

CITY OF SUFFOLK TRAFFIC ENGINEERING GENERAL NOTES

1. A LAND USE PERMIT MUST BE OBTAINED FROM THE CITY OF SUFFOLK, DEPARTMENT OF PUBLIC WORKS BEFORE ANY CONSTRUCTION IS STARTED WITHIN THE EXISTING CITY RIGHT OF WAY. CONTACT THE CITY FOR THE PERMIT FEE AND BOND AMOUNT. ALL LAND USE PERMIT APPLICATIONS MUST HAVE TWO (2) SETS OF APPROVED PLANS, A CHECK FOR THE PROCESSING FEE MADE PAYABLE TO THE CITY TREASURER, AND SURETY IN THE REQUIRED AMOUNT.
2. THE DEVELOPER IS RESPONSIBLE FOR THE RELOCATION OF ANY UTILITIES OR PAVEMENT MARKINGS WITHIN THE EXISTING RIGHT OF WAY OR PROPOSED RIGHT OF WAY REQUIRED BY THE DEVELOPMENT OF THE SITE/SUBDIVISION.
3. THE DEVELOPER IS RESPONSIBLE FOR THE COST OF A TRAFFIC SIGNAL OR ANY MODIFICATIONS TO AN EXISTING TRAFFIC SIGNAL THAT ARE DETERMINED TO BE NECESSARY. THIS WORK MAY BE BY A CONTRACTOR HIRED BY THE DEVELOPER, WITH TRAFFIC ENGINEERING INSPECTION AND APPROVAL OF WORK. SOME WORK MAY BE CHARGED UNDER AN OPERATIONAL PROJECT (ACCOUNT'S RECEIVABLE) NUMBER AND PERFORMED BY CITY STAFF. CONTACT THE CITY TRAFFIC ENGINEER FOR THE PROPER PROCEDURE TO BE FOLLOWED ON THIS PROJECT.
4. PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL CONSULT WITH THE DEVELOPER'S ENGINEER TO VERIFY THE FINAL APPROVAL OF THE PLANS, OR ANY REVISED PLANS, BY THE VARIOUS AGENCIES (PUBLIC UTILITIES, PUBLIC WORKS, ETC.).
5. CITY OF SUFFOLK APPROVAL OF THESE PLANS WILL EXPIRE IN FIVE (5) YEARS FROM THE DATE OF APPROVAL.
6. THE TRAFFIC ENGINEER IS TO RECEIVE WRITTEN NOTIFICATION 48 HOURS PRIOR TO THE START OF ANY TRAFFIC ENGINEERING RELATED WORK. A PRE-CONSTRUCTION MEETING WILL BE REQUIRED PRIOR TO ANY TRAFFIC ENGINEERING RELATED WORK ON THE SITE. THE CONTRACTOR SHALL ATTEND THE PRE-CONSTRUCTION MEETING. THE DEVELOPER'S CONTRACTOR SHALL HAVE A PROPOSED PROGRESS SCHEDULE OF WORK.
7. ANY ERRORS, CONFLICTS, OR DISCREPANCIES FOUND ON THE APPROVED PLANS SHALL BE REPORTED TO THE DEVELOPER'S ENGINEER AND THE CITY TRAFFIC ENGINEER FOR RESOLUTION BEFORE PROCEEDING FURTHER WITH WORK.
8. THE DEVELOPER'S ENGINEER AND CONTRACTOR (SUB-CONTRACTOR) SHALL VERIFY IN THE FIELD THE ELEVATIONS OF ALL POINTS OF CONNECTION OF PROPOSED WORK TO EXISTING ITEMS, PRIOR TO THE CONSTRUCTION IN THE FIELD.
9. ALL MATERIALS AND CONSTRUCTION WITHIN THE PROPOSED PUBLIC RIGHT OF WAY, SHALL BE IN ACCORDANCE WITH THE CURRENT CITY OF SUFFOLK SPECIFICATIONS AND STANDARDS.
10. ANY REQUEST FOR A CHANGE OF SPECIFIED MATERIALS OR DESIGN FROM THE APPROVED PLANS WILL NEED TO BE SUBMITTED TO THE CITY TRAFFIC ENGINEER. A LETTER MUST ACCOMPANY THE PROPOSED CHANGES AND INCLUDE REVISED PLAN SHEETS AND/OR DESIGN CALCULATIONS FOR REVIEW AND APPROVAL BY THE CITY TRAFFIC ENGINEER.
11. THE DEVELOPER WILL BE RESPONSIBLE FOR PROVIDING THE GEOTECHNICAL (SOILS) REPORT, A PROFESSIONAL ENGINEER OR PROFESSIONAL GEOLOGIST WILL SUBMIT A COMPLETE REPORT WITH BORING DATA AND RECOMMENDATIONS TO THE CITY FOR APPROVAL OF HIS PROPOSED METHOD OF CONSTRUCTION. THIS REPORT SHALL BE IN CONFORMANCE WITH VDOT ROAD AND BRIDGE SPECIFICATION 700. THE REPORT WILL SHOW THE BORE LOCATIONS, TYPES OF SOILS ENCOUNTERED, AND ANY RECOMMENDATIONS.
