



Encroachment Permit

Submittal Requirements to Public Works

January 2018

Purpose: An Encroachment Permit is required any time work is being performed within the public right-of-way in accordance with the City of Elk Grove (COEG) Municipal Code Chapter 12.08, entitled "Construction in Streets."

Electronic Submittal Requirements:

- ✓ Encroachment Permit Application
- ✓ One (1) Set of **Detailed** Plans/Exhibits (Show existing utilities and right-of-way, all based on offset from the road's centerline (CL). Also show the centerline, lip of gutter or back of curb).
- ✓ One (1) Set of Traffic Control Plans & Submittal Packet.
- ✓ Water Pollution Control Plan (WPCP), if applicable
- ✓ Storm Water Pollution Prevention Plan (SWPPP), if applicable
- ✓ Right of Entry Agreement for Other Local Agencies, and/or Private Property Owners, if applicable.
- ✓ General Permit Deposit \$2000 (\$250 Flat Fee for minor residential work only)
- ✓ Annual Permit \$2000
- ✓ Trench Cut Restoration Fees (determined by formula)

Where to Submit Applications: Only complete submittals shall be accepted. Applications may be submitted electronically (PDF file) to epermitsline@elkgrovecity.org, or over the counter at City of Elk Grove, 8401 Laguna Palms Way, Public Works - 2nd floor counter. Fees shall be paid prior to permit processing or permit review. A wet signature of the permit application may be required to be sent by mail or over the counter.

Improvement Standards and Construction

Specifications: City of Elk Grove Improvement Standards and Construction Specifications can be found here: http://www.elkgrovecity.org/city_hall/departments_divisions/public_works/standards_plans_and_specs/

All construction and material shall be in accordance with the current edition of the City of Elk Grove Improvement Standards, Construction Specifications, Municipal Code, and Conditions of Approval.

Traffic Control Plan: Any encroachment into a traffic lane, shoulder, sidewalk or bicycle lane requires a Traffic Control Plan. Encroachment includes but is not limited to, actual work performed; storing, parking and/or use of vehicles, equipment and/or materials; etc. Traffic Control Plans shall comply with the current edition of the California Manual on Uniform Traffic Control Devices (MUTCD). Due to traffic safety or traffic efficiency concerns, **Traffic Control Plans may be revoked or suspended at anytime.**

Water Pollution Control Plan (WPCP) and Storm Water Pollution Prevention Plan (SWPPP): WPCPs are for projects disturbing less than 1 acre and SWPPPs are for projects disturbing more than 1 acre. Plans shall be accepted prior to issuance of permit.

Permit Fees: Permit fees are based on the Public Works Fee Schedule in accordance with the COEG Municipal Code Chapter 12.08. Additional Information can be obtained from the City's Finance Department at (916) 627-3205 or the website under Finance for the most current Fee Schedule.

Trench Cut Restoration Fees: Restoration fees will be required if the right-of-way is excavated in accordance with the COEG Municipal Code Chapter 12.09. Pre-payment of fee estimation is due prior to issuance of permit.

Permit Activation: A pre-construction meeting is required prior to commencing work. The applicant shall be contacted by the City Inspector to set-up a meeting to review the scope of the project. Work may begin only **AFTER** the City Inspector conducted the pre-construction meeting and permit has been issued. Work shall start 30 days from the date of permit issuance/acceptance, per EGMC 12.08.120.

Processing Time: It may take up to ten (10) business days to process a permit and to schedule a pre-construction meeting for a new project.

Roadway Closures and Major Thoroughfares: Allow at least ten (10) business days for roadway notification to be advertised in the newspaper or general circulation. Written notification to local police and fire departments is required for roadway closures and at any other time Emergency Service response is significantly impacted.

Permit Expiration: Permit shall expire ninety (90) days from permit issuance as set forth on the permit.

Annual Permits: The Annual Permit is for routine maintenance and emergency repairs. Maintenance work is defined as maintaining landscape median or corridor, maintaining existing underground service connections, installing minor underground service connections, and repair of breaks or malfunctions in underground conduit or pipes. An emergency repair is defined in Section 7-8.03 of the City of Elk Grove Construction Specifications.

Notifications shall be emailed to epermitsline@elkgrovecity.org or by calling (916) 216-2187, prior to commencement of work under the Annual Permit. If emergency work is to occur, the permittee shall notify City within 24-hours.

Guarantee: If the pavement or the surface of the public right-of-way over any excavation should become depressed or broken at any time within one year after the excavation has been completed, the permittee shall repair and/or resurface work to the satisfaction of the City to eliminate all such reconstruction failures.

