



Town of Ocean City, Maryland  
 Utility Installation Agreement (UA)  
 Project Summary Form

**UTILITY INSTALLATION AGREEMENT (UA)**  
**for PRIVATE UTILITIES in RIGHT-OF-WAYS & PUBLIC EASEMENTS**  
<http://oceancitymd.gov/ua>

UA #

(Completed by Utility Owner's Authorized Representative)

DATE: \_\_\_\_\_  
 UTILITY OWNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 GENERAL CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 PHONE #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 PROJECT LOCATION(S): \_\_\_\_\_  
 UTILITY TO BE INSTALLED: \_\_\_\_\_  
 UTILITY INFORMATION: MATERIAL: \_\_\_\_\_ SIZE: \_\_\_\_\_ LENGTH: \_\_\_\_\_  
 INSTALLATION METHOD:  Open Cut  Horizontal Directional Drill (HDD)  
 MISS UTIL. TICKET #. (if avail.): \_\_\_\_\_  
 PROPOSED START / END DATE: \_\_\_\_\_  
 PROJECT DURATION: \_\_\_\_\_

(Completed by Ocean City Engineering + Public Works)

Engineering Approval:

Public Works Approval:

\_\_\_\_\_  
 (Terry McGean, City Engineer)

\_\_\_\_\_  
 (Elwood Vickers, PW Deputy Director)

- |  |  |
|--|--|
| <input type="checkbox"/> UA (all 6 pages + Cover Page): _____      | <input type="checkbox"/> Pre-Construction Meeting: _____     |
| <input type="checkbox"/> Approved Project Plans: _____             | <input type="checkbox"/> Miss Utility Ticket No.: _____      |
| <input type="checkbox"/> Project Schedule (if > 2 weeks): _____    | <input type="checkbox"/> Test Pitting Ex. Utilities: _____   |
| <input type="checkbox"/> Performance & Maintenance Bond: _____     | <input type="checkbox"/> Photos in S: Drive Folder: _____    |
| <input type="checkbox"/> Certificate of Liability Insurance: _____ | <input type="checkbox"/> Pavement Restoration: _____         |
| <input type="checkbox"/> Permit Fee Amt. (Res. No. 2017-16): _____ | <input type="checkbox"/> Concrete Restoration: _____         |
| <input type="checkbox"/> Traffic Control Plan: _____               | <input type="checkbox"/> Paint & Striping Restoration: _____ |
| <input type="checkbox"/> Boardwalk Vehicle Access: _____           | <input type="checkbox"/> Construction Debris Removed: _____  |
| <input type="checkbox"/> SHA Approval Required: _____              | <input type="checkbox"/> As-Built Drawings Received: _____   |
| <input type="checkbox"/> UA Expiration Date: _____                 | <input type="checkbox"/> Permit Fee Paid: _____              |
|  | <input type="checkbox"/> Final Completion Date: _____        |



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Technical & Construction Requirements

The Code of the Town of Ocean City, Chapter 94 – Utilities, Article IV. – Utility Installation, Sec. 94-81. – Application and Agreement establishes that, “Any person or company proposing to install utility lines within a public street or other public right-of-way must first apply for a permit and enter into a Utility Installation Agreement on forms developed by the Department of Public Works.” (Ord. No. 2017-15 , 10-2-2017):

[https://library.municode.com/md/ocean\\_city/codes/code\\_of\\_ordinances?nodeld=PTIICOOR\\_CH94UT\\_ARTIVUTIN](https://library.municode.com/md/ocean_city/codes/code_of_ordinances?nodeld=PTIICOOR_CH94UT_ARTIVUTIN)

### **GENERAL REQUIREMENTS**

The General Requirements of the Utility Installation Agreement (UA) are established in the Code of the Town of Ocean City, Chapter 94 – Utilities, Article IV. – Utility Installation, Sec. 94-82. – General Requirements:

[https://library.municode.com/md/ocean\\_city/codes/code\\_of\\_ordinances?nodeld=PTIICOOR\\_CH94UT\\_ARTIVUTIN\\_S94-82GERE](https://library.municode.com/md/ocean_city/codes/code_of_ordinances?nodeld=PTIICOOR_CH94UT_ARTIVUTIN_S94-82GERE)

### **TECHNICAL PLAN REQUIREMENTS**

Per Code of the Town of Ocean City, Chapter 94 – Utilities, Article IV. – Utility Installation, Sec. 94-83 – Technical and Construction Requirements, “The Department of Public Works shall provide details for technical and construction requirements, which each applicant must be in compliance.”

