

---

## Table of Contents

### Public Works and Parks Policies

1. Acceptance of Streets
2. Tree Lawn Maintenance
3. Erecting Signs
4. Special Use Permit – Tree Planting
5. Street Trees
6. Trustee Notification
7. Tree Limbs
8. City Flag
9. Snow Plowing
10. Tree Trimming
11. Winter Paving
12. Clothing
13. Concentrated discharges in right-of-way
14. Driveway access adjacent to property lines
15. Sewer Openings
16. Snow Removal Services
17. Change Orders
18. Maintenance of storm sewers, detention basins & open channels
19. Stormwater in Chesterfield Valley – Booker Plan
20. Inspection Fees
21. Parkland Criteria
22. Warning Tickets and Towing on Snow Routes
23. VOID – See PUBLIC HEALTH & SAFETY Policy No. 12, Stop Signs
24. Sprinkler Systems in the Right-of-Way
25. Stop Bars
26. Driveway Apron Replacement
27. Stormwater Standards
28. Street Grade
29. Donations for Park Improvements
30. Subdivision Escrow and Inspection Procedure
31. Escrow Release
32. Procedure for Escrow Extension/Attachment
33. Required Information of Plot Plans
34. Vertical Curbs
35. Sidewalk Widths
36. Street Cross Sections
37. Streambank Erosion Assistance
38. Street Snow Removal Recoupment Program

## **Public Works and Parks Policies**

39. Park Rules & Regulations
40. Vertical Curbs
41. Sanitary Sewer Lateral Tax Refund Program
42. Concrete Pavement Specification & Acceptance Policy for New Development and Work Contracted by the City of Chesterfield
43. City Employee Admission to the Family Aquatic Park
44. City Hall Rental and Use Policy
45. Parking Restrictions
46. School Zones
47. Street Migration (Street Creep)
48. Private Street Acceptance as a Public Street
49. Posting of Speed Limit Signs
50. Traffic Signs
51. Street Tree Removal
52. Installation of Deer Crossing Signs
53. Snow Removal for Private Driveways within Public Right-of-way

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 1

**SUBJECT** Acceptance of streets within residential subdivisions

**INDEX** PW

**DATE ISSUED** 10/20/1988

**DATE REVISED**

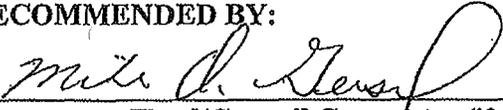
---

---

**POLICY**

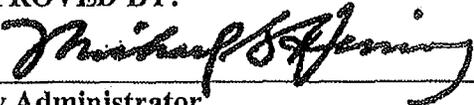
The City of Chesterfield will not accept streets for maintenance within subdivisions until all development is completed, or until construction within the subdivision has been substantially completed. Responsibility for determination of substantial completion shall rest with the Director of Public Works/City Engineer. In addition, developers shall provide upon display plats within sales offices, notification that maintenance of streets will be the responsibility of the developer until such time as streets are brought up to the standards of the City of Chesterfield and are accepted by the City.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 3**

**SUBJECT Erecting Signs**

**INDEX PW**

**DATE  
ISSUED 10/02/1989**

**DATE  
REVISED**

---

---

**POLICY**

City crews are prohibited from erecting signs at the request of civic/fraternal organizations.

**RECOMMENDED BY:**

*Mike P. Teresi*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

*Michael J. Fleming*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 4

SUBJECT Special Use Permit - Tree Planting

INDEX PW

DATE  
ISSUED 12/17/1990

DATE  
REVISED

---

---

POLICY

Residents are required to obtain a Special Use Permit to plant replacement street trees. However, the fee for the Special Use Permit fee will be waived.

RECOMMENDED BY:

*McTear*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael B. Jennings*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 5**

**SUBJECT Street Trees**

**INDEX PW**

**DATE 11/19/1990  
ISSUED**

**DATE 12/4/2006  
REVISED**

**POLICY**

Street tree selection criteria should include tree height and form, adaptation to soils and climate, moisture requirements, disease and insect susceptibility, size of flowers, fruit, nut or seed pod, root characteristics, and susceptibility to calcium chloride and sodium chloride.

The following trees are approved for use as Street Trees:

Latin Name	Common Name
<i>Acer platanoides</i>	Maple, Norway
<i>Acer rubrum</i> Varieties	Maple, Red and Varieties
<i>Acer saccharum</i> Varieties	Maple, Sugar and Varieties
<i>Alnus glutinosa</i>	Alder, European
<i>Carpinus betulus</i>	Hornbeam, European
<i>Carpinus caroliniana</i>	Hornbeam, American
<i>Celtis laevigata</i>	Sugarberry
<i>Celtis occidentalis</i>	Hackberry
<i>Cladrastis kentukea</i>	Yellowwood
<i>Crataegus laevigata</i> 'Superba'	Hawthorn, Crimson Cloud
<i>Eucommia ulmoides</i>	Hardy Rubbertree
<i>Fagus grandiflora</i>	Beech, American
<i>Fraxinus americana</i> Varieties	Ash, White and Varieties
<i>Ginkgo biloba</i> - Male	Ginkgo (male)
<i>Gleditsia triacanthos</i> <i>inermis</i> - Thornless, Podless Varieties	Honeylocust - Varieties that are Thornless & Podless

Latin Name	Common Name
<i>Koelreuteria</i> <i>paniculata</i>	Goldenraintree
<i>Platanus x acerifolia</i>	Planetree, London
<i>Ostrya virginiana</i>	Hophornbeam
<i>Quercus accutissima</i>	Oak, Sawtooth
<i>Quercus bicolor</i>	Oak, Swamp White
<i>Quercus coccinea</i>	Oak, Scarlet
<i>Quercus imbricaria</i>	Oak, Shingle
<i>Quercus michauxii</i>	Oak, Swamp Chestnut
<i>Quercus muehlenbergii</i>	Oak, Chinkapin
<i>Quercus robur</i>	Oak, English
<i>Quercus rubra</i>	Oak, Red
<i>Quercus shumardii</i>	Oak, Shumard
<i>Tilia cordata</i> Varieties	Linden, Littleleaf and Varieties
<i>Ulmus americana</i> Varieties	Elm, American and Varieties
<i>Ulmus parvifolia</i>	Elm, Chinese (Lacebark)
<i>Zelkova serrata</i> Varieties	Zelcova and Varieties

RECOMMENDED BY:

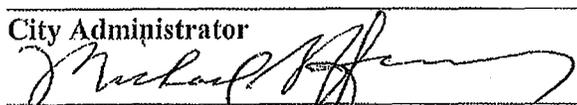


Department Head/Council Committee (if applicable)

12/5/06  
Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

12/4/06  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 6

SUBJECT Trustee Notification

INDEX PW

DATE  
ISSUED 7/16/1990

DATE  
REVISED

---

---

POLICY

Trustees of a subdivision, where major street work is to be done, will be notified prior to that work commencing.

RECOMMENDED BY:

Mike A. Gersp  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

Michael A. Jennings  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 7

SUBJECT Tree limbs

INDEX PW

DATE  
ISSUED 2/4/1991

DATE  
REVISED

---

---

POLICY

City crews will pick up and chip limbs left at the curb from residents who trim their own trees within the right-of-way. This will only be done in areas where street workers are trimming trees.

RECOMMENDED BY:

*Mike A. Gail*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 8

SUBJECT City Flag

INDEX PW

DATE ISSUED 11/04/1991

DATE REVISED

---

---

POLICY

Businesses will be allowed to display the City flag, but only in conjunction with the American and State of Missouri flags.

RECOMMENDED BY:

*Mike P. Hensel*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael S. Jennings*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 9**

**SUBJECT** Snow Plowing

**INDEX PW**

**DATE  
ISSUED** 2/4/1991

**DATE  
REVISED**

---

---

**POLICY**

City crews, during snow plowing operations, when City equipment travels on or across state and county roads, they are instructed to wrap the snow around the corner when turning onto a state/county road from a City maintained street. If they are going more than a block, then they are to raise their blade and refrain from plowing. They do not plow state/county roads unless requested by the Police Department and as approved & directed by the Public Works/Parks committee to do so, or if there is a dangerous section which needs plowing or salt.

**RECOMMENDED BY:**

*Mike D. Howard*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

*Michael S. Jessiman*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 10

SUBJECT Tree Trimming

INDEX PW

DATE ISSUED 2/4/1991

DATE REVISED

---

---

POLICY

Trees within the City right-of-way will be trimmed to 10-12 feet, but will be trimmed conservatively. The tree trimming program is based on a five-year trimming cycle.

RECOMMENDED BY:

*Mike D. Gass*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael G. Ferris*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 11

**SUBJECT** Winter Paving

**INDEX** PW

**DATE** 2/04/1991

**DATE** 2/19/2003

**ISSUED**

**REVISED**

---

---

**POLICY**

Cold weather concreting shall be in accordance with ACI 306, 1998. Cold weather shall begin as defined by ACI 306 and terminate when air temperatures above 50 degrees occur during more than half of any 24 hour period. The following requirements supersede ACI 306, 1988:

Cement Content - the minimum cement requirement will be 6.25 sacks per cubic yard with an approved water reducer and a maximum water cement ratio of 0.40.

Plant Certification - shall be provided to the City to verify mix design compliance at time of delivery prior to placement.

Temperature Monitoring - concrete surface temperature shall be recorded at 100' spacing or less with a minimum of four locations. Temperature shall be recorded as frequently as one hour intervals if necessary. The majority of temperature recording locations shall be taken near edges and corners of the pavement, as determined by the City.

Acceptance Period - streets will be eligible for acceptance after 12 months.

Winter Paving Inspection Cost - the developer/contractor shall be responsible for all costs incurred by the City for the City's inspection monitoring and testing associated with winter street paving.

Protection - protection of concrete shall remain in place for a minimum of five days after placement at a minimum temperature of 55 degrees Fahrenheit.

Acceptance - all cold weather concreting performed that does not comply with the above requirements and ACI 306, 1988, shall not be accepted by the City.



CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 12

SUBJECT Clothing

INDEX PW

DATE  
ISSUED 4/20/1992

DATE  
REVISED

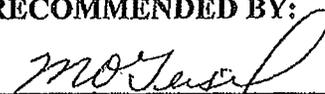
---

---

POLICY

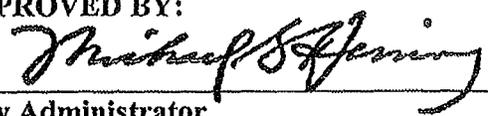
An employee can turn in a worn-out article of clothing and have it replaced any time during the year.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
\_\_\_\_\_  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 13**

**SUBJECT** Concentrated discharges in right-of-way

**INDEX PW**

**DATE  
ISSUED** 10/19/1992

**DATE  
REVISED**

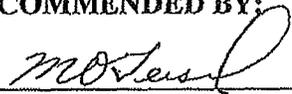
---

---

**POLICY**

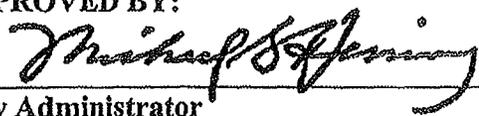
Surface water run-off concentrated into an enclosed pipe system shall not be discharged closer than 10 feet to the edge of pavements, as measured perpendicular to the right-of-way where there are no sidewalks, and not closer than 10 feet to the back of the walk where sidewalks exist. Where possible, the City will allow residents to connect their drains into the City's storm sewer structures, provided City staff inspect the connection and it is completed in a watertight manner using acceptable materials.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 14

SUBJECT Driveway access adjacent to property  
lines

INDEX PW

DATE  
ISSUED 7/20/1992

DATE  
REVISED

---

---

POLICY

Driveway aprons may extend over the prolonged property line within the right-of-way; provided all other criteria for drive approaches have been met.

RECOMMENDED BY:

*M. K. Taus*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael S. Fleming*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 15

SUBJECT Sewer Openings

INDEX PW

DATE  
ISSUED 10/12/1992

DATE  
REVISED

---

---

POLICY

Size of openings on storm sewers, area inlets and curb inlets shall be 6 inches, plus or minus one inch. No bars/grates are to be installed in inlets.

RECOMMENDED BY:

*M. J. Lewis*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 16**

**SUBJECT** Snow Removal Services

**INDEX PW**

**DATE** 6/21/1993  
**ISSUED**

**DATE**  
**REVISED**

---

---

**POLICY**

The City of Chesterfield will assume responsibility for the plowing of snow on streets which have not yet been officially accepted, within subdivisions which are presently under construction, if the following criteria are met:

- A. The streets to be plowed are to be dedicated as public streets and must have been inspected, approved and ninety (90%) percent of the escrow funds released. The developer agrees to immediately remove any mud or debris from streets that may result from construction equipment or other causes. Access must be from public streets and on a continuous finished roadway pavement. Storm water systems should be completed and detention should be operational. Grading should be completed as to prevent mud and other debris from washing onto the street.
- B. A hold-harmless agreement must be signed by the developer releasing the City from any responsibility for damage caused to said streets.
- C. The developer must agree to have all equipment and construction-related items out of the right-of-way during the snow removal process.
- D. A new subdivision needs to be only 50% occupied and snow removal services will not be tied to the actual issuance of occupancy permits.

**RECOMMENDED BY:**

*M. G. [Signature]*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

*Michael [Signature]*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 17

SUBJECT Change Orders

INDEX PW

DATE  
ISSUED 7/19/1993

DATE  
REVISED

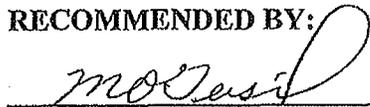
---

---

POLICY

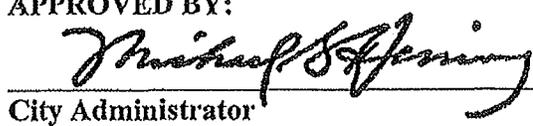
Change orders in Capital Reconstruction can be approved by PW/P Committee.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	18
<b>SUBJECT</b>	Maintenance of Storm Sewers, Detention Basins, & Open Channels	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	7/19/1993	<b>DATE REVISED</b>	

---

---

**POLICY**

Storm Sewers

The City maintains those underground, improved storm sewers, which convey water from a public way, and maintains those sewers only to the point of discharge. In such cases, the City is not required to restore properties, e.g. driveways, landscaping, sprinklers systems, and/or fences. In no event will the City be responsible for reparation of structures or trees placed within recorded easements.

The City will repair underground, improved storm sewers, which do not convey water from a public way only if all of the following criteria are met:

1. They connect to the improved public storm sewer system.
2. They are within existing, or newly dedicated public easements.
3. Sufficient budgetary resources remain for the proposed repair.
4. They are not part of an internal stormwater drainage system within a commercial, industrial, or multi-family development. An internal storm sewer system refers to that portion of a system which collects and transports water solely from within the development. Those sewers which convey water from adjacent properties or continue through a development are not considered to be internal.
5. The sewer benefits more than one property owner. For example, the sewer receives stormwater from two or more properties or the storm sewer crosses a property line.

Repairs are limited to storm sewer structures and underground conduits. No repairs will be considered to improve or restore grading, flow, or erosion adjacent to a storm sewer.

City staff will determine which projects shall be completed by in-house personnel and designate those projects which require the expertise of outside contractors.

Expenditures for an individual project shall be limited to \$20,000 of Chesterfield funding. Any project exceeding \$5,000 in cost, which is to be performed by outside contractors, must be bid in conjunction with City purchasing requirements. Any project, for which outside contractors are to be used, will be submitted to MSD for possible funding support, assuming such funds are available and the timing of said project will not be negatively impacted by such application. Project prioritization and scheduling for all projects shall be determined by City Staff, but shall be reviewable, at any time, by the Public Works/Parks Committee. All projects shall be subject to the availability of current funding.

Project exceeding \$20,000 are to be considered in conjunction with the annual capital improvement budget.

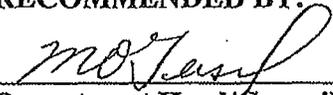
Detention Basins

The City does not maintain detention or retention basins. Maintenance of storm sewers flowing into a detention/retention basin shall cease one structure above the discharge into the basin and shall recommence at the first structure downstream of the basin.

Open Channels

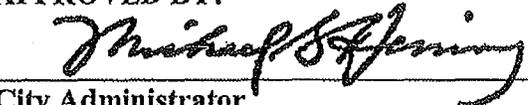
The City does not maintain open channels or overland flow. City crews will remove those obstructions and blockages, which endanger public facilities. In an effort to provide for uniform flow and protection of properties, the City will attempt to clear obstruction/blockages of major drainage channels as funds are available and if adjacent residents provide reasonable access.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

<b>PUBLIC WORKS</b>		<b>NO.</b>	19
<b>SUBJECT</b>	Stormwater in Chesterfield Valley - Booker Plan	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	1/03/1994	<b>DATE REVISED</b>	

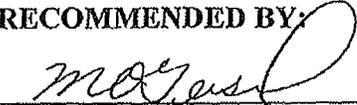
---

---

**POLICY**

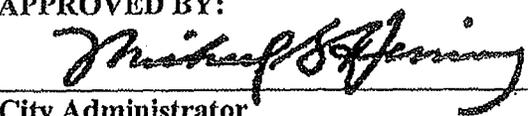
Developments within the Chesterfield Valley, that have approved development or improvement plans which do not reflect the improvements required by the "Booker Plan", are required to demonstrate that the proposed improvements are "functionally equivalent" to the "Booker plan". In the event the previously approved improvements are not functionally equivalent, the site stormwater must be re-designed to conform to the functional requirements of the "Booker plan".

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>20</b>
<b>SUBJECT</b>	Inspection Fees	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	1/03/1994	<b>DATE REVISED</b>	

---

---

**POLICY**

The following project related inspection services, will be charged at a rate of \$30 per hour:

1. Inspections during construction of required improvements. These improvements include, but are not limited to; sidewalks, streets, sewers, grading, detention, re-establishment of vegetation, lighting, water supply, drive aprons, landscaping, monumentation, gaurdrail, utility relocation, and fencing.
2. Inspections necessary to monitor status of construction and compliance with ordinances. Those inspections necessary to continuously monitor ongoing construction and to ensure compliance with City requirements. Typically, these inspections involve inspection personnel visiting the site, conducting inspections, noting site conditions, and/or monitoring site siltation control.
3. Inspections necessary for issuance of an Occupancy permit. These inspections include, but are not limited to; lot grading, sidewalk, street trees, drainage, operational function of required improvements such as manholes, swales, berms, walls, and storm sewers.
4. Inspections necessary to authorize escrow releases and to recommend acceptance of improvements. These inspections are done at the request of the developer/contractor as facilities or phases are completed.
5. Inspections resulting from resident concerns or questions would not normally result in inspection charges. However, if City staff determines that resident request requires corrective action to bring the site or lot into conformance with the approved plans or accepted standards, subsequent inspections, re-inspections, or time required to resolve such site deficiencies will be charged at the regular rate.
6. Inasmuch as the City incurs additional cost for inspections conducted outside of normal working hours, 8:00 a.m. to 5:00 p.m., Monday through

Friday, any inspections outside of the normal work hours will be charged by applying a multiplier of one and one-half times the hourly rate. This multiplier should only apply to those inspection hours conducted outside of the normal work day.

7. Inasmuch as the City has an established cost of overhead and administrative expenses, application of inspection fees will involve only hourly City personnel. Inspections or site monitoring conducted by salaried staff will not be charged to the Developer or contractor.

**RECOMMENDED BY:**

*MD Gersh*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

*Michael B. Jensen*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 21

SUBJECT Parkland Criteria

INDEX PW

DATE  
ISSUED 2/07/1994

DATE  
REVISED

---

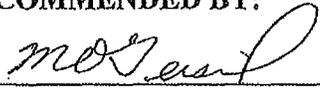
---

POLICY

Guidelines for evaluation of parkland sites:

- A. Minimum size of three acres; less if contiguous to existing public land (e.g. school, park, etc.). Accessibility to a public street, unless an addition to an existing public property with access.
- B. At least twenty-five percent of the area contain grades of not more than four percent. However, when a site's uniqueness lends itself to a special park plan, i.e. trails or passive, it may be acceptable.
- C. Free of controllable environmental contamination.
- D. Any neighboring areas disturbed during construction activity will appropriately restored and ground cover established.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 22**

**SUBJECT** Warning Tickets and Towing on Snow  
Routes

**INDEX PW**

**DATE**  
**ISSUED** 2/7/1994

**DATE**  
**REVISED**

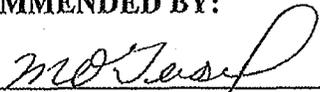
---

---

**POLICY**

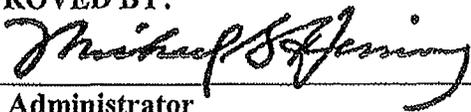
Warning tickets will be issued on a City-wide basis; vehicles parked on designated snow routes will be ticketed and vehicles will be towed with authorization from the on-duty Public Works supervisor.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date



CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 25

SUBJECT Stop Bars

INDEX PW

DATE  
ISSUED 6/3/1996

DATE  
REVISED

---

---

POLICY

Stop Bars will be painted at intersections with Crosswalks and where it is necessary to define the point of stopping to ensure motorists and pedestrian safety.

