



CITY OF STAFFORD UTILITY LOCATION GUIDELINES

1. The placement of facility lines in the right-of-way of the City of Stafford “the City” shall comply with City of Stafford Ordinance No. 840 construction regulations.
2. Any person proposing to place facilities within the Public Rights-of-Way of the City shall first file with City an Application for Registration.
3. Before commencing any work, a Construction in Right-of-Way Application/Permit must be obtained from the Director of Public Works.
4. All construction plans must comply with the standards as stated below:
 - a. All new lines when placed parallel to an existing water line, must maintain four feet (4’) of horizontal clearance to the water line.
 - b. All new lines shall be located no more than five feet (5’) from the right-of-way lines whenever possible.
 - c. Show all dimensions in reference to existing utilities and right-of-way lines.
 - d. If permitted within the esplanade, all lines shall be located as near the centerline of the street right-of-way as possible to facilitate future widening of the street.
 - e. All new lines crossing existing utility lines shall be separated by a minimum vertical distance of six inches (6”).
 - f. All new lines shall be placed a minimum of four feet (4’) below the surface of natural ground or top of curb.
 - g. All new lines located along roads with open ditches must maintain a minimum cover of six feet (6’) at the edge of street or four feet (4’) below bottom of ditch unless instructed otherwise by the City.
5. Construction plans must show locations of existing utilities in the right-of-way and proposed clearances from these lines.
6. Typical cross sections must be provided with all plans and for each location where the location of the line changes.
7. All plans must show all pull boxes and junction boxes or other structures whether above or below-ground.
8. Verify existing street rights-of-way dimensions.
9. Provide a Traffic Control Scheme/Schematic before construction is started.
10. The City of Stafford Public Works Department must be notified at least 24 hours before any construction is started.
11. All companies must contact UCC before any construction is started.
12. All companies must provide a set of “Record Drawings” when construction is complete.
13. All companies must schedule and hold a Final Inspection.