[https://library.municode.com/md/ocean\\_city/codes/code\\_of\\_ordinances?nodeld=PTIICOOR\\_CH94UT\\_ARTIVUTIN\\_S94-83TECORE](https://library.municode.com/md/ocean_city/codes/code_of_ordinances?nodeld=PTIICOOR_CH94UT_ARTIVUTIN_S94-83TECORE)

1. Existing Conditions: Utility Owner will make a Good Faith Effort to include all existing conditions on the Plans as described in this paragraph. Existing Conditions will include:
  - a. Public and Private utilities (provide diameter and invert of utilities if readily available);
  - b. Right-of-Ways, easements, and property line information;
  - c. Existing surface features (trees, sidewalks, curbs, catch basins, manholes, signs, driveways, utility poles, etc.);
  - d. Drawings will include source references for how utilities and property information was located on the Plans.
2. Proposed Plans: Proposed Plans will include:
  - a. Installation Method and plan view drawings;
  - b. Standard Titleblock information (Name of company preparing plans, Project Name, Project Location, Date, Scale, Sheet #, Contact Information, North Arrow, Legend, and Revision Block);
  - c. Location and size of proposed junction boxes, manholes, and hand holes;
  - d. Plans will be provided for review as an electronic PDF file;
  - e. Plans will be scaled drawings (1" = 20' is preferred although other scales may be utilized);
  - f. 8.5"x11", 11"x17", 12"x18", 24"x36", or other standard size plan sheets may be used at the discretion of the Utility Owner, depending on the size of the project;



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- g. Vicinity Map;
        - h. Aerial Imagery may be used for Vicinity Maps and plan view construction drawings;
        - i. Proposed installations that are intended to replace existing utilities must clearly show and note existing utilities to be abandoned;
        - j. At the Town's discretion, a Grading Plan may be required where long stretches of pavement will be repaired;
        - k. At the Town's discretion, Profile views may be required.
3. Trench and Pavement Repair: Plans will include extent of proposed pavement repairs and pavement repair will be in accordance with Town Construction Standards, specifically S-1.02 and S-1.17.
4. Alignment: Utility lines will be installed parallel or perpendicular to the centerline of the roadway unless approved otherwise.
5. Drilling Information: Plans will show bore length, bending radius, entry pit location, exit pit location, material type, dimensions, depths of cover, and clearances.
6. Horizontal Clearance:
  - a. 24" Minimum
  - b. 36" Minimum from utility poles and fire hydrants
7. Vertical Clearance:
  - a. No stacking is permitted on top of existing utilities when utilities are running parallel.
  - b. At perpendicular crossings, utilities are preferred to intersect a minimum of 12" below existing utilities.
  - c. If utilities intersect above existing utilities, a minimum 12" clearance is required.
8. Geotechnical Exploration: At the discretion of the Town and Utility Owner, geotechnical explorations may be deemed necessary. If the coring method is utilized for geotechnical investigation, the Plans must include the location(s) and core diameter.
9. Sediment & Erosion Control: In accordance with state and local regulations, the Worcester Soil Conservation District (WSCD) requires an approved Sediment & Erosion Control (SEC) Plan for projects with a Limit of Disturbance of 5,000 Square Feet or greater.
10. Traffic Control Plans (TCP): TCP may be required for work on Town owned roads, at the discretion of Town staff. If a road closure is proposed, the Utility Owner must provide a supplemental TCP plan illustrating the proposed closure. Aerial images may be used for the TCP. If work is to take place within state owned Right-of-Ways or Easements, the Utility Owner must coordinate TCP approval with State Highway Administration (SHA). If SHA TCP is required, Utility Owner must provide a copy of the approved plan.
11. Record Drawings: The Town will provide the Utility Owner with the most up to date Record Drawings available. The Contractor is responsible for field verifying the location of all information shown on the Record Drawings and the Town is not responsible for any losses incurred as a result of inaccuracies of the Record Drawings. The Record Drawings may not be shared with other agencies and the Record Drawings may only be utilized for purposes of the UA, unless approved otherwise by the Town. The Record Drawings can be found at: <https://oceancitymd.gov/oc/departments/public-works/utility-installation-agreement/>
12. The following Departments may be contacted for specific utility questions:
  - a. Water: (410) 520-5148



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- b. Wastewater: (410) 524-6762
  - c. Stormwater: (410) 524-4882
  - d. Engineering: (410) 289-8790
13. Routine Maintenance: At the discretion of Town staff, a project may be classified as Routine Maintenance if:
- a. Utility is existing;
  - b. No boring, excavation, or open cutting is required;
  - c. Disturbance is 100 Sq.Ft. or less;

If the project is considered to be Routine Maintenance, a UA is not required to be submitted (signed UA, Plans, Schedule, Red Line As-Built Drawings, Fee). The Routine Maintenance work will still be subject to coverage under the Utility Owner's Bond and COI.

