

**ORDINANCE NO. 1415**

**AN ORDINANCE OF THE CITY OF RUSTON,  
WASHINGTON, RELATING TO STREET EXCAVATION  
PERMITS, AMENDING CHAPTER 14.08 OF THE RUSTON  
MUNICIPAL CODE, AMENDING SECTIONS 14.08.040  
AND 14.08.050, ADDING A NEW SECTION 14.08.045 TO  
ADD "APPLICATION STANDARDS" FOR STREET  
EXCAVATION PERMIT APPLICATIONS, MAKING  
OTHER HOUSEKEEPING AMENDMENTS, AND  
ESTABLISHING AN EFFECTIVE DATE.**

---

WHEREAS, in accordance with RCW 35A.11.020 the City has the authority to control its rights-of-way; and

WHEREAS, proper use and construction within these rights-of-way is important to the public health, safety and welfare; and

WHEREAS, the City of Ruston previously adopted Chapter 14.08 of the Ruston Municipal Code entitled "Street Excavations Permits"; and

WHEREAS, while Chapter 14.08 RMC contained application requirements, the City finds that having greater specificity for such applications and incorporating a higher level of public works standards will create better consistency and allow more complete review of any work that is proposed in the City's streets and rights of way; and

WHEREAS, the City Council finds that it is in the public interest to amend Chapter 14.08 RMC to add more specific application requirements and appropriate cross-references; and

WHEREAS, on July 16, 2013, the City Council held the first reading of this Ordinance; and

WHEREAS, on August 6, 2013, the City Council adopted this Ordinance during its regular meeting at the second reading; **NOW, THEREFORE,**

**THE CITY COUNCIL OF THE CITY OF RUSTON HEREBY ORDAINS AS  
FOLLOWS:**

**Section 1.** Section 14.08.040 Ruston Municipal Code is hereby amended to read as follows:

**14.08.040 Permit — Application.** A complete application for a street excavation permit shall consist of the following:

- (a) Application fee.
- (b) A complete street excavation permit application form.
- (c) Name and address of the applicant.
- (d) Nature, location and purpose of the excavation.
- (e) Date of commencement of the excavation and estimated date of completion.
- (f) Plans showing the location and extent of the proposed excavation work, except that plans shall not be required when excavations are being made for service connections by a utility or for the location of trouble in conduits, pipes or making repairs by a utility.
- (g) If the proposed excavation work requires or could require the applicant to use or access any private property, the applicant shall provide written authorization from the owner of the property to demonstrate he has the authority to enter onto or use such property.
- (h) Information demonstrating that the applicant has the financial ability to complete the project.
- (i) Information demonstrating that the applicant has the technical ability to properly complete the project in accordance with ~~Town~~City standards.
- (j) All application plans and other materials shall be consistent with the “Application Standards” contained in RMC 14.08.045 below and with the applicable standards contained in Chapter 12.09 RMC.
- (l) Such other information as may be required by the Mayor or his designee.

**Section 2.** A new section 14.08.045 is hereby added to the Ruston Municipal Code to read as follows:

**14.08.045 Application Standards.** The following standards shall apply to all applications submitted under this Chapter.

**(a) General Format Requirements.**

**1. Sheet Size, Scale, and Basic Format.** Sheet size shall be 22" x 34". The plans shall be shown and labeled as a 1"=20' horizontal scale and a 1"=5' vertical scale unless otherwise approved prior to submittal. Architect's scale will not be accepted. The plans shall contain a plan and profile view with the street names clearly labeled in both. The stationing in the plan view should line up with the stationing in the profile. Stationing is read left to right. Where a "Match Line" is required, it should be clearly identified on plan and profile as such with the station noted and a reference to the sheet showing the continuation. A vicinity map, together with a north designation arrow, shall be provided. The project shall be situated on the plan sheet such that north is either up or to the right. A legend shall be provided with all shading and symbols conforming to Standard Plan DR-01 (Appendix A of the Ruston Design Manual) or an approved alternative.