Pavement Moratorium: The City of Elk Grove has placed a five-year moratorium on newly constructed streets and three-years on streets that have received an asphalt overlay.

Neighborhood Outreach: Door Hangers shall be hung in residential neighborhoods three (3) days prior to commencement of work as determined by City Inspector.

Additional Requirements: Additional project specific information may be required during the application process, pre-construction meeting or inspection process.

Insurance Requirements: General Liability insurance with \$1M per occurrence/\$1M aggregate. Provide separate endorsement naming the City of Elk Grove and each of its officers, officials, employees, agents and volunteers named as additional insured. For more information, please contact Risk Management at (916) 478-2250.

Transit Requirements: Transit shall be contacted (2-4 weeks prior to start of work) if work will have any direct impact to the bus stop locations. Transit requires advance notice to redirect passengers to another bus stop location. For more information, contact Raquel Chavarria, Transit Planner, at (916) 687-3044 to discuss any possible bus stop closure or changes.

Questions: If you have any questions, please call (916) 478-2256 or visit our website at www.egpublicworks.org



City of Elk Grove Encroachment Permit

8401 Laguna Palms Way
Elk Grove, CA 95758

PHONE (916) 478-2256 E-mail: epermitsline@elkgrovecity.org

Permit Number _____

USA

PERMITTEE INFORMATION

January 2018

Phone No. (800) 227-2600 or 811

(TO BE COMPLETED BY PERMITTEE, PLEASE PRINT)

Permit Type: MAJOR MINOR (Residential Owner) ANNUAL

LOCATION OF WORK OR PROJECT _____

ASSESSOR'S PARCEL NUMBER _____

PERMITTEE / BILLING INFORMATION _____

PERMITTEE NAME _____

ADDRESS _____ CITY / STATE / ZIP _____

PHONE NUMBER/ EMAIL _____

PERMITTEE SIGNATURE _____

DATE _____

PROPOSED START/END DATE: _____

PERMITTEE WORK ORDER NO. _____

CONTRACTOR INFORMATION

CONTRACTOR PERFORMING WORK _____

CONTACT NAME _____

ADDRESS _____ CITY / STATE / ZIP _____

PHONE NUMBER _____

CONTRACTOR'S LICENSE NO. _____ CLASS _____

BUSINESS LICENSE NO. _____

CONTRACTOR SIGNATURE _____

DATE _____

- I have read, understand, and agree to comply with the permit conditions which are a part of this permit. I further agree to comply with the current City of Elk Grove Standard Specifications and Details, City of Elk Grove Municipal Code, and conditional requirements.
- Insurance Requirements: Applicant must provide a certificate of insurance evidencing \$ _____ (amount shall be determined by the City upon submittal) combined single limit for Bodily Injury Liability and Property Damage Liability. An endorsement must be attached naming the City of Elk Grove, its officers, officials, employees, agents and volunteers as Additional Insured.
- In consideration of the granting of this Application, it is agreed by the Applicant that the Applicant shall indemnify, protect, defend, and hold harmless the City, its officers, officials, employees, agents and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage property, loss of use of property, economic loss or otherwise arising out of any activity undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the Applicant. It is further agreed that if any part of the activity interferes with the further use of the highway/roadway it must be removed or relocated immediately, as designated by the Director of Public Works, at the expense of the Applicant.
- Applicant must check with all Utility Companies serving the area covered by this permit, for location of existing underground pipes, conduits, or cables. This includes calling USA prior to digging.
- Before starting work, the Permittee shall notify City of Elk Grove Construction Inspection at (916) 216-2187, 24 hours in advance of the date work is to begin.
- Attention is directed to the General Provisions attached hereto and to any specific conditions made a part of hereof.
- Costs incurred by the City of Elk Grove Public Works Department, for processing and inspection shall be billed to the Permittee, Chapter 12.08.030 Permit fees, Title 12 of the City of Elk Grove Municipal Code relating to Construction in Streets and California Streets and Highways Code, Section 1462.
- The Permittee shall take necessary measures to prevent any non-storm water discharge (pollutants) from entering the storm drain conveyance system. This shall include use of Best Management Practices (BMPs) as necessary. Construction Projects disturbing one acre or more will be required to submit a Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP).

DESCRIPTION OF CONSTRUCTION: _____

NOTE: Permittee shall call the Encroachment Permit Inspector at (916)216-2187 for FINAL!

