

CITY OF SAN CARLOS
ENCROACHMENT PERMIT CONDITIONS OF APPROVAL
Not for Capital Improvement Projects

1. GENERAL CONDITIONS

- a) CITY ENGINEER NOTIFICATIONS - Permittee shall notify the City Engineer's office, (650) 802-4200 24 hours prior to starting work under this permit. Permittee shall notify the City Engineer's office, (650) 802-4200 when work has been completed under this permit.
- b) CERTIFICATE OF INSURANCE & BUSINESS LICENSE - A Certificate of Insurance with the City of San Carlos named as co-insured with a minimum of \$ 2 million Liability coverage must be submitted to the Public Works Department prior to commencement of any work within the Public Right-of-Way. The contractor and all sub-contractors must obtain a current City of San Carlos Business License with the Finance Department prior to start of work under this permit.
- c) HOLD HARMLESS - Permittee agrees to hold the City harmless, indemnify and defend the City from any and all liability and claims which arise by virtue of the City granting said encroachment permit to Permittee, and the Permittee's encroachment on the City right-of-way. VIOLATION OF PERMIT - Any violation of the terms and conditions of this permit may result in a "STOP WORK ORDER" being placed on the job and a fine assessed of up to \$500.00 per violation.

2. CLASS A LICENSE REQUIREMENT

A California State General Engineering Class A license shall be required: within any roadway or path of travel requiring traffic control, when an excavation exceeds 5 feet in depth within the city right-of-way, or whenever required by the City Engineer or his/her designee.

3. COMPACTION TEST

Compaction tests on trench backfill and aggregate base will be required as determined by the City Engineer or his authorized representative.

4. COMPLETION TO CITY STANDARDS

All work shall be completed to the current specifications and standards in effect at the time work is started to the complete satisfaction of the City Engineer.

5. INSPECTION HOURS

AM Inspections - between 9 AM and 11 AM

PM Inspections - between 1 PM and 3 PM

6. INSPECTION FEES

Additional inspections due to failed inspections or permittee/contractor not being ready for inspection when requested shall be charged at the hourly rate as defined in the City of San Carlos Fee Schedule. A minimum of 1 hour shall be charged per inspection, and payable prior to permit being finalized.

7. CONCRETE INSPECTIONS

Applicant must provide 24-hours advance notice prior to inspection.

1st INSPECTION: Pre-concrete pour and/or pre-AC pave inspection

- a) Excavate area and prepare the area per City standards for pre-concrete pour and/or pre-AC paving.
- b) Call Engineering Division at (650) 802-4200 for pre-concrete pour and/or pre-AC paving inspection(s).
- c) If the inspection does not pass, follow the inspector's instructions and reschedule 1st inspection.
- d) Upon approval of 1st inspection, pour concrete and/or pave roadway per City standards.

2nd INSPECTION: Final Inspection

- a) Upon approval of 1st inspection, pour concrete and/or pave roadway, and remove USA markings.
- b) Call Engineering Division for final inspection.
- c) If the inspection does not pass, follow the inspector's instructions and reschedule 2nd inspection.
- d) Upon approval of 2nd inspection, the inspector will sign-off on the permit.

8. CONSTRUCTION WORK HOURS

- a) MON-FRI: 8AM TO 4PM, SAT-SUN: NO WORK
- b) No working on the following Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day.
- c) No work during the City's annual Holiday Closure in late December and early January of each year. No work shall be done during this suspension except such work as is necessary for the proper care and protection of work already performed, or except in case of an emergency, and in any case, only with prior written permission of the City Engineer.

9. GRADING HOURS

Grading shall only be permitted between the hours of 8 AM and 4 PM excluding Saturday, Sunday and holidays or at the discretion of the City Engineer or Planning Commission.

10. HAULING HOURS

Dirt hauling shall only be permitted between the hours of 9 AM and 4 PM excluding Saturday, Sunday and holidays or at the discretion of the City Engineer or Building Official.