RECOMMENDED BY:

*MO. Lewis*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael S. Jensen*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 26

SUBJECT Driveway Apron Replacement

INDEX PW

DATE  
ISSUED 6/3/1996

DATE  
REVISED

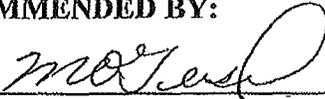
---

---

POLICY

Driveway aprons will only be replaced as a result of damage by City maintenance operations; or if it is necessary to remove and replace the driveway apron in conjunction with an adjacent sidewalk or street project due to grades or damage caused by City construction efforts.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 27**

**SUBJECT Stormwater Standards**

**INDEX PW**

**DATE 5/19/1997  
ISSUED**

**DATE  
REVISED**

---

---

**POLICY**

The City of Chesterfield has adopted the Metropolitan St. Louis Sewer District (MSD), Rules and Regulations and Engineering Design Requirements for Sanitary Sewage and Stormwater Drainage Facilities, dated February, 1997. The City will adopt any changes made by MSD to the standards, unless otherwise acted upon.

In addition, the following items supplement and supersede the MSD standards:

A. General

As-built plans are to be submitted to the City.

Granular backfill is required within trenches located in the right of way and adjacent areas. (This includes sidewalks that are installed on easements adjacent to right-of-way).

Minimum 1% slope is required on any grassed area; 2% minimum slope in grassed swales.

Siltation control measures are to be designed, constructed and maintained until adequate vegetation established.

The adequacy of any existing downstream storm sewer is to be verified and upgraded if necessary. Undersized downstream storm sewers are to be replaced until overflow(s) can be accommodated on right of way.

Storm sewer outlets within 10 feet of a sanitary sewer crossing to be extended past the sanitary sewer crossing.

B. Design Criteria.

40% blockage factor to be used in sizing inlets at low points. Inlet capacities are to be determined by the HEC (hydraulic engineering circulars).

Concentrated flow directed across sidewalks is limited to 1 cfs (as in unincorporated County).

Lowest sill of structure(s) adjacent to 100 year overflow or ponding areas are to be at least 1 foot above the high water elevation.

Pavement under drains are to be installed the full width of pavement at curb inlets.

C. Detention.

For purposes of determination of detention calculation methods, and calculations to which differential calculations apply, undeveloped (instead of existing) vs. post-development conditions to be used.

Allowable release rates may be reduced due to downstream conditions.

Detention storage is to be provided for the current project phase, as applicable. Each successive phase may require basin modification as necessary to accommodate increases in runoff.

When developments are within sites served by local and regional detention facilities, the City will require an analysis of downstream effects and compliance with detention requirements at time of development for areas served by regional type detention basins, which were installed previously.

Minimum slope of 1% for paved swales.

Underground facilities generally to be reinforced rectangular vaults. Circular reinforced concrete pipe, minimum Class IV and 60" minimum diameter, with confined "O" ring joints permitted. Pipe and joints must meet requirements of ASTM C-361.

D. Flood Plain

All requirements of the flood damage prevention ordinance are incorporated herein as may be revised from time to time.

If floodplain is proposed to be altered, LOMR is to be obtained prior to the full release of subdivision escrows. Unless (2)CLOMR is obtained prior to the issuance of building permit for a lot that is to be removed from the Special Flood Hazard Area, the lot will have to conform to SFHA requirements.

E. Easements

Ponding easements are required for the 100-year storm.

F. Ability to waive requirements

The Director of Public Works is empowered to grant exceptions to the requirements on a case by case basis when specific requirements are onerous and inappropriate for a particular development.

RECOMMENDED BY:

*McL...*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael B...*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 28**

**SUBJECT Street Grade**

**INDEX PW**

**DATE 10/6/1997  
ISSUED**

**DATE  
REVISED**

---

---

**POLICY**

Minimum Grade

1. Two percent minimum grade centerline. Two percent must be maintained through cul-de-sac warpings.

Maximum Grade

1. Six percent maximum grade centerline, without justification. For street grades greater than 6%, justification is required.

Any justification submitted should include plans, profiles, boring logs, cross-sections, etc. Prepared by an engineer, clearly showing site conditions and alternatives considered.

Twelve (12%) percent maximum grade with justification.

Justifications for street grades in excess of 6% may take the form of one or more of the following, as may be required:

- A. Topography - inordinate amount of earth fill or haul.
  - B. Rock - existence of subsurface rock strata.
  - C. Tree Retention - undue removal of desirable tree masses.
2. Submittal - if grades exceeding 6% are proposed, a separate plan submittal is required. This plan submittal shall include, as a minimum, the following:
    - A. Plan and profile sheets showing the proposed grade, a 6% grade and giving the street names and stationing.
    - B. Existing ground line and rock line based on actual field borings and survey.

- C. Cross sections, including rock elevations, at critical locations to determine the grading of adjacent lots.
- D. Cost estimates of rock excavation required to obtain a 6% grade versus the proposed grade.
- E. Earthwork quantities and cost estimates required to obtain a 6% grade versus the proposed grade.
- F. Cost estimate of hauling operation if earthwork balance cannot be obtained by using 6% grades.
- G. Evaluation of tree masses disturbed to obtain a 6% grade versus proposed grade.

The following will not be considered as justification for steep grade approval:

- 1. Inability to obtain the total number of lots permitted by zoning.
- 2. Adhering to previously approved flood plain study.
- 3. Variance from standard typical sections.

Approval of steep grades exceeding 6% will be given by the Director of Public Works based on the data submitted.

### 3. Special Requirements

- A. When steep grades are approved, steep grade drainage shall include grated troughs and pavement lugs where required.
- B. Inlet capacities are so low at these steep grades that multiple inlets, skewed inlets, or trench drains are required. Inlet capacities are arrived at through the use of Hydraulic Engineering Circular #12.
- C. If public streets are permitted in excess of 6% slope, a disclaimer is required on the record plat, notifying all prospective lot owners that their street will not be given priority snow removal by the City.
- D. If public streets are permitted in excess of 6% slope, signage is required to be erected, immediately after construction of streets indicating that streets will not be given priority snow removal by the City.
- E. Maximum 4% grade entering and leaving a cul-de-sac.

- F. Standard platforms ranging from 2% to 4% for sixty (60) feet will be required at all side street intersections regardless of steep grade approval.
- G. The design engineer will be required to indicate which lots are susceptible to pavement migration (street creep) on the improvement plan, and/or any required site development plans.

RECOMMENDED BY:

*M. J. ...*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael ...*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 29

SUBJECT Donations for Park Improvements

INDEX PW

DATE  
ISSUED 9/9/1998

DATE  
REVISED

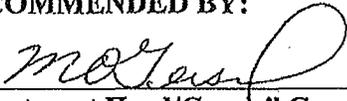
---

---

POLICY

Donations for park improvements can either be accepted through Friends or the Parks or directly by the City.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

  
\_\_\_\_\_  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	30
<b>SUBJECT</b>	Subdivision Escrow and Inspection Procedure	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	9/9/1997	<b>DATE REVISED</b>	6/7/2004

---

---

**POLICY**

Developers are required to post escrow guaranteeing the installation and maintenance of subdivision improvements. The Department of Planning handles the establishment of escrows and maintenance deposits; the Department of Public Works manages escrows and maintenance deposits and inspects construction.

1. The Department of Public Works prepares and updates a unit cost schedule for items typically required in escrow. Data is generally updated on an annual basis; however, adjustments are made as needed. The cost schedule is maintained in the g:\escrow\origesc.xls file.
2. The developer submits record plats to the Department of Planning and escrow quantities to the Department of Public Works for verification of quantities and calculation of required escrows.
3. The Civil Engineers prepare itemized cost estimates and the escrow card for the subdivision and forward the escrow card to Planning. Information is stored in the g:\escrow directory and is identified by subdivision identification code number and escrow (plat); typically in the form of 113escrow. or 113esc\_p11.

The Civil Engineers also estimate the number of hours required for inspection of the subdivision improvements, advise the developer of the amount of deferred inspection fees required to be deposited, and collect the fees prior to approval of the record plat.

4. The Director of Planning or the Director of Public Works may require any specific improvement to be installed prior to approval of the record plat where failure to install such improvement prior to further development could result in damage to the site or surrounding properties.

5. The Department of Planning sends the escrow information along with standard escrow agreement and maintenance deposit agreement forms to the developer. At least 10 days prior to the City Council meeting at which the record plat is to be approved, the developer returns four (4) originals of each form, executed by the escrow holder and the developer.
6. After the plat is approved, the Department of Planning has all forms fully executed by the City and sends one fully executed original each to the escrow holder, the developer, the Department of Public Works (Supt. Of Engineering) and the subdivision file.
7. The Superintendent of Engineering enters the escrow, maintenance, developer and escrow holder data into the Escrow Tracking System. The Superintendent also enters plat approval information into the record plat spreadsheet that is used to track new infrastructure and complete financial reports related to GASB34.
8. The Department of Planning prepares a reduced copy of the address plat, updates the address plat binders, and inputs the lot information into the Chesterfield Information Database (CID) within 2 weeks after the record plat is approved by City Council.
9. The developer submits two (2) recorded copies of the record plat to the Department of Planning within one month of approval. Zoning authorizations will not be issued until the two (2) copies of the recorded plat are provided to the City.
10. Engineering Construction Inspectors are responsible for the daily inspections and operations of their assigned projects. Routine site inspections are conducted. Every attempt is made to view each site at least every 2 weeks.
11. The Engineering Construction Inspectors are required to record each inspection on a standard form. The completed inspection form is turned into the Public Works clerical staff to input into the Inspection Record System database. Inspection hours are billed to each project in accordance with City Policy Statement Public Works 20. The developer is advised if inspection costs exceed the original estimate and required to deposit additional funds to keep a positive balance of fees.
12. At a minimum, the Engineering Construction Inspectors complete siltation and erosion control inspections once every other month - more frequently if weather or site conditions necessitate. Sites are inspected to ensure adequate installation and maintenance of erosion and siltation control measures. Deficiencies are noted and a corrective notice sent to the developer/builder. Standard notice forms can be found in the g:\pub\_work\wp50\siltation directory.

13. For subdivisions initiated after January 1, 1996, the Department of Planning collects \$1,500 lot escrows prior to issuing zoning approvals for construction of homes. These escrows guarantee the proper grading of the lot, installation of sidewalk and street trees, and establishment of vegetation. Cash escrows may be submitted for each lot or an account may be established for the subdivision.
14. The Engineering Construction Inspectors generally inspect or re-inspect all unapproved lots monthly. The Inspectors enter the results of these inspections into CID (Chesterfield Information Database), and forward a report to the developer/builder. Only after all lot related items (grading, vegetation, sidewalk and street trees) are completed shall developers make requests for lot related escrow releases. Inspections should be completed within 2 weeks of receipt of notice of final completion.

After all lot related improvements are completed, the Engineering Construction Inspectors indicate approval on the standard lot cash escrow form or lot escrow account form for the lot. The approved form is forwarded to the Civil Engineer handling the subdivision for further approval. The form is then attached to a request to pay for refunding the cash escrow or crediting the account the developer has established for the subdivision. A record of releases made is kept in the lot escrow release spreadsheet, g:\pub\_work\excel\escrows\lot escrow releases.xls.

15. After occupancy permits are received from St. Louis County, the Department of Planning updates the original lot data in CID and issues a temporary occupancy permit, valid for a specific time, not in excess of 6 months. Site improvements need to be completed, and approved by the City, within this time frame in order for a final occupancy permit to be issued. The Director of Planning may grant the temporary occupancy permit time extensions upon demonstration of extenuating circumstances.
16. After the inspector approves site related improvements, the Department of Planning issues the final occupancy permit to the permitted site address with a copy to the contractor. If the site is not owner occupied, a copy is also sent to the owner.
17. Developers/builders submit written inspection and escrow release requests to the Superintendent of Engineering. Requests are date stamped, logged into the Inspection Record System, copied and distributed to the Superintendent of Engineering and proper Engineer, Engineering Construction Inspector and inspection file. Inspections for escrow releases are generally performed within 2 weeks after receipt of the written request. Deficiencies identified during inspections, including any need for deposit of

additional inspection fees, are recorded and a written deficiency list is sent to the developer, with copies to the Deputy Director of Public Works/Ass't. City Engineer, Superintendent of Engineering, Civil Engineer and inspection file. A record of the response to requests is maintained in the Inspection Record System. Punchlists are, in most cases, valid for 90 days after the inspection date. After this time, significant additional deficiencies may have developed and the project may require additional inspection.

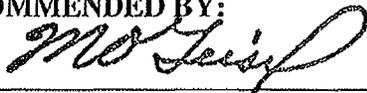
18. The Engineering Construction Inspectors conduct a detailed inspection of the storm sewer system after the developer requests construction approval. As-built drawings (on mylar) are also required. The deficiency list is sent to the developer and contractor and MSD. After construction approval by the City, later deficiencies identified in the dedication inspection phase of the project will be handled by the Metropolitan St. Louis Sewer District (MSD). Within 21 days of any notification by MSD of their receipt of a request for a dedication inspection of storm sewers, the Engineering Construction Inspectors complete an inspection and fax any deficiencies noted to MSD. MSD will review the deficiencies cited and include them in the MSD deficiency list as they deem appropriate.
19. After the developer has received a punchlist, repairs are to be scheduled and the Engineering Construction Inspector notified of the date that remedial activities are to begin. Re-inspections are performed to ensure that noted deficiencies are corrected and that all work conforms to City codes and standards. Any request for additional inspection fees that is not paid within 30 days is forwarded to the Department of Finance & Administration for collection.
20. Once the required improvement meets the standards of the City and/or the appropriate agency, the Engineering Construction Inspector generates a memorandum to the Civil Engineer recommending escrow releases.
21. The Civil Engineer processes escrow release recommendations in accordance with City Policy Statement Public Works 31, and based upon the inspection recommendations of the Engineering Construction Inspectors and outside agencies. The escrow card is updated to determine the amount of the escrow release. The Civil Engineer generates a release authorization letter and signs it for the Director of Public Works. Letters are generated using the Escrow Tracking Database. A copy of the post release escrow card is attached to the release authorization. The authorization is sent to the escrow holder with copies to the developer, Director of Public Works/City Engineer, Deputy Director of Public Works/Ass't City Engineer, Superintendent of Engineering, Engineering Construction Inspector and the inspection file.

22. If the developer fails to pay sums due or make repairs in a timely fashion, or if there are persistent problems regarding installation or maintenance of improvements, the developer may be in default and the City may issue stop work orders for the subdivision or have work completed in accordance with the Subdivision Ordinance and City Policy Statement Public Works 32.
23. If a development cannot be completed within the term of the escrow, the developer requests that the Director of Public Works extend the term of the escrow. Time extensions are granted in accordance with the Subdivision Ordinance and City Policy Statement Public Works 32.
24. All required improvements must be complete and approved prior to issuance of more than 85% of the building permits for lots in the plat.
25. After a subdivision is 80% occupied, or at such time as the Developer requests final release of escrows, the Department of Public Works solicits concerns about street improvements from property owners. Informational signs are erected at each subdivision entrance indicating that the developer has requested final escrow releases and advising residents that they can send written comments\concerns to the Director of Public Works. Signs are posted for 30 days. Any concerns are forwarded to the Engineering Construction Inspector who notifies the property owner in the writing of all action taken in response to the concern.
26. The City has a policy that permits the City to provide snow removal services in subdivisions that are substantially completed and at least 50% occupied, but in which the public streets have not yet been accepted. In August of each year, the Engineering Construction Inspectors review the subdivisions for which they are responsible and notify the developers of subdivisions that may be eligible under the policy. The policy and form letter are in the g:\pub\_work\wp50\forms\snow directory.
27. When the subdivision is substantially complete, at least 80% occupied, and the public street improvements are complete and acceptable, the Engineering Construction Inspectors prepare a street acceptance memo for the Deputy Director of Public Work's signature and forwards it to the Superintendent of Engineering. The public street acceptance form can be found under g:\pub\_work\wp50\street info\st\_acceptance memo. The Superintendent of Engineering prepares an ordinance and forwards both to the Deputy Director. The ordinance form can be found in the same directory. The memo and ordinance are sent to the City Administrator for final Council approval.

When a subdivision with private streets is ready for approval, the Engineering Construction Inspectors prepare a street approval memo for the Superintendent of Engineering's signature and forward it to the Superintendent of Engineering. The private street approval form can be found under g:\pub\_work\wp50\street info directory also. The memo is sent to the Director of Public Works for consideration by thePW/P Committee. Final escrow releases are held until approval by the Public Works\Parks Committee

28. For 12 months after the later of the issuance of 80% of the occupancy permits in the subdivision (plat) or completion of the subdivision/approval of all required improvements, the developer is responsible for repair or replacement of all defects, deficiencies, and damage. During this period, the developer shall be notified in writing of the need to perform work. One month prior to termination of this obligation, the Engineering Construction Inspector shall perform an inspection to identify items that need to be addressed, and notify the developer to perform required work within a specific timeframe. After any required work is performed within that timeframe, the maintenance deposit is released.
29. After release of the maintenance deposit and approval of construction of homes on all lots in the subdivision, any remaining balance of inspection fees is refunded to the developer.

RECOMMENDED BY:



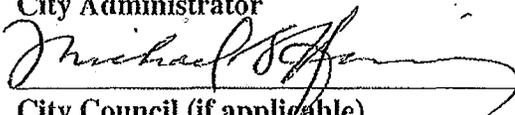
Department Head/Council Committee (if applicable)

Date

6-10-04

APPROVED BY:

City Administrator



City Council (if applicable)

6/7/04

Date

6/11/04

Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	31
<b>SUBJECT</b>	Escrow Release – Construction and Maintenance Deposits	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	9/9/1998	<b>DATE REVISED</b>	6/7/2004

---

---

**POLICY**

Developers/builders submit written requests for inspection and escrow releases to the Superintendent of Engineering after completion of categories of required improvements. The requests are processed in accordance with City Policy Statement Public Works 30, Subdivision Escrow and Inspection Procedure.

Partial releases may be made from the deposits; however, no partial releases will be made from the escrow after the remaining balance is reduced to 5% of the original estimated cost of improvements. There is one adjustment made to this number due to arrangements made with the Metropolitan St. Louis Sewer District (MSD), which holds a 10% escrow for sewers. MSD has agreed to notify the City when a developer requests a dedication inspection and to accept inspection reports from the City of Chesterfield prior to release of their escrow for storm sewers. Accordingly, after MSD grants construction approval, the entire escrow for storm and sanitary sewers is released and the required retainage for the subdivision is reduced by an amount equal to 5% of the cost of the sewers.

The final escrow release for the subdivision will be made when all required improvements are constructed and approved. Release of funds as to any component, line item or category of the escrow shall not be deemed to be City approval of the improvement or otherwise release the developer of his obligation relating to completion of improvements until the final escrow release and release of maintenance deposit is issued.

The maintenance deposit shall be released after a final inspection indicates that all maintenance obligations have been met and all sums due the City have been paid. The developer is generally responsible for maintenance of improvements until 12 months after the later of the issuance of 80% of the occupancy permits or completion and approval/acceptance of all required improvements.

In General, partial or progress releases will be made from deposits as follows. There are only a few items for which partial release of the maintenance deposit will be made, and the amount of release indicated for those items may be reduced if it is determined that additional sums are needed for other items.