**2. PDF Format Required; Computer Aided Drafting (CAD) vs. Manual Drafting.** The City encourages the use of computer-aided drafting tools over hand drafted drawings and requires that plans be submitted electronically. The City requires plans be submitted in a PDF format. The City Engineer may require submission in CAD format, in such case CAD files shall be in .dwg format.

**3. Title Block and Vertical Profile, Use gutter flow line for profiles of Street/Access ways.** All plans shall be on 22" x 34" plans sheets bearing a City of Ruston standard title block. The standard plan title block is available on the City's website at the following link: <http://www.rustonwa.org/services/community-development/engineering/pubic-works-standards>. Street, alley, access way and sewer profiles should be shown using the standard "three view, plan and profile grid," available at the same location on the City's website. The title block must contain a signed and dated seal of the project engineer. The title block contains spaces for the signature of the City Engineer, the Street Excavation Permit number, and a brief description of the project to be noted along with the location of the site. In addition, the engineering company's name, address, and phone number must also appear in the title block. A revision block shall also be included, to be used by the City only after a set of plans has been signed off by the City as approved.

**4. Professional Land Surveyor (PLS) may be required.** The City Engineer may require the applicant's the design engineer to submit street excavation permit drawings which are based upon a preliminary survey prepared by a licensed PLS. The street excavation permit preliminary survey shall be an accurate survey showing all existing topography which might be affected by the street excavation project and include sufficient cross section elevations to prepare the drawings and to provide sufficient information to the reviewing City engineer. Projects involving City streets, or, projects involving City sewers shall consider the possibility of future extensions, which may require survey ahead of and beyond the project limits. Advance consultation with the City Engineer is recommended in such cases.

**5. Monumentation and Horizontal Control.** The City Engineer may require all existing structures and new improvements be tied into the City's monumentation system. In such instance, there shall be stationing on the construction centerline and an offset to the monument line if the construction centerline is not coincident with the monument line. Horizontal control

shall be tied to two monuments, including necessary bearings, and the stationing of all monuments. All monuments must be labeled with a description of the monument (i.e. Surface Brass Mon., Mon. in Case, etc.). The City encourages that state plane coordinates identify at least one of the monuments. Where coordinates are provided, the plans shall identify the current City of Ruston

Horizontal Datum:

North American Datum (N.A.D.) -- 83/91

New monuments to be constructed shall be shown and identified on the plans. The type and station of each monument shall be identified.

**6. Vertical Control and Datum.** The City Engineer may require that all elevations shown on the drawings be on the current City of Ruston datum as described below. The plans shall identify the current City of Ruston vertical datum:

National Geodetic Vertical Datum (N.G.V.D.) -- 1929.

A City of Ruston benchmark must be used and a description of the benchmark shall be shown and labeled on the plans. A temporary benchmark may be shown on the plans in conjunction with an existing City of Ruston benchmark. However, the engineer must verify that the temporary benchmark is on the correct datum.

**7. Additional Items to be Identified.** All right-of-way, easements, and property lines shall be shown, and labeled on the plans. All easements shall be dimensioned and labeled as public or private. All wetland boundaries and buffers in the project vicinity must be labeled on the plans. All existing improvements shall be shown and labeled on the plans including, but not limited to; surfacing, vegetation, access, utilities, walls, steps, existing and proposed building footprints, driveways, curb ramps, and walkways. All proposed improvements shall be shown and labeled on the plans including, but not limited to; grading, paving, driveways, sidewalks, curb ramps, and drainage. The plans shall note when matching existing features and utilities. Include property addresses for all parcels shown on the plans.

