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| POLICIES AND PROCEDURES MANUAL | Category Public Services | Policy Number PS.003 |
| | Date February 26, 2014 | Resolution Number 040/02/14 |

Road Surface Cut Policy

1. Purpose

No one shall cut into the surface of any Town highway, road, street or sidewalk, or otherwise dig or do any work within the Town's right-of-way for any public highway, unless he/she has obtained prior written approval from the Town of Inuvik in the form of a development permit.

Road Surface Cut Permits may be granted or denied by the Director of Public Services and after he/she has conferred with the Fire Chief regarding appropriate conditions for issuance or denial of the permit.

The Town is exempt from the provisions of this policy.

2. Standards

- a) The Director of Public Services may request conditions be established for any work within the boundaries of the Town's right-of-way under the following conditions:
 - 1) The application must be accompanied by a sketch or drawing indicating the exact location of the proposed work, the depth and width of the cut, the materials to be buried, etc.
 - 2) Where the existing surface is paved, the same type of paving material or a type approved by the Director of Public Services shall be used for the finished surface after construction.
 - 3) Where the existing surface is gravel, backfilling materials shall be of the same type as those excavated or shall be of a type deemed suitable by the Director of Public Services.
 - 4) All trenches shall be backfilled with materials approved by the Director of Public Services.
 - 5) All trenches shall be backfilled and compacted in one foot lifts.
 - 6) All ditches in the area of construction shall be cleaned and any guard rail or culvert marking posts shall be replaced.
 - 7) For any work performed within the boundaries of the Town's right-of-way, the roadway shall be returned to its original condition, subject to approval of the Town's Director of Public Services.

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- 8) Any sidewalks, storm drains, catch basins, manholes, curbing or any other utility damaged during construction shall be repaired by the contractor forthwith.

 - b) No road cuts shall be allowed within five years of the pavement or substantial re-surfacing of any road.

 - c) The Fire Chief may request conditions be established for any work within the boundaries of the Town's right-of-way which he/she feels are necessary to maintain the safe and adequate flow of both motor vehicle and pedestrian traffic within the work area.

 - d) In specific instances when the person applying for the road surface cut permit believes that the request was either denied improperly or was subject to inappropriate conditions, he/she may appeal the permit to the Public Services Committee in writing within fifteen (15) days of the decision on the permit.