

**City of St. Paul Department of Public Works  
Traffic and Lighting Division – Right of Way Section  
Grace Period Matrix Procedures/Policy  
October 9<sup>th</sup>, 2014**

The Grace Period Matrix was adopted in 1996 as part of City Code Chapters 116 and 135 Right of Way Ordinances.

- The purpose of the matrix is to encourage permittees to complete their work in a timely manner and, if needed, penalize them by issuing citations and/or permit double-fees.
- The purpose of this policy is to provide guidance on enforcement of the attached Grace Period Matrix.
- ROW (Right of Way) permit staff will work with the permittee to apply the matrix in an even manner, and consult with ROW inspectors as needed to determine start and expiration dates of all work in the City's ROW.
- ROW Inspectors will use their judgment in recommending permit extensions, matrix-related citations and/or permit double fees. The inspector will take into account all field factors/conditions that may affect the work being completed - including weather conditions. The ROW inspectors will monitor permits and construction progress on a timely basis with all applicable progress information entered into the AMANDA permit data base.
- If requested, ROW staff will talk to and/or meet with permittee(s) on site before the permit expiration date to confirm and/or modify permit conditions. The contractor must inform staff before the permit expires - calls after expiration date may result in permit double fees, citations or cancellation of the permit.
- Row inspectors shall also monitor status of restoration to be completed by Street Maintenance, insuring that the ROW is restored in a timely manner.
- The ROW Permit Section (651-266-6151) will write all conditions on the permit. These conditions may have to be more restrictive during especially critical major downtown events such as Winter Carnival.

Approved Paul St. Martin  
Paul St. Martin, P.E.

10-9-14  
Date

Traffic Engineer  
Public Works Traffic & Lighting Division – Right of Way Section  
800 City Hall Annex  
25 West 4<sup>th</sup> Street  
St. Paul, MN 55102  
651-266-6118

## Grace Period Matrix for Excavation

EXCAVATION TYPE:	RESTORATION BY:	STREET TYPE	DEPTH	RESIDENTIAL	COLLECTOR OR ARTERIAL	DOWNTOWN
				WORKING DAYS	WORKING DAYS	WORKING DAYS
HOLE	UTILITY	Concrete	≤ 5'	5	5	6
			> 5'	7	7	8
		Asphalt	≤ 5'	3	4	5
			> 5'	5	6	7
	CITY	Concrete	≤ 5'	2	2	3
			> 5'	4	4	5
		Asphalt	≤ 5'	2	2	3
			> 5'	4	4	5
TRENCH*  Includes All Appurtenances	UTILITY	Concrete	≤ 5'	5 + 1 day/150'	5 + 1 day/100'	6 + 1 day/80'
			> 5'	7 + 1 day/50'	7 + 1 day/35'	8 + 1 day/25'
		Asphalt	≤ 5'	3 + 1 day/150'	4 + 1 day/100'	5 + 1 day/80'
			> 5'	5 + 1 day/50'	6 + 1 day/35'	7 + 1 day/25'
	CITY	Concrete	≤ 5'	2 + 1 day/150'	2 + 1 day/100'	3 + 1 day/80'
			> 5'	4 + 1 day/50'	4 + 1 day/35'	5 + 1 day/25'
		Asphalt	≤ 5'	2 + 1 day/150'	2 + 1 day/100'	3 + 1 day/80'
			> 5'	4 + 1 day/50'	4 + 1 day/35'	5 + 1 day/25'
MANHOLE VAULTS	UTILITY	Concrete	N/A	13	13	13
		Asphalt	N/A	12	12	12
	CITY	Concrete	N/A	10	10	10
		Asphalt	N/A	10	10	10

- \* No more than 3 blocks may be disrupted at one time
- Grace period will be based on working days as defined below. Disruption cost will begin immediately after grace period and be based on calendar days.
- Working Days – A calendar day, exclusive of Saturday, State recognized legal holidays, and days which the city orders that no work be performed; on which weather will permit operations to proceed at least 4 hours.