**8. Drawing Clutter.** Providing plans with as much detail as possible is helpful to the City plan reviewer. However providing increasing drawing detail should also be accompanied by the appropriate use of line weight and font size. To make drawings easier to interpret, the street excavation permit related construction items should be highlighted using heavier line weights and larger fonts. Non-street excavation permit related work should be de-emphasized by using lighter line weights and smaller fonts. Examples of Non-street excavation permit related details include existing improvements, property lines, existing contour lines, existing and proposed private utilities.

#### **(b) Street Plans Requirements.**

**1. Plan View.** The plan view shall clearly show the street work to be constructed under the street excavation permit. Meetlines shall be clearly defined and denoted as such. Sidewalks and driveways shall either be noted as being constructed under the street excavation permit or shall be noted as being constructed during the building permit stage. Proposed and existing driveways shall be shown together with centerline stations and driveway widths. All horizontal curve information shall be shown on the plan. The plan shall show and label the beginning and

end point of the horizontal curve, point of intersection, Length, Radius, Delta angle, and Degree. All horizontal angle points shall also be identified. Pavement tapers shown on the plan shall be identified by the beginning station and offset, the taper length, together with the ending station and offset.

**2. Profile.** The City of Ruston no longer uses curb elevations on plans. Gutter (flowline) elevations shall be shown on the street, access way, and alley profiles. The existing centerline profile shall be shown and identified. In areas where the right and left gutter profiles diverge, the plan shall clearly identify each gutter profile. Flowline elevations may be broken at the end of the radius (ER's) for the curb return at street intersections. Separate intersection detail "go-rounds" are to be provided on the plans which show pavement elevations within intersections (see Section (d) Details, 3. Intersection Details).

The profile view shall show and label each grade, vertical curve, Point of Vertical Curvature (PVC), Point of Vertical Intersection (PVI), Point of Vertical Tangency (PVT), grade break, and top of curb/gutter elevations. The gutter elevations, left and right, should be spaced at 50 feet on straight grades and 25 feet through vertical and horizontal curves. Where connecting to an existing grade, the profile of the existing pavement shall be shown a minimum of 50 feet beyond the limits of improvement. The existing profile grade shall be shown in conjunction with any existing grade breaks and vertical curve information. Refer to Chapter 4 of the Ruston Design Manual for additional information.

In some instances it may be necessary to extend the limits of the design, or show additional information, to insure that the proposed improvements will not inhibit future construction.

**3. Cut and Fills.** Cut and fill catch points shall be shown for all cuts or fills over approximately one foot in depth or where the catch point will encroach on private property. Private property construction permits shall be completed for each adjacent private property impacted by the project. Refer to the end of this chapter for an informational sketch showing the definition of a cut and fill "catch point"

**4. Private Access ways.** Private access ways, although not owned and maintained by the City, are reviewed and inspected by the City for conformance with the development conditions.

### **(c) Storm and Sanitary Plans.**

**1. Mainlines, Manholes and Catch Basins.** The plans shall clearly identify the pipe diameter, length, slope, and pipe material. The distance of each main from the monument line or construction centerline shall be identified in the plan view. The plans shall show all structures and clearly identify the size and type of structure, station, offset, rim elevation, and all invert elevations (existing and proposed). All utility crossings shall also be shown and identified in the plan and profile.

**2. Sanitary Laterals (Side Sewers).** The location of all proposed sanitary laterals and tees shall be clearly shown on the plan (station location of each end of the lateral). When extending a City sanitary sewer main, tees shall be constructed for all properties that could be

served by the sewer extension. Laterals shall be constructed five (5) feet beyond the right-of-way limits, the easement limits, or the common utility trench where applicable. The proposed connection to the building should not be shown on the street excavation permit plans. Private connections to the sanitary lateral require separate side sewer connection permits.

**3. Private Utilities.** In some instances, private utilities may need to be shown on the plans. Private utilities shown on the plan (such as private storm drainage) shall be de-emphasized and denoted as private. The dimension of each utility from the monline or construction centerline should be identified in the plan view and where applicable in the profile.