11. GRADING MORATORIUM

- a) This project is subject to the winter grading moratorium period between October 1 and April 30.
- b) Street to be cleaned as required to the satisfaction of the City Engineer or his/her designee.
- c) No grading shall be allowed during rain events. All necessary erosion control shall be in place at all times.
- d) All site drainage from rainwater leaders and paved surfaces shall be collected and discharged according to the recommendations of the soils engineer or to the satisfaction of the City Engineer or his/her designee.
- e) Excavation backfill shall be done under the supervision of the project soils engineer and a report on the backfill components and compaction shall be submitted to the Public Works Department upon completion of the backfilling.
- f) Any violation of the terms and conditions of this permit will result in the revocation of the permit and may also result in a "STOP WORK ORDER" being placed on the job and a fine assessed.

12. DEBRIS BOX, STORAGE CONTAINERS AND MATERIAL STORAGE WITHIN THE CITY RIGHT-OF-WAY

- a) A separate Encroachment Permit is required for debris boxes, storage containers and material storage within the City right-of-way.
- b) Debris boxes and storage containers shall be placed fronting the property they serve, unless prohibited due to safety reasons or parking restrictions. Boxes and containers shall not obstruct the sidewalk or vehicular travel lane in any way. Boxes and containers must be placed a minimum 25' from the curb return of intersections to prevent sight distance obstruction.
- c) Materials to be temporarily stored within the City right-of-way shall be placed fronting the property they serve, unless prohibited due to safety reasons or parking restrictions. Materials stored within the City right-of-way shall not obstruct the sidewalk or vehicular travel lane in any way. Materials shall be placed

on a tarp or approved equal material to maintain a clean street and avoid debris in the gutter. During the rainy season, October through April, materials may not be stored within the City right-of-way.

- d) Permittee agrees to remove said debris box, storage container and materials from City right-of-way within twenty four (24) hours of written notice to do so. Should Permittee fail to do so, City may remove said debris box, storage container and materials, and charge the same to the Owner with reasonable administrative costs.

13. NO PARKING SIGNS

No Parking signs must be posted at least 48 hours in advance. Contact the Public Works Department for inspection of the posted No Parking signs.

14. NOTIFICATION LETTER

When required, the contractor shall submit a copy of a notification letter for review and approval by the City Engineer or his/her designee. The notification letter shall be posted or sent to all affected property owners as determined by the City Engineer or his/her designee. Notification letters shall be sent or posted a minimum of 72 hours in advance of the start of any work authorized under this permit.

15. OUTDOOR/SIDEWALK DINING

- a) A minimum of four feet of unobstructed sidewalk must remain available for pedestrians.
- b) The applicant shall comply with all conditions and regulations described in the San Carlos Municipal Code section 12.36.

16. BIKE AND PEDESTRIAN SAFETY

Bike and pedestrian traffic may be diverted around a construction site if required. Such diversion shall be adequate for safety, but in no case less than 10 feet from the nearest feature of the building, scaffolding or facility being worked on. Diverted walkways shall be clearly delineated with barriers approved by the City that will prevent easy straying into or out of the walkway on both sides. Diverted pathways shall not enter a travel lane of a street and shall be at least 4 feet wide and clear of any hazards. At locations where a 4 foot walkway cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure at the nearest crosswalk or intersection to divert pedestrians across the street. Diverted pathways shall be clear and provide safe steps and/or ramps with hand rails if required. Bike and pedestrian areas that are affected by construction, diverted or obstructed shall be adequately lighted for safe night time passage.

17. POLICE & FIRE NOTIFICATION

Contractor shall keep the Sheriff's, Fire and Public Works Departments notified daily as to the schedule for lane closures.