#### Streets and Medians

- 95% release after proper installation under the supervision of Chesterfield personnel, or their agents; and verification of proper strength gain and thickness. Cores will be taken to verify thickness of pavements.
- Pavement will be repaired/replaced in accordance with City Policy Statement Public Works 42.
- Maintenance deposit for improvements to existing public streets already maintained by the City will be released after the work is accepted by the City. There will be no early release of maintenance deposits for new streets.

#### Street Signs

- Street signs must be erected, in place, prior to occupancy of any structures within the plat and maintained throughout construction. It is necessary to have signs in place in order to assure quick and easy access by emergency service providers.
- 95% release after construction approval of street improvements by City. Defective, damaged or missing sign installations will be repaired or replaced prior to the acceptance/final approval of streets.

#### Barricades/End of Pavement Markers

- 95% release after inspection.
- Repair requirements same as street signs.

#### Guard Rail

- 95% release after inspection
- Defective or damaged guard rail will be repaired or replaced prior to the acceptance/final approval of streets.

### Street Trees

- 95% release after inspection.

### Sidewalks

- 95% release after inspection

### Sanitary Sewers

- 10% release after notification by the MSD that 10% is being held in escrow by MSD. If the notification is received prior to the escrow amount being established, only 90% will be escrowed with the City of Chesterfield, with notation of same on the escrow card.
- Up to 100% release for pump stations upon notification by the MSD that a given percentage is being held in escrow by MSD.
- 100% release after construction acceptance by MSD.
- Maintenance deposit for sanitary sewers will be released at the same time as the construction deposit.

### Storm Sewers

- 10% release after notification by the MSD that 10% is being held in escrow by MSD. If the notification is received prior to the escrow amount being established, only 90% will be escrowed with the City of Chesterfield, with notation of same in the escrow spreadsheet.
- 100% release after construction acceptance by MSD and the City of Chesterfield, and receipt of as-built drawings on mylar.
- Maintenance deposit for storm sewers will be released at the same time as the construction deposit.

### Valley Stormwater Channels

- 50% release after completion of grading and establishment of vegetation.
- 95% release after substantial completion of development, when there is not addition siltation anticipated, and receipt of as-built drawings on mylar and the engineer's certification that the channels have been surveyed, were constructed in accordance with approved plans and will function as designed. Vegetation must be fully established.

### Detention

- 50% release after completion of rough grading and concurrent with construction acceptance of the storm sewer system.
- 95% release after substantial completion of development, when there is no additional siltation anticipated, and the City has been provided an engineer's certification that they have completed field grid calculations and the basin will perform as designed. The basin must be fully vegetated.

### Siltation Control and Erosion Control

- 50% release after initial and proper installation of required erosion control and siltation control devices, including standpipes, silt fence, settling ponds, and/or check dams.
- 95% release after substantial completion, satisfactory ground cover throughout development, and removal of siltation control features.

### Common Ground Seeding and Island Sodding

- 95% release after inspection.

### Fence

- 95% release after inspection.

### Grading, Sink Hole Treatment, and Permanent Lake

- 95% release after inspection.

### Monumentation

- 95% release after receipt of engineer's certification of monument installation in accordance with recorded plats, and field verification by Engineering Construction Inspector. Any exceptions should be noted on the certification and should be set as required by State law.

### Retaining Walls

- 95% release after inspection of proper grading (swales at top of wall) and receipt of approved certificate of final inspection from St. Louis County.

### Street Lights

- 95% release upon acknowledgement from Ameren/UE of an executed contract for installation and payment of fees; or proper installation of lights and copy of paid electric or utility bill for service.
- Maintenance deposit for street lights will be released after written acknowledgment is received from AmerenUE that they have assumed responsibility for maintenance and repair of all street lights.

### Turnaround

- 95% release after inspection
- 100% release after establishment of an escrow for a street extension which precludes the need for installation of the turnaround.

### Removal of Turnaround (incl. replacement of sidewalk, and re-vegetation)

- 95% release after inspection
- 100% release after establishment of a special cash escrow for this item.

### Water Mains

- 95% release after acknowledgement from Missouri American Water Company of an executed contract for installation and payment of fees, or acceptance of improvements.
- Maintenance deposit for water main will be released after Missouri American Water Company accepts the main as part of its system.

### Emergency Access

- 95% release after inspection

### Miscellaneous Improvements Required (Club House, Swimming Pool, Gates)

- 95% after inspection and receipt of occupancy permit from St. Louis County for structural items.

LOMR and Elevation Certificates

- 100% release after receipt of required LOMR or Elevation Certificate(s).
- The costs of these items will not be included in the maintenance deposit.

Other Agency Improvements

Improvements that are escrowed for the benefit of other agencies such as arterial street improvements or other off-site facilities, will be released on a proportional basis after written authorization is received from the appropriate agency.

Maintenance deposit for facilities accepted into other agency's systems will be released after acceptance by the appropriate agency.

RECOMMENDED BY:

*Mo Seis*

Department Head/Council Committee (if applicable)

Date

*6-10-04*

APPROVED BY:

City Administrator

*Michael J. Fleming*

City Council (if applicable)

*6/7/04*

Date

Date

*6/11/04*

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	32
<b>SUBJECT</b>	Escrow Management (formerly Procedure for Escrow Extension / Attachment)	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	9/9/1998	<b>DATE REVISED</b>	6/7/2004

---

The Department of Public Works is responsible for management of subdivision construction and maintenance deposits, including extensions of terms, enforcement actions and attachment of escrows. All deposit agreements, extensions and releases must be in a form acceptable to the City Attorney. Deposit agreements and obligations thereunder are not assignable by the developer.

- I. Construction escrows are generally approved for an initial term of 2 years; however, the Director of Public Works may recommend a shorter term.
  - A. The developer is responsible for assuring that the improvements are completed within the term of the escrow.
  - B. The developer is solely responsible to timely request an extension – at least 60 days in advance of the expiration of the term of the escrow - if improvements cannot be completed within the term of the escrow
  - C. No right to any extension shall exist or be assumed.
  - D. The Department of Public Works may send an advisory notice of the pending expiration, but failure to receive such notice does not relieve the developer of his responsibility to request an extension.
  - E. A non-refundable fee of \$100 is collected for any amendment or extension to a letter of credit.
  - F. If a letter of credit is allowed to expire, the remaining balance shall immediately be payable to the City of Chesterfield, without condition.
  
- II. The Department of Public Works may grant an extension to the term of a construction deposit for a period of up to one year.
  - A. The City Attorney must approve the extension of all guarantees
  - B. The Director of Public Works may require certain actions as a condition of any extension.
    - 1. Completion of certain items
    - 2. Execution of a new agreement
    - 3. Recalculation of deposit amounts
    - 4. Payment of sums due the City
    - 5. Satisfaction of new code requirements
    - 6. Other reasonable conditions as needed to comply with Section 1005.080 of the Zoning Ordinance

- III. The scope of maintenance deposits begins upon commencement of installation of required improvements and endures until the latter of 12 months after the occupancy permits have been issued on 80% of the lots in the subdivision plat or 12 months after completion of the subdivision and acceptance/approval of all required improvements.
- A. Maintenance includes repair or replacement of all defects, deficiencies and damage to the improvements that may exist or arise, abatement of nuisances caused by such improvements, removal of mud and debris from construction, erosion control, grass cutting, removal of construction materials (other than materials to be used for construction on the lot on which they are located or as permitted by the site plan) and snow removal.
  - B. Maintenance obligations for required improvements to existing public roads or other existing public infrastructure already maintained by a public governmental entity shall terminate on and after the date such improvement is accepted by the City or appropriate agency for dedication.
  - C. Irrespective of other continuing obligations, the developer's snow removal obligations terminate on the date a street is accepted by the City for public maintenance.
  - D. Maintenance deposits are subject to the immediate order of the Director of Public Works to defray or reimburse any cost to the City of maintenance or repair of improvements the developer fails to perform.
  - E. Where the maintenance deposit has been drawn upon by the City of Chesterfield for maintenance or where the amount remaining is determined to be insufficient, the Director of Public Works may require the maintenance deposit to be replaced or replenished by the developer.
  - F. In determining the amount of maintenance deposit that shall continue to be held, portions of the deposit amount that were attributable to improvements that have been accepted by any third-party governmental entity or utility legally responsible for maintenance of the improvement shall not be included.
- IV. Failure to complete and/or maintain the improvements in a timely and professional manner or provide schedules or other information requested may result in the developer being declared in default.
- A. In emergency circumstances or where action is otherwise required before written notice can be provided, the Director of Public Works may have maintenance work performed without written notice to the developer.
    - 1. If possible, the developer should be given the opportunity to perform any maintenance within a stated timeframe before the City has such maintenance performed.

2. Any costs to the City shall be reimbursed from the deposit as outlined under Section III-D.
  3. If remaining sums in deposit are determined to be insufficient, the deposit shall be replaced or replenished as outlined under Section III-E.
- B. In non-urgent circumstances, the Director of Public Works will provide the developer with written demand and opportunity to perform maintenance or to show cause within not less than 10 days why he should not be declared in default.
- C. If the developer is declared in default, any one or more of the following actions may be taken.
1. No building or other permit shall be issued to the developer in the subdivision.
  2. The Director of Public Works may suspend the right of anyone to build in the subdivision by issuance of a stop work order (SWO) stating the provisions of the Subdivision Ordinance being violated.
    - a. Also suspended - issuance of building permits and occupancy permits on any portion of the site, and all inspections and plan review related to any work on the site
    - b. Except in emergency situations, 10 days written notice of an order under this subsection shall be given (may be concurrent with notice under B above)
      1. Copies to all know sureties as appropriate
      2. Record affidavit of such notice with Recorder of Deeds
    - c. Final order served upon developer
      1. Copies to issuer/holder of surety as appropriate
      2. Copy recorded with the Recorder of Deeds
      3. Conspicuously and prominently posted at the subdivision
      4. Minimum language below may be supplemented:  
 THIS SUBDIVISION, (name of subdivision), HAS BEEN DECLARED IN DEFAULT BY THE CITY OF CHESTERFIELD DIRECTOR OF PUBIC WORKS. NO DEVELOPMENT, CONSTRUCTION, BUILDING OR DEMOLITION IN ANY MANNER SHALL TAKE PLACE WITHIN THE LIMITS OF THIS SUBDIVISION UNTIL SUCH TIME AS THE CITY OF CHESTERFIELD DIRECTOR OF PUBLIC WORKS REMOVES THIS PROHIBITION. ANY DEVELOPMENT, CONSTRUCTION, BUILDING OR DEMOLITION IN ANY MANNER WHILE THIS PROHIBITION IS IN EFFECT IS ILLEGAL AND SHALL BE ENFORCED PURSUANT TO THE SUBDIVISION ORDINANCE SECTION 1005.080, CITY OF CHESTERFIELD REVISED ORDINANCES.
    - d. Order may be rescinded in whole or in part

3. The developer may be required to submit additional cash sums guaranteeing the completion and/or maintenance of improvements after recalculation to allow for any inflated or increased costs of constructing, maintaining, and/or redesigning the improvements.
4. The balance of the deposit agreement may be required to be forfeited and paid to the City, placed in a trust and agency account, and used to complete and/or maintain improvements per the approved improvement plans or other appropriate purpose in the interest of public safety, health and welfare. See Section VI regarding attachment of escrows below for procedure.
5. The Director of Public Works may suspend the rights of the developer, or any related entity, to construct structures in any development platted after the effective date of such suspension throughout the City.
  - a. A developer is a related entity of another if 1) either has a principal or controlling interest in the other, or 2) any person, firm, corporation, association, partnership, or other entity with a controlling interest in one has a principal or controlling interest in the other. ID shall be supported by documentation from Secretary of State.
  - b. 10 days written notice of an order under this subsection shall be given
    1. Copies to all know sureties as appropriate
    2. Record affidavit of such notice with Recorder of Deeds
  - c. Final order served upon developer
    1. Copy to surety as appropriate
    2. Copy recorded with the Recorder of Deeds
6. The Director may recommend that the City Attorney take appropriate legal action and may also withhold any building or occupancy permits to this developer or related entities until such noncompliance is cured.
7. The City shall also have the right to partially or wholly remedy the deficiencies or breached obligations by set-off of any funds or assets otherwise held by the City of the developer to the maximum extent permitted by law.
  - a. Written notice shall be provided to the developer by the Director of Planning or Director of Public Works
  - b. Developer shall pay the City's costs, including reasonable attorney's fees, of enforcing such agreement in the event he is judicially determined to have violated any provision of the subdivision ordinance or agreement
  - c. Developer may file an appeal to any decision under the City's administrative review procedure

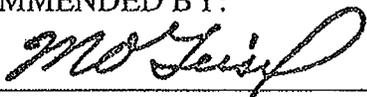
- D. Any developer, or related entity, that has a subdivision improvement guarantee that is in default, including escrow, fees, or bond shall be subject to:
  - 1. The provisions of items C2 and C5 above
  - 2. Suspension of rights of the developer, or any related entity, to receive development approval, including, but not limited to, approval of any plat or deposit agreement for new or further development in the City. The suspension will be rescinded only when the Director of Public Works is convinced that completion and maintenance of the improvements is adequately assured.
  
- V. Failure to complete the improvement obligations within the time provided by the agreement, including payment of funds to the City due to such failure, or expiration of a letter of credit, shall be deemed an automatic act of default entitling the City to all remedies without further or prior notice.
  
- VI. If, in the opinion of the Director of Public Works the developer has not proceeded to complete the required improvements in a conscientious, expeditious, and professional manner and/or the developer has not responded to requests for schedules, information, or other related information relative to the completion of improvements, the Department of Public Works will forward a recommendation to the Public Works/Parks Committee to attach escrows.
  - A. The Director of Public Works prepares and forwards a memo to Committee, recommending the City attach the escrow.
  - B. The list of deficiencies is forwarded to the Committee at this time. The Director of Public Works will provide information to the Committee as to the current level of funds escrowed and a preliminary opinion of the adequacy of remaining escrowed funds to complete the required improvements. Inasmuch as the Department may have to complete engineering designs, and review construction alternatives, it is recognized that these cost estimates are preliminary and are dependent upon the final design and construction methods employed.
  - C. Attach escrow, if approved by PW/P Committee
    - 1. Finalize scope of work and estimate of cost
    - 2. If required, notify developer to deposit additional funds in escrow. Copy surety. Developer should be given 30 calendar days to comply. The Department of Public Works should anticipate taking action within 45 calendar days of the original notification.
    - 3. Notify surety by certified mail to pay the estimated amount.

- D. Have work completed by City forces or contract to have it completed.
1. Develop appropriate plans
  2. Follow City procurement guidelines to contract for work, if needed
  3. If previously approved by the Public Works\Parks Committee, and it becomes necessary to expedite all of, or certain portions of the required construction, the Department of Public Works may contract for services, equipment, materials, and labor on a time and materials basis, foregoing the advertising and bidding which would otherwise be required. Efforts should be made to secure competitive pricing for services, equipment, materials, and labor whenever practical. It is recognized that certain improvements are weather dependent and the purpose of this section is to provide relief whenever delays associated with the standard City procurement process would result in an undue hardship to the City and its residents.

E. Important notes

1. If actual costs exceed the estimate, the City is responsible for the difference.
2. The surety is liable for the amount of funds in escrow and then no longer responsible.
3. If the developer does not make the deposit required, the City sues him, not the surety, for that difference.
4. This can be a time consuming process.

RECOMMENDED BY:



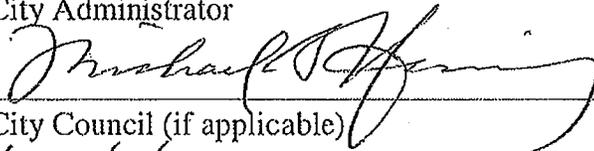
Department Head/Council Committee (if applicable)

6-10-04

Date

APPROVED BY:

City Administrator



City Council (if applicable)

↳ 6/7/04

Date

6/11/04

Date





# PLOT PLAN REVIEW

SUBDIVISION:	
LOT:	

Submittal Date:		Reviewed by:		Date:	
-----------------	--	--------------	--	-------	--

		Yes	No	N/A	Comments
1.	Detention Basin				
a.	Less than 60% of zoning authorizations issued				
b.	More than 60% issued, and detention basin is operational				
c.	No additional permits authorized				
2.	Easements				
3.	Storm Sewers				
4.	Spot Elevations				
	Retaining Walls				
6.	Top of Foundation				
7.	Driveways				
8.	Drainage				
9.	Driveway Apron Location				
10.	Sight Distance Triangle				
11.	Detention Basin Highwater				
12.	Plot Plan to Scale				
13.	Record Plat on File				
14.	Silt Control/Grading Permit				

If all items listed above are marked yes or N/A, sign and date the plot plan and return to the Planning Dept. Also, record the date of approval in the blue, "zoning authorizations" file on the form stapled to the inside of the file folder.

If any item listed above is marked no, write "REJECTED", the date and list the reasons for rejection on the plot plan. Return the plan to the Planning Dept.

## PLOT PLAN REVIEW

### 1) DETENTION BASIN:

No more than 60% of lots may be built if the corresponding detention basin is not finished. In this situation, return the unreviewed plot plan with the comment, "No additional permits can be authorized in this watershed until the detention basin is operational."

### 2) EASEMENTS:

Check that the easements on the record plat match those shown on the plot plan. No structures are allowed in easements.

### 3) STORM SEWERS:

Record storm sewers from the improvement plans onto the plot plan.

### 4) SPOT ELEVATIONS:

Verify that the elevations shown on the grading plan correspond reasonably (1 to 2 ft., with allowance for overdig of foundation) to those shown on the plot plan.

### 5) RETAINING WALLS:

Check that any proposed retaining walls are in accordance with comment 40.70.8 (page 40.70-4) of the St. Louis County Design Criteria for the Preparation of Improvement Plans.

### 6) TOP OF FOUNDATION:

Check that the TF given on the plot plan corresponds reasonably to the proposed TF from the improvement plan.

### 7) DRIVEWAYS:

Check that the proposed driveway slope is less than 15%, and that storm water runoff is not directed toward the structure.

### 8) DRAINAGE:

Check that the planned drainage routes on the plot plan agree with the drainage area plan. If the proposed house is within a drainage area that drains away from the street, add the standard comment, "Do *not* direct roof drains to street."

### 9) DRIVEWAY APRON LOCATION:

Verify that the driveway apron is no less than 5 ft. from any street sewer inlet. In addition, check that the driveway width, at the R.O.W. line, is no more than 25 ft (for a 2-car garage) or 31 ft. (for a 3-car garage). Also check that the driveway width, at the R.O.W. line, is no less than 10 ft. (12 ft. if the distance between the sidewalk and street is less than 4 ft.).

### 10) SIGHT DISTANCE TRIANGLE:

For corner lots, check that the proposed house and driveway do not cross the sight distance triangle. A picture of the sight distance triangle may be found on page 40.35-1 of the St. Louis County Design Criteria for the Preparation of Improvement Plans. In addition, verify that the driveway apron is no less than 10 ft. from a street corner radius point.

### 11) DETENTION BASIN HIGHWATER:

The proposed inhabitable structure must be at least 30 ft. horizontally from the 100 year high-water and the lowest sill must be 2 ft. vertically from the 100 year high-water.

FOR ISOLATED LOTS IN PREVIOUSLY DEVELOPED SUBDIVISIONS, ADD A NOTE TO THE PLAN REQUIRING SILTATION CONTROL MEASURES AS A CONDITION OF APPROVAL. ALSO DETERMINE IF MORE THAN 5,000 SF OF AREA OUTSIDE THE BUILDING WILL BE DISTURBED. IF SO, A GRADING PERMIT APPLICATION AND \$1,500 SURETY ARE REQUIRED FOR A GRADING PERMIT TO BE ISSUED.

\*Skip numbers 4,6,7, and 8 if no elevations are shown on the plot plan.





**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 37

**SUBJECT** Streambank Erosion Assistance

**INDEX** PW

**DATE  
ISSUED** 2/1/1999

**DATE  
REVISED**

---

---

**POLICY**

The Department of Public Works staff shall assist property owners with streambank erosion problems in the following manner:

- **Meetings** – an engineer will initially meet with residents as concerns are reported; providing (1) flowchart depicting the permitting process, (2) identify agencies involved, and (3) a standard package of manufacturers literature of erosion control products.
- **Brochure** - a standard brochure to explain erosion control issues shall be distributed from the Public Works department as requested and needed. The brochure will explain erosion control issues, define responsibilities, and identify the negative consequences associated with individual efforts.
- **Articles** – periodic articles shall be prepared for the Citizen newsletter to assist and direct residents with these problems.