**4. Surface Water Treatment and Flow Control.** Treatment and flow control facilities, control structures, access, etc. shall be shown on the street excavation permit drawings if it is to be part of the City's drainage system. The applicant's engineer should contact the City Engineer or reference the City of Ruston Surface Water Manual regarding the design standards of these systems.

**(d) Details.**

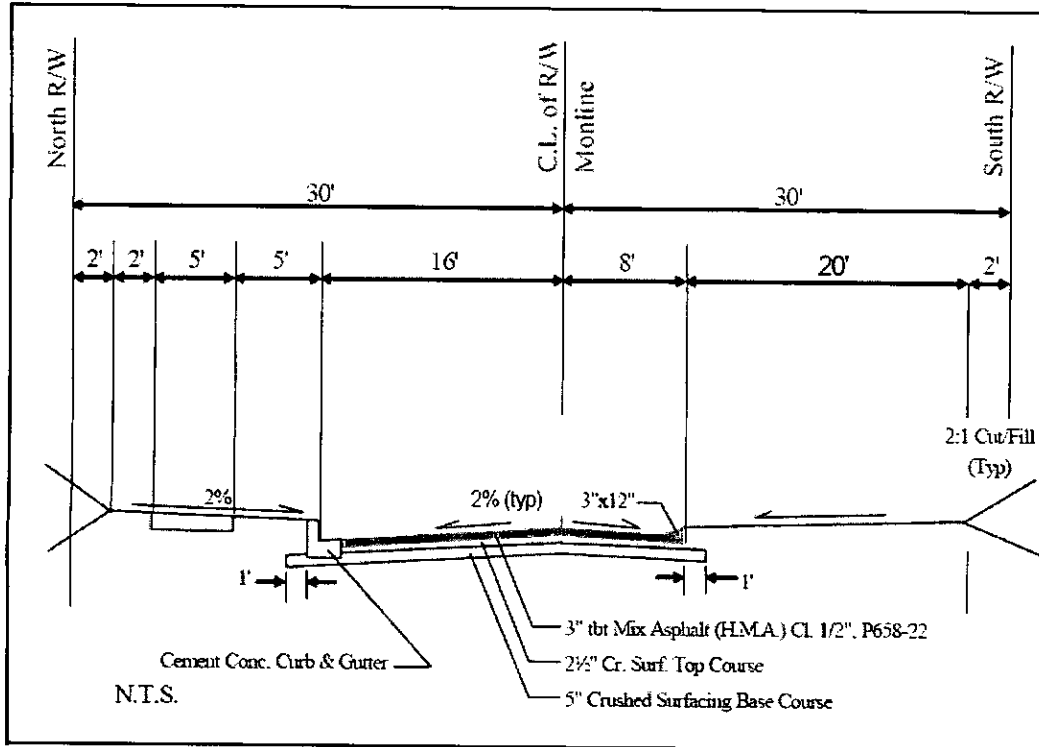
**1. Typical Sections.** A typical roadway section shall be included on the plans for each unique cross section of roadway and/or at the beginning and end of a transition section. Corresponding street names and stations shall be shown for each section. The section shall include improvements to be constructed within the right-of-way. The centerline of the right-of-way and/or monument line shall be shown and labeled and the relationship to the construction center line shall be shown if not coincident. The typical roadway section shall also include: the street section, the type and/or dimensions of the curb, the cross-slope or a relationship from the crown to the gutter, the dimensions of sidewalk, the dimensions of the planter strip, the relationship to the top of the cut or the toe of the fill, the slope of the planter strip and sidewalk, and any other existing or proposed improvements that reoccur and is paramount to the design. A typical half street section is shown as follows based on a future 32' street section:

////

////

////

////



**2. Cross Sections.** Cross sections at regular intervals may be required in areas where street widening is proposed to verify that the meetline is adequately designed. Cross sections are an aid in the design review and may either be shown on the plan or submitted separately. Cross sections should be shown with the corresponding station every 25-50 feet. For each cross section, the elevation and offset of the centerline and/or crown, the meetline, both gutter lines, and the existing front of walks shall be identified where applicable. In addition, corresponding cross slope grades for each change in grade shall be shown.