12. WHEN SOILS OCCUR THAT ARE UNSUITABLE FOR FOUNDATIONS, BACKFILL, OR OTHER WORK REQUIREMENT PURPOSES, THE DEVELOPER'S CONTRACTOR SHALL EXCAVATE SAID MATERIAL UNDER DIRECTION OF THE DEVELOPER'S SOILS ENGINEER, BY UNDERCUTTING SUCH MATERIAL BELOW THE PROPOSED GRADES SHOWN ON THE PLANS. THE CONTRACTOR SHALL NOTIFY THE DEVELOPER'S ENGINEER AND THE CITY TRAFFIC ENGINEER UPON DISCOVERY OF THE UNSUITABLE MATERIAL. CONCURRENCE OF THE ENGINEER SHALL BE OBTAINED BEFORE ADDITIONAL WORK IS UNDERTAKEN.
13. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ALL EROSION CONTROL MEASURES WILL BE IN PLACE AND REVIEWED BY THE CONTRACTOR DAILY AND AFTER ALL INCLEMENT WEATHER TO INSURE COMPLIANCE FOR THE CONTROL OF ANY EROSION AND SILTATION. ANY CORRECTIONS OR REPAIRS WILL BE MADE IMMEDIATELY. IN ACCORDANCE WITH CITY OF SUFFOLK PFM, THE CITY REQUIRES AN INDIVIDUAL CERTIFIED BY THE VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION HOLDING A RESPONSIBLE LAND DISTURBER CERTIFICATION, TO BE IN CHARGE OF THE LAND DISTURBING ACTIVITY AND ON THE WORK SITE AT ALL TIMES.
14. THE CONTRACTOR AND SUBCONTRACTORS SHALL HAVE A COPY OF THE CURRENT PROJECT STANDARDS AND SPECIFICATIONS AT THE SITE. THE CONTRACTOR SHALL HAVE AT LEAST ONE (1) SET OF APPROVED PLANS WITH ALL APPROVED REVISIONS. THE LAND USE PERMIT WILL BE AT THE SITE AT ALL TIMES.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL UNDERGROUND AND OVERHEAD UTILITIES, WHETHER OR NOT THEY ARE SHOWN ON THE PLANS. THE CONTRACTOR WILL BE RESPONSIBLE FOR REPAIRS AT HIS OWN EXPENSE OF ANY UTILITIES DAMAGED BY HIS CONSTRUCTION METHODS. MISS UTILITY MUST BE CONTACTED AT 1-800-552-7001 AT LEAST 72 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
16. THE CONTRACTOR WILL BE RESPONSIBLE FOR REPLACING, WITH MATCHING MATERIALS, ANY PAVEMENT, CURB AND GUTTER, DRIVEWAY PIPE, SIDEWALK, ETC. THAT ARE DAMAGED DURING THE CONSTRUCTION OF THE PROJECT.
17. CERTIFICATION AND SOURCE OF MATERIALS ARE TO BE SUBMITTED TO THE CITY TRAFFIC ENGINEER. ALL MATERIALS MUST MEET CITY OF SUFFOLK SPECIFICATIONS AND STANDARDS.
18. THE DEVELOPER'S GEOTECHNICAL ENGINEER AND/OR HIS CERTIFIED MATERIALS TECHNICIANS WILL PERFORM COMPACTION (DENSITY) TESTS FOR REVIEW BY THE CITY OF SUFFOLK. ALL TESTS WILL BE PERFORMED IN ACCORDANCE WITH THE CURRENT PFM SPECIFICATIONS AND STANDARDS. BACKFILL MATERIAL FOR PIPE, STRUCTURES, AND UTILITIES LOCATED WITHIN THE PROPOSED RIGHT OF WAY WILL BE COMPACTED AND TESTED AS THE FILL MATERIAL IS PLACED IN UNIFORM LIFTS. A MINIMUM OF 95% DENSITY WITH THE SOILS STANDARD PROCTOR WILL BE OBTAINED WITH THE PROPER MOISTURE CONTENT ON EMBANKMENT AND FILL MATERIAL. FOR THE FINAL 6" OF THE FINISHED SUBGRADE, 100% DENSITY WILL BE OBTAINED. THE TEST RESULTS WILL BE SUBMITTED TO THE CITY OF SUFFOLK FOR REVIEW AND COMPLIANCE OF THE MATERIALS, PRIOR TO THE DEVELOPER'S CONTRACTOR REQUESTING AN INSPECTION FOR A PROOF ROLL ON THE SUBGRADE, AGGREGATE STONE, BASE MIX (ASPHALT) OR THE PLACEMENT OF THE SURFACE MIX.
19. ALL TRAFFIC ENGINEERING EASEMENTS SHALL BE LABELED AS "TRAFFIC CONTROL EASEMENTS" AND SHALL BE DEDICATED TO THE CITY OF SUFFOLK.
20. ALL CONCRETE SHALL BE CLASS A3 (3000PSI WITH AIR ENTRAINED ADDED) AND TESTED BY THE DEVELOPER'S GEOTECHNICAL ENGINEER FOR CONFORMANCE TO CITY OF SUFFOLK PFM SPECIFICATIONS AND STANDARDS.