**RECOMMENDED BY:**

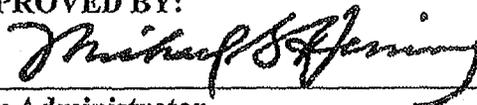


\_\_\_\_\_  
Department Head/Council Committee (if applicable)

3/10/99

\_\_\_\_\_  
Date

**APPROVED BY:**



\_\_\_\_\_  
City Administrator

3-10-99

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC SERVICES**

**NO.** 38

**SUBJECT** Street Snow Removal Recoupment  
Program - Eligible Cost Formula

**INDEX** PW

**DATE  
ISSUED** 8/16/1999 (original)

**DATE  
REVISED** 10/21/2013

---

**POLICY**

Owners of un-gated, improved and platted private streets in subdivided developments are eligible for reimbursement of expenses incurred for snow removal.

This program is based upon private streets located within non-gated, single family residential developments, and condominium developments. It does not include commercial subdivisions or apartments. Within these developments, City staff will distinguish between private streets, alleys, and parking areas.

The funding formula is intended to provide reimbursement for reasonable and customary expenses for snow removal and deicing efforts on private streets, for participating subdivisions during a typical winter season.

Reimbursements will be limited based on a formula of \$40 per residential unit or \$4,500 per centerline mile of private street, whichever is larger.

The Snow Removal Reimbursement Program will be funded annually, in the amount of \$145,000 from the General Fund, subject to annual appropriation by City Council.

In the event of a "severe season", defined as a season during which the City of Chesterfield receives thirty or more inches of snow, as measured by the National Oceanic and Atmospheric Administration (NOAA), City Staff will provide City Council information as to the amount of supplemental funding necessary to provide for reimbursement at the 80<sup>th</sup> percentile value for each category of reimbursement.

**CITY OF CHESTERFIELD  
POLICY STATEMENT (continued)**

**PUBLIC SERVICES**

**NO.** 38

**SUBJECT** Street Snow Removal Recoupment  
Program - Eligible Cost Formula

**INDEX** PW

**DATE**  
**ISSUED** 8/16/1999 (original)

**DATE**  
**REVISED** 10/21/2013

---

City Council would subsequently decide what level of supplemental funding would be provided through a Fund Transfer from the General Fund – Fund Reserves, if any.

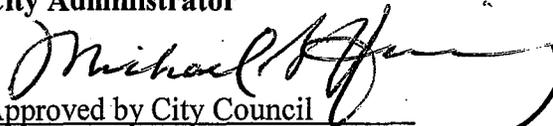
**RECOMMENDED BY:**

Recommended by the Planning and Public Works Committee  
**Department Head/Council Committee (if applicable)**

10/10/2013 \_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

  
Approved by City Council  
**City Council (if applicable)**

\_\_\_\_\_  
**Date**

10/21/2013 \_\_\_\_\_  
**Date**

CITY OF CHESTERFIELD  
POLICY STATEMENT

PARKS AND RECREATION

NO. 39

SUBJECT Park Rules and Regulations

INDEX PW

DATE  
ISSUED 5/3/1999

DATE  
REVISED 8/3/2009

---

---

POLICY

See attached Park Rules and Regulations

RECOMMENDED BY:

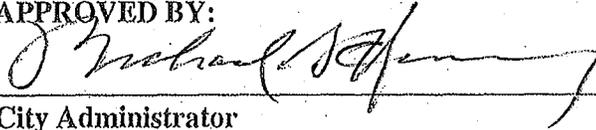


Department Head/Council Committee (if applicable)

8/10/09

Date

APPROVED BY:



City Administrator

8/17/09

Date

City Council (if applicable)

Date

# CITY OF CHESTERFIELD

## PARK RULES AND REGULATIONS

### ARTICLE I. IN GENERAL

#### Sec. 22-1. Unlawful to operate motor vehicles in certain areas of City parks.

No person shall operate a motor vehicle upon any unpaved area within a Chesterfield City park unless the area is specifically designated and posted to permit the operation of such vehicles in that area.

#### Sec. 22-2. Buses and certain trucks prohibited in City parks.

Trucks larger than a three-fourth (3/4) ton pickup truck and buses are prohibited from entering into a City park unless specific permission for same is obtained from the Director of Parks and Recreation or his/her designee. Trucks and buses having secured permission must park in areas so designated by the Director of Parks and Recreation or his/her designee or Police.

#### Sec. 22-3—22-15. Reserved.

### ARTICLE II. PARKS RULES AND REGULATIONS

#### Sec. 22-16. Operating rules.

The Director of Parks and Recreation is hereby authorized to establish rules, which he/she determines are necessary to properly maintain, operate, develop, or construct City parks, facilities and/or trail areas, or to assure the safety of users of said parks and recreation facilities.

#### Sec. 22-17. Hours of operation.

City parks, facilities, and trail areas shall be open for public use during the period from sunrise to sunset with the exception of special use facilities such as aquatic centers, athletic complexes, amphitheaters; and in instances of special events and festivals, etc. It shall be unlawful for any person or persons (other than City personnel and/or concession/vending operators conducting City business therein) to occupy or be present in said park during any hours in which the park is not open to the public, unless written permission for extended use has been obtained from the Director of Parks and Recreation or his/her designee.

**Sec. 22-18. Park, facility, and trail usage.**

The City through its representatives, agents and employees, reserves the right to control the use of all City parks, facilities, and trail areas. In general, all City parks, facilities, and trail areas are to be open for the use by its residents; however, the City reserves the right to restrict the use of City parks, facilities, and trail areas or portion thereof for programs, special events, festivals, rentals, construction, and ongoing maintenance and operations.

No organized programs, camps, special events, festivals, walks, runs, rides, etc. shall take place in a City park, facility and/or trail area without the expressed written consent of the Director of Parks and Recreation.

The City through its representatives, agents, and employees, reserves the right to control all activities at any City park, facility and/or trail area and to eject any person(s) who is objectionable and causes disfavor to the rules and regulations.

Park patrons, lessee's agents, servants, employees, assigns, successors, invitees, and licensees at all times agree to fully abide by all federal, state, county and municipal laws and ordinances.

No private property may be placed on or in City parks, facilities and/or trail areas without the expressed written consent of the Director of Parks and Recreation or his/her designee.

The City will not assume any responsibility for any private property that may be approved for placement.

The City shall have the sole right to determine any and all decisions regarding the condition and usage of the parks, facilities and trail areas.

**Sec. 22-19. Meetings, Exhibitions, Parades, etc.**

No person shall, without a permit:

- (1) Conduct a public assembly, parade, picnic, or other event involving more than twenty (20) individuals;
- (2) Conduct any exhibit, music or dramatic performance, fair, circus, concert, play, radio or television broadcast, other than a news transmission;
- (3) Create or emit any Amplified Sound, except from a radio, recorder or other device possessed and used by an individual for his/her own enjoyment and operated in such a manner so as not to interfere with the use and enjoyment by another person;
- (4) Station or erect any building, tent, canopy, stand, bandstand, stage, tower, scaffold, sound stage, platform, rostrum or other structure.

Permits may be obtained from the Director of Parks and Recreation. Permits may be issued pursuant to the guidelines set forth in Section 22-20.

### Permits. 22-20

A permit for the use of a specific park, park area, facility or trail area may be obtained by applying to the Parks and Recreation Department in advance of the date for which the use of a specific park, park area, facility or trail area is sought. Persons issued a permit for the use of a specific park, park area, facility or trail area shall have preference to the use of the specific park, park area, facility or trail area reserved upon the dates and during the times indicated on the permit. A permit shall generally be issued when:

- (1) The proposed activity or use of the park, facility or trail area will not reasonably interfere with or detract from the general public's enjoyment of the park, facility and/or trail area.
- (2) The proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- (3) The proposed activity or use will not entail unusual, extraordinary or burdensome expense, and/or police/maintenance operation by the City.
- (4) The location for the proposed activity or use is in an area deemed suitable by the Director of Parks and Recreation.
- (5) The issuance of such permit shall not result in crowded or congested conditions due to the issuance of prior permits for the same day, or due to the anticipated number of attendees for the planned event.
- (6) The proposed activity, use and/or equipment are deemed not to be a safety or liability issue.

Lessee is responsible to see that all activities are properly controlled; all rules are enforced, and must have a designated person(s) of authority on site at all times.

Lessee agrees that he/she will, to the extent possible, take every action necessary to prevent any and all disorderly or boisterous conduct or immoral practices of any kind and/or about the premises by its agents, servants, employees, assigns, successors, invitees and licensees.

The City through its representatives, agents, and employees, may revoke the usage of any permit previously granted at any time if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing

the permit requested is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons or visitors to the park, facility and/or trail area is endangered by the continuation of such activity.

**Sec. 22-21. Domestic animals.**

- (a) No person shall bring any animal into areas of a park, facility and/or trail area that have been marked by signs bearing that animals/pets are not allowed.
- (b) No person shall bring any animal into playground areas.
- (c) No person shall permit the running of a domestic animal at large, unless in a designated area such as a "Dog Park" or an "Off-Leash" area.
- (d) Except as part of an organized, authorized, or supervised Parks and Recreation program or in a designated area such as a "Dog Park" or an "Off-Leash" area, all domesticated animals where permitted shall be restrained by a leash no more than six feet in length and held by a competent person.
- (e) No vicious animal of any kind shall be brought into the park, facility and/or trail area at any time even though restrained as described above.
- (f) No person shall ride or otherwise bring any horse, mule, pony or other such riding animal in any of the parks, facility and/or trail area, except where posted for use of special trails etc. or unless special written permission for said use is obtained in advance from the Director of Parks and Recreation.
- (g) Where permitted, horses shall be thoroughly broken and properly restrained, and ridden with due care, and shall not be allowed to graze or go unattended.
- (h) No animal shall be tethered to any bush, tree, shrub, or to any park structure.
- (i) Any person bringing an animal into the parks, facilities and/or trail areas shall remove and dispose of all feces left by such animal.

**Sec. 22-22. Disposal of trash.**

- (a) No person shall throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, storm sewer or drain flowing into such waters, any substances matter or thing, liquid or solid, which will or may result in the pollution of the waters.
- (b) No person shall litter or cause to be littered any of the grounds, driveways, buildings or other structures of the parks, facilities, and/or trail areas by scattering, dumping, or

leaving paper, garbage, cans, broken glass, bottles, ashes, rubbish, waste, or other trash. All such rubbish or waste shall be placed in the proper receptacles where they are provided. Where receptacles are not provided, all rubbish or waste shall be carried away from the park, facility and/or trail area by the person responsible for its presence and properly disposed of elsewhere.

(c) No person shall bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse, or other trash.

**Sec. 22-23. Fires.**

(a) No person shall build or attempt to build a fire in a park, facility and/or trail area except in an approved container and with written approval from the Director of Parks and Recreation.

(b) No person who has built any fire shall leave the place where the fire was built without first completely extinguishing the fire.

(c) No person shall drop, throw, or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper or other inflammable material, within any park, facility and/or trail area.

**Sec. 22-24. Tobacco and smoking.**

No person shall smoke or use tobacco products in any City park, facility and/or trail area, with the exception of parking lot areas.

**Sec. 22-25. Camping.**

Camping, whether in vehicles or not, is prohibited in City parks, facilities and/or trail areas unless where specific written approval has been made by the Director of Parks and Recreation.

**Sec. 22-26. Tents, awnings and canopies.**

No person shall erect, hang, or construct any tent/awning/canopy in any City park, facility and/or trail area unless where specific approval has been made by the Director of Parks and Recreation or his/her designee.

**Sec. 22-27. Damaging property.**

No person in a City park, facility and/or trail area shall;

- (1) Willfully mark, deface, disfigure, injure, tamper with, displace or remove any building, bridge, table, bench, fireplace, railing, paving or paving material, water line or other public utility or parts or appurtenances thereof; sign, notice, or placard whether temporary or permanent; monument, stake, post or other boundary marker; or other structure or equipment, facility, trail or park property or appurtenances whatsoever, either real or personal.
- (2) Dig or remove any soil, rock, stone, sand, shrub, tree or plants, downed timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency.
- (3) Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon or across such lands, except on special written permit by the Director of Parks and Recreation.
- (4) Damage, cut, carve, transplant or remove any tree or plant, or injure the bark thereof; or pick the flowers or seeds of any tree or plant; or attach any rope, wire or other contrivance to any tree or plant; or dig in or otherwise disturb grass areas; or in any other way injure or impair the natural beauty or usefulness of any area.
- (5) Climb any tree or walk, stand or sit upon monuments, vases, fountains, railings, fences or upon any other property not designated or customarily used for such purposes.

**Sec. 22-28. Weapons prohibited.**

No person shall carry or have in his/her possession any firearm, air pistol, air rifle, bow and arrow or any other instrument capable of launching or firing any projectile or noxious substance, whether propelled by gunpowder, gas, air, spring, or any other means, while within any park, facility, trail area, roadway, driveway, or other public place of the department. This section shall not apply to any law enforcement officer authorized by law to carry a weapon within the parks, facilities and/or trail areas.

**Sec. 22-29. Bicycles.**

- (a) No person shall bring a bicycle(s) into any areas of a park, facility and/or trail areas that have been marked by signs bearing that bicycle usage is prohibited.

(b) It is required that children under the age of 17 wear an approved helmet (Snell or ANSI standards) when riding a bicycle in a City park, facility and/or trail area.

(c) No person shall leave a bicycle in a place other than a bicycle rack when such is provided and space is available.

(d) No person shall leave a bicycle lying on the pavement or in any place or position where other persons may trip over it or be injured by it.

(e) No person shall ride a bicycle on other than a graveled, wood chipped or paved vehicular road or path designated for that purpose, except a bicyclist may wheel or push a bicycle by hand over any grassy area or wooded trail or on any paved area reserved for pedestrian use.

(f) No person shall fail to comply with all traffic rules and regulations as apply to the operation of bicycles on City streets.

**Sec. 22-30. Skateboards, in-line skates, coasters, scooters etc.**

(a) No person shall ride or otherwise bring any skateboards, in-line skates, coasters, scooters or any other such riding apparatus in any parks, facilities and/or trail areas except where posted for designated use (designated trails/pathways, skateboard parks etc.).

(b) It is required that children under the age of 17 wear an approved helmet (Snell or ANSI standards) when riding skateboards, in-line skates, coasters, scooters or any other such riding apparatus in a City park, facility and/or trail area.

**Sec. 22-31. Solicitations prohibited.**

(a) No person shall solicit alms or contributions for any purpose whatsoever, whether public or private within any of the parks, facilities, and/or trail areas, except by written permission of the Director of Parks and Recreation, when such solicitations are of direct benefit to the Parks and Recreation Department's purposes and programs.

(b) No person shall offer to sell or exchange any article or thing, or do any hawking, peddling or soliciting of sales, or buy or offer to buy any article or thing in any of the parks, facilities, and/or trail areas, except when acting in pursuant to a concession/vending contract or with the written permission of the Director of Parks and Recreation or his/her designee.

(c) No person shall paste, glue, tack, place signs on windshields of cars or otherwise post any sign, placard, advertisement or inscription whatsoever, or to erect or cause to be erected any sign on any public lands or highways or roads adjacent to a park, facility

and/or trail area without the expressed written consent of the Director of Parks and Recreation.

(d) No person shall announce, advertise or call the public attention in any way to any article or service for sale or hire without the expressed written consent of the Director of Parks and Recreation.

(e) No person shall campaign or solicit for petition whether public or private within any of the parks, facilities, and/or trail areas, except by written permission of the Director of Parks and Recreation, when such solicitations are of direct benefit to the City's purposes and programs.

**Sec. 22-32. Concessions and vending.**

The City reserves the exclusive right to all concession and vending at all parks, facilities and/or trail areas. This shall include, but not limited to food/beverage operations, bicycle and boat rentals, t-shirt and novelty sales etc.

**Sec. 22-33. Closed areas.**

No person shall enter an area or roadway in a park, facility and/or trail area closed to public access, unless authorized by the Director of Parks and Recreation or his/her designee.

**Sec. 22-34. Traffic and motor vehicles.**

(a) Persons operating a motor vehicle within a City park, facility and/or trail area shall operate the same in a careful and prudent manner.

(b) No person shall drive any motor vehicle on a driveway located in any of the City parks, facilities and/or trail areas at any speed over the posted speed limit.

(c) No person in a park, facility and/or trail area shall drive any vehicle on any area except the graveled or paved park and/or facility roads or parking areas provided for that purpose, or such other areas as may on occasion be specifically designated as temporary parking areas by the Director of Parks and Recreation.

(d) No person in a park, facility and/or trail area shall park a vehicle in other than an established or designated parking area, and such use shall be in accordance with the posted directions thereat and with the instruction of any attendant who may be present.

(e) No person shall leave, park or stop a motor vehicle within any City park, facility and/or trail area after the designated closing time unless authorized by the Director of Parks and Recreation or his/her designee.

(f) No trucks, buses, or other commercial vehicle exceeding a gross weight of (8,000 lbs) may enter any City park, facility and/or trail area unless specific permission in writing is obtained from the Director of Parks and Recreation or his/her designee. This does not include vehicles delivering to or coming from the parks, facility and/or trail area, or vehicles engaged in work for the City.

(g) No person shall leave a parked vehicle in a City park, facility and/or trail area for the purpose of carpooling or the advertisement to sell said vehicle.

(h) No person shall operate a golf cart and/or utility cart on or in a City park, facility and/or trail area without the expressed written consent of the Director of Parks and Recreation or his/her designee.

**Sec. 22-35. Glass bottles or containers prohibited.**

No person shall bring into any City park, facility and/or trail area any glass bottles or containers.

**Sec. 22-36. Gambling.**

No person shall gamble, or participate in or abet any games of chance in a park, facility and/or trail area.

**Sec. 22-37. Amusement rides, games, booths, activities, DJ's**

The use of amusement rides, inflatables, games, booths, activities, portable barbeque pits, bands and DJ's etc. are prohibited in any City park, facility and/or trail area unless specifically approved in writing by the Director of Parks and Recreation or his/her designee.

**Sec. 22-38. Swimming.**

It shall be unlawful for any person in a park, facility and/or trail area to swim, bathe or wade in any waters or waterways in or adjacent to any park, facility, and/or trail area, except in such waters and at such places as are provided therefore, and in compliance with such regulation as are herein set forth or may be hereafter adopted. Nor shall any person frequent any waters or places customarily designated for the purpose of swimming or bathing, or congregate thereat, when such activity is prohibited by the Director of Parks and Recreation or his/her designee upon finding that such use of the water would be dangerous or otherwise inadvisable.

(a) Certain hours. It shall be unlawful for any person in a park, facility and/or trail area to frequent any waters or places designated for the purpose of swimming or bathing, or

congregating thereat, except between such hours of the day as shall be designated by the Director of Parks and Recreation or his/her designee for such purposes for each individual area.

(b) Bath houses and Restrooms. It shall be unlawful for any person in a park, facility and/or trail area to dress or undress on any beach, or in any vehicle or other place, except in such restrooms, bathing houses or structures as provided for that purpose.

(c) No person shall be indecently exposed or nude in a park, facility and/or trail area unless in a Bath house or Restroom.

**Sec. 22-39. Boating.**

No person shall bring into or operate any boat, raft or other water craft, whether motor-powered or not, upon any waters, except at places designated for boating by the Director of Parks and Recreation, or as part of an organized, authorized, or supervised Parks and Recreation program/special event or when acting pursuant to a concessions/vending contract. Such activities shall be in accordance with applicable regulations as are now or may hereafter be adopted.

**Sec. 22-40. Ice skating.**

No person shall go onto the ice on any body of water in any park, facility or trail area.

**Sec. 22-41. Sledding and snow boarding.**

No person shall sleigh ride or snow board on/in any City park, facility and/or trail area.

**Sec. 22-42. Fishing.**

Except as otherwise provided herein, fishing is allowed in waters or waterways in or adjacent to any park, facility and/or trail pursuant to the Missouri Conservation Commission rules R.S. Mo. Ch252.

(a) No person shall fish off-shore in a park, facility and/or trail area, except where such locations have been specifically designated for such activity.

