1st of the following year unless the work is deemed to be an emergency by the City Engineer. All concrete work in the public right of way must be completed by November 15th. A permit may be issued for cutting of the curb head to facilitate construction access pending approval by the Engineering Department.

If you have questions, call the Engineering Department at (262) 375-7610.

CITY OF CEDARBURG

DRIVEWAY APPROACH AND SIDEWALK PERMIT APPLICATION

Work to be done (circle one) DRIVE APPROACH SIDEWALK

Job Address: _____

Owner Name: _____

Contractor: _____

Contractor address: _____

_____

Contractor Telephone Number: _____

Approximate cost of the project _____

Proposed date(s) of construction _____

Current Certificate of Insurance _____

Permit Fee Paid: _____
($35.00 for drive approaches/no fee for sidewalk)

Bond or Certified check submitted to the City of Cedarburg _____

Date bond requested to be returned to submitting party: _____

Upon submission of all required information listed above, a permit to perform the work described above will be issued.
This permit authorizes requesting party to complete the work according to City specifications.
No permits will be issued between November 14th and April 1st of the following year without approval of the City Engineer.

CITY OF CEDARBURG, W63 N645 WASHINGTON AVENUE, P.O. BOX 49, CEDARBURG, WI 53012, (262) 375-7609 / FAX: (262) 387-2051

CHAPTER 3

Driveways

6-3-1 Driveways
6-3-2 Permittee Liable for Damage or Injury

SEC. 6-3-1 DRIVEWAYS.

(a) **Permit Required.**

(1) Purpose. For the safety of the general public, the City shall determine the location, size, construction and number of access points to public roadways within the City limits. It is the City's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public.

(2) Permit Requirements. Unless otherwise permitted by resolution of the Common Council, upon written application giving the reason therefor, no person shall construct, repair or reconstruct any driveway located within the public right-of-way without having first obtained a permit from the City Engineer and paying the current fee as established by the Common Council. Such permit shall be issued upon an application form provided by the City and shall contain such information as the City Engineer or his designee shall deem necessary; issuance shall be conditioned upon complete compliance with the provisions of this Chapter. (Ord. 92-54)(Ord. 2011-01)

(b) **Installation Requirements.**

(1) Street Openings. Openings for vehicular ingress and egress shall not exceed eighteen (18) feet at the right-of-way line and twenty (20) feet at the curb for less than three car garages and twenty-four (24) feet at the right-of-way line and twenty-six (26) feet at the curb for garages for three or more cars in residential districts and shall not exceed thirty (30) feet at the right-of-way line and thirty-five (35) feet at the curb in all other zoning districts. (Ord. 90-50)

(2) Location. No driveway shall be closer than ten (10) feet to the extended street line at an intersection. At street intersections, a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the City for effective traffic control or for highway signs or signals. Vehicular entrances and exits to drive-in theaters, banks and restaurants; motels; funeral homes; vehicular sales, service, washing and repair stations; garages; or public parking lots shall be not less than two hundred (200) feet from any pedestrian entrance or exit to a school, college, university, church, hospital, park, playground, library, public emergency shelter or other place of public assembly.

(3) Drainage. No driveway apron shall extend out into the street further than the facing of the curb and under no circumstances shall such driveway apron extend into any gutter area. All driveway entrances and approaches shall be so constructed as not to interfere with the drainage of streets, side ditches or roadside areas or with any existing structure on the right-of-way. When required by the City Engineer so as to provide for adequate surface

water drainage along the abutting street, the property owner shall provide any necessary culvert pipe at such owner's expense.

(4) Required Surfacing. All one (1) or two (2) family homes either completed or occupied after December 8, 1980, shall be required to have either a portland concrete or asphalt driveway installed within one (1) year after occupancy.

(5) Islands. Islands between driveway openings shall be provided with a minimum of six (6) feet between all driveways and three (3) feet at all lot lines except that driveway islands shall not be required between lots abutting a cul-de-sac or between vacant nonconforming lots meeting the minimum requirements set forth in the City Zoning Code.

