



City of  
**Salisbury**  
Jacob R. Day, Mayor

**LICENSE to ENCUMBER AGREEMENT  
for PRIVATE UTILITIES in  
PUBLIC EASEMENTS and RIGHT-OF-WAYS**

Please complete this application and return it to:

Department of Public Works  
125 North Division Street, Room 202  
Salisbury, Maryland 21801  
Attn: Engineering Department

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

STREET OR P.O. BOX: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP CODE: \_\_\_\_\_

PHONE/ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Once fully executed, this application constitutes the License to Encumber (LTE) Agreement. Permittee shall not break ground within City of Salisbury Right-of-Ways and Easements without a current LTE Agreement, installation specific LTE permit drawings and an approved traffic control plan (TCP)

For City Use:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



**LICENSE TO ENCUMBER  
GENERAL REQUIREMENTS**

This License to Encumber (LTE) Agreement is required for the new installation of utilities within City of Salisbury Right-of-Ways and Easements within the City of Salisbury Corporate Limits. Repairs to existing underground pipe, conduit or wire that are within the limits of the roadway or sidewalk require a Break Permit.

1. The Permittee agrees to the following conditions for installation of utilities, which include but are not limited to underground pipe, conduit and wire.
2. The Permittee and the sub-contractors performing work for the Permittee are required to adhere to the guidelines outlined herein.
3. All work must comply with City of Salisbury regulations and policies, including the latest versions of the Construction Standards, Construction Specifications for Utilities and Roadway Construction, and the City's Paving Policy.
4. The Permittee will not be permitted to break ground without a current LTE Agreement, an approved LTE permit drawing and an approved traffic control plan (TCP).
5. A copy of the approved LTE permit drawing and TCP shall be on site at all times during construction.
6. The LTE drawing(s) shall reflect the method of installation and include plan and profile views for the proposed utility installation as implemented by this license. Once approved, the drawings will be signed by the Traffic Manager and will become the LTE permit.
7. Permittee will locate and provide dimensions on the drawings for existing public utilities, private utilities and the location of its abandoned and proposed facilities as implemented by this license.
8. Permittee will bear the expense of removing or adjusting their abandoned facilities or the installation should it be required by the City of Salisbury at any time in the future.
9. Permittee will pay the cost to repair City infrastructure damaged at the time of installation or any later time by Permittee's actions.
10. Permittee agrees to indemnify, defend, and hold harmless, the Salisbury Department of Public Works and the City of Salisbury and its officers, employees, and agents from any and all liability, loss, cost, damage, and expense, including reasonable attorney's fees and court costs, resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the operations concerning the installation of utilities, or actions in connection therewith, under this LTE Agreement, whether such operations be by the Permittee or by any sub-contractor, agent, etc. performing work for the Permittee under this LTE. The Permittee will be responsible to the City for its acts and omissions and those of its subcontractors, agents, employees and other persons performing any services under this LTE.
11. Permittee will provide as-built drawings approved by Salisbury Public Works (SPW).
12. This LTE Agreement is valid for two (2) years after the approval date.
13. LTE drawings shall be good for six (6) months from the approval date. If the project has not started within six months, then the Permittee can apply for an extension.
14. The LTE Agreement can be cancelled or modified after written notification.



**LICENSE TO ENCUMBER PERMIT  
DRAWING SUBMITTAL REQUIREMENTS**

LICENSE TO ENCUMBER PERMIT PROCESSING PROCEDURES

1. Applicant requests copies of existing record drawing information by email or by phone from SPW Department.
2. Applicant submits completed drawings, which include depths of cover at existing public utilities, notation regarding required clearances, profiles (if required) and traffic control plans.
3. SPW provides review comments and subsequent comments on resubmittals.
4. SPW issues approval of the LTE drawing and traffic control plans prior to commencing construction. The SPW signature on LTE drawings constitutes the LTE permit approval.
5. Following completion of construction, applicant must provide dated and signed as-built drawings of the completed work for SPW review and approval.

GENERAL

6. All lines will be installed either parallel or perpendicular to the center line of the roadway unless otherwise approved by SPW.
7. The minimum required horizontal and vertical clearance from existing underground utilities is twelve (12) inches. The exception is that a two (2) inch or smaller pipe can be installed with six (6) inches of separation from a water service as long as there is visual confirmation that the two (2) inch pipe will clear the water service.
8. The minimum horizontal clearance from utility poles or fire hydrant is three (3) feet. The clearance for utility poles does not apply to poles that are only used for street lights.
9. The vertical depth of the utility will be seventy-two (72) inches when placed within six (6) inches horizontally of a water meter.
10. If the installation method is a boring operation, all existing sewer service laterals shall be fully exposed to visually ensure that the twelve (12) inch minimum vertical clearance is achieved.
11. The ends of each section of pipe/conduit are to be buried at the time of installation. Leaving the terminating ends of a pipe/conduit exposed above ground is not acceptable.
12. Where the installation is located at the edge of a sidewalk, care shall be taken so that the sidewalk is not undermined. Backfilling under a sidewalk is not acceptable. If there are voids created under the curb, gutter and/or sidewalk due to utility installation, then the curb, gutter and/or sidewalk is to be removed and replaced.
13. Drawings shall include the contact information and signature of the responsible party that prepared the drawing and an approval block for SPW, Traffic Manager.
14. Add the following notes to drawings:
  - This License to Encumber Permit is in accordance with the License to Encumber Agreement dated \_\_\_\_\_. (List approval date of Agreement.)
  - Approval of this License to Encumber is only for installations located within the City's Right-of-Ways and/or Easements.
  - Maintain a minimum one (1) foot of separation from underground utilities and three (3) feet of separation from utility poles.