APPROVAL

Work under this permit may/shall go into a warranty period within 1 year after completion as stated under the Guarantee section of the General Provisions on the 2nd page of this permit and per the City of Elk Grove's Construction Specifications and Standards Sec. 7-23. Costs incurred during this warranty period shall be the responsibility of the Permittee.

Warranty Date: _____ Initial: _____

Close Date: _____ Initial: _____

FEES

PERMIT FEE \$ _____

PERMIT DEPOSIT \$ _____

TRENCH FEE \$ _____

TOTAL AMOUNT PAID \$ _____

DEPOSIT TYPE _____

DATE: _____

PERMIT ISSUED BY: _____

INSPECTION

COMMENTS: _____

INSPECTOR'S SIGNATURE _____

ISSUANCE DATE _____

GENERAL PROVISIONS

City of Elk Grove

8401 Laguna Palms Way, Elk Grove, CA95758

Phone: (916) 478-2256 E-mail: epermitsline@elkgrovecity.org

PERMIT. The permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the City of Elk Grove Municipal Code.

ACCEPTANCE OF PROVISIONS. It is understood and agreed by the Applicant that any work performed under this permit shall constitute an acceptance of all the general and specific conditions hereof.

AS-BUILTS. Upon completion of underground or surface work of consequence, the Applicant shall furnish as-built drawings to Public Works showing location and details of work performed.

BACKFILL AND RESTORATION OF SURFACES. Compacted backfill on all roads shall be made in compliance with the City of Elk Grove Construction Specifications and Standards, Section 19.

CLEANUP. All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all excess material and debris.

DRIVEWAYS. Portland cement concrete is not allowed for private driveway approaches within the City right-of-way.

FUTURE MOVING OF INSTALLATION. The installation authorized herein shall, upon demand of the City Engineer, be relocated in a timely manner by, and the sole expense of the Applicant whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The Applicant must commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.

GENERAL DEPOSIT. Applicant shall post no less than a \$2,000.00 deposit, for permit processing and inspections. Additional funds may be required for any Applicant as deemed necessary by the Director. The deposit may be released 180 days after acceptance of the work as specified in Chapters 12.08.070 of the City of Elk Grove Municipal Code.

GUARANTEE. Should any failure of the work occur within a period of one year after completion and Public Works acceptance (i.e., sign off of permit and as-built drawings) of the permitted work, the refilled excavation settles, or if the resurfacing or restoration of the roadway disintegrates or develops ruts or holes or if found to have used materials not in compliance with the City of Elk Grove Specifications, the Applicant shall be required to repair and/or resurface to the satisfaction of the City to eliminate all such reconstruction failures. If the Applicant fails or refuses to do such corrective work, the City may elect to complete the corrective work and collect the cost of the work from the Applicant, or to pursue such other remedies as may be available to complete the corrective work at the Applicant's expense.

MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES. Metal objects (such as manhole frames and lids, valve boxes, bore casings, or similar), shall not be installed within 72 inches of a traffic detector loop. Any signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the City elect to provide repair or replacement services, the Applicant shall be required to reimburse the City for all costs involved.

MAINTENANCE. The Applicant agrees by the acceptance of this permit to safely and properly as called for under the highest of its industry standards to maintain any encroachment placed by Permittee in the City right-of-way. If the Applicant fails to meet this requirement to the sole satisfaction of the City as determined by the City Engineer, the Applicant will be liable for all loss, damage, expense, or claim incurred by the City by reason of this encroachment. Expenses include but are not limited to: correcting, repairing or eliminating the encroachment and any tort liabilities.

MONUMENTS. All survey monuments disturbed/removed shall be replaced. Pursuant to Section 8771 of the California Business and Professions Code.

PROSECUTION OF WORK. Any work authorized by this permit shall be performed in a workmanlike, diligent and expeditious manner to the satisfaction of the Director.

ROAD CLOSURE. No highway or street may be closed without first obtaining approval in writing from the City Traffic Engineering Office, telephone (916) 478-2256. If permission to close a street is granted, it shall be the Applicant's responsibility to notify the Police and Fire Department prior to closing the street.

STRIPING AND PAVEMENT MARKINGS. Any removed or disturbed traffic markings and striping shall be replaced in kind.

TREES. Unless specifically approved on the face of this permit, the removal or trimming of a tree(s) requires a separate tree permit pursuant to Elk Grove Municipal Code Chapter 19.12, please call the Planning Department at (916) 478-2265.

TRENCHING. Not more than one-half of the width of a traveled way shall be disturbed at one time and remaining width shall be kept open to traffic by bridging or backfilling. Pedestrian and bicycle facilities shall be maintained through the work site at all times unless provisions have been shown on the approved permit.