18. ROAD CLOSURE

- a) Street closure per approved plan. No blocking of sidewalks is allowed. Residents and visitors must be allowed access to driveways and residences at all times.
- b) Permittee agrees to reopen said streets on City right-of-way if directed by the City to do so. Should Permittee fail to do so, City may reopen street and charge the same to the Owner with reasonable administrative costs.
- c) All effected residences must be provided with advanced notification in writing at least three days in advance of street closure

19. SEWER INSPECTIONS

IN-LINE LATERAL VIDEO INSPECTION

The applicant is required to demonstrate that the sewer lateral conforms to all City standards, specifications and codes. All necessary repairs must be completed prior to City's acceptance of maintenance responsibility. In order to determine the existing condition of the lateral, the applicant must provide an in-line closed-circuit video (CCTV) inspection of the lateral from the building to the City's sewer main. Any damaged sections of pipe found during the video inspection must be repaired before acceptance of the lateral. The in-line video may be submitted prior to the start of construction or performed during the first inspection.

LEAK TEST

If any portion of the sewer lateral is replaced between the building and the City approved cleanout, there shall be a leak test performed and approved by a City inspector prior to backfill.

INSPECTIONS

Applicant must provide 24-hours advanced notice prior to inspection.

1st INSPECTION: The trench is OPEN and has NOT been backfilled above the center of the pipe.

- a) Excavate area.
- b) Once the new sewer lateral is installed and all connections have been made to City standards contact the Engineering Division at (650) 802- 4200 for inspection, (includes televised inspection of the lateral to the mainline).
- c) If the inspection does not pass, follow the inspector's instructions and reschedule 1st inspection.
- d) Upon approval of 1st inspection, backfill

2nd INSPECTION: Pre-concrete pour and/or pre-AC pave inspection

- a) Area has been prepared per City standards for pre-concrete pour and/or pre-AC paving.
- b) Call Engineering Division at (650) 802-4200 for pre-concrete pour and/or pre-AC paving inspection(s).
- c) If the inspection does not pass, follow the inspector's instructions and reschedule 1st inspection.
- d) Upon approval of 1st inspection, pour concrete and/or pave roadway per City standards.

3rd INSPECTION: Final Inspection

- a) Upon approval of 2nd inspection, pour concrete and/or pave roadway, and remove USA markings.
- b) Call Engineering Division at (650) 802-4200 for final inspection.
- c) If the inspection does not pass, follow the inspector's instructions and reschedule 3rd inspection.
- d) Upon approval of 3rd inspection, the inspector will sign-off on the permit.

20. SITE DRAINAGE

All site drainage from rainwater leaders and paved surfaces shall be collected and discharged according to the recommendations of the soils engineer to the satisfaction of the City Engineer.

21. STREET FINISH

After paving is complete all street striping and markings, pavement markers, traffic detector loops and landscaping shall be restored to their original condition and in a manner satisfactory to the City Engineer.

22. TRAFFIC CONTROL

- a) Contractor shall provide proper signage and traffic cones in accordance with Part 6 of the California Manual of Uniform Traffic Control Devices.
- b) Road closures will NOT be allowed under this permit. At the minimum, one lane must be provided for through traffic. Flagmen must be present at all times when traffic is restricted or impaired. Traffic controller(s) must be properly trained and equipped with proper attire and equipment.
- c) No restriction of traffic will be permitted before 9AM or after 4PM.
- d) If at any time the City determines that traffic control is unsatisfactory or unsafe, the Contractor shall immediately stop work until traffic control is satisfactory to the City.

23. UNDERGROUND SERVICE ALERT

The applicant must contact USA North at 811 or 800-227-2600 a minimum of 48 hours in advance of any work which requires excavation to have underground utilities located. Existing utilities that are present near the area to be excavated shall be located and verified by potholing.

All Underground Services Alert (USA) markings, including the initial markings made by the Contractor and those markings placed by others in response shall be removed at the Contractor's expense when they are no longer required. Acceptable means of removal include sand blasting, high pressure washing, or other means approved by the City Engineer or his/her designee.

24. UTILITY COVER

All utilities installed within the right of way shall have a minimum of 3 feet of cover from the top of the utility to the existing ground surface.

25. VIDEO INSPECTION REQUIREMENT

For Contractors or Utility Companies using directional boring methods to place Utilities, a post-construction video inspection of any crossed sanitary sewer or storm drain line shall be submitted for review and approved by the City Engineer or his/her designee.

