Docusign Envelope ID: 0937215A-713D-84D7-8391-78B9F61EC5AF

Title: Road Cut Policy	**Internal/External:** Internal / External
Department: Infrastructure & Engineering	**Policy Number:** IE - 007
Approval Date: August 31, 2017	**Implementation Date:** August 31, 2017
Revised Approval: September 22, 2026	**Revised Implementation:** September 22, 2026

BACKGROUND

Underground utility installation and upgrades are typically completed in advance of road upgrading; however, repairs, maintenance and utility service connections require excavation into the finished road. This means road cuts are inevitable. Water, sanitary sewer, storm sewer, electrical power, and communications are examples of underground utilities that may be in the roadway requiring roadcuts.

The Town of Paradise, contractors and developers with Town approval, and utility companies all excavate in the roadway to install, upgrade, maintain, or repair underground utilities. Road condition and appearance is reduced with a patchwork of repairs completed on a road over time. To reduce these effects the following policy is required

The most common road cuts are made by contractors on behalf of property owners for the installation of water, sanitary sewer, and storm sewer service lines to provide service to structures on property fronting the roadway. This policy replaces all previous versions of the Road Cut Policy.

OBJECTIVE/PURPOSE

The purpose of this policy is to set the standard of repair for permitted road cuts to ensure acceptable road quality and minimum permanent damage after the utility work is complete.

DEFINITIONS

'Road Cut' refers to a surface or sub-surface cut in any part of the roadway made by any means, including excavation, reconstruction, cutting, saw-cutting, overlaying, crack sealing, breaking, boring, jacking or tunneling operations.

'Winter Season' refers to the period between November 1 and May 1 of the following year.

POLICY STATEMENT

The Town requires that all individuals or companies proposing to make a road cut to any public road in Paradise for the installation, upgrade, maintenance, or repair of any underground utility service, or for any other purpose, apply for a Road Excavation Permit and adhere to the requirements of this policy.

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Failure to apply for a Road Excavation Permit or complete the road cut, as set forth in this policy, may result in the issuance of a Stop Work Order, revocation of the Permit issued for development, and fines or other penalties.

GUIDELINES

1. General Road Cuts

1.1 Road Excavation Permit

1.1.1 Any person wanting to perform excavation in the Town's roadway will be required to obtain a Road Excavation Permit. The cost of this permit will be as per the Town's fee structure for the current year.

1.1.2 All activity within a Town's roadway will be subject to the conditions set forth In the Town's Traffic Impact / Lane Closure Policy (IE-004).

1.1.3 Road cuts shall not be scheduled during the winter season.

1.1.4 In addition to the permit fee, the Town will require a security deposit to be supplied to the Town in accordance with the Town's fee structure for the current year. For newly paved roads less than five (5) years old, this deposit will be held by the Town for a period of 24 months from the date of the work being completed. This period will cover two full winter seasons. At the end of the 24 months, the security deposit will be refunded to the payee provided the road cut does not require any repairs subject to a condition assessment by Town staff. For roads that are older than five (5) years or where the condition of the road is such that the Town deems it unreasonable to hold a deposit for an extended period, the deposit will be held for twelve (12) months from date the work is completed. It is the responsibility of the payee to perform all necessary work/ repairs to the satisfaction of the Town. The repairs will be inspected by the Town and if satisfactory, the security deposit will be returned to the payee. If the payee does not complete the necessary repairs during the security time period outlined or the work is completed during the winter period in contravention of 1.1.3, the payee will forfeit the security deposit, and the Town will complete the necessary repairs.

1.2 Water and Sewer Permit

If the purpose of the road cut is to connect to the Town's water, sanitary sewer, or storm sewer services, the applicant is expected to also obtain a water and sewer service connection permit. The water and sewer connection permit is subject to its own fees and policies. Not all water and sewer service connections require road cuts, as would be the case where water and sewer service stubs are already present or are being installed at the time of a Town upgrade project. A water and sewer service connection fee is always required to connect the building service lines to the stubs or install service line stubs to a vacant lot.

1.3 Emergency Conditions

Situations arise requiring immediate action by the utility service provider where it is not possible to obtain a Road Excavation Permit in the usual manner prior to the commencement of work within the road right-of-way.

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In these situations, work may be undertaken without prior notice; however, the Infrastructure & Engineering Department must be notified by phone immediately of the emergency situation, and a Road Excavation Permit Application for such work must be submitted that same day.