**Sec. 22-43. Hunting.**

- (a) No person shall hunt, molest, harm, trap, kill, shoot at any animal, reptile or bird; or remove the eggs or nest or young of any bird; except snakes known to be deadly poisonous in any City park, facility and/or trail area.
- (b) No person shall give or offer to give any animal or bird any noxious substance.

**Sec. 22-44. Intoxicating beverages.**

- (a) The use of intoxicating beverages within the parks, facilities and/or trails is acceptable, with exception of where specifically prohibited by the Director of Parks and Recreation.
- (b) No person shall enter any of the parks, facilities and/or trails while in an intoxicated condition nor shall that person remain therein while in an intoxicated condition whether intoxicated at the time of entering the parks, facilities and/or trail area or becoming intoxicated after entering.
- (c) No one shall sell alcoholic beverages of any kind in a park, facility and/or trail area except when acting pursuant to a concession/vending contract.
- (d) No minor shall possess or consume any intoxicating beverages at any time in any park, facility and/or trail areas.

**Sec. 22-45. Fireworks and explosives.**

Except as expressly permitted by the Director of Parks and Recreation, no person in a park, facility and/or trail shall bring or have in his/her possession, or set off or otherwise cause to explode or discharge or burn, any firecracker, torpedo, rocket, or other fireworks or explosives of inflammable material; nor shall any person throw them into any such area from land or highway adjacent thereto. This prohibition includes any substance, compound, mixture, or article that in conjunction with any other substance or compound would be dangerous.

**Sec. 22-46. Games and activities.**

- (a) No person in a park, facility and/or trail area shall take part in or abet the playing of any games involving thrown or otherwise propelled objects such as stones, arrows, javelins, lawn darts, flying disc, golf, model airplanes, kites, bocce ball, dodge ball and horseshoes except in areas set apart for such forms of recreation or upon the written approval of the Director of Parks and Recreation.
- (b) No person in a park, facility and/or trail area shall take part in or setup/construct the playing of any games involving the use of volleyball/badminton nets/poles; baseball,

softball, stickball, whiffle ball, and kickball; soccer, lacrosse, field hockey, football, and cricket; except in areas set apart for such forms of recreation or upon the written approval of the Director of Parks and Recreation.

**Sec. 22-47. City trails.**

(a) Definitions and rules of construction. The following definitions and rules of construction apply to this section.

“City Trail” means any trail maintained or operated by the Parks and Recreation Department for use by pedestrians or cyclists.

“Cycle” means any device, other than a wheelchair, which is propelled by human power and has one or more wheels at least twenty (20) inches in diameter and a frame size of at least fourteen (14) inches.

“Pedestrian” includes any person walking, jogging, running, in-line skating or riding in a wheelchair.

“Wheelchair” means a chair mounted on wheels for use by disabled individuals.

(b) Trail use by motorized equipment/vehicles.

All motorized vehicles (cars, trucks, motorcycles, go karts, segways, toy vehicles, etc.), except for electrically assisted powered-mobility devices for persons with disabilities (wheelchairs and scooters) shall not use any trail, except for official and emergency vehicles.

(c) Trail use by cyclists.

(i) It is required that children under the age of 17 wear an approved helmet (Snell or ANSI Standards) when riding a bicycle on a City trail.

(ii) Every person operating a cycle upon a City trail shall ride as near to the right side of the trail as practicable, exercising due care when passing a pedestrian or other cyclist.

(iii) Persons operating cycles upon a City trail shall ride, single file when passing a pedestrian or other cyclist.

(iv) No person shall operate a cycle upon a City trail at a speed greater than 20 mph and as is reasonable and prudent under conditions then existing.

(v) Every person operating a cycle upon a City trail shall give an audible signal before passing a pedestrian or another cyclist.

(vi) Every person operating a cycle upon a City trail shall at all times exercise the highest degree of care to avoid colliding with another trail user, and shall always yield to pedestrians.

(d) Trail use by pedestrians.

(i) Pedestrians on a City trail shall remain as near to the right side of the trail as practicable.

(ii) Every pedestrian on a City trail shall give an audible signal before passing another pedestrian or cyclist.

(e) Trail use by dogs.

(i) All dogs shall be restrained by a leash no more than six (6) feet in length. The dog shall be reined in to within four (4) feet of the responsible person whenever it approaches or is approached by another trail user.

(ii) Any person bringing a dog onto a City trail shall remove and dispose of all feces left by such dog.

(f) Trail use by horses.

It shall be unlawful for any person in a park, facility and/or trail area to ride a horse, except on designated bridle trails. Where permitted, horses shall be thoroughly broken and properly restrained, and ridden with due care, and shall not be allowed to graze or go unattended, nor shall they be hitched to any rock, tree or shrub.

**Sec. 22-48. Photos, Film and Video.**

No person(s) in a park, facility and/or trail area shall take part in the taking of organized photo, film or video shoots etc., without the expressed written consent of the Director of Parks and Recreation or his/her designee.

**Sec. 22-49. Provisions not applicable to employees.**

The provision of these rules and regulations shall not be applicable to City employees or contractors of the City, while actually engaged in their official duties, nor shall the provisions of these rules and regulations be applicable to City officials while attending to park business.

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 40

SUBJECT Vertical Curbs

INDEX PW

DATE  
ISSUED 10/25/1999

DATE  
REVISED

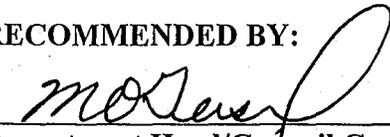
---

---

**POLICY**

In conjunction with residential slab replacement projects, median/island rolled curbs shall be replaced with vertical curbs. City staff will notify trustees of the conversion prior to construction, so they will have an opportunity to voice any objections or concerns.

RECOMMENDED BY:

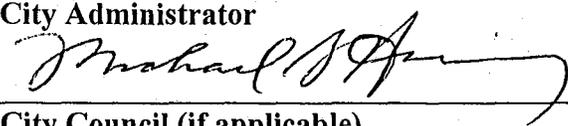
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

Date

10/28/99

APPROVED BY:

\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
City Council (if applicable)

Date

Date

10/18/99

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 41

**SUBJECT** Sanitary Sewer Lateral Tax Refund  
Program

**INDEX** PW

**DATE  
ISSUED** 11/06/2000

**DATE  
REVISED**

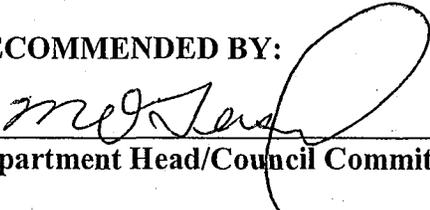
---

---

**POLICY**

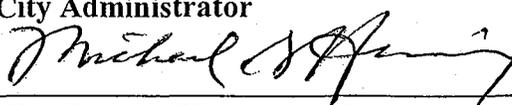
The Sanitary Sewer Lateral Repair Program only applies to those buildings with six (6) or less units. The St. Louis County Department of Revenue has included the \$28 per year fee in the real estate tax bill for all property assessed as residential whether they qualify for the program, or not. The City of Chesterfield will refund the \$28 fee to those residents who have paid the fee, but are not eligible for the program.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

12/4/00  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

12/5/00  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 42

SUBJECT Pavement Specification & Acceptance  
Policy

INDEX PW

DATE  
ISSUED 2/5/2001

DATE  
REVISED 01/17/2007

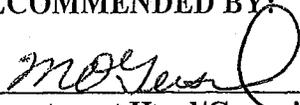
---

---

POLICY

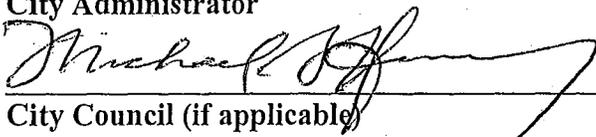
Two policy statements dated 01/17/2007, related to Pavement Specifications and acceptance are attached: one for New Development and one for Work Contracted by the City.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/07  
\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date  
1/17/07  
\_\_\_\_\_  
Date

**City of Chesterfield**  
**Pavement Specification & Acceptance Policy**  
**for**  
**New Development**

---

<b>Section</b>		<b>Page</b>
1.	Introduction	1
2.	Concrete	1
3.	Bituminous Pavements	2
4.	Rock Base (4" thick)	3
5.	Fabric	3
6.	Underdrains	3
7.	Concrete Placement	3
8.	Joints	4
9.	Concrete Finishing	4
10.	Saw Cutting	5
11.	Curing	5
12.	Joint Sealing	5
13.	Weather Conditions	6
14.	Opening to Traffic	6
15.	Testing and Acceptance	6
16.	Judgement	9

---

**SECTION 1. INTRODUCTION**

- A. In the following sections, provisions apply to both concrete and bituminous pavements unless otherwise stated. The provisions for concrete apply equally to concrete pavement and concrete curb and gutter constructed as part of asphalt pavement.

**SECTION 2. CONCRETE**

- A. Concrete shall have a minimum of 6.00 sacks (565 lbs.) of Portland Cement (ASTM C 150, Type I) per cubic yard of concrete.
- B. Concrete coarse aggregate shall consist of limestone aggregate from a MoDOT inspected and approved source. Limestone aggregate for pavement concrete shall be in accordance with Section 1005 of the "Missouri Standard Specifications for Highway Construction, 2004". Coarse aggregates containing in excess of 6% total deleterious material are prohibited.

- C. Concrete fine aggregate shall be Class A sand in accordance with Section 501.2.2.2.1 and Section 1005.2 of the "St. Louis County Standard Specifications for Highway Construction, January 1, 1997." Note that fine aggregates for concrete to be used in sidewalks and drive approaches shall, in addition to meeting the requirements of section 1005.2, be free from coal and lignite materials as determined by AASHTO 113.
- D. Approved Class C or F fly ash may be used to replace up to 15 percent of the cement on a pound for pound basis in all concrete except concrete designed for high early strength. Fly ash shall not exceed 15 percent by weight of the total cementitious material (fly ash and cement).
- E. Water to cement ratio shall not exceed 0.47. The water to cement ratio shall be calculated using the total weight of cementitious material. No water shall be added to the concrete mix once it leaves the batch plant without the City's approval.
- F. Maximum three-inch (3") slump when placed with a slip-form paver and maximum four-inch (4") slump when placed using forms, per ASTM C-143.
- G. Concrete shall have 5% to 8% air content (by volume).
- H. Hand mixing of concrete will not be permitted.
- I. The use of an approved admixture may be permitted upon written request by the Developer. The use of any admixture will be by approval of the Director of Public Works/City Engineer and contingent upon satisfactory performance of the work; permission for its use may be withdrawn at any time satisfactory results are not obtained.
- J. All streets within a development shall be constructed in accordance with the approved improvement plans for that development. All residential streets shall be constructed to the minimum required thickness, unless the approved improvement plans indicate a greater thickness.

### SECTION 3. BITUMINOUS PAVEMENTS

- A. Bituminous pavements and base courses, except as modified herein, shall be constructed in accordance with "St. Louis County Standard Specifications for Highway Construction, January 1, 1997."
- B. The final surface layer shall be laid in a continuous sequence over the entire project constructed in a single operating day. The contractor shall arrange operations in such a manner to avoid cold joints, either transverse or longitudinal. When cold joints cannot be prevented, transverse cold joints should be constructed as opposed to longitudinal cold joints.

## SECTION 4. ROCK BASE

- A. During excavation for the rock base, the grade shall be scarified to facilitate drying or moistened as necessary to permit proper compaction. Prior to placement of the geotextile fabric and rock base, the grade shall be uniform, rolled and compacted to not less than ninety percent (90%) of the maximum density as determined by the Modified Proctor Test AASHTO T-99 (ASTM D-1557-78). The City may, at its sole discretion, accept proof rolling as evidence of compactive effort in lieu of in place density tests.
- B. Rock base shall be Type 5 Aggregate, per Section 1007 of the "St. Louis County Standard Specifications for Highway Construction, January 1, 1997." The rock base shall be placed on the graded and compacted subgrade, then shaped and compacted to not less than ninety percent (90%) of the maximum density as determined by the Modified Proctor Test AASHTO T-99 (ASTM D-1557-78). Soft spots and unstable areas resulting from the contractor's operation and sequence of work shall be removed and replaced with an approved material.

## SECTION 5. FABRIC

- A. Geotextile fabric shall be rolled out in the direction of the traffic lane with all edges overlapping by at least eighteen inches (18") under the 4" compacted rock base.
- B. Fabric specifications and characteristics shall be determined and approved by the Director of Public Works/ City Engineer.

## SECTION 6. UNDERDRAINS

- A. Install and connect four-inch (4") diameter perforated drains at all inlets to provide a way for water to exit from beneath the pavement. Underdrains help prevent prolonged pavement exposure to water, pumping, deflection cracking, faulting and frost action. Underdrain details are to be approved by the Director of Public Works/City Engineer.

## SECTION 7. CONCRETE PLACEMENT

- A. Concrete shall not be placed until rock base and/or forms have been checked for line and grade. Vertical control stakes set by a registered land surveyor are required on each side of the proposed pavement. Cut sheets shall be provided to the City.
- B. Steel tie bars (epoxy coated deformed steel bars, ASTM A 615, Grade 40 or 60, 5/8" diameter, 30" long, @ 30" centers) shall be installed at longitudinal joints.
- C. Steel dowel pins (epoxy coated smooth steel bars, ASTM A 615, Grade 40 or 60, 5/8" diameter, 16" long, @ 18" centers) shall be installed at transverse cold joints and where new pavement ties to existing pavement.

- D. Moisten rock base if necessary, to provide a uniform dampened condition at time concrete is placed. Place concrete on the prepared rock base in a manner to avoid segregation and contamination. Concrete vibrators of an internal type shall be used to consolidate concrete. The vibrators shall be capable of providing a minimum of 4,500 impulses per minute.
- E. A construction joint must be installed if concrete placement is interrupted for more than ½ hour or if, in the opinion of the City's inspector, a cold joint has formed.
- F. The paving contractor shall be responsible for all layouts and placement work necessary to maintain positive and proper drainage of the finished pavement.

## **SECTION 8. JOINTS**

- A. All joints shall conform to Drawing C502.01, C502.02 and C502.03 of the Design Criteria for the Preparation of Improvement Plans - St Louis County Department of Highways and Traffic. All transverse joints shall be spaced a maximum of 15 feet apart.
- B. The maximum joint spacing for curb and gutter sections shall be ten (10) feet.
- C. All catch basins and sills shall be separated from the pavement by ½ inch pre-molded expansion joint material extending completely through the curb and pavement slab. If sump is blocked out, it must be tied back into the pavement slab. Steel tie bars and their placement shall be in accordance with Section 7 of this policy.
- D. Full-depth expansion joints shall be installed between the curb and driveway approaches.
- E. A tied keyway shall be provided along the centerline joint unless the pavement is poured full width. See Section 7 for information on bars required along all longitudinal joints.

## **SECTION 9. CONCRETE FINISHING**

- A. Under normal working conditions, moisture shall not be applied to the surface of the pavement in any form. Added finishing water shall be applied only as approved by the City inspector and only in the form of a fine pressure spray by hand methods.
- B. After surface irregularities have been removed, the finished concrete surface shall be given a uniformly roughened surface finish by the use of a broom. Brooms shall be drawn across the surface from the centerline towards each edge with the broom held perpendicular to the surface, with adjacent strokes slightly overlapping. The brooming operation shall be executed so that the corrugations will be uniform in appearance and not more than 1/8 of an inch in depth. Brooming shall be completed before the concrete is in a condition that it will be torn or unduly roughened and before the concrete has attained its initial set. Brooms shall be cleaned or replaced as often as necessary to attain the required surface texture. Upon completion of brooming, the surface shall be uniform in appearance and shall be free from

surplus water, rough or porous spots, irregularities, depressions, and other objectionable features.

## SECTION 10. SAW CUTTING

- A. All transverse contraction joints and all longitudinal joints in concrete pavement shall be initially sawed with powered saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut joints into hardened concrete as soon as surface will not be torn, abraded, or otherwise damaged by cutting action. Joints shall be cut to a depth equal to at least 1/3 of the concrete thickness and a maximum width of 1/8".
- B. Full depth sawcutting is required at limits of pavement removal. Extreme care shall be exercised to avoid damage to adjacent concrete to remain.

## SECTION 11. CURING

- A. Concrete shall be cured with a white pigmented membrane curing material, at a minimum rate of 150 square feet per gallon to completely cover the concrete surface. Curing compound shall be applied as soon as possible without damaging or marring the surface.

## SECTION 12. JOINT SEALING

- A. Joints shall be sealed with materials that conform to ASTM D3405 for rubberized joint sealer, Federal specification SSS1401C. The sealing material shall be heated to the pouring temperature specified by the manufacturer, and any material which has been heated above the maximum safe heating temperature will be rejected. Prior to the placement of any joint seal material, the contractor shall provide a bill of material certification that the material meets the appropriate specification.
- B. Prior to sealing, all joints between concrete slabs shall be resawed to a 3/8" width by 1" depth. This sawing shall be done wet. The 3/8" cut shall be centered on the original 1/8" cut. The joints shall be pressure washed to remove all latency and foreign debris from the entire depth of the joint.
- C. Joints between concrete curb and gutter, sumps, etc., and asphalt pavement shall be sealed as directed by the City inspector.
- D. Immediately prior to crack sealing, all joints shall be dry and clean of dust and contaminants for proper adhesion of joint material.
- E. Joints shall be uniformly filled to a level just below the adjacent pavement surface. Care should be taken not to overfill the joints; any excess material shall be removed from the concrete surface.

- F. All joints are to be filled. This includes: 1) transverse joints, 2) longitudinal joints, 3) joints between the drive aprons and back of curb, 4) joints at storm sewers, and 5) joints between sidewalks and curbs.
- G. All joints shall be sealed before the pavement is open to traffic, including construction traffic, and as soon after completion of a minimum curing period of 48 hours, providing vehicles are not placed on the pavement when performing the sealing operation.

### SECTION 13. WEATHER CONDITIONS

- A. Concrete operations shall not continue: (1) when either the air temperature or the temperature of the surface on which is to be placed is below 40 degrees F, unless authorized by the Director of Public Works/City Engineer, (2) on any frozen surface, or (3) when weather conditions prevent the proper handling or finishing of the mixture.
- B. If approval has been granted by the Director of Public Works/City Engineer for concrete paving below 40 degrees F, the contractor shall perform paving operations in accordance with Public Works City Policy #11 (Winter Paving), which is hereby incorporated into this specification and acceptance policy.
- C. The weather limitations in section 404.6 of the "St. Louis County Standard Specifications for Highway Construction, January 1, 1997." shall be used for bituminous paving.

### SECTION 14. OPENING TO TRAFFIC

- A. Concrete pavement shall not be opened to normal traffic until the concrete has attained a minimum compressive strength of 3,500 psi, and is at least 120 hours old. Compressive strength will be determined by tests made in accordance with ASTM C-31 and C-39. Pavement shall be cleaned and joints sealed prior to opening to traffic.
- B. Opening of bituminous pavement shall be in accordance with section 404.9.4 of "St. Louis County Standard Specifications for Highway Construction, January 1, 1997."

### SECTION 15. TESTING AND ACCEPTANCE.

- A. **Smoothness** – As soon as practicable, the center of each lane, parallel to the direction of travel, will be thoroughly straightedged by the City's inspector. All variations exceeding 3/8 in./10 ft. will be plainly marked, and those slabs shall be considered defective. Corrective action shall be accomplished by longitudinally diamond grinding or by use of an approved device designed for that purpose. The device shall be designed to improve the profile of the riding surface. The use of a bush hammer or other impact device will not be permitted. All corrective work shall be completed prior to determination of pavement thickness. However, removal and replacement will be required, if in the judgement of the Director of Public Works/City Engineer, an inordinate amount of defective slabs are found.

- B. **Thickness** – Cores shall be taken from the newly placed pavement to determine thickness. For the purpose of determining constructed thickness of the pavement, cores will be taken at random intervals in each traffic lane at a minimum rate of one core per 400 lineal feet. In addition, cores will be taken at all locations where thickness measurements taken during construction indicate a thickness deficiency sufficient to justify a penalty, or at any other locations where, in the judgement of the City's inspector, a thickness deficiency may exist.

When the measurement of any core is deficient, additional cores will be taken ahead and back of the affected location until the extent of the deficiency has been determined. The thickness of any core taken shall be considered representative of the thickness of the monolithic pavement for a distance extending one-half the distance to the next core, measured along centerline, or in the case of a beginning or ending core, the distance will extend to the end of the monolithic pavement section. In any case, distance shall be adjusted to the nearest transverse joint.