TUNNELING. No Tunneling will be permitted except on major work as may be specifically approved and set forth on the face hereof.

UNDERGROUND UTILITIES. Disregard of or destruction of underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the City Engineer.

U.S.A. NOTIFICATION REQUIRED. The Applicant shall notify Underground Service Alert two working days in advance of performing excavation work by calling the toll-free number (800) 227-2600 or 811. U.S.A. notification to be renewed at no less than 14 calendar-day intervals.

WORK AND MATERIALS. All work and materials shall be in accordance with the current edition of the City of Elk Grove "Standard Construction Specifications". All work shall be in compliance with the Americans with Disabilities Act.



CITY OF ELK GROVE

TRAFFIC CONTROL PLAN SUBMITTAL PACKET

PROJECT: _____

SUBMITTED BY: _____

CONTACT PHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

**ONLY PDF OR OVER THE COUNTER SUBMITTAL
SUBMIT TO PUBLIC WORKS PERMITS DEPARTMENT**

INTERNAL USE ONLY

PROJECT NUMBER: _____

PUBLIC WORKS PROJECT INSPECTOR: _____

DATE SUBMITTED: _____

DATE RETURNED TO APPLICANT: _____

SPECIAL CONSIDERATIONS: _____



TRAFFIC CONTROL PLAN REQUIREMENTS

The City of Elk Grove shall be notified any time work is to be performed in the public right-of-way or otherwise impacts traffic in the public right-of-way. Any encroachment into a traffic lane, shoulder, sidewalk, or bicycle lane requires a Traffic Control Plan (TCP). Encroachment includes, but is not limited to, actual work, equipment/materials, and/or work vehicles. TCPs shall comply with guidelines and mandates provided in Part 6 of the California Manual on Traffic Control Devices and local provisions.

Traffic Control Plans are to be developed, submitted (by the contractor) and reviewed (by the City) prior to the commencement of any work. The Diagram Page (page 5 of the Packet) and any attachments are to be signed and dated by the author. Traffic control plans may be suspended or revoked at any time due to traffic safety or traffic efficiency considerations. **ALLOW 10 BUSINESS DAYS FOR PUBLIC WORKS REVIEW OF PROPOSED TRAFFIC CONTROL PLANS.**

The TCP packet may be obtained from Public Works Permits Department . The TCP Packet includes: TCP Cover/Submittal Page (page 1); Plan Requirements (page 2); Plan Checklist (page 3); Information Page (page 4); and Diagram Page (page 5). Diagrams of the traffic control zone drawn on separate pages (not drawn on page 5 of the Packet) become attachments to the TCP Packet. Write "see attached" on page 5 of the packet and attach the separate diagram drawing page(s) with the author's signature and date. Specific TCP requirements may be discussed at the project's pre-construction meeting. TCP Plans reviewed and signed by the City shall be maintained by the contractor at the site of the encroachment for the duration of the project.

Hours of Work: Work hours are determined in the City's TCP review process. Generally, day work during week days is 8:30am to 3:30pm and night work is 9pm to 5am. Specific work hours will be noted on the TCP.

Beginning and Ending Times:

Beginning times: Signs and devices directing or controlling traffic are installed and encroachment occurs.

Ending times: Encroachment is removed, signs and devices directing or controlling traffic have been completely removed and traffic is no longer diverted or otherwise controlled.

Special Events and School Functions:

Work hours may be limited or eliminated during day work moratoriums. These modified hours of work may be implemented at any time. Advance notice will be provided when possible.

Afternoon Work Impacting Traffic on Fridays:

Work is prohibited on certain major arterials. Check with project inspectors for details on Friday work.

Traffic Control Devices: All traffic control applications (devices placed in the public right-of-way) are to be monitored and maintained. Devices observed to be displaced or removed shall be re-positioned or replaced. Contractors shall continually monitor the traffic control zone to assure the safe and efficient flow of traffic. All devices and device placement shall comply with the California MUTCD and local provisions. Persons responsible for placing traffic control devices shall be knowledgeable in traffic control procedures and understand the traffic control plan to be applied.

Flaggers: All flagging is to be performed by trained flaggers consistent with Title 8, Section 1599 of the California Code of Regulations. Evidence of flagger training shall be made available upon request.

Signs: All existing roadway signs temporarily moved or removed shall be properly reinstalled or otherwise accounted for prior to project completion.