## TRENCHING

15. When the installation method is trenching, the minimum required cover on all proposed utilities within a City Right-of-Way or Easement shall be thirty-two (32) inches, as long as one (1) foot horizontal and vertical clearance from underground utilities can be maintained.

## HORIZONTAL DIRECTIONAL DRILLING

16. When the installation method is Horizontal Directional Drilling (HDD), the minimum required cover on all proposed utilities in the public roadbed is twenty four (24) inches for pipes two (2) inches or less in diameter, and thirty six (36) inches for pipes greater than two (2) inches in diameter.
17. When a reamer is used to open the bore hole for the utility pipe, the utility company will provide one (1) foot of clearance from the outside of the reamer to the outside of any existing utility except for utility poles and fire hydrants, in which case a three (3) foot clearance is required.
18. The following notes shall be required on LTE drawings of proposed horizontal directional drilling operations.
  - The HDD contractor shall calibrate its tracking and locating equipment at the beginning of each day.
  - The HDD contractor shall monitor and record the alignment and depth readings provided by the tracking system every ten (10) feet.
  - The design bending radius of the boring installation equipment is \_\_\_\_\_ and the diameter of the proposed bore hole is \_\_\_\_\_. (To be completed by Applicant on the LTE drawing.)
  - Minimum required cover on all proposed utilities in the public roadbed is two (2) feet for pipes that are two (2) inches or less in diameter and three (3) feet for pipes greater than two (2) inches in diameter.
  - The HDD contractor shall at all times and for the entire length of the HDD alignment be able to demonstrate the horizontal and vertical position of the alignment.
  - The HDD contractor shall dispose of all HDD effluent at an authorized waste site.
  - The HDD contractor shall complete the HDD installation as shown on the approved LTE permit drawing unless otherwise approved in writing by the authorized City representative.
  - The HDD contractor shall provide access for inspection of the HDD operations at all times.
  - Prior to start of backfilling operations under paved surfaces, the HDD contractor shall notify the City representative to schedule and complete an inspection.

## CORING

19. The depths of cover to existing City utilities in the roadbed must be field verified.
20. SPW shall be notified 48 hours in advance of coring so that the work can be inspected. Coring must be done with approved traffic control.
21. The coring method, location and core diameter must be approved in advance by SPW.
22. Core drilling must be performed using the vacuum method.
23. Core holes and test pits must be immediately backfilled using the schedule shown below:



# City of Salisbury

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## CORE HOLES TEN INCHES IN DIAMETER OR LESS

- Follow City of Salisbury Utility Trench Detail / Repair Detail Standard No. 400.35, with the following modifications.
  - Compaction for core holes ten inches in diameter or less must be achieved through the use of a pneumatic tamp.
  - The 2 foot cut back is not required
  - Perma-Patch, or other approved permanent asphalt patching material, may be used in lieu of Hot Mix Asphalt.
  - Substitute flowable fill or low strength concrete for graded aggregate sub-base.

## CORE HOLES / TEST PITS GREATER THAN TEN INCHES IN DIAMETER

- Follow City of Salisbury Utility Trench Detail / Repair Detail Standard No. 400.35.

## PROFILE DRAWING

24. A profile drawing of the proposed crossing of City streets will be required if SPW determines that the proposed utility location will conflict with an existing City utility or if the proposed utility will be installed in between City utilities.
25. Profiles must be drawn to scale. Profiles shall show all existing utilities with dimensions of the vertical clearance between existing and proposed utilities.
26. The profile drawing requirement may be waived if the following conditions apply and these notes are included on the LTE drawings:
  - Provide a minimum twelve (12) inches of horizontal and vertical clearance between the proposed pipe and existing City utilities.
  - Select one of the following options:
    - The proposed pipe will be installed via trenching and will be located above all existing utilities while providing the necessary clearance.
    - The proposed pipe will be installed via horizontal directional drilling and will be located above all existing utilities while providing the necessary clearance.
    - The proposed pipe will be installed via horizontal directional drilling and will be located below all existing utilities while providing the necessary clearance.

## AS-BUILT DRAWINGS

27. As-built drawings shall be submitted to SPW for review and approval following completion of construction.
28. The as-built drawings shall show the actual location of the installed utilities including dimensions of clearances from public utilities.
29. As-built drawings shall include the contact information and signature of the responsible party that prepared the drawings. The drawings do not need to be sealed by a Professional Engineer or Licensed Surveyor.



City of  
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The terms and conditions stated above are agreeable to \_\_\_\_\_, their successors and assigns. This LTE Agreement is valid for two (2) years after the approval date.

PERMITTEE:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

BY:

Name: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

CITY:

CITY OF SALISBURY, a Municipal Corporation of  
The State of Maryland

BY:

Name: \_\_\_\_\_

STATE OF MARYLAND  
COUNTY OF WICOMICO

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned officer personally appeared, \_\_\_\_\_, of \_\_\_\_\_, a \_\_\_\_\_ and on his behalf did acknowledge the foregoing instrument to be the act and deed of said \_\_\_\_\_.

As witness, I set my hand and official seal.

(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

STATE OF MARYLAND  
COUNTY OF WICOMICO

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned officer personally appeared, \_\_\_\_\_, of the City of Salisbury, a Municipal corporation of the State of Maryland and on his behalf did acknowledge the foregoing instrument to be the act and deed of said corporation.

As witness, I set my hand and official seal.

(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_