If any core measurement is less than the thickness indicated on the construction plans, the developer will remove and replace the pavement at the developer's expense, or will be required to pay a penalty, as a special escrow, to the City for the deficiencies in thicknesses as noted on the following schedule. The choice of the alternate penalty under category 4 below will be at the sole discretion of the City. Penalties will be determined based on the escrow amount for "Streets", for that area of pavement represented by the failing core.

category 1	0.1 inch – 10% of the S.Y. of "Streets".
category 2	0.2 inch to 0.4 inch - 20% of the S.Y. of "Streets".
category 3	0.5 inch to 0.9 inch - 40% of the S.Y. of "Streets".
category 4	1.0 inch or more - remove and replace, or 100% S.Y. of "Streets".

- C. **Concrete Compressive Strength** – sets of concrete test cylinders will be prepared and tested in conformance with ASTM C-31 and C-39 at regular intervals by City personnel, or designated representatives, to verify that the concrete as placed meets the City's specifications. The curing and testing of concrete cylinders will be done at the St. Louis County Department of Highways and Traffic Materials Testing Laboratory and will be considered the official test results. For the purpose of this section, test cylinders prepared on a Friday and taken to the testing lab on the following Monday will be considered as complying with the ASTM standards and procedures. Test results from other laboratories, from samples made by the developer's contractor or from samples taken at other locations will not be considered.

Sets of concrete test cylinders shall be taken at regular intervals and be representative of all concrete placed during the interval. If the locations of each set can be identified, the set will represent that area of pavement bounded by one-half (1/2) the distance to the adjacent sets. If locations of sets are unable to be determined, each set will represent an equivalent percentage of the area poured that day (e.g. if 1,000 S.Y. of pavement are cast and 4 sets of cylinders are made, each set will represent 250 S.Y. of pavement.).

Deductions for deficient concrete strength will only be imposed if any one of the following conditions is met:

- 1) Average strength below 4,000 psi,
- 2) Any two (2) sets or 5% or more of the total sets, whichever greater, fail to exceed a twenty-eight (28) day strength of 3,250 psi,
- 3) Any three (3) sets or 10% or more of the total sets, whichever greater, fail to exceed a twenty-eight (28) day strength of 3,500 psi, and
- 4) Any five (5) sets or 15% or more of the total sets, whichever greater, fail to exceed a twenty-eight (28) day strength of 3,750 psi.

Should deductions be required because any of the above criteria are met, the deductions will be imposed on all concrete failing to meet the specifications. The Developer will be required to pay a penalty, as a special escrow, to the City for that area of pavement represented by the failing test. The penalty shall be a linear penalty varying from no (0) penalty at 4,000 psi to seventy-five percent (75%) of the escrow amount for "Streets" at 3,000 psi and a one-hundred percent (100%) penalty for any test result less than 3,000 psi.

The square yardage price will be determined from the escrow amount for "Streets".

**Under no circumstance will strength testing of field cores be allowed as a substitute for lab specimens.** Cores that have been taken for verification of pavement thickness and may be tested for field strength for informational purposes only. No core strengths will be used for the purpose of complying with the specified strength.

**D. Concrete Defects** – Prior to final acceptance of any streets within a development the City of Chesterfield will conduct a thorough inspection of said streets. The following defects will require full slab removal and replacement from joint to joint, at the sole expense of the developer/contractor:

- Differential settlement or movement that has occurred at a joint.
- Depressions holding water more than 1/8" deep (the City has the option to permit isolated grinding of small areas of up to 1/4" deep to promote drainage).
- Overbreakage.
- Any damage resulting from negligence on the part of the developer's contractor.
- Rain damage.
- Cracks– a temperature/shrinkage crack that forms in the center of a slab and is perpendicular to the center line of the street may be acceptable as long as no differential settlement or movement has occurred at the crack and the crack is not located over a utility trench. Multiple adjacent cracked slabs, in the direction of travel are not acceptable and must be removed and replaced. In addition, not more than 5% of the slabs within a street segment may have a temperature/shrinkage crack.

A street segment is defined as a section of street that is between intersections, or a section of street as measured by the change in the characteristics of the street, i.e. width. A street segment may also be identified by the sequence of the paving operation. Slabs above this threshold must be removed and replaced. No other types of cracks are acceptable, including but not limited to, longitudinal and diagonal cracks. Slabs with unacceptable cracks must be removed and replaced.

- Vandalized pavement resulting in an unacceptable final product. Examples include, racist or vulgar marking, deep foot prints (generally  $\frac{3}{4}$ " or more), and vehicle damage.

E. **Half Slab Replacements** – Half slab replacement, patching or grouting will not be allowed as a form of corrective measure.

F. **Marred Surfaces** – For marred surface areas of slightly damaged concrete, as determined by the Director of Public Works/City Engineer, that remain in the completed project, a minimum penalty of twenty percent (20%) of the escrow amount for "Streets" will be assessed for the slabs affected. The developer will be required to pay the penalty as a special escrow, to the City. All penalties must be paid before escrows are released.

- A marred surface is defined as having any of the following characteristics: 1) pavement that has been rained on, 2) pavement that has not reached its initial set and has had water flow on its surface, washing away cement, 3) pavement that has had plastic placed on it wherein the plastic has actually caused indentations and random patterns, 4) pavement that has been walked on by humans or animals or driven on by any type of vehicle, 5) pavement that has had curing compound sprayed on it before the initial set, resulting in pitting marks, 6) pavement that has been vandalized in any way. Under no circumstances shall concrete surfaces be re-finished with additional cement or other materials as a method to repair damaged or marred surfaces.

G. **Acceptance** – The City of Chesterfield will not accept streets for maintenance within subdivisions until all development is completed, or until construction within the subdivision has been substantially completed, as outlined in Public Works City Policy #1 (Acceptance of Streets Within Residential Developments), which is hereby incorporated into this pavement and acceptance policy.

## SECTION 16. JUDGEMENT

A. The Director of Public Works/City Engineer is authorized to use judgement in the application of provisions of this policy to achieve the most beneficial results of these pavement acceptance guidelines. It is recognized that physical conditions may warrant site specific determinations or unusual applications of the guidelines herein specified. The Director of Public Works/City Engineer is hereby instructed to use the pavement acceptance policy as a general directive and to prepare general regulations governing the construction, reconstruction or reparation of pavements consistent with this policy.

**City of Chesterfield**  
**Pavement Specification & Acceptance Policy**  
for  
**Work Contracted by the City**

---

<b>Section</b>		<b>Page</b>
1.	Introduction	1
2.	Concrete	1
3.	Bituminous Pavements	2
4.	Rock Base (4" thick)	2
5.	Fabric	3
6.	Underdrains	3
7.	Concrete Placement	3
8.	Joints	4
9.	Concrete Finishing	4
10.	Saw Cutting	5
11.	Curing	5
12.	Joint Sealing	5
13.	Weather Conditions	6
14.	Opening to Traffic	6
15.	Testing and Acceptance	6
16.	Judgement	9

---

**SECTION 1. INTRODUCTION**

- A. In the following sections, provisions apply to both concrete and bituminous pavements unless otherwise stated. The provisions for concrete apply equally to concrete pavement and concrete curb and gutter constructed as part of asphalt pavement.

**SECTION 2. CONCRETE**

- A. Concrete shall have a minimum of 6.00 sacks (565 lbs.) of Portland Cement (ASTM C 150, Type I) per cubic yard of concrete.
- B. Concrete coarse aggregate shall consist of limestone aggregate from a MoDOT inspected and approved source. Limestone aggregate for pavement concrete shall be in accordance with Section 1005 of the "Missouri Standard Specifications for Highway Construction, 2004". Coarse aggregates containing in excess of 6% total deleterious material are prohibited.

- C. Concrete fine aggregate shall be Class A sand in accordance with Section 501.2.2.2.1 and Section 1005.2 of the "St. Louis County Standard Specifications for Highway Construction, January 1, 1997." Note that fine aggregates for concrete to be used in sidewalks and drive approaches shall, in addition to meeting the requirements of section 1005.2, be free from coal and lignite materials as determined by AASHTO 113.
- D. Approved Class C or F fly ash may be used to replace up to 15 percent of the cement on a pound for pound basis in all concrete except concrete designed for high early strength. Fly ash shall not exceed 15 percent by weight of the total cementations material (fly ash and cement).
- E. Water to cement ratio shall not exceed 0.47. The water to cement ratio shall be calculated using the total weight of cementitious material. No water shall be added to the concrete mix once it leaves the batch plant without the City's approval.
- F. Maximum three-inch (3") slump when placed with a slip-form paver and maximum four-inch (4") slump when placed using forms, per ASTM C-143.
- G. Concrete shall have 5% to 8% air content (by volume).
- H. Hand mixing of concrete will not be permitted.
- I. The use of an approved admixture may be permitted upon written request by the contractor. The use of any admixture will be by approval of the Director of Public Works/City Engineer and contingent upon satisfactory performance of the work; permission for its use may be withdrawn at any time satisfactory results are not obtained.
- J. All work shall be performed in accordance with the plans and specifications for each project.

### SECTION 3. BITUMINOUS PAVEMENTS

- A. Bituminous pavements and base courses, except as modified herein, shall be constructed in accordance with "St. Louis County Standard Specifications for Highway Construction, January 1, 1997."
- B. The final surface layer shall be laid in a continuous sequence over the entire project constructed in a single operating day. The contractor shall arrange operations in such a manner to avoid cold joints, either transverse or longitudinal. When cold joints cannot be prevented, transverse cold joints should be constructed as opposed to longitudinal cold joints.

### SECTION 4. ROCK BASE

- A. During excavation for the rock base, the grade shall be scarified to facilitate drying or moistened as necessary to permit proper compaction. Prior to placement of the geotextile

fabric and rock base, the grade shall be uniform, rolled and compacted to not less than ninety percent (90%) of the maximum density as determined by the Modified Proctor Test AASHTO T-99 (ASTM D-1557-78). The City may, at its sole discretion, accept proof rolling as evidence of compactive effort in lieu of in place density tests.

- B. Rock base shall be Type 5 Aggregate, per Section 1007 of the "St. Louis County Standard Specifications for Highway Construction, January 1, 1997." The rock base shall be placed on the graded and compacted subgrade, then shaped and compacted to not less than ninety percent (90%) of the maximum density as determined by the Modified Proctor Test AASHTO T-99 (ASTM D-1557-78). Soft spots and unstable areas resulting from the contractor's operation and sequence of work shall be removed and replaced with an approved material.

## SECTION 5. FABRIC

- A. Geotextile fabric shall be rolled out in the direction of the traffic lane with all edges overlapping by at least eighteen inches (18") under the 4" compacted rock base.
- B. Fabric specifications and characteristics shall be determined and approved by the Director of Public Works/ City Engineer.

## SECTION 6. UNDERDRAINS

- A. Install and connect four-inch (4") diameter perforated drains at all inlets to provide a way for water to exit from beneath the pavement. Underdrains help prevent prolonged pavement exposure to water, pumping, deflection cracking, faulting and frost action. Underdrain details are to be approved by the Director of Public Works/City Engineer.

## SECTION 7. CONCRETE PLACEMENT

- A. Concrete shall not be placed until rock base and/or forms have been checked for line and grade.
- B. Steel tie bars (epoxy coated deformed steel bars, ASTM A 615, Grade 40 or 60, 5/8" diameter, 30" long, @ 30" centers) shall be installed at longitudinal joints.
- C. Steel dowel pins (epoxy coated smooth steel bars, ASTM A 615, Grade 40 or 60, 5/8" diameter, 16" long, @ 18" centers) shall be installed at transverse cold joints and where new pavement ties to existing pavement.
- D. Moisten rock base if necessary, to provide a uniform dampened condition at time concrete is placed. Place concrete on the prepared rock base in a manner to avoid segregation and contamination. Concrete vibrators of an internal type shall be used to consolidate concrete. The vibrators shall be capable of providing a minimum of 4,500 impulses per minute.

- E. A construction joint must be installed if concrete placement is interrupted for more than ½ hour or if, in the opinion of the City's inspector, a cold joint has formed.
- F. The paving contractor shall be responsible for all layouts and placement work necessary to maintain positive and proper drainage of the finished pavement.

## SECTION 8. JOINTS

- A. All joints shall conform to Drawing C502.01, C502.02 and C502.03 of the Design Criteria for the Preparation of Improvement Plans - St Louis County Department of Highways and Traffic. All transverse joints shall be spaced a maximum of 15 feet apart.
- B. The maximum joint spacing for curb and gutter sections shall be ten (10) feet.
- C. All catch basins and sills shall be separated from the pavement by ½ inch pre-molded expansion joint material extending completely through the curb and pavement slab. If sump is blocked out, it must be tied back into the pavement slab. Steel tie bars and their placement shall be in accordance with Section 7, of this policy.
- D. Full-depth expansion joints shall be installed between the curb and driveway approaches.
- E. A tied keyway shall be provided along the centerline joint unless the pavement is poured full width. See Section 7 for information on bars required along all longitudinal joints.

## SECTION 9. CONCRETE FINISHING

- A. Under normal working conditions, moisture shall not be applied to the surface of the pavement in any form. Added finishing water shall be applied only as approved by the City inspector and only in the form of a fine pressure spray by hand methods.
- B. After surface irregularities have been removed, the finished concrete surface shall be given a uniformly roughened surface finish by the use of a broom. Brooms shall be drawn across the surface from the centerline towards each edge with the broom held perpendicular to the surface, with adjacent strokes slightly overlapping. The brooming operation shall be executed so that the corrugations will be uniform in appearance and not more than 1/8 of an inch in depth. Brooming shall be completed before the concrete is in a condition that it will be torn or unduly roughened and before the concrete has attained its initial set. Brooms shall be cleaned or replaced as often as necessary to attain the required surface texture. Upon completion of brooming, the surface shall be uniform in appearance and shall be free from surplus water, rough or porous spots, irregularities, depressions, and other objectionable features.

## SECTION 10. SAW CUTTING

- A. All transverse contraction joints and all longitudinal joints in concrete pavement shall be initially sawed with powered saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut joints into hardened concrete as soon as surface will not be torn, abraded, or otherwise damaged by cutting action. Joints shall be cut to a depth equal to at least 1/3 of the concrete thickness and a maximum width of 1/8".
- B. Full depth sawcutting is required at limits of pavement removal. Extreme care shall be exercised to avoid damage to adjacent concrete to remain.

## SECTION 11. CURING

- A. Concrete shall be cured with a white pigmented membrane curing material, at a minimum rate of 150 square feet per gallon to completely cover the concrete surface. Curing compound shall be applied as soon as possible without damaging or marring the surface.

## SECTION 12. JOINT SEALING

- A. Joints shall be sealed with materials that conform to ASTM D3405 for rubberized joint sealer, Federal specification SSS1401C. The sealing material shall be heated to the pouring temperature specified by the manufacturer, and any material which has been heated above the maximum safe heating temperature will be rejected. Prior to the placement of any joint seal material, the contractor shall provide a bill of material certification that the material meets the appropriate specification.
- B. Prior to sealing, all joints between concrete slabs shall be resawed to a 3/8" width by 1" depth. This sawing shall be done wet. The 3/8" cut shall be centered on the original 1/8" cut. The joints shall be pressure washed to remove all latency and foreign debris from the entire depth of the joint.
- C. Joints between concrete curb and gutter, sumps, etc., and asphalt pavement shall be sealed as directed by the City inspector.
- D. Immediately prior to crack sealing, all joints shall be dry and clean of dust and contaminants for proper adhesion of joint material.
- E. Joints shall be uniformly filled to a level just below the adjacent pavement surface. Care should be taken not to overfill the joints; any excess material shall be removed from the concrete surface.
- F. All joints are to be filled. This includes: 1) transverse joints, 2) longitudinal joints, 3) joints between the drive aprons and back of curb, 4) joints at storm sewers, and 5) joints between sidewalks and curbs.

- G. When access to is not being limited, all joints shall be sealed before the pavement is open to traffic, including construction traffic, and as soon after completion of a minimum curing period of 48 hours, providing vehicles are not placed on the pavement when performing the sealing operation. In all cases the pavement should be sealed as soon as the entire width of the pavement can be sealed.

### SECTION 13. WEATHER CONDITIONS.

- A. Concrete operations shall not continue: (1) when either the air temperature or the temperature of the surface on which is to be placed is below 40 degrees F, unless authorized by the Director of Public Works/City Engineer, (2) on any frozen surface, or (3) when weather conditions prevent the proper handling or finishing of the mixture.
- B. If approval has been granted by the Director of Public Works/City Engineer for concrete paving below 40 degrees F, the contractor shall perform paving operations in accordance with Public Works City Policy #11 (Winter Paving), which is hereby incorporated into this specification and acceptance policy.
- C. The weather limitations in section 404.6 of the "St. Louis County Standard Specifications for Highway Construction, January 1, 1997." shall be used for bituminous paving.

### SECTION 14. OPENING TO TRAFFIC

- A. Concrete pavement shall not be opened to normal traffic until the concrete has attained a minimum compressive strength of 3,000 psi, and is at least 120 hours old. Newly constructed pavement may be opened to light traffic once a minimum compressive strength of 2,500 psi has been obtained. Compressive strength will be determined by tests made in accordance with ASTM C-31 and C-39. Pavement shall be cleaned prior to opening to traffic.
- B. Opening of bituminous pavement shall be in accordance with section 404.9.4 of "St. Louis County Standard Specifications for Highway Construction, January 1, 1997."

### SECTION 15. TESTING AND ACCEPTANCE.

- A. **Smoothness** – As soon as practicable, the center of each lane, parallel to the direction of travel, will be thoroughly straightedged by the City's inspector. All variations exceeding 3/8 in./10 ft. will be plainly marked, and those slabs shall be considered defective. Corrective action shall be accomplished by longitudinally diamond grinding or by use of an approved device designed for that purpose. The device shall be designed to improve the profile of the riding surface. The use of a bush hammer or other impact device will not be permitted. All corrective work shall be completed prior to determination of pavement thickness. However, removal and replacement will be required, if in the judgement of the Director of Public Works/City Engineer, an inordinate amount of defective slabs are found.

The following areas will be excluded from the smoothness determination:

- New slabs adjacent to existing slabs that are to remain.
- Areas that have less than five consecutive new slabs.

**B. Thickness** – Cores shall be taken from the newly placed pavement to determine thickness. For the purpose of determining constructed thickness of the pavement, cores will be taken at random intervals in each traffic lane at a minimum rate of one core per 400 lineal feet. In addition, cores will be taken at all locations where thickness measurements taken during construction indicate a thickness deficiency sufficient to justify penalty, or at any other locations where, in the judgement of the City's inspector, a thickness deficiency may exist.

When the measurement of any core is deficient additional cores will be taken ahead and back of the affected location until the extent of the deficiency has been determined. The thickness of any core taken shall be considered representative of the thickness of the monolithic pavement for a distance extending one-half the distance to the next core, measured along centerline, or in the case of a beginning or ending core, the distance will extend to the end of the monolithic pavement section.

If any core measurement is less than the thickness indicated on the construction plans, the Contractor will remove and replace the pavement at the Contractor's expense, or will be required to reimburse the City for the deficiencies in thicknesses as noted on the following schedule. The choice of the alternate penalty under category 4 below will be at the sole discretion of the City. A deduction will be made to the contract unit price for "Removal and Replacement of P.C.C. Pavement" or "Bituminous Pavement", as is appropriate, for that area of pavement represented by the failing core. The amounts due as penalties under this section shall be immediately withheld from any sums due the Contractor as soon as the extent of the deficiencies are determined.

- |            |   |
|------------|---|
| category 1 | 0.1 inch – 10% of the bid unit price.                                 |
| category 2 | 0.2 inch to 0.4 inch - 20% of the of the bid unit price.              |
| category 3 | 0.5 inch to 0.9 inch - 40% of the bid unit price.                     |
| category 4 | 1.0 inch or more - remove and replace, or 100% of the bid unit price. |

**C. Concrete Compressive Strength** – sets of concrete test cylinders will be prepared and tested in conformance with ASTM C-31 and C-39 at regular intervals by City personnel, or designated representatives, to verify that the concrete as placed meets the City's specifications. The curing and testing of concrete cylinders will be done at the St. Louis County Department of Highways and Traffic Materials Testing Laboratory and will be considered the official test results. Test cylinders prepared on a Friday and taken to the testing lab on the following Monday will be considered as complying with the ASTM standards and procedures. Test results from other laboratories, from samples made by the contractor's personnel or from samples taken at other locations will not be considered.