21. THERE SHALL BE A MINIMUM OF 6" OF COMPACTED 21-B AGGREGATE MATERIAL OR STONE DEPTH SHALL MATCH THE EXISTING PAVEMENT TYPICAL UNDER THE CURB AND GUTTER; THIS MATERIAL SHALL EXTEND 1' BEYOND THE BACK OF THE CURB AND GUTTER. DENSITY TESTS SHALL BE TAKEN PRIOR TO A PROOF ROLL OF THE MATERIAL AND PLACEMENT OF THE CURB/CURB AND GUTTER. UNDERDRAINS WILL BE INSTALLED ON RAISED CURB MEDIANS IN ACCORDANCE WITH CURRENT CITY OF SUFFOLK PFM SPECIFICATIONS AND STANDARDS.
22. ALL STREETS WITH CURB AND GUTTER SHALL HAVE A STANDARD CG ENTRANCE INSTALLED IN ACCORDANCE WITH THE CURRENT CITY PFM. THE CURB AND GUTTER PAN SHALL BE REMOVED PRIOR TO THE INSTALLATION OF THE ENTRANCE UNLESS A WIPE-DOWN OF THE CURB WAS MADE DURING THE INSTALLATION OF THE CURB AND GUTTER. THE SAW CUTTING AND REMOVAL OF ONLY THE CURB PORTION IS NOT ALLOWED. IT IS THE DEVELOPER'S RESPONSIBILITY TO INSURE THAT THE BUILDERS HAVE INSTALLED ALL CONCRETE ENTRANCES IN ACCORDANCE WITH CITY OF SUFFOLK SPECIFICATION AND STANDARDS.
23. ALL UNDERGROUND UTILITIES ARE TO BE IN PLACE PRIOR TO THE PLACEMENT OF THE BASE MATERIAL AND SHALL HAVE A MINIMUM COVERING OF 36" ON CURB AND GUTTER STREETS. THE AREA DIRECTLY BEHIND THE CURB TO THE RIGHT OF WAY LINE SHALL BE RELATIVELY FLAT AT THE PRIVATE ENTRANCE LOCATION. THE DEVELOPER'S CONTRACTOR SHOULD CUT EMBANKMENTS TO THE RIGHT OF WAY LINE PRIOR TO THE INSTALLATION OF ALL UNDERGROUND UTILITIES TO INSURE A MINIMUM 36" OF COVER.
24. ALL HOT MIX (ASPHALT) COURSES SHALL BE PLACED IN ACCORDANCE WITH CITY PFM. THE WEATHER LIMITATIONS OF A 40° F SURFACE TEMPERATURE OR 50° F AND RISING AIR TEMPERATURE SHALL BE FOLLOWED. THE DEVELOPER'S GEOTECHNICAL ENGINEER SHALL TEST THE MATERIAL TO INSURE COMPLIANCE WITH CURRENT PFM SPECIFICATION AND THE SUPPLIER'S JOB MIX DESIGN. THE DEVELOPER'S GEOTECHNICAL ENGINEER SHALL ALSO PERFORM A ROLLER PATTERN AND A CONTROL STRIP FOR THE THEORETICAL DENSITY (COMPACTION) OF THE MATERIAL IN CONFORMANCE WITH THE CURRENT CITY PFM SPECIFICATIONS.
25. ALL UTILITY CABINETS, PEDESTALS, AND STREETLIGHTS SHALL BE LOCATED IN ACCORDANCE WITH CLEAR ZONE REQUIREMENTS, AS NOTED IN THE CURRENT PFM. THERE SHALL NOT BE ANY CABINETS, PEDESTALS, OR FIRE HYDRANTS LOCATED ON THE SHOULDER.
26. ALL STORM PIPE, DROP INLET STRUCTURES, DITCHES, AND CURB AND GUTTER SHALL BE CLEANED OF DEBRIS AND SILT DURING THE LAST STAGES OF CONSTRUCTION.
27. FLOWERS, SHRUBS, AND TREES SHALL NOT BE PLACED WITHIN THE PROPOSED RIGHT OF WAY BY THE DEVELOPER OR HOMEOWNER WITHOUT AN APPROVED SET OF PLANS AND ON APPROVED PLANTING AGREEMENT. NO IRRIGATION (SPRINKLER) SYSTEMS SHALL BE LOCATED WITHIN THE PROPOSED R/W. ANY IRRIGATION SYSTEM FOUND WITHIN THE R/W WILL BE REMOVED PRIOR TO THE ACCEPTANCE OF THE STREETS AND ALL COSTS WILL BE BORNE BY THE OWNER. NO BRICK COLUMNS, ENDWALLS, AND/OR BRICK MAIL BOXES WILL BE CONSTRUCTED OR INSTALLED IN THE PROPOSED R/W. ANY OF THE ABOVE ITEMS FOUND IN THE PROPOSED R/W WILL BE REMOVED, AND ALL COSTS OF THE REMOVAL WILL BE BORNE BY THE OWNER AND/OR DEVELOPER. THE DEVELOPER IS RESPONSIBLE FOR INSTALLING MAILBOX POSTS.
28. NO EASEMENTS SHALL ENCRDACH UPON THE PROPOSED R/W. ANY EASEMENTS LOCATED WITHIN THE PROPOSED R/W MUST BE REMOVED FROM THE PLAT PRIOR TO THE RECORDATION OF THE PLAT. A DEED OF QUIT CLAIM WILL BE REQUIRED ON ANY EASEMENTS LOCATED WITHIN THE PROPOSED R/W PRIOR TO THE ACCEPTANCE OF THE STREETS INTO THE CITY ROAD SYSTEM.