**3. Intersection Details.** Intersection details shall be included for each intersection affected by the project. The intersection details shall include, at a minimum, elevations at: centerline of pavement, gutter, gutter-gutter intersects, half delta on radius, and the end of radius (labeled as such). A three-line profile shall be completed for each roadway and additional gutter line profiles shall be completed for each radius (extend profile lines beyond ER for determination of entering/exiting grade). Refer to City of Ruston Public Works Standard Plan No. DR-07 for a sample of a typical intersection detail.

**4. Additional Notes and Details for Street Excavation Plans.** All necessary notes and details must be included within the plans. As a minimum, the street excavation permit standard specifications, the record drawing criteria, and the staking notes and detail shall be included. The street excavation permit standard specifications, record drawing criteria, and the staking notes are included in the City's Public Work Standard Plans. If a separate grading excavation and erosion control permit is not required or if required grading, excavation, and erosion control plan

does not address work to be performed within the right-of-way, erosion control best management practices (as required by the Surface Water Management Manual) and the erosion control notes shall be included. Additional details may be required as dictated by the season, site, and proposed improvements. Typical erosion control notes and checklist are provided at the end of this chapter. Please see Chapter 9 of the Ruston Design Manual for additional comments regarding grading, excavation, and erosion control. As required by the City of Ruston Surface Water Management Manual, a storm water pollution prevention plan (SWPPP) will be required on all street excavation permit applications. The SWPPP shall be submitted along with the street excavation permit application submittal and will be reviewed as such. The SWPPP must be approved before the street excavation permit will be approved.

////

////

////

////

////

////

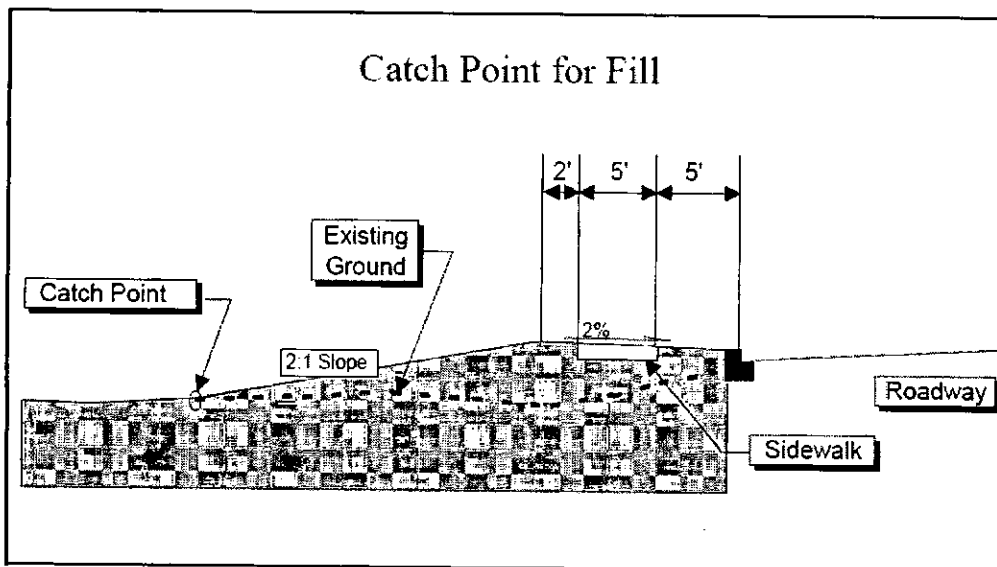
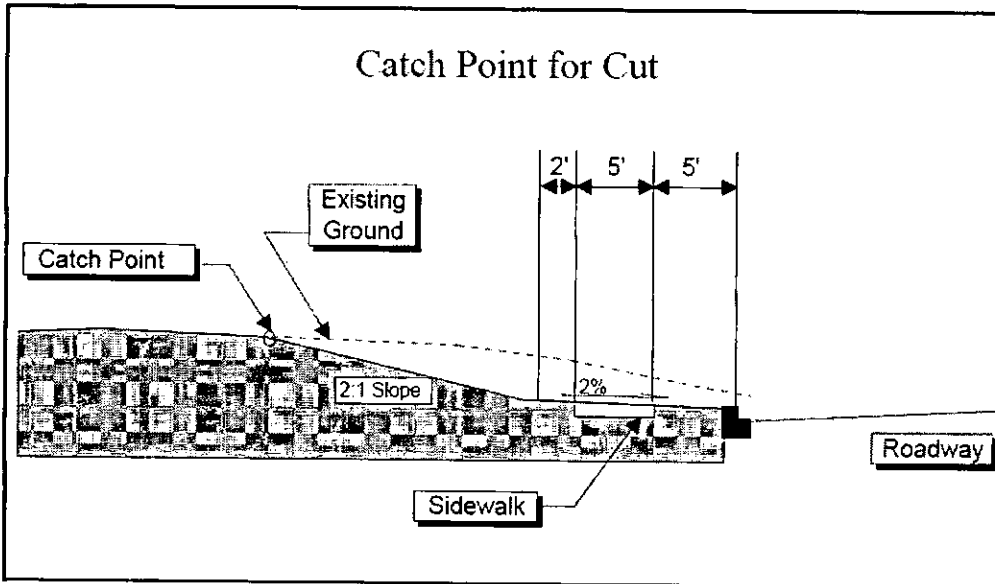
////