26. TRANSPORTATION

- a) Permittee shall notify the City Engineer's office, (650) 802-4200, 24 hours prior to starting work under this permit.
- b) Permittee shall notify the City Engineer's office when work has been completed under this permit.
- c) The rear of each trailing load shall prominently display a "WIDE LOAD" sign if appropriate.
- d) Permittee shall provide traffic controllers, as needed, to insure safe passage through each intersection. Traffic controller(s) must be properly trained and equipped with red vests, white hard-hats, flags and "Stop/Slow" paddles.
- e) The hours of this permit shall be restricted to 9:00 AM until 4:00 PM, Monday through Friday.
- f) If at any time the City determines that traffic control is unsatisfactory or unsafe, the Contractor shall immediately stop work until traffic control is satisfactory to the City.
- g) Permittee agrees to hold the City harmless, indemnify and defend the City from any and all liability and claims which arise by virtue of the City granting said encroachment permit to Permittee, and the Permittee's encroachment on the City right-of-way.
- h) Any damage to the streets, curbs, sidewalks, traffic signals or other City maintained infrastructure caused by the operations herein permitted, shall be repaired to the complete satisfaction of the City Engineer.
- i) Any violation of the terms and conditions of this permit may result in a "STOP WORK ORDER" being placed on the operation and a fine assessed of up to \$500.00 per violation.
- j) Vehicle maximum limits shall not exceed: Length - 114', Width - 12.0', Height - 14.33', Weight - 248,725 lbs.

27. NON-CITY AGENCY COMPLIANCE

The applicant is responsible for obtaining the approval of all participating regulatory and non-City agencies prior to the issuance of a permit. The applicant shall obtain an Encroachment Permit from the State of California Department of Transportation (Caltrans) for all work within the state right-of-way. The party or parties to whom a permit is issued shall, whenever required by law, secure the written authorization for any work that must be approved by the Public Utilities Commission (PUC) of the State of California, CAL-OSHA, or any other public agency having jurisdiction.

28. ARCHAEOLOGY

The applicant shall cease work in the vicinity of any archaeological resources that are revealed or discovered during the work. The City shall be notified immediately by the applicant. A qualified archaeologist, retained by the applicant, will evaluate the situation and make recommendations to the City concerning the continuation or stoppage of work.

29. SITE MAINTENANCE

At all times, the area surrounding the job site shall be maintained free from dust, mud, excess earth and debris which constitute a nuisance and potential damage. All excess material, trash, dust and other debris shall be cleaned up daily and disposed of to the satisfaction of the Public Works Department.

30. RESTORATION

The applicant shall be responsible for restoring any existing improvements within the City right-of-way and/or easement which has been excavated or otherwise disturbed by the applicant to its former condition as nearly as possible. The applicant shall maintain the surface over any easement where the facilities or improvements are placed. If the right-of-way and/or private property above an easement are not restored in accordance to these conditions, and if the City and/or private party make the necessary repairs, the applicant agrees by acceptance of the permit to reimburse the City and/or private party for all costs incurred for the restoration work.

31. STORM WATER

a) Storm Water Permit

The applicant's work shall conform to Provision C.3 and C.6 of the Countywide Municipal Storm Water Permit (MRP) and the National Pollutant Discharge Elimination System (NPDES) permit. The applicant shall implement all San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) measures and Best Management Practices (BMP's). Failure to comply with the approved construction BMP's will result in the issuance of correction notices, citations and/or a stop work order.

b) Existing Drainage Conditions

If the work performed interferes with established drainage patterns, ample provisions shall be made by the applicant to correct the interference. The City may also direct the applicant to take additional measures to be performed at the applicant's expense.

c) Illicit Discharge

No dumping or discharge of construction materials, debris, and hazardous materials will be permitted into the City's storm drainage system. In the event of any discharge, leakage, spill or emission of hazardous materials, applicant shall promptly notify the Public Works Department and shall clean all affected property. The applicant shall indemnify, hold harmless and defend the City against all liability incurred as a result of any such discharge, leakage, spill or emission, regardless of whether such liability, cost or expense arises during or after the term of the permit.