29. CONTACT CITY TRAFFIC ENGINEER 72 HOURS IN ADVANCE OF ALL PAVEMENT MARKINGS/SIGN INSTALLATIONS AT (757) 514-7603. FAILURE TO DO SO MAY RESULT IN ADDITIONAL COST TO THE DEVELOPER.

30. CONTACT THE CITY TRAFFIC ENGINEER AT (757) 514-7603 A MINIMUM OF 48 HOURS IN ADVANCE WHENEVER AN OPEN CUT OR BORING OF A UTILITY LINE ACROSS A ROAD IS WITHIN 400 FEET OF A TRAFFIC SIGNAL, SO THE LINES CAN BE MARKED. FAILURE TO DO SO COULD BE A COSTLY REPAIR FOR THE DEVELOPER.

31. TRAFFIC ON EXISTING ROADWAYS MUST BE MAINTAINED DURING CONSTRUCTION WHEN ANY WORK IS BEING PERFORMED WITHIN THE EXISTING RIGHT OF WAY. THE MAINTENANCE OF TRAFFIC PLAN FOR THIS WORK MUST BE IN CONFORMANCE WITH THE VIRGINIA WORK AREA PROTECTION MANUAL AND ANY OTHER SPECIAL PROVISIONS LISTED IN THE CITY LAND USE PACKAGE FOR THIS SITE.

