



Permit No.: \_\_\_\_\_ - \_\_\_\_\_ USA Ticket No.: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Inspection Fee: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Issued on \_\_\_\_\_ by \_\_\_\_\_ Valid till: \_\_\_\_\_

Project Address: \_\_\_\_\_

Start: \_\_\_\_\_ inspected by \_\_\_\_\_ Renew: \_\_\_\_\_ by \_\_\_\_\_ Valid till: \_\_\_\_\_

Finished: \_\_\_\_\_ inspected by \_\_\_\_\_ Final signed off on \_\_\_\_\_ by \_\_\_\_\_

## City of East Palo Alto, California ENCROACHMENT APPLICATION AND PERMIT

This Encroachment Permit is granted pursuant to all conditions and standards and requirements of the Municipal Code, and is additionally subject to the conditions stated herein.

Project Address: \_\_\_\_\_

Purpose of street opening(s) or types of installations (Check items that apply):

- |                                      |   |  |                                |
|--------------------------------------|---|--|--------------------------------|
| <input type="checkbox"/> Water Main  | <input type="checkbox"/> CATV                   | <input type="checkbox"/> Widen Existing Driveway | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Water Meter | <input type="checkbox"/> Storm Sewer Main       | <input type="checkbox"/> Curb & Gutter           | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Gas         | <input type="checkbox"/> Sanitary Sewer Main    | <input type="checkbox"/> Sidewalk                | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Electric    | <input type="checkbox"/> Sanitary Sewer Lateral | <input type="checkbox"/> Storm Drain Lateral     | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Telephone   | <input type="checkbox"/> New Driveway           |  |                                |

Description the work to be done per approved plans by City of East Palo Alto and Special Provisions: \_\_\_\_\_

Applicant: \_\_\_\_\_ Title: \_\_\_\_\_  Contractor  Owner

(Provide ID. If not the property owner, show owner's authorization)

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**\*Is the work going to be done by a contractor?**  YES (Provide CA contractor, City's Business License Number and Bond)  NO (Read through the responsibilities and sign the agreement)

**(Only small pot hole repair at sidewalk is allowed to be finished by a non-licensed person.)**

Contract Company : \_\_\_\_\_ Coordinator: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Proposed work date: \_\_\_\_\_ to \_\_\_\_\_ (or provide a schedule) M-F 8am to 5pm

(Allowable Work hour maybe different upon projects)

### Conditions

1. Call 24 business hours ahead before the project started.
2. The area too be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation.
3. Prior to beginning work, the Permittee shall



# City of East Palo Alto

## Public Works Department/Engineering Division

1960 Tate Street • East Palo Alto • CA • 94303

650.853.3189 [ tel ] • 650.853.3179 [ fax ]

- a. Submit and obtain Director of Public Works approval of a construction schedule to install sediment and erosion control devices.
- b. Provide the Director of Public Works with Contractor and Contractor's representative who may be contacted in the event of any emergency at any time other than regular working hours, information including Contractor's name, address, business phone, Contractor's representative, and a 24 Hour emergency phone number.
4. Contact and get approval from Engineering Division for any changes during construction.
5. Keep this permit onsite all the time or a stop work order may be issued and other fees will be required before re-valid this permit.
6. The permittee shall comply with all requirements of the East Palo Alto Municipal Code, and other conditions as may be set forth by the Director of Public Works.
7. Proof of current City Business License, Bond deposit (10% of construction cost or \$5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit.
8. \_\_\_\_\_ **Expiration: This permit shall expire three months from the date of issuance.**
9. \_\_\_\_\_ **Renewal:** The renewal of an expired permit may be administratively approved by the city engineer providing no changes to the plans have been made. An application for such renewal must be made in writing no later than three business days prior to the expiration date, in the same manner as specified for in the original application. The fees for such renewal will base on how much time city employee(s) work on this permit renewal. Two renewals may be granted. Extensions beyond two renewals require a complete new application and must be submitted with full fees.
10. A security instrument (bond) in is required as a guarantee that all conditions and requirements of the Encroachment Permit will be carried out and that all improvements including landscaping and landscaping maintenance will be carried out as and during the time period specified in the permit.
11. A Certificate of Insurance showing liability insurance coverage to be maintained during the life of this permit from insurance companies authorized to offer insurance in the State of California by the State Insurance Commission, and stating th-at such policy(ies) shall not be canceled or reduced without thirty (30) days prior written notice provided to the City shall be submitted to the City prior to beginning work. Said insurance coverage shall protect and indemnify the CITY, and it's Councilmembers, officers, employees and agents from claims which may arise out of or result from the Contractor's operations or by anyone directly or indirectly employed by said Permittee. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the CITY. Inclusion of the CITY, and it's Councilmembers, officers, employees and agents as additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against Permittee. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. The following types and limits of insurance are required:

<u>TYPE</u>	<u>AMOUNT OF LIMIT</u>
Commercial General Liability	\$1,000,000/Combined Single Limit
Comprehensive Automobile Liability (including owned, non-owned and rented or leased vehicles)	\$1,000,000/Combined Single Limit
Property Damage Insurance	\$250,000/Combined Single Limit

12. Extreme care shall be exercised when working in the public right-of-way (ROW). All work shall be performed in accordance with the City's Standard Plans, and CalTrans Standard Specifications or as directed by Engineer.
13. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant, and should be reported immediately to the City Inspector.
14. \_\_\_\_\_ Work in the ROW shall be conducted between the hours of **8:00AM and 5:00PM Monday to Friday**, unless written authorization is obtained from the Director of Public Works 48 hours prior to the start of work. Weekend work and over time shall be approved by city engineer ahead and over time inspection fees will be applied.