2. Road Cut Procedure

2.1 Removal of Asphalt and Concrete and Excavation of the Road

The road excavation permit holder shall not begin any work within the roadway until all conditions and requirements of town Traffic Impact / Lane Closure Policy (IE – 004) have been addressed. Asphalt shall be saw- cut, in clean straight lines a minimum of I meter beyond the top of the benching of the service trench. Concrete sidewalks, curb, and gutter shall be saw cut a minimum of 0.5 meters beyond the top of the benching. Benching is calculated as per OHS requirement for safe excavating and trenching.

2.2 Installation of Water and Sewer Service Lines Within the Town Roadway to Property Boundary (Service Stubs)

2.2.1 All service trenches are to be adequately benched and dewatered prior to making any service connections.

2.2.2 Excavate to 150 mm (6") below the invert of the service pipes. Bottom of trench to be clear of all sharp or large rocks. Place and compact 150 mm (6") of Class "A" road gravel as bedding for the service pipes. Place service pipes in trench and connect to main line with preapproved connection device.

2.2.3 In all cases, Town Water and Sewer staff are to be onsite during service tap procedures. Provincial legislation requires a certified water and sewer operator to perform or supervise the connection. The bedding will be inspected at this time. A minimum of 24 hours notice must be provided to arrange Town staff.

2.3 Backfilling Procedure (Appendix A)

2.3.1 Backfill service pipes with Class "A" road gravel. Class "A" to extend a minimum of 150 mm (6") on both sides of the service pipes and to a minimum of 300 mm (12") above the top of the pipes. Class “A” must be compacted by a plate compactor.

2.3.2 Fill remainder of service trench to within 410 mm (16") of the roadway finished grade with 19.0 mm (3/4") Washed Clean Stone. Washed stone does not require compaction. Where the backfill, design is different from this composition it must be submitted by a professional engineer with the road excavation permit application, and the installation must be witnessed and certified by the same professional engineer.

2.3.3 Reinstate top 410 mm as per attached diagram: 200 mm Class "B", 100 mm Class "A", to underside of asphalt. The Class “A” and “B” layers can be reduced to accommodate depth of curb and gutter at the edge of the asphalt.

2.3.4 In all cases, except where an engineer designed and certified the installation of the backfill, Town inspectors are to be onsite during backfill procedures. It will be the discretion of the inspector to accept the backfilling if it was performed without them being present. The worst case would require re-excavating and reinstating the backfill in their presence.

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2.3.5 The road is to be passable no more than 48 hours after the road cut is made. If the 1st lift of asphalt surface can not be placed within this timeline, additional class "A" road gravel will be temporarily placed to allow traffic to pass until the surface is reinstated.

2.4 Surface Reinstatement (See Attached Diagram)

2.4.1 Existing asphalt adjacent to the road cut shall be cold planed a minimum depth of 25 mm and a minimum of 0.5 meters in width beyond the saw cut for the entire length of the asphalt cut. The cold planed area and cut edge of the asphalt shall be 100% tack coated. A minimum of 110 mm of asphalt (compacted thickness) will be placed in the excavated area and overlapped onto the cold planed area. The compacted asphalt shall blend into the existing asphalt such that no depression or hump exists. The new asphalt shall be compacted with a (weight?) roller minimum. The asphalt shall be replaced in two lifts: 60 mm base course and 50 mm surface course. Where existing asphalt thickness is found to be insufficient, the asphalt shall be placed in two (2) lifts to match the thickness of the existing asphalt. Where an engineer is involved in the road cut or servicing design, asphalt reinstatement shall be in accordance with the Provincial Municipal Master Specification.

2.4.2 The 1st lift of asphalt is to be placed no later than 72 hours after the road cut is made if there is no curb and gutter to be replaced. Where curb and gutter must first be replaced, the 1st lift of asphalt is to be placed no later than 48 hours after the curb has been placed. The 2nd lift of asphalt is to be placed as soon as possible and no longer than 24 hours after the 1st lift.

2.4.3 Concrete curb, gutter, and sidewalks are to be reinstated to match existing concrete adjacent to the roadcut using a minimum 30 Mpa concrete mix. The cross section, thickness, segments, reinforcement, expansion controls, and surface texture are to match.

2.4.4 Concrete curb and gutter are to be placed no later than 96 hours after the road cut is made. Concrete sidewalk is to be placed as soon as practical in the sequence of reinstatement.

2.4.5 Shoulders, ditches and landscaped areas within the roadway shall be reinstated to match the existing areas adjacent to the road cut. The material type and thickness to bring area to finished height is to match.