(6) Curb Openings. When a new curb opening is to be made, the property owner shall have the option of removing the entire curb and gutter and pouring a new concrete gutter section with curb opening, or removing the vertical face of the curb through the use of a carriage mounted, large diameter, precision concrete saw, in accordance with the specifications on file in the office of the City Engineer. (Ord. 2004-03)

(7) Number. No more than one (1) driveway entrance and approach shall be constructed for any lot or premises except where deemed necessary and feasible without the impairment of safety, convenience and utility of the street by the Plan Commission. Driveway approaches shall be at least ten (10) feet apart except by special permission from the City Engineer, and driveways shall in all cases be placed wherever possible as not to interfere with utilities in place. Any costs of relocating utilities shall be the responsibility of the property owner with approval of the City Engineer necessary before any utility may be relocated and the driveway installed.

(8) Construction Across Sidewalks. All driveway entrances and approaches which are constructed across sidewalks shall be paved in accordance with the requirements for sidewalk construction in Section 6-2-2(d) of this Code insofar as such requirements are applicable, including thickness requirements in Section 6-2-2(d).

(c) **Permit Applications**. Permit applications shall be made at least twenty-four (24) hours in advance of intended installation but this shall not be deemed to be a limitation of time within which a permit must be granted, and the City Engineer shall have such time as reasonably necessary for examination and consideration of any application before granting the permit. The City Engineer may hold the application in abeyance, when necessary, pending review and action by the Public Works Commission.

SEC. 6-3-2 PERMITTEE LIABLE FOR DAMAGE OR INJURY.

The permittee shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during construction or repair of driveway approaches or entrances. When curb or gutter is removed, the new construction shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. Driveway surfaces shall connect with the street pavement and sidewalk in a neat, workmanlike manner.

CITY OF CEDARBURG
CONCRETE CONSTRUCTION SPECIFICATIONS

NO CONCRETE WORK SHALL BE PERMITTED WITHIN PUBLIC RIGHT OF WAY BETWEEN NOVEMBER 15 AND APRIL 1 OF THE FOLLOWING YEAR

A. Concrete Construction.

Sidewalks are to be poured 5" thick except at driveways, where it shall be 7" thick. Sidewalks are to be placed on an obstruction-free, three inch thick, compacted ¾ inch traffic bond base.

Drive approaches are to be poured 7" thick. If the approach is poured in an area that does not have existing sidewalk, the approach shall be 7" thick to the property line as determined by the City Engineer. In residential areas, if a new approach abuts existing sidewalk, only defective sections of walk, as determined by the City Engineer, need to be replaced.

Curb and gutter may be sawed at the required opening prior to removal except that any section of less than 3' must be removed to nearest joint. Breaking of curb head for site access during winter months may be permitted by the City Engineer with the understanding that the entire curb and gutter section will be removed and replaced the following spring. Curb head removal by saw-cutting is permitted, subject to procedures outlined in Section G.

Concrete shall be air entrained (6%), maximum slump of 3 inches, shall have a minimum designed 28-day compressive strength of 3500 pounds per square inch, and a cement content of at least a six (6) bag mix. Aggregate shall conform to Section 501, 501.3.6.3.6 and Sections 501.3.6.4.5 of the State Specifications.

Concrete which has not been discharged from the truck within 1-1/2 hours or 300 drum turns after mixing shall be rejected.

NOTE: Sidewalks and driveways shall contain NO steel reinforcement bars and/or steel wire mesh.

B. Expansion Joint Filler

Expansion joint filler shall consist of a bituminous (asphalt or tar) mastic composition, formed and encased between two layers of bituminous impregnated felt. Minimum filler thickness shall be ½ inch. Minimum filler depth shall be the largest concrete thickness.

C. Finishing

After the concrete has been placed and struck off to the required elevations, the surface shall be worked by means of long-handled wood or metal floats with a circular motion until a thin uniform mortar surface is obtained. The surface shall then be finished smooth with a metal hand trowel. Immediately after the water glaze or sheen has disappeared, the

surface shall again be finished smooth with a metal hand trowel operated with a circular motion.

All sidewalk edges shall be finished with an edging tool having a radius of 1/2 inch. All dummy joints shall be finished with a jointer having a radius of 1/2 inch and minimum depth of one inch.