32. DURING THE CONSTRUCTION, THE OWNER/DEVELOPER SHALL RECORD ON A SET OF THE PLANS THE AS-BUILT LOCATIONS AND DIMENSIONS OF ALL TRAFFIC FACILITIES CONSTRUCTED. THE OWNER/DEVELOPER SHALL FURNISH THE TRAFFIC ENGINEER A COMPLETE SET OF REPRODUCIBLE DRAWINGS, AND ELECTRONIC FILES IN A VERSION OF AUTOCAD NO OLDER THAN RELEASE 14 SHOWING THE AS-BUILT LOCATIONS AND DIMENSIONS. EACH SHEET SHALL BE MARKED "AS-BUILT" OR "RECORDED DRAWINGS" AND DATED. ALL AS-BUILT INFORMATION SHALL BE "BLOCKED" OR "FRAMED" FOR IDENTIFICATION AS FINAL AS-BUILT INFORMATION. TRAFFIC FACILITIES SHALL BE LOCATED BY A DISTANCE MEASURED FROM THE CENTERLINE OF THE STREET, WHERE APPLICABLE, AND A DISTANCE OVER TO THE STRUCTURE. ALSO MEASURED FROM THE CENTERLINE OF THE STREET. A TOLERANCE OF TEN FEET (10') FOR DRAWINGS AT A SCALE OF TWENTY FEET (20') OR MORE AND FIVE FEET (5') FOR A DRAWING AT A SCALE LESS THAN TWENTY FEET (20') WILL BE ALLOWED FOR THE DRAWN LOCATION OF STRUCTURES. WHERE THE AS-BUILT LOCATION OF A STRUCTURE IS AT A GREATER DISTANCE THAN THAT INDICATED ABOVE FROM ITS PLANNED LOCATION, THE STRUCTURE SHALL BE REDRAWN AT ITS AS-BUILT LOCATION, ERASING OR HATCHING OUT THE STRUCTURE AT ITS PLANNED LOCATION.

TRAFFIC SIGNAL CONSTRUCTION/RECONSTRUCTION INSPECTION REQUIREMENTS

1. PRIOR TO ANY WORK BEGINNING, A PRECONSTRUCTION MEETING IS REQUIRED WITH TRAFFIC ENGINEERING. CALL (757)-514-7603 TO SCHEDULE.

2. A TRAFFIC CONTROL PLAN MUST BE SUBMITTED AND APPROVED BY TRAFFIC ENGINEERING PRIOR TO APPLICATION FOR LAND USE PERMIT.

3. A LAND USE PERMIT SHALL BE SECURED BY THE CONTRACTOR FOR ALL WORK.  
4. A SUPERVISOR, CERTIFIED AS TRAFFIC TECHNICIAN LEVEL II, BY IMSA (INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION) SHALL BE ON SITE ANY TIME WORK IS BEING COMPLETED ON A TRAFFIC SIGNAL. 24 HOUR, 7 DAY A WEEK CONTACT INFORMATION FOR CONTRACTOR STAFF SHALL BE PROVIDED TO TRAFFIC ENGINEER PRIOR TO LAND USE PERMIT APPROVAL.

5. 48 HOUR NOTIFICATION IS REQUIRED AT (757) 514-7603 TO SCHEDULE INSPECTION OF THE FOLLOWING ITEMS PRIOR TO WORK COMMENCING:

- A. ALL EQUIPMENT LOCATION STAKE OUT.
- B. ALL FOUNDATIONS PRIOR TO CONCRETE POUR INCLUDING POLES, CABINETS & AUXILIARY EQUIPMENT.
- C. ALL CONDUIT CONNECTION PRIOR TO BACKFILLING INCLUDING JUNCTION BOX CONNECTION.
- D. ALL CONDUIT RUNS MAY BE REQUIRED TO HAVE A CONDUIT MANDRAL PULLED THROUGH THEM PRIOR TO WIRE INSTALLATION.
- E. A TRAFFIC ENGINEERING REPRESENTATIVE MUST BE PRESENT PRIOR TO TURN ON OF ANY NEW EQUIPMENT/INSTALLATION.
- F. TRAFFIC ENGINEERING WILL COMPLETE AN EXTENSIVE REVIEW OF ALL ASPECTS OF SIGNAL, SIGN AND PAVEMENT MARKING WORK AND ANY PUNCH LIST ITEMS CORRECTED PRIOR TO ACCEPTANCE BY THE CITY.