2.4.6 Shoulders, ditches, and landscaped areas are to be placed as soon as practical in the sequence of reinstatement.

Related / Referenced Policies

. Traffic Impact / Lane Closure Policy (IE-004)

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REVISION HISTORY

Policy Version	Date	Motion
Policy Adopted	August 31, 2017	M17-092
Policy Revision 1	March 20, 2018	M18-091
Policy Revision 2	September 22, 2026	M26-224

REVIEW

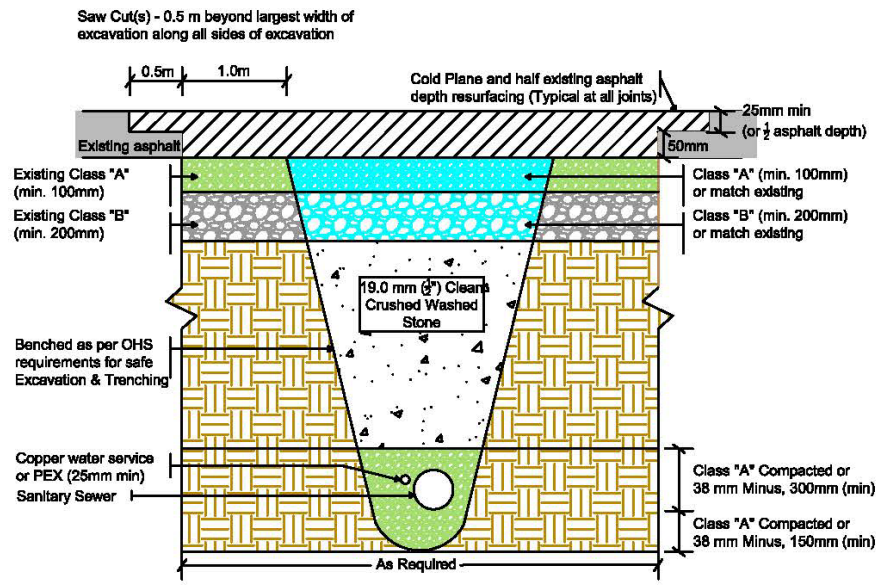
This policy may be subject to change at any time following new knowledge or new experience.

APPROVAL

CAO: DocuSigned by: BBF7ECEA93B1484... Date: October 21, 2026 | 2:41:33 PM NDT

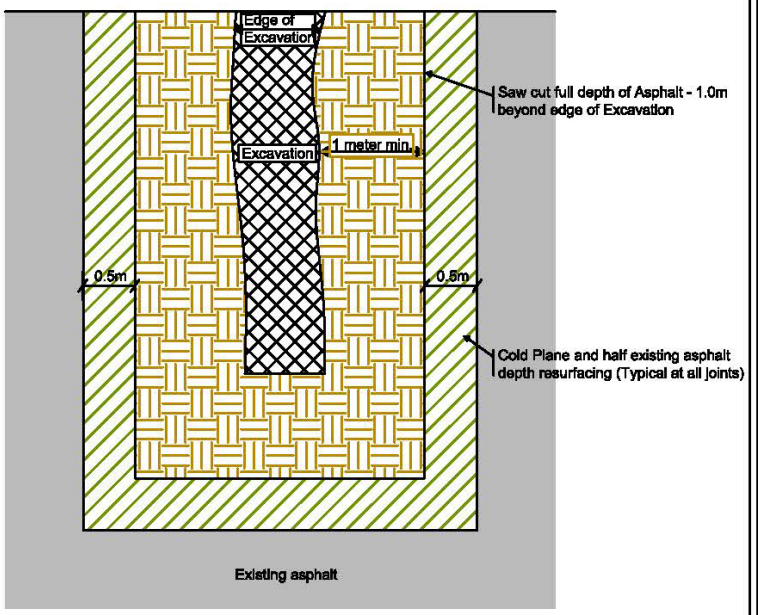
Mayor: Signed by: 9E6151778A474B6... Date: October 21, 2026 | 6:32:11 PM NDT

APPENDIX A: BACKFILLING PROCEDURE



Note:
1. All road gravel to be compacted as per Municipal Spec. (95% density).
2. Tack coat to be applied everywhere new asphalt is to be placed against existing asphalt (vert. & horiz. joints)
3. Shoulder / Ditches or Curbs & Gutters, Sidewalks to be reinstated to match existing as per the provincial municipal master specification. All concrete to be saw cut 0.5 m beyond extent of excavation.
4. Should water table in trench be above the Footings Elevation at service entrance then suitable non permeable material is to be placed to prevent infiltration into home or other suitable drainage system to be installed and approved by the Town of Paradise.

Cross Section View (Typical Road Cut)



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2. Shoulder & Ditching or Curb/Gutter to be reinstated to match existing
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Plan View (Typical Road Cut)

Note:
1. Do not scale from drawing.
2. All dimensions are in mm unless otherwise noted.
3. All materials are to conform to the latest of the Government of Newfoundland & Labrador Municipal Master Specifications.
4. See policy for additional information.

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