////

////



## Portion of Typical Cross Section Illustrating Cut and Fill Catch Points (Info Only)



**Section 3.** Section 14.08.050 of the Ruston Municipal Code is hereby amended to read as follows:

**14.08.050 Same — Criteria for approval.**

Street excavation permits are a permit for the use of a public facility and as such are not subject to the project permit processing requirements in RMC Title 19. The Mayor or his designee's decision granting, denying or conditioning a street excavation permit shall be based upon the following considerations:

- (a) The financial and technical ability of the applicant, including the ability to complete the work in a manner that will protect the ~~Town~~City's streets and other infrastructure, including his ability to comply with the ~~Town~~City's public work standards and specifications.
- (b) The damage or disruption, if any, of public or private facilities, improvements, service, travel or landscaping if the street excavation permit is granted.
- (c) The public interest in minimizing the cost of the disruption of construction within the right-of-way.
- (d) The effect, if any, on public health, safety and welfare if the street excavation permit is granted.
- (e) Whether the work proposed complies with the standards contained in Chapter 12.09 RMC.
- (f) Such other factors as may demonstrate that the grant of the street excavation permit will serve the public interest.

**Section 4. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 5. Publication.** This Ordinance shall be published by an approved summary consisting of the title.

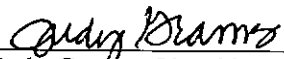
**Section 6. Effective Date.** This Ordinance shall be effective five days after publication as provided by law.

ADOPTED by the City Council of the City of Ruston and attested by the City Clerk in authentication of such passage on this 6th day of August, 2013.

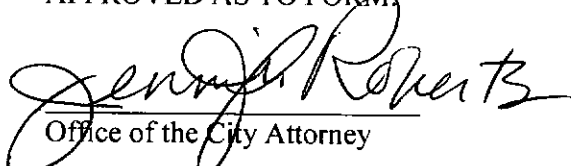
APPROVED by the Mayor this 6th day of August, 2013.

  
\_\_\_\_\_  
Bruce Hopkins, Mayor

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Judy Grams, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Office of the City Attorney

FILED WITH THE CITY CLERK: \_\_\_\_\_  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
ORDINANCE NO: 1415