Sets of concrete test cylinders shall be taken at regular intervals and be representative of all concrete placed during the interval. If the locations of each set can be identified, the set will represent that area of pavement bounded by one-half (½) the distance to the adjacent sets. If locations of sets are unable to be determined, each set will represent an equivalent percentage of the area poured that day (e.g. if 1,000 S.Y. of pavement are cast and 4 sets of cylinders are made, each set will represent 250 S.Y. of pavement.).

Deductions for deficient concrete strength will only be imposed if any one of the following conditions is met:

- 1) Average strength below 4,000 psi,
- 2) Any two (2) sets or 5% or more of the total sets, whichever greater, fail to exceed a twenty-eight (28) day strength of 3,250 psi,
- 3) Any three (3) sets or 10% or more of the total sets, whichever greater, fail to exceed a twenty-eight (28) day strength of 3,500 psi, and
- 4) Any five (5) sets or 15% or more of the total sets, whichever greater, fail to exceed a twenty-eight (28) day strength of 3,750 psi.

Should deductions be required because any of the above criteria are met, the deductions will be imposed on all concrete failing to meet the specifications. A deduction will be made to the contract unit price for "Removal and Replacement of P.C.C. Pavement" for that area of pavement represented by the failing test. The deduction shall be a linear deduction varying from no (0) deduction at 4,000 psi to seventy-five percent (75%) of the contract unit price at 3,000 psi and a one-hundred percent (100%) deduction for any test result less than 3,000 psi.

**Under no circumstance will strength testing of field cores be allowed as a substitute for lab specimens.** Cores that have been taken for verification of pavement thickness and may be tested for field strength for informational purposes only. No core strengths will be used for the purpose of complying with the specified strength.

**D. Concrete Defects** – The following defects will require full slab removal and replacement from joint to joint, at the sole expense of the contractor:

- Differential settlement or movement that has occurred at a joint.
- Depressions holding water more than 1/8" deep (the City has the option to permit isolated grinding of small areas of up to 1/2" deep to promote drainage).
- Overbreakage.
- Damage to previously placed pavement during excavation of the second lane.
- Any damage resulting from negligence on the part of the Contractor.
- Rain damage.
- Cracks– a temperature/shrinkage crack that forms in the center of a slab and is perpendicular to the center line of the street may be acceptable as long as no

differential settlement or movement has occurred at the crack and the crack is not located over a utility trench. Multiple adjacent cracked slabs, in the direction of travel are not acceptable and must be removed and replaced. In addition, not more than 5% of the slabs within a street segment may have a temperature/shrinkage crack. A street segment is defined as a section of street that is between intersections, or a section of street as measured by the change in the characteristics of the street, i.e. width. A street segment may also be identified by the sequence of the paving operation. Slabs above this threshold must be removed and replaced. No other types of cracks are acceptable, including but not limited to, longitudinal and diagonal cracks. Slabs with unacceptable cracks must be removed and replaced.

- Vandalized pavement resulting in an unacceptable final product. Examples include, racist or vulgar marking, deep foot prints (generally  $\frac{3}{4}$ " or more), and vehicle damage.

E. **Half Slab Replacements** – Half slab replacement, patching or grout will not be allowed as a form of corrective measure.

F. **Marred Surfaces** – For marred surface areas of slightly damaged concrete, as determined by the Director of Public Works/City Engineer, that remain in the completed project, a deduction of twenty percent (20%) of the unit bid price for "Removal and Replacement of P.C.C. Pavement" or "Bituminous Pavement", as is appropriate, will be made for the concrete slabs or asphalt area affected.

- A marred surface is defined as having any of the following characteristics: 1) pavement that has not reached its initial set and has had water flow on its surface, washing away cement, 2) pavement that has had plastic placed on it wherein the plastic has actually caused indentations and random patterns, 3) pavement that has been driven on by any type of vehicle, 4) pavement that has been walked on by humans that could have been prevented by the reasonable actions of the contractor, 5) pavement that has been chipped, gouged, or otherwise damaged by action of the contractor. Under no circumstances shall concrete surfaces be re-finished with additional cement or other materials as a method to repair damaged or marred surfaces.

## SECTION 16. JUDGEMENT

A. The Director of Public Works/City Engineer is authorized to use judgement in the application of provisions of this policy to achieve the most beneficial results of these pavement acceptance guidelines. It is recognized that physical conditions may warrant site specific determinations or unusual applications of the guidelines herein specified. The Director of Public Works/City Engineer is hereby instructed to use the pavement acceptance policy as a general directive and to prepare general regulations governing the construction, reconstruction or reparation of pavements consistent with this policy.

CITY OF CHESTERFIELD  
POLICY STATEMENT

**PUBLIC WORKS**

**NO.** 43

**SUBJECT** City Employee Admission to the Family  
Aquatic Park

**INDEX** PW

**DATE**  
**ISSUED** 6/1/1998

**DATE**  
**REVISED** 9/8/1998

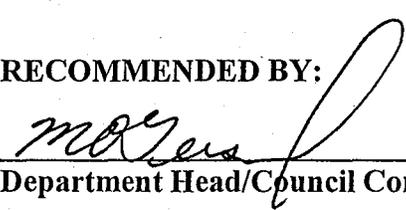
---

---

**POLICY**

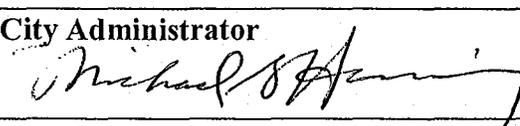
Free admission to the Family Aquatic Park will be given to year-round, full-time City employees and Police Reserve Officers. City employees and Police Reserve Officers may purchase a family pass for \$25. Elected officials are excluded from this policy.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

2/13/01  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

2/13/01  
\_\_\_\_\_  
Date

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS		NO.	44
SUBJECT	City Hall Rental and Use Policy	INDEX	PW
DATE		DATE	9/19/2002
ISSUED	5/17/99	REVISED	9/23/2013 8/3/2015

---

POLICY

In all cases, meetings of City officials, Boards and Commissions take priority and will be scheduled without charge, regardless of time or day of the week. Events that are sponsored solely by the City, or where the City is identified as a co-sponsor, are scheduled free of charge. The City Administrator is authorized to waive fees and time restrictions whenever it is in the City's best interest.

Free use of the building may be scheduled by political and community groups Monday through Thursday 8:30 a.m. to 9 p.m., and Friday 8:30 a.m. to 5 p.m. The building is available on Saturday to these groups, but a fee will be assessed.

Community groups include but are not limited to: Subdivision meetings, Trustee meetings, School District functions, Ceremonial meetings of Boy/Girl Scouts, Civic Organizations, Athletic Associations and other governmental agencies including MoDot and Monarch Fire District.

Ceremonial meetings of Boy/Girl Scouts and annual or semi-annual Subdivision meetings, where attendance is intended for the entire subdivision, may be scheduled on Saturday 8:30 a.m. to 5 p.m. excluding official City Holidays without a charge.

Specific and unique exceptions to this policy may be approved by the Director of Public Services or the City Administrator.

Free use of the facility during the days and hours listed above is predicated upon the conditions that the proposed use does not require special set-up, and that food and/or beverages will not be consumed.

Chesterfield residents and businesses may reserve the Conference Rooms, Council Chambers and Multi-Purpose Room, subject to availability, on a fee basis provided building maintenance personnel are available.

City Hall rooms are reserved on a first-come, first serve basis and shall not interfere, in any way with City business. All users are required to complete a rental application form describing the proposed use. Reservations require a two week advance notice.

Facility users are not allowed to utilize the audio-visual systems.

City Hall is not available for events that charge admission.

City Hall rooms are not available for sales or promotional events of any product or service, private parties or receptions.

Food and drink, excluding water, are not allowed in conference rooms or Council Chambers. No alcohol.

Food and drink are allowed in the Multi-Purpose Room only with a security deposit of \$200. At completion of the use, prior to leaving the facility, building maintenance personnel will perform an inspection to identify and note any damage.

City Hall is a smoke free and vapor free campus. This includes all forms of tobacco, pipes, e-cigs, etc.

Nothing can be affixed to the walls, furniture, ceiling or any surface. This includes tape, tacks, nails, pins, etc. At no time will furniture or fixtures be moved, removed or rearranged without prior approval from building staff obtained through the Customer Service Division.

Rental of one room does not give the renter or guests privileges in any other part of the building.

Ending time of rental means that the renter is completely out of the building, including clean up.

Rental fee will be refunded in full if notice of cancellation is received in writing at least 7 days prior to rental.

Room Rentals must be a minimum of two hours.

Fee Schedule:

Weekday Rates (8:30 a.m. – 9 p.m. Monday –Thursday, 8:30 a.m. – 5 p.m. Friday)

Conference Room 101, 102/103, Multi-Purpose Room	\$20 per hour
Council Chambers	\$25 per hour

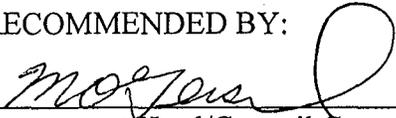
Weekend Rates (8:30 a.m. – 5 p.m. Saturday)

Conference Room 101, 102/103, Multi-Purpose Room	\$30 per hour
Council Chambers	\$50 per hour

Renter agrees to indemnify and hold harmless the City of Chesterfield, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the usage of the facility.

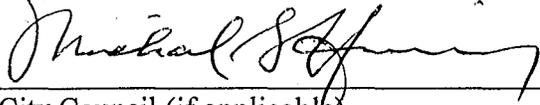
These rules and regulations are not intended to restrict or otherwise apply to the normal administrative use of the City Hall. As such, the building restrictions do not apply to the normal administrative operation of the City, or to those events or uses in which the City is a sponsor or otherwise involved.

RECOMMENDED BY:

  
Department Head/Council Committee (if applicable)

8/12/2015  
Date

APPROVED BY:

\_\_\_\_\_  
City Administrator  
  
City Council (if applicable)

\_\_\_\_\_  
Date  
8/3/15  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 45**

**SUBJECT** Parking Restrictions

**INDEX PW**

**DATE**

**DATE**

**ISSUED** 2/20/02

**REVISED**

---

---

**POLICY**

Federal, State and County Roadways

All requests for parking restrictions on Federal, State and County roads will be forwarded to the appropriate agency for their consideration and approval.

City Streets – Subdivision

All resident requests for parking restrictions on City Streets within a subdivision, must be submitted in writing to the City Administrator. The request will be forwarded to the appropriate subdivision trustees, who, if they support the request, must survey, or otherwise verify to the City Administrator that there exists among the residents a 75% level of support within the general area for the parking restriction, and a 90% level of support among property owners immediately adjacent to the area where parking restrictions are proposed. Immediately adjacent refers to those properties that have frontage where parking is to be restricted on the same side of the street or on the opposite side of the street.

For the purpose of this policy, the “general area” is defined as the area within a 500 foot radius of the proposed parking restriction, and on the same street as the proposed parking restriction or a street that is directly connected to the street with the proposed parking restriction. If the parking restriction is proposed on a cul-de-sac, the general area is limited to those residents who have driveway access on the cul-de-sac.

If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Public Works/Parks Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.

If the required levels of support are not met, the Department of Public Works shall review the restriction and prepare a recommendation based upon traffic engineering principles and forward same to the Public Works/Parks Committee for review and consideration. Said recommendation shall include, but is not limited to: a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed, traffic volumes, and accident history.

City Streets – Non-Subdivision

All requests for parking restrictions on City Streets that are not located within a subdivision must be submitted in writing to the City Administrator. The Department of Public Works shall then conduct a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed. A ¾ (75%) level of support among property owners immediately adjacent to the area where parking restrictions are proposed is required. If the required levels of support are met, a draft of an ordinance calling for the parking restriction shall be submitted to the Public Works/Parks Committee for review and then, if approved by the Committee, forwarded to City Council for consideration.

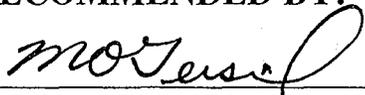
If the required levels of support are not met, the Department of Public Works shall review the restriction and prepare a recommendation based upon traffic engineering principles and forward same to the Public Works/Parks Committee for review and consideration. Said recommendation shall include, but is not limited to: a survey of those property owners who are immediately adjacent to the area where parking restrictions are proposed, traffic volumes, and accident history.

It is recognized, per the codified ordinances of Chesterfield, the obligation and responsibility for installation and maintenance of appropriate traffic control devices rests with the City Engineer. This policy shall in no way interfere with the obligations assigned to the City Engineer by the Traffic Code.

Section 300.060: The City Traffic Engineer shall determine the installation and proper timing and maintenance of traffic control devices, conduct engineering and analyses of traffic accidents and devise remedial measures, conduct engineering investigation of traffic conditions, plan the operation traffic on the streets and highways of the City, and cooperate with other City Officials in the development of ways and means to improve traffic conditions and carry out the additional powers and duties imposed by ordinances of the City.

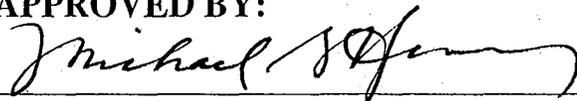
Section 300.130: The City Traffic Engineer shall place and maintain traffic control signs, signals, and devices when and as required under the traffic ordinances of the City to make effective the provisions of said ordinances and may place and maintain such additional traffic control devices as he may deem necessary to regulate traffic under the traffic ordinances of the City or under State law to guide or warn traffic.

**RECOMMENDED BY:**

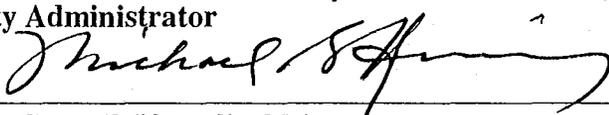
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

2/20/02  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

2/20/02  
Date

  
\_\_\_\_\_  
City Council (if applicable)

2/20/02  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>	<b>NO.</b>	<b>46</b>
<b>SUBJECT</b> School Zones	<b>INDEX</b>	<b>PW</b>
<b>DATE</b> 10/7/02	<b>DATE</b>	
<b>ISSUED</b>	<b>REVISED</b>	

---

---

**POLICY**

**SCHOOL ZONES**

The need for designating a school zone along a publicly maintained roadway will be investigated at the request of the affected school district/private school. As described in the Manual on Uniform Traffic Control Devices (MUTCD), a school zone will be signed where school grounds are adjacent to the roadway and/or where there is an established school crossing either adjacent to a school or on a through street along an established school pedestrian route. School zones shall not be signed for day care centers, preschools, trade schools, colleges or universities.

Each school zone shall be signed with a School Advance Warning assembly consisting of a pentagon shaped "School Advance Warning" sign (MUTCD S1-1) supplemented with a bottom plaque with the legend AHEAD (MUTCD W-16-9p) to provide advance notice to motorists of possible student pedestrian activity. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background.

In accordance with the MUTCD, this sign assembly shall be installed not less than 150 feet nor more than 700 feet in advance of a school crossing or school grounds, whichever is encountered first as motorists approach the school. The sign assembly shall also be installed in advance of a school speed limit sign assembly if a reduced school speed zone has been established.

**SCHOOL CROSSINGS**

The need for a school crossing along a publicly maintained roadway will be investigated at the request of the affected school district/private school. The school will be required to submit a "school pedestrian safe route" plan with their request for a school crossing. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. The Department of Public Works will conduct a study to verify student pedestrian activity crossing the roadway either adjacent to a school or on a through street along an established school pedestrian route. The criteria for a school crossing is based upon need and the ability to find a safe and logical location for students to cross the roadway. The need for a school crossing shall be determined by whether student pedestrians actually do cross the street to attend the

school. In lieu of a direct crossing, consideration shall be given to determine the feasibility of requiring student pedestrians to walk a longer distance to a crossing utilizing existing traffic control(s).

Each school crossing shall be signed with a School Crosswalk Warning assembly consisting of a pentagon shaped "School Advance Warning" sign (MUTCD S1-1) supplemented with a diagonal downward pointing arrow plaque (MUTCD W16-7) to show the location of the crossing. Both signs in the assembly shall have a black border and black legend on a fluorescent yellow-green background.

This assembly shall be installed at a marked crosswalk, or as close to it as possible. These signs shall not be installed at school crossings controlled by a traffic signal or "Stop" signs.

The need for a school crossing traffic signal along a County maintained roadway will be investigated at the request of the affected school district/private school. A school crossing signal will be installed only if warranted in accordance with the MUTCD. The school district/private school shall be responsible for providing funding for all costs associated with furnishing and installing a school crossing signal.

Multi-way "Stop" signs for a school crossing at an intersection shall not be installed unless the "Stop" signs are warranted based upon minimum traffic volume warrants or accident experience in accordance with the MUTCD. Portable "Stop" signs, turn-type "Stop" signs and mid-block "Stop" signs shall not be permitted.

School crossings will not be installed for day care centers or preschools. A crossing for student pedestrians at a trade school, college or university will be signed as a pedestrian crossing, not as a school crossing.

### **SCHOOL SPEED LIMITS IN SCHOOL ZONES**

The need for a school speed limit along a public maintained roadway will be investigated at the request of the affected school district/private school. As a general rule, a school speed limit will be considered only on a through street adjacent to the front of a school. If the front of a school is along a minor street, the speed limit would not normally be reduced since the speed limit is not likely already posted at 25 MPH, which is the general speed limit as specified by Ordinance. A school speed limit shall not be installed along a through street adjacent to the side or back of a school unless the roadway serves as the primary point of pedestrian access to the school.

The school district/private school will be required to submit a "school pedestrian safe route" plan with their request for a school speed limit. Typically this plan should show which sides of the streets students travel and the locations of existing "Stop" signs, traffic signals and painted crosswalks. This plan will be investigated by the Department of Public Works by analyzing the student pedestrian routes and verifying whether the location of the school crossings are both safe and logical.

Once the "school pedestrian safe route" is reviewed and approved, then a school speed limit on the through street adjacent to the front of the school will be considered if student pedestrians use this street as a primary point of pedestrian access to the school. However, school speed limits will not be considered for day care centers, preschools, senior high schools, trade schools, colleges or universities.

Physical features associated with the front of schools, such as fenced versus non-fenced playgrounds/school yards, will also be evaluated to determine if a school speed limit is warranted.

School speed limits will be posted on a "School Speed Limit When Flashing" sign assembly. This assembly shall have a top mounted, single yellow flashing beacon operated by either solar power or 120 volts AC. The power source provided shall be dependent upon a cost/benefit analysis. The top plaque of the sign assembly shall have a black border and black legend SCHOOL on a fluorescent yellow-green background. The center sign in the assembly shall be a standard speed limit sign. The bottom plaque shall have a black border and black legend WHEN FLASHING on a white background. In accordance with the MUTCD, this sign assembly shall be installed either 200 feet in advance of a school crossing or 300 feet in advance of school grounds, whichever is encountered first as motorists approach the school.

School speed limit times of restriction shall be in effect only when the flashing beacon is in operation; one hour in the morning when school starts; one hour during midday at the kindergarten shift change (if applicable); and one hour in the afternoon when school ends. Each school speed limit sign assembly with flashing beacon shall operate only during the months and days when school is in session. The Department of Public Works will coordinate times of operation of the flashing beacon with the school principal. Extensions of the above referenced times of operation of the flashing beacon may be granted by the City Engineer of the Department of Public Works if a legitimate need for such extensions is demonstrated by the school principal.

School speed limits will be posted no more than 10 MPH under the regularly posted speed limit. In no case, however, will the school speed limit be posted at less than 25 MPH, which is the general speed limit for roadways maintained by the City of Chesterfield and Saint Louis County as specified by Ordinance.

The school district/private school shall be responsible for providing funding for all costs associated with furnishing and installing each school speed limit sign assembly with flashing beacon.

Portable school speed limit sign assemblies shall not be permitted.

#### **DRUG-FREE SCHOOL ZONE SIGNING**

"Warning Drug-Free School Zone" signs where recommended by the Chesterfield Police Department will be installed 2,000 feet in advance of school grounds.

These signs warn against the distribution of controlled substances near schools in accordance with Section 195.214 of the Revised Statutes of Missouri. Each sign has a black legend on a yellow background. These signs shall not be installed on school zone, school crossing or school speed limit sign assemblies.