The final surface finish shall be obtained by brushing light with a damp whitewash brush or with a floor brush having soft bristles. Any marring of the finished concrete surface before it has set will be cause for rejection and replacement of the concrete at the Contractor's expense.

D. Joints

Dummy joints for the sidewalks shall be constructed at right angles to the edge of the walk and spaced at a distance equal to the width of the sidewalk, unless otherwise directed. These joints shall be a minimum of one inch in depth and shall be 1/4 inch in width. Machine-sawed joints are permitted, provided the sawing is completed within 24 hours of placement. Hand sawing joints is not permitted.

Expansion joints shall be 1/2 inch bituminous felt expansion joint material, installed to the full depth of the concrete at the following locations:

- Between sidewalk and drive approach.
- The end of all curb and gutter radii.
- 3' from all catch basins.
- Where walk adjoins a curb.
- At intervals not to exceed 100 feet.
- Where curb ramp adjoins sidewalk.

Drive approaches, sidewalk, and curb ramps shall not be poured monolithically with curb and gutter, unless approved by the City Engineer.

E. Curing and Protection

All freshly placed concrete shall be protected from rapid drops in temperature, loss of moisture and from subsequent construction operations. No concrete shall be allowed to freeze. An approved liquid membrane-forming curing compound shall be applied to all finish concrete surfaces as soon as possible after placement. Curing compound shall have white pigmentation having AASHO Designation M148 and be applied in two coats in directions opposite to each other. Each coat should be applied at the recommended application rate. Extreme care shall be taken so as not to injure the surface of the concrete during the process of applying curing compound.

Concrete work shall be closed to pedestrian traffic for a period of twenty-four hours and to vehicular traffic for seven days unless otherwise authorized. The Contractor shall provide and maintain sufficient barricades to effectively close the concrete work to traffic.

F. Hot Weather Work

During handling and placement, special efforts shall be directed toward the prevention of excessive loss of moisture from the concrete, loss of slump, flash setting, and the development of cold joints. Sub-grades and abutting finished concrete work shall be sprinkled or wetted just prior to placement to prevent suction of water from fresh concrete. All new work shall be carefully protected against excessively rapid drying.

The published recommended practices of the ACI and PCA shall be adhered to as they apply to the work. A set-retarding admixture may be used when approved by the Engineer.

G. Sawed Curb Head Removal

Curb head removal by sawing shall conform to the following specifications. The work shall be performed by either Interstate Sawing Company Inc or National Curb Cut. Other contractors may perform the work upon acceptance of qualifications by the City Engineer.

No sawing shall be allowed until the condition of the existing curb and gutter is determined. Removal of the curb head is dependant on the existing integrity of the gutter that will remain.

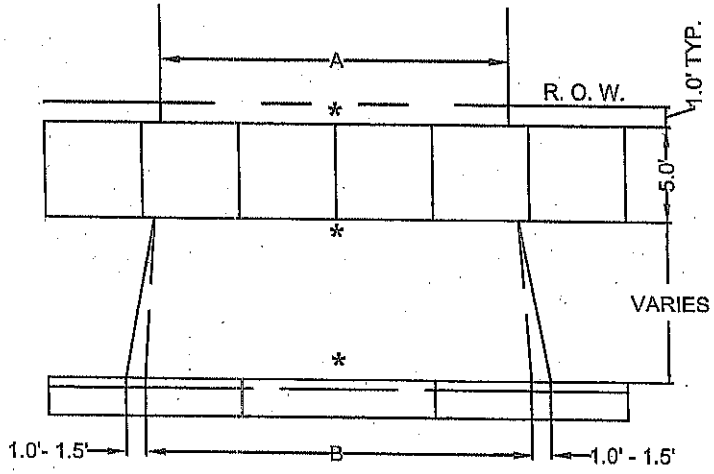
Sawing and removal shall be done by the use of truck or rail mounted, hydraulically controlled concrete cutting equipment specifically designed for this use. The cut shall be made from the backside of the curb.

The curb cut shall be made with an ascending slope of one inch from the face to the back of the curb. The curb cut shall be made with a twelve inch taper on each side of the driveway opening. All sharp edges created by sawing shall be ground to an approximate ½ inch radius.