14. Overhead Work: A UA is not required to be submitted for overhead work only. The overhead work will still be subject to coverage under the Utility Owner's Bond and COI.

### **CONSTRUCTION REQUIREMENTS**

1. Pre-Construction Meeting: The Contractor will contact Public Works Construction to hold a Pre-Construction Meeting prior to the commencement of construction activity. Public Works Construction may waive the requirement for the meeting.
2. Ground Penetrating Radar (GPR): GPR is an acceptable method to supplement Miss Utility Locates to field verify existing utilities. GPR will not be acceptable to replace Miss Utility Locates.
3. Miss Utility & Maryland State Law: The Utility Owner and Contractor are responsible for complying with the Maryland Underground Facilities Damage Prevention Law, also known as the "Miss Utility Law": <http://www.missutility.net/maryland/mdstatelaw.asp>.
4. Construction Staging Permit: Public utilities or contractors in their employ (gas, electric, phone CATV) do not require a permit provided the work in question is related to the installation, maintenance, or repair of the public utility itself in accordance with the appropriate franchise agreement and not for improvements or new service to a specific customer.
5. Boardwalk Vehicle Access: Contractors are required to complete an in-person permit application through the Town Engineering Department (City Hall, 301 Baltimore Avenue, Room 118) and sign out a key to access the Boardwalk.
6. Maryland Occupational Safety & Health (MOSH) Safety Requirements: The Contractor is responsible for being knowledgeable of and complying with all applicable MOSH requirements: <https://www.dllr.state.md.us/labor/mosh/>
7. MdMUTCD Traffic Control: The Utility Owner will be responsible for complying with appropriate MUTCD standards at all times while performing work: <http://www.roads.maryland.gov/index.aspx?PageId=835>
8. Sediment & Erosion Control (SEC): The Contractor is responsible for adhering to appropriate local guidelines established by Worcester Soil Conservation District. No discharges should ever occur to the Town storm drain system. <http://www.co.worcester.md.us/departments/env/natural/erosion>



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9. Field Modifications: Contractor shall complete the installation as shown on the Approved Plans unless modifications are approved by the Town. Any Field Modifications will be shown on the Red Line As-Built Drawings.
10. Planned Response: The Contractor will have a pre-planned response in the event of a utility strike, including notification of appropriate utility owner(s) and ensuring safety of workers and the public.
11. Sewer Release: The Contractor will immediately report to the Town's Wastewater Department any damage to existing sewer lines or any release of sewer (see Technical Requirements #12 for contact information).
12. Minimum Cover: Minimum Cover shall be in accordance with the technical recommendations of the Utility Owner. However, Minimum Cover shall not be less than 24".
13. Hole Repair: All holes 12" in diameter or less must be immediately backfilled with CR6 Crusher Run and 6" of Perma-Patch, Hot Mix Asphalt, or approved equal.
14. Trench & Pavement Repair: To be performed in accordance with Approved Project Plans and Town of Ocean City Construction Standards, specifically S-1.02 and S-1.17.
15. Sidewalks: Where the installation is located at the edge of a sidewalk, care shall be taken so that the sidewalk is not undermined. Backfilling under a sidewalk is not acceptable. If voids are created under the curb, gutter and/or sidewalk due to utility installation, the curb, gutter and/or sidewalk will be removed and replaced by the Utility Owner.
16. Removal of Construction Debris: The Contractor will immediately remove any construction debris resulting from work associated with the UA and dispose of at the Contractor's expense.
17. Horizontal Directional Drilling (HDD):
  - a. Perpendicular Crossings: All existing utilities shall be fully exposed to confirm that the minimum vertical clearance is achieved if proposed utility is within 24" of depth of existing utility.
  - b. Parallel Utilities: Parallel Utilities shall be exposed every 300 feet if within five (5) feet of the proposed alignment and every 50 feet if within three (3) feet of the proposed alignment.
  - c. Test Pitting Existing Utilities: Existing utilities will be exposed using the "Soft Dig" vacuum method or by hand digging.
  - d. Terminations: The ends of each section of pipe/conduit are to be buried within two (2) weeks of installation. If pipe/conduit ends are exposed, the ends must be properly secured to prevent hazards to pedestrians.
  - e. Calibration: Contractor shall calibrate the tracking and locating equipment at the beginning of each day, unless approved otherwise due to continuous drilling operations.
  - f. Tracking: The HDD contractor shall monitor and record the alignment and depth readings provided by the tracking system every 25 to 30 feet for normal conditions and every 5 to ten feet where precise alignment control is necessary. Contractor shall at all times and for the entire length of the installation be able to demonstrate the horizontal and vertical position of the alignment.
  - g. Drilling Fluid: Contractor shall dispose of all drilling fluid at an authorized waste site. At no time shall drilling fluid enter the Town storm drain system.