**RECOMMENDED BY:**

Mike Geisel, P.E. DPW\CE  
Department Head/Council Committee (if applicable)

10/9/02  
Date

**APPROVED BY:**

City Administrator  
*Michael Starnes*  
City Council (if applicable)

Date  
10/7/02  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 47**

**SUBJECT Street Migration (Street Creep)**

**INDEX PW**

**DATE 12/2/2002  
ISSUED**

**DATE  
REVISED**

**POLICY**

New Developments

The design engineer shall be required to indicate which lots are susceptible to pavement migration (street creep) whether due to slopes or other features of the improvement plan. For those driveways considered susceptible to pavement migration, the design engineer shall clearly state specific design and construction provisions that will be utilized to prevent potential damage there from. Driveways on all lots shall include a full-depth expansion joint between the street and the driveway apron.

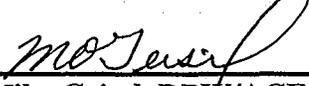
Existing City Maintained Streets

If a property owner who has a rigid driveway apron alleges pavement migration (street creep) threatens potential damage to their property, the Department of Public Works, with the consent of the City Engineer, will replace the apron with a new apron constructed of asphaltic concrete, a flexible material at no cost to the owner.

Street Replacement of City Maintained streets.

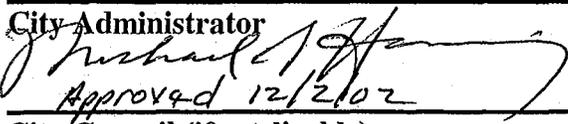
Where the City is aware of street migration allegations and street reconstruction is scheduled; The City Engineer shall clearly state specific design and construction provisions that will be utilized to prevent potential damage there from. Driveways on all lots shall include a full-depth expansion joint between the street and the driveway apron.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Mike Geisel, DPW/ACE & PWCAG

12/2/02  
Date

**APPROVED BY:**

**City Administrator**  
  
*Approved 12/2/02*  
\_\_\_\_\_  
**City Council (if applicable)**

12/2/02  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>48</b>
<b>SUBJECT</b>	<b>Private Street Acceptance as a Public Street</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	<b>4/19/2004</b>	<b>DATE REVISED</b>	

---

---

**POLICY**

- I. Written request submitted to City Administrator.
  - A. All property owners must concur, including anyone with a legal interest in the property.
  - B. Gated streets will not be considered unless commitment is made to remove them.
  - C. Request forwarded to Department of Planning and Department of Public Works.
  
- II. Department of Planning initiates review of request.
  - A. Department of Planning reviews the record plat which created the private street. If the plat includes language that states the private streets shall remain private forever, the Planning Department shall report this finding to the Public Works Department, in memo format with a copy of the record plat attached, and shall cease further review of the request.
  - B. If the record plat does not contain the language mentioned above, the Department of Planning determines compliance with Zoning and Subdivision Ordinances.
    1. Density after required right of way subtracted from gross area
    2. Appropriate setbacks from required right of way
    3. Appropriate pavement width and maximum length
    4. Location of parking adjacent to street
  - C. Department of Planning forwards report to Department of Public Works.
  
- III. Department of Public Works completes review of request.
  - A. If Department of Planning's review indicates that the record plat which created the private street includes language that states the private streets shall remain private forever, or that a non-conforming condition exists, the

Department of Public Works notifies requestor that the request for dedication is denied.

- B. If no issues are found regarding the wording of the record plat, or a non-conforming condition, Department of Public Works will determine if the streets were built to City of Chesterfield or St. Louis County standards that were applicable at the time of the construction of the streets. If it is determined that they were not constructed in accordance with such standards, no further action on the request will be taken until a commitment is made to reconstruct the streets to current City of Chesterfield standards.
  - C. If no issues are found regarding the above, Department of Public Works evaluates the existing pavement
    - 1. Horizontal and vertical alignment
    - 2. Structural condition (No street will be accepted that has a street segment with an overall pavement rating of less than seven (7.00) or an individual section or slab rated five (5.00) or less.)
    - 3. Pavement width
    - 4. Pavement thickness
  - D. The Department of Public Works will also evaluate the following items associated with the street
    - 1. Storm sewers
    - 2. Sidewalks
    - 3. Street lighting
    - 4. Signage
  - E. The results of the inspections and a list of any deficiencies requiring remediation is sent to the person making the request.
- IV. The requestor has necessary work performed, including reconstruction of non-standard streets and removal of gates, as necessary, and prepares quit claim deeds.
- A. Contract for work and notify the Department of Public Works so work can be inspected.
  - B. Prepare a quit claim deed for each property to dedicate right of way and have each signed by the appropriate owner(s).
  - C. Submit all deeds to the Department of Public Works after remedial work has been approved.
- V. Department of Public Works verifies that all required items have been completed or received and forwards recommendation to the Public Works/Parks Committee of City Council for consideration of acceptance of the streets.

VI. Recommendation of Public Works/Parks Committee forwarded to City Council for adoption as an ordinance.

RECOMMENDED BY:

Motters  
Department Head/Council Committee (if applicable)

5/12/04  
Date

APPROVED BY:

City Administrator  
Michael J. ...  
City Council (if applicable)

City Administrator  
5/12/04  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**  
**SUBJECT** Posting of Speed Limit Signs  
**DATE**  
**ISSUED** 8|16|2004

**NO.** 49  
**INDEX** PW  
**DATE**  
**REVISED**

---

---

**POLICY**

It is accepted and understood that redundant and unnecessary signs create clutter, safety concerns, may create confusion and do not improve regulatory compliance. In addition, unnecessary signs are costly and create an additional maintenance burden. Motorists are expected to be aware of speed limits within the City of Chesterfield. The City of Chesterfield Code of Ordinances provides for a uniform speed limit, except where road design and conditions specifically warrant a different speed limit. Streets or street segments with "special speed limits" are identified Schedule III - SPECIAL SPEED LIMITS ON HIGHWAYS, ROADS, OR STREETS of the City Code, Ordinance #35.

Where special speed limits are required, regulatory signage shall be erected by the public agency or authority in control of the right of way, in accordance with the Manual on Uniform Traffic Control Devices and sound engineering practice.

In all other locations, where the City's uniform speed limit applies, motorists are expected to be aware of the speed limit and reasonably informed as to the speed limit. The general principle to be considered when determining the location and placement of regulatory speed limit signs, is that motorists should not be able to drive on a street without having passed a sign indicating "Speed limit 25 MPH unless posted otherwise" in their travel(s) into an area.

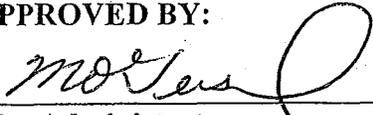
Speed limit signs will be posted at or near each entrance of a subdivision, where such entrance street intersects a road, street, or highway that is not maintained by the City of Chesterfield, and/or at or near each subdivision entrance intersecting a City maintained through street with a special speed limit. Internal subdivision streets shall not be posted with individual speed limit signs. Existing speed limit signs that are not necessary shall be removed by Department of Public Works personnel as manpower is available.

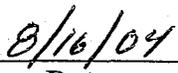
**RECOMMENDED BY:**

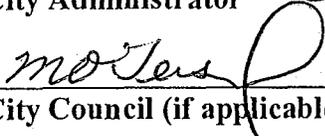
\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

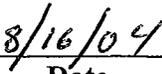
\_\_\_\_\_  
**Date**

**APPROVED BY:**

  
\_\_\_\_\_  
**City Administrator**

  
\_\_\_\_\_  
**Date**

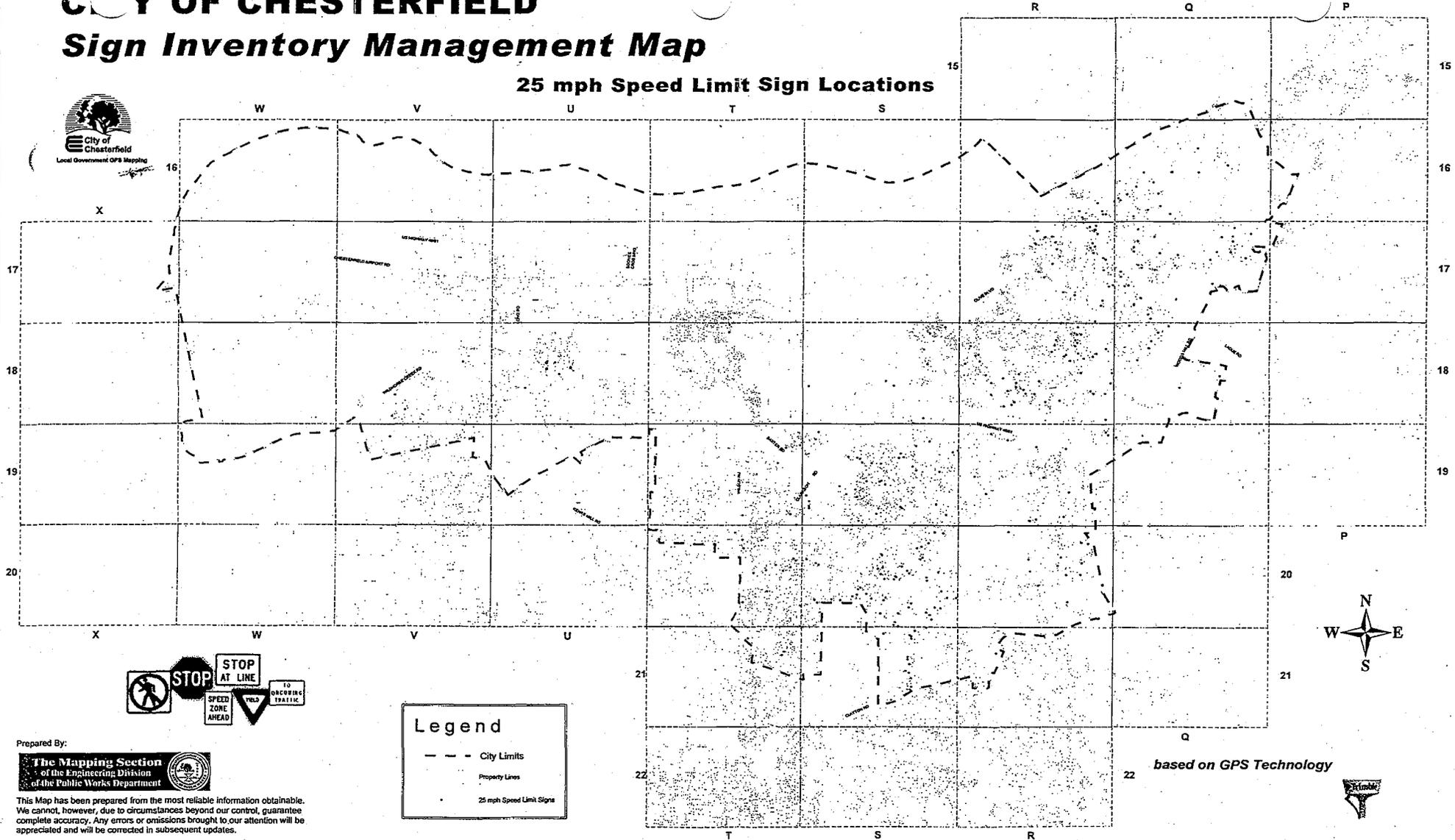
 (Approved by Council)  
\_\_\_\_\_  
**City Council (if applicable)**

  
\_\_\_\_\_  
**Date**

# CITY OF CHESTERFIELD

## Sign Inventory Management Map

### 25 mph Speed Limit Sign Locations



**Legend**

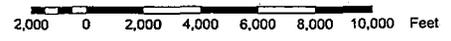
- City Limits
- Property Lines
- 25 mph Speed Limit Signs

Prepared By:  
**The Mapping Section**  
of the Engineering Division  
of the Public Works Department

This Map has been prepared from the most reliable information obtainable. We cannot, however, due to circumstances beyond our control, guarantee complete accuracy. Any errors or omissions brought to our attention will be appreciated and will be corrected in subsequent updates.

Last Revised May 7, 2004

G:\APPS\GIS\Chesterfield\Projects\Sign Inventory Maps\SI MM - 25 mph Speed Limit Sign Locations\SI MM - 25 mph Speed Limit Sign Locations



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**  
**SUBJECT** Traffic Signs  
**DATE**  
**ISSUED**

**NO.** 50  
**INDEX** PW  
**DATE**  
**REVISED**

---

---

**POLICY**

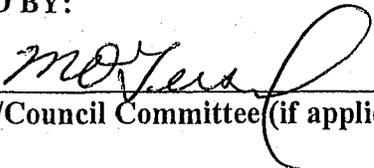
It is accepted and understood that redundant and unnecessary signs create clutter, safety concerns, may create confusion and do not improve regulatory compliance. In addition, unnecessary signs are costly and create an additional maintenance burden. The City of Chesterfield Code of Ordinances requires that signage is to be placed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), to ensure that signage is consistent, appropriate, and provides necessary information to all road users.

All traffic signage shall be erected and maintained in conformance with the Manual of Uniform Traffic Control Devices (MUTCD).

In the event that a request or petition is received to place unwarranted or non-conforming signage, Staff is directed to inform the person(s) making such request that a uniform comprehensive standard exists so as to provide for the maximum safety of residents, motorists, and pedestrians. When applicable, informational written summaries regarding the efficacy of such signage is to be sent to those requesting inappropriate signage.

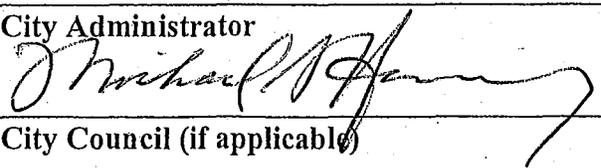
Nothing contained herein shall be construed to alter, change, supercede, or otherwise affect existing specific policies regarding regulatory signage. Existing policies dealing with regulatory and informational signage remain unaffected.

**RECOMMENDED BY:**

Mike Geisel   
Department Head/Council Committee (if applicable)

11/1/04  
Date

**APPROVED BY:**

City Administrator  
  
City Council (if applicable)

Date

11/1/04  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>51</b>
<b>SUBJECT</b>	<b>Street Tree Removals</b>	<b>INDEX</b>	<b>PW</b>
<b>DATE ISSUED</b>	<b>6/1/2009</b>	<b>DATE REVISED</b>	<b>5/5/2014</b>

---

---

**POLICY**

The Department of Public Services is responsible for identifying trees within the right of way which are to be removed. Department personnel shall determine the condition of a street tree by visual inspection. If Department Staff determines that a street tree is hazardous, dead, dying or diseased, Staff shall prioritize and schedule the removal of the street trees to the extent that funding permits.

Priority for removal shall be given to those street trees that pose an immediate, imminent or potential danger to the safety and welfare of the general public.

In general, the City does not permit the removal of an otherwise healthy tree within the right of way. If a property owner desires to remove a healthy tree within the right of way, adjacent to his\her property, the Public Works Director MAY authorize a no cost special use permit for the property owner to remove the tree at no cost to the City. All other permit conditions and insurance requirements will be as required by the Public Works Director.

In some instances, otherwise healthy trees may become a nuisance. The Public Works Director may remove trees which, in his opinion, are detrimental to the public interests. Examples of such potential nuisances include but are not limited to: obstructing sight distance, shielding street lights, damaging sidewalks or sewers, low hanging branches which provide inadequate sidewalk or street clearance, deposition of pods, fruit or seeds, and trees with thorns.

Although not an approved species for new street trees within the City of Chesterfield, there exist a substantial number of Sweetgum trees throughout the City. Due to problems related to the prickly fruit which are unique to this tree species, some residents desire their removal. When a resident requests

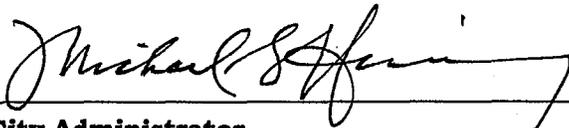
removal of an otherwise healthy Sweetgum tree located within the City's public right of way, The Public Works Director may consider its removal under the following conditions:

- 1) The resident participates in the street tree replacement program. A replacement tree must be selected and the appropriate fee paid for each tree requested to be removed.
- 2) The Public Works Director, or his designee shall attempt to communicate with the Subdivision trustees and advise them of the requested removal. While the ultimate authority and decision to remove the tree rests with the Public Works Director, the trustees may provide additional information, awareness and assistance for the Director to make an appropriate decision.
- 3) The City of Chesterfield takes pride in its tree lined streets and is desirous of maintaining the character of neighborhoods. Whenever possible, the Public Works Director should consider recent removals of street trees in the immediate vicinity and attempt to minimize the impact of the tree(s) removal on the overall character of the community.

**RECOMMENDED BY:**

  
PPW Committee  
Department Head/Council Committee (if applicable)

5/5/2014  
Date

  
City Administrator

5/5/2014  
Date

  
City Council (if applicable)

5/5/2014  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**  
**SUBJECT** Installation of Deer Crossing Signs  
**DATE**  
**ISSUED** 2/22/2012

**NO.** 52  
**INDEX** PW  
**DATE**  
**REVISED**

---

---

**POLICY**

The purpose of this policy is to establish guidelines to be followed when considering installation and placement of Deer Crossing signs.

**Information**

The Manual on Uniform Traffic Control Devices contains the warning sign for Deer Crossings (W11-3). However, it does not provide criteria for the installation and removal of these signs. Therefore, it is necessary to establish criteria to be used in the installation and removal of Deer Crossing signs.

**Procedure**

Deer Crossing signs will only be considered on streets where the posted speed limit is 30 mph or greater. A deer-car crash history should be researched for the stretch of street in question. Installation of Deer Crossing signs are warranted if three reported deer car related crashes have occurred in any given calendar year, or if five reported deer car related crashes have occurred in a three year period. Placement of the signs should be reviewed periodically. Any necessary adjustments in the placement or removal of the sign should be made if it is determined that the crash history has changed, as directed by the Public Works Director.

**RECOMMENDED BY:**

\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**City Council (if applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO.** 53

**SUBJECT** Snow Removal for Private Driveways  
within Public Right-of-way

**INDEX** PW

**DATE**

**DATE**

**ISSUED** 8/04/2014

**REVISED**

---

---

**PURPOSE**

The purpose of this policy is to establish procedures for the removal of snow windrows from residential driveway aprons resulting from City snow removal operations within the public right-of-way. Snow windrows can impede emergency access to private driveways whose owners are not capable of clearing their driveway approach.

**POLICY**

The City of Chesterfield will remove the snow accumulation from the driveway apron of a qualifying private residential driveway when the official snow accumulation exceeds two (2) inches during any single snow event. The snow accumulation will be measured at the City of Chesterfield City Hall in accordance with National Oceanic and Atmospheric Administration (NOAA) guidelines.

The City of Chesterfield will begin snow removal operations on previously approved qualifying private residential driveways ONLY after completion of all snow and ice removal operations on public streets and at City facilities. Applications for this program must be received not less than 14 days prior to a storm event to allow for review, coordination and planning.

This program is only available to qualified resident owners with a certified medical need or disability.

**QUALIFYING LOCATIONS**

All private single family residential properties within the corporate limits of the City of Chesterfield in which the residents of the property have been diagnosed with a medical condition that limits their ability to remove snow.

**PROGRAM REGISTRATION**

All requests for driveway snow and ice removal service shall be submitted in writing to the City of Chesterfield. Residents may receive information and direction by contacting the City of Chesterfield Public Works Division, visiting City Hall, or accessing the forms on our website [www.chesterfield.mo.us/formsandpermits](http://www.chesterfield.mo.us/formsandpermits).

The applicant, at a minimum, shall provide the following information:

1. Property address.
2. Applicant's name and all appropriate contact information.
3. Supporting documentation verifying a medical condition or disability of all residents at that property which limits their ability to perform snow removal activities.

**CITY LIABILITY FOR PROPERTY DAMAGE**

The City of Chesterfield is not responsible for any property damage resulting from residential driveway snow and ice removal operations. All applicants for this service shall be required to sign a waiver of responsibility stating the City of Chesterfield is not responsible for damage during driveway snow and ice removal operations.

**RECOMMENDED BY:**

\_\_\_\_\_  
Department Head/Council Committee (if applicable)

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

*Michael J. [Signature]*

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

*8/4/14*

\_\_\_\_\_  
Date