



**CONTRACTOR INFORMATION  
STREET AND DRIVE INSTALLATION REQUIREMENTS  
FOR CONTRACTOR CONSTRUCTION PROJECTS WITHIN THE CITY OF BEREA**

1. All drive entrances must be installed before any field work begins.
2. Number 2 stone must be placed before any field work starts for drive entrances.
3. According to City Ordinance, no equipment or trucks of any kind are allowed to cross curbs. Enter and exit only through curb cuts.
4. The streets must be swept and cleaned of any debris, including clay and other soils, at the end of each work day.
5. Any debris that poses any safety hazard to the public shall be cleaned up immediately.
6. There will be no inspections on weekends or after normal Public Works work hours. All street cuts and inspections must be made during our work day, *7 a.m. until 3:30 p.m., Monday through Friday.*
7. If the contractor completes work that is not inspected at the proper time, he may be required, at the Public Works Director's discretion, to tear out and replace the work at his expense.
8. The Public Works Director must be notified at least 24 hours before each of these construction phases take place; *digging, concrete, gravel, installation and blacktopping.*
9. You must obtain a signed release from the Public Works Director before you are free of the responsibility and liability for each job.
10. You must furnish adequate signage and warning devices at all times.
11. Concrete must be dry no less than 24 hours before any blacktop is installed.
12. Closing of any streets must be coordinated with the Public Works Department.
13. Street cuts must have concrete placed in them no later than 2 weeks from the date the cut was originally opened.
14. The cut must be cut back 12 inches on each side and 8 inches of concrete poured into within 2 inches of the surface, with asphalt in place in the summer immediately after 24 hours have lapsed. In the winter, the same rules apply with the difference being instead of asphalt there must be cold patch in place, to be replaced as soon as the blacktop plant opens for business in the spring.
15. Failure to do so will result in the city repairing the holes and billing the contractor, and the possible loss of the right to cut any more streets.
16. Street cuts must be monitored very closely (*at least 2 times per week*) to make sure there are no low areas.

Failure to keep streets clean may result in a citation to court under Article 1, Section 41.200 through 41.203 of the Berea City Code. You will also be responsible for any cleanup charges of the street.

This verifies that the contractor has read and understands these regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_