Existing curb joints shall be a minimum of six inches from the ends of the tapers. No joints will be permitted within the driveway tapers.

Within 24 hours of completion of the curb cut, the cut area, including the tapers shall be sealed with a clear solvent-based, VOC-compliant, silane penetrating sealer, such as SILANE 40 VOC BY Hydrozo®. An equivalent product may be used upon approval by the City Engineer.

The contractor shall notify the City Engineering Department upon completion of the curb cut and sealing. The driveway approach shall not be poured until the cut has been inspected and approved. Improper or defective curb cuts will not be accepted and will require removal and replacement of the existing curb and gutter.

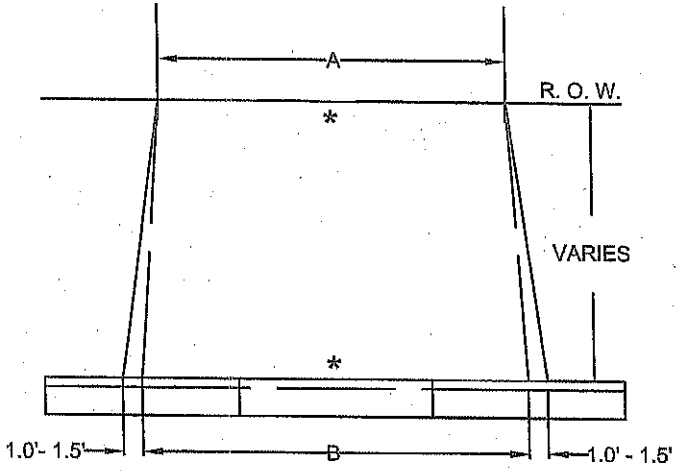


DRIVE APPROACH WITH SIDEWALK

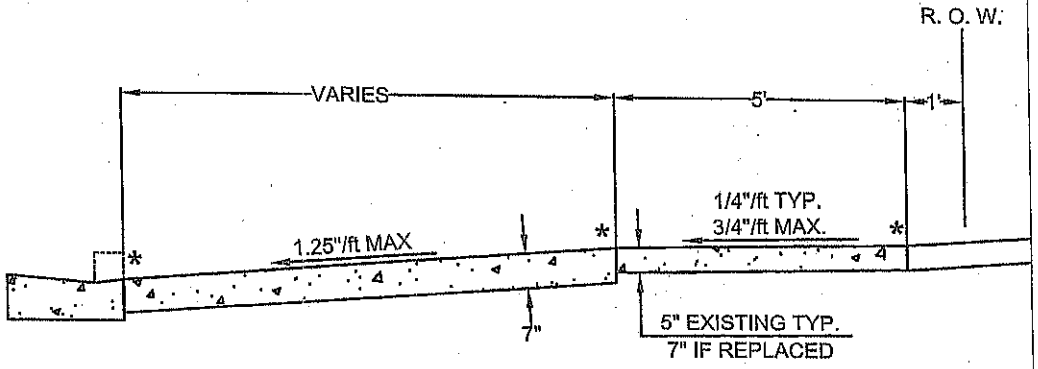
1 OR 2 CAR GARAGE --RESIDENTIAL
A = 18' MAXIMUM B = 20' MAXIMUM
3 OR MORE CAR GARAGE -- RESIDENTIAL
A = 24' MAXIMUM B = 26' MAXIMUM
ALL OTHER ZONING DISTRICTS
A = 30' MAXIMUM B = 35' MAXIMUM

* 1/2 INCH THICK BITUMINOUS EXPANSION MATERIAL (FELT) REQUIRED. WIDTH SHALL MATCH DEPTH OF ADJACENT CONCRETE. NO FELT IS NEEDED BEHIND SIDEWALK IF DRIVEWAY IS CONSTRUCTED WITH ASPHALT.

DRIVEWAY APPROACH SLORES EXCEEDING 1.25"/FT MUST BE APPROVED BY THE CITY ENGINEER.



DRIVE APPROACH WITHOUT SIDEWALK



CITY OF CEDARBURG

STANDARD DRAWING FOR NEW DRIVEWAY APPROACH	NOT TO SCALE
	DRAWN BY: RME
	08/05/04