

## Frequently Asked Questions

### When do I need a Traffic Control Plan?

Anytime construction activity will be conducted within the City's right-of-ways.

### My work will only take a few minutes, do I need a Traffic Control Plan?

Yes. Even work which lasts only a few minutes can have an adverse impact on traffic and pedestrian movements.

### How long will it take to get a Traffic Control Plan approved?

Simple plans may be approved in as little as 5 working days. More complex plans may take as long as 15 working days to be approved.

### Will my hours of work be restricted?

Work on City arterial streets is limited to working between the hours of 8:30am - 3:30pm. Work around schools may be restricted to certain hours to protect the safety of students.



*Construction Crews Working on Huron Street*

ROW Office  
303-303-450-8984



**CITY OF NORTHGLENN**

**Public Works Dept.  
11701 Community Center Drive  
PO Box 330061  
Northglenn, Colorado 80233-8061  
Phone: 303-450-8984  
Fax: 303-450-8793**

**CITY OF NORTHGLENN**



## Adjusting Manholes and Water Valve Boxes

**Public Works Dept.**



**ROW Office  
303-450-8984**

# General Information

All construction, maintenance, park

or utility work being completed within the Public Right-of-Way must have a Traffic Control Plan (TCP) approved by the City of Northglenn Traffic Engineer. The TCP is a plan for guiding and handling traffic safely through the construction work zone. The TCP must provide safe methods for movement of pedestrians and motorists that travel through the work zone and a safe area for all workers engaged in the construction activity. The TCP shall show the location, spacing and scheduling of the usage of advance warning signs, barricades, pavement markings and other control devices. All control devices must be installed and maintained in accordance with the "Manual on Uniform Traffic Control Devices" (MUTCD) and the "CDOT Work Zone Safety Handbook", latest editions.



Requirements contained in these manuals will be strictly enforced during the progress of the work.

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*No work is allowed on holiday-restricted streets between November 1 and January 1 (major shopping routes) unless approved by the City of Northglenn Traffic Engineer.*

**Right-Of-Way Office  
303-450-8984**

## Adjusting Manholes

The City of Northglenn requires that manhole and valve box adjustment be completed prior to paving the finish surface. These guidelines will assist the Contractor in making adjustments which meet the City of Northglenn Standards and Specifications

Remove asphalt a minimum of two feet (2') around the manhole to permit access with compaction equipment.

Maximum height from top of cone section to rim of manhole cover will not exceed twenty and one-quarter inches (20 1/4"). Finish elevation of the rim will be one quarter inch (1/4") below top of final pavement surface.

Maximum of twelve inches (12") of grade rings may be used.

Maximum of one-half inch (1/2") of grout between grade rings.

Clean and wet, then grout the entire bearing surface completely.

Smooth off all grout inside and outside the manhole. (Finish surface)

If sloping manhole cover, use metal shims. Rock and/or wood is not acceptable.

Clean out manhole invert completely. Remove all dirt, debris, grout, etc. from manhole invert and steps. Clean out pipe upstream and downstream.

Patching will be done in three inch (3") maximum lifts from the top of the cone surface to the rim of the manhole. Asphalt will be compacted to a minimum of ninety-two to ninety-six percent (92 - 96%).

All manholes will be inspected prior to initial and final acceptance.

**All manholes and vaults in the City of Northglenn are deemed to be Confined Space Permit Required Entries.**

## Adjusting Valve Boxes

All valve boxes will be adjustable with a minimum height of forty-five inches (45") and a maximum height of sixty-six inches (66"). Valve box lids are to be marked with the word "WATER" and have a lip of flange extending into the valve box shaft. No slip-type boxes will be allowed. The valve box will be of design which will not transmit shock or stress to the valve and will be centered and plumb over the operating nut of the valve with the box cover flush with the surface of the payment.

Valve boxes will be a four piece adjustable screw type, manufactured by **Tyler**, six inch (6") cast iron valve box assembly, series **6860-D, No. 160 oval base**, or an approved equal.

All existing thread type upper sections will be screwed to the proposed grade. No upper section will be screwed past the last two threads.

In the event that the upper section cannot be raised to proper grade, the upper section will be excavated and replaced with the necessary valve box sections to reach the finish grade.

All valve boxes will be wrapped with 8 mil polyethylene encasement material from the base to the rim per City of Northglenn Specifications.

Remember, adjustment of valve boxes and manholes must occur prior to paving operations, no street cuts will be permitted on new finish asphalt surfaces for a period of 5 years.

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