TRAFFIC CONTROL PLAN CHECKLIST

- IS THE TRAFFIC CONTROL PLAN PAGE #4 (INFORMATION PAGE) COMPLETE AND ACCURATE? (*Speed limits are critical to plan review*)**
- IS THE PLAN LEGIBLE/UNDERSTANDABLE?**
- Use English measurement system (*No metric measurements*)
- DOES THE PLAN REPRESENT THE ACTUAL WORK AREA AND LOCATION?**
- Typical applications (*from State/Federal MUTCDs*) normally do not reflect conditions at the actual work location.
 - All signs, signals and markings must be indicated on the plan.
 - Bicycle lanes, sidewalks and relevant multipurpose pathways must be included on the plan.
 - The actual work space must be accurately represented and delineated.
 - Special road characteristics (*curves, hills etc.*) should be included when relevant to traffic safety.
 - Other factors (*school zones, business access, bus stops etc.*) must be represented and accounted for.
- ARE LANE AND SHOULDER WIDTHS ACCURATELY PRESENTED?**
- A minimum of 10-feet is allowed for vehicle lanes in traffic control zones.
- ARE THE PLANS CONSISTENT WITH MUTCD GUIDELINES?**
- Device spacing and distances must be on the plan.
 - *Sign/cone spacing and buffer/taper distance charts with approach speeds noted satisfy this requirement.*
 - Signage must warn traffic of what to expect and what is required to safely traverse the traffic control zone.
 - Traffic diversion must be safe and understandable to the motoring public, pedestrians, bicycle traffic and individuals with disabilities.
- DOES THE PLAN CONTAIN VERBIAGE INDICATING THAT THE APPLICATION INCLUDES THE FOLLOWING?**
- Continual monitoring and maintenance of the traffic control zone, emergency access, accommodation for pedestrians, bicycle traffic and the individuals with disabilities.
 - Proper training of flaggers, proper devices and device usage and appropriate notifications.
- HAS THE PLAN'S AUTHOR SIGNED AND DATED ALL DIAGRAM PAGES?**



Traffic Control Plan Information Page

Check all appropriate boxes and fill in the blanks where appropriate.

Name of primary street impacted by work: _____

Where is the work site in relation to other streets/highways?

Closest major cross-street: _____

Other streets impacted by work:

Approach Speed: *Speed limit approaching worksite:* _____ **MPH**
(Use posted speed or prima facie speed limit e.g. business/residential speed limit = 25 mph)

What type of street/highway is impacted?

- Divided highway
 Multiple-lane street/highway
 Business district
 Residential district
 Two-lane rural
 Other _____

Other criteria:

- Intersection work
 Sidewalk
 Bike lane
 School zone
 Other (list) _____

What part of the street/highway will be impacted?

- Entire street/highway (road closure)
 One or more traffic lanes
 Median or center-divider work
 Shoulder work
 Work within 15 feet of the street/highway

How long will traffic control be needed?

- Work occupying a location more than 3 days (and nights)
 Overnight work (up to 3 days)
 Daytime work that occupies a location from 1 to 12 hours
 Daytime work that occupies a location up to one hour
 Mobile work – work moving intermittently or continuously

Existing traffic controls at or near work site or impacted by work:

- Signs (*number, location & type*)

- Signalized intersection: Yes_____ No_____

- Roadway markings/lane dimensions – see Plan Checklist

(All striping, lanes and lane widths must be accurate and represent the actual work location.)

- Other (*explain*): _____



Traffic Control Plan Diagram Page

Directions – Use Traffic Control Plan Checklist as a guide.

Date _____

Signature _____

MUTCD Chart - Guideline Taper Lengths based on 11' or 12' Offset

Speed mph	Sign Space	Merging Taper	Shifting Taper	Shoulder Taper	Buffer Zone	Cone Spacing	
						Taper	Conflict
25	150'	125'	63'	42'	155'	26'	13'
30	200'	180'	90'	60'	200'	32'	15'
35	250'	245'	123'	82'	250'	37'	18'
40	350'	320'	160'	107'	305'	42'	20'
45	550'	540'	270'	180'	360'	48'	23'
50	600'	600'	300'	200'	425'	53'	25'
55	1000'	660'	330'	220'	495'	58'	28'
65	1000'+	780'	390'	260'	645'	69'	33'

Contractor Shall:

- Monitor and maintain traffic control zone at all times
- Maintain access for EMS equipment and personnel
- Assure safe passage of pedestrians, bicyclists and individuals with disabilities
- Apply and remove signage consistent with the Calif. MUTCD
- Refer to MUTCD chart for device spacing, buffers and tapers
- Comply with MUTCD device specification and placement
- Utilize trained flaggers per Title 8 CCR