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18. Field Inspections: Contractor shall accommodate inspections by Town officials at all times. Prior to start of backfilling operations under paved surfaces, the Contractor shall notify Public Works Construction to schedule and complete an inspection. 48 hours notice is requested for inspections. Public Works Construction may waive the requirement for an inspection.
19. Painting & Striping: Contractor shall restore any damage or removal of existing painting or striping, including:
  - a. Concrete curb painting (ex. blue – handicap parking, red – no parking, yellow – restricted parking);
  - b. Pavement markings (ex. parking stripes, shoulder markings, centerlines, crosswalks);
  - c. Thermoplastic markings (ex. Bike Route “Sharrows”, thermoplastic crosswalks).
20. In-Kind Surface Restoration: The Contractor will repair In-Kind any damage to existing grass, trees, landscaping, fencing, etc.
21. Stop Work Order: The Town reserves the right to stop work at any time.
22. Red Line As-Built Drawings: Upon completion of construction, Utility Owner will provide As-Built Drawings scanned into a PDF file. As-Built Drawings will show any deviation from approved plans. As-Built Drawings will indicate horizontal locations and depths of existing utilities exposed as a result of the project work. As-Built Drawings do not require Professional Engineer (PE) or Professional Land Surveyor (PLS) to sign and stamp plans.



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**APPROVAL REQUIREMENTS**

1. Utility Owner will complete the following and provide to the Town of Ocean City by uploading the files onto the Utility Installation Agreement (UA) link on the Town website:  
<http://oceancitymd.gov/ua>
  - a. UA: After reading and understanding requirements of the Utility Installation Agreement, Utility Owner will scan and upload all 6 pages of the UA plus the Project Summary Form (the Project Summary Form and Page 6 will be signed). Utility Owner will also provide the General Contractor and any Subcontractors with the complete UA and Approved Project Plans.
  - b. Plans: Provide Approved Project Plans.
  - c. Project Schedule: Provide Project Schedule (if duration is greater than 2 weeks).
  - d. Bond: Provide an annual Performance & Maintenance Bond.
  - e. Certificate of Liability Insurance: Provide an annual \$1,000,000 Certificate of Liability Insurance.
  - f. As-Built Drawings: Following completion of construction, the Utility Owner will provide Red-Line As-Built Drawings.
  - g. Fee: Provide a check payable to the Town of Ocean City. The amount of the fee is defined in the Code of the Town of Ocean City, Chapter 94 – Utilities, Article IV. – Utility Installation, Sec. 94-84. – Permit Fee. (Res. No. 2017-16, 10-2-2017):  
[https://library.municode.com/md/ocean\\_city/codes/code\\_of\\_ordinances?nodetid=PTIIC\\_OOR\\_CH94UT\\_ARTIVUTIN\\_S94-84PEFE](https://library.municode.com/md/ocean_city/codes/code_of_ordinances?nodetid=PTIIC_OOR_CH94UT_ARTIVUTIN_S94-84PEFE)
2. The Utility Owner is authorized to start work upon receiving Engineering Approval and completing a Pre-Construction Meeting with Public Works.
3. Final Completion of the Utility Installation Agreement is the date noted by Public Works on the Project Summary Form. Utility Owners must have Final Completion of UA applications within 120 calendar days of Engineering Approval. If Final Completion is not received within 120 days, additional Utility Owner UA applications may be rejected.

The terms and conditions of the Utility Installation Agreement (UA) are agreeable to Comcast, their successors, and assigns. This Utility Installation Agreement (UA) is valid for 180 calendar days after the date of Engineering Approval.

UTILITY OWNER:

Signature: Patricia Pullen

Printed Name: Patricia Pullen