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15. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut), and shall be sealed with an approved sealant after asphalt repair is complete.
16. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector.
17. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
18. Contractor shall supply all traffic control including, but not limited to, barricades, lights and flag personnel and adequate protection of the traveling public during construction operations as required by law and as specified by the Caltrans "Manual of Traffic Controls". Barricades shall be rearranged as conditions permit to provide less interference with traffic flow. Toe boards shall be used to confine spoil banks, as required. Convenient access to driveways, walks, houses, buildings, etc., shall be provided, and where required by the City Engineer, temporary bridges shall be placed and maintained. CalTrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/subcontractor's name.
19. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to CalTrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
20. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works Department has been completed.
21. No equipment or materials shall be stored in the public ROW overnight without written authorization from the Director of Public Works. Permittee shall not park vehicles on City Streets over night. On street parking during the day will be limited to areas directly in front of the project site.
22. 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 danger and, upon completion of the work, all excess material, trash, dust and other debris shall be cleaned up and disposed of to the satisfaction of the City Engineer.
23. Proper precautions shall be taken to protect all pavement, curbs and concrete facilities from damage. Any portions damaged by Permittee's operations, in the sole opinion of the City Engineer, shall be replaced in accord with current City Standards at the Permittee's expense.
24. Comply with State, County and City requirements for discharges into the Storm Water System. Attached and made a part of this permit, are Best Management Practices (BMP) to be used by Contractor during construction, including Earth Moving Activities; Heavy Equipment Operation; General Construction and Site Supervision; Painting and Application of Solvents and Adhesives; and Landscaping, Gardening, and Pool Maintenance.
25. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain.
26. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right of way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project.
27. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth.
28. Transfer of Permit: This permit may be transferred only upon approval of the Director of Public Works.
29. Suspension, Restoration and Revocation of Permit: as indicated by the Director of Public Works.
30. \_\_\_\_\_ Final inspection and sign off: The Owner/Developer shall request final inspection and sign off 2 business days prior to the date of final inspection within valid permit period. An as-built plan and other related documents shall be submitted to the City Engineer for review and approval prior to the final sign off on the encroachment work.





**OFFICE USE ONLY**

Application received by \_\_\_\_\_

(Check ownership with county system)

Permit number: \_\_\_\_\_ - \_\_\_\_\_

Note: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Engineer

\_\_\_\_\_  
Date

Notify other divisions:

- Project file
- Receipt list
- Inspector
- NPDES file
- Planning
- Building
- Redevelopment
- Code Enforcement/ Police
- Maintenance
- American Water

- Menlo Park Fire
- Sewer District
- \_\_\_\_\_
- \_\_\_\_\_

Fee: \$ \_\_\_\_\_

paid on \_\_\_\_\_

collected by \_\_\_\_\_

receipt \_\_\_\_\_

**OFFICE USE ONLY**

Additional Note




Attach the copy of payment check and receipt here.



## ENCROACHMENT PERMIT EXTENSION REQUEST FORM

**This extension request shall be submitted three business days before the permit expiration day. No fax or copy will be accepted. Late request, any change to the plan and over 9 months encroachment work shall re-submit another encroachment permit application. Total two extension requests will be allowed. Submit following documents:**

- |   |  |
|---|--|
| <input type="checkbox"/> No change statement                            | <input type="checkbox"/> Valid city business license, if old one expired |
| <input type="checkbox"/> Valid liability insurance, if old one expired. | <input type="checkbox"/> Fee, non-refundable                             |

Permit number.: \_\_\_\_\_ - \_\_\_\_\_

Project address: \_\_\_\_\_

Reason of permit extension is necessary: \_\_\_\_\_

Applicant: \_\_\_\_\_ Title: \_\_\_\_\_  **Contractor**  **Owner**

(Provide ID. If not the property owner, show owner's authorization)

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*I hereby acknowledge that I have read this permit and the attached "Conditions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.*

_____	_____	_____
Signature of Applicant	Title	Date

**City will review your request and phone you about the review comments and fees. This request may or may not be approved.**

<p><b>OFFICE USE ONLY</b></p> <p>Application received by _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>Note: _____</p>	<p>Fee: \$ _____</p> <p>paid on _____</p> <p>collected by _____</p> <p>receipt _____</p>	
<p>_____ Signature of City Engineer</p>	<p>_____ Date</p>	



**Notify other divisions:**

- |                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Project file | <input type="checkbox"/> Redevelopment            | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Receipt list | <input type="checkbox"/> Code Enforcement/ Police |                                |
| <input type="checkbox"/> Inspector    | <input type="checkbox"/> Maintenance              | <input type="checkbox"/> _____ |
| <input type="checkbox"/> NPDES file   | <input type="checkbox"/> American Water           |                                |
| <input type="checkbox"/> Planning     | <input type="checkbox"/> Menlo Park Fire          |                                |
| <input type="checkbox"/> Building     | <input type="checkbox"/> Sewer District           |                                |

Attach the copy of payment check and receipt here.



**WEEKEND/OVERTIME WORK/ INSPECTION REQUEST FORM**

**This weekend work and inspection request shall be submitted three business days before the request weekend work day, except emergency. No fax or copy will be accepted. Any change to the schedule shall re-submit another request.**

**Submit following documents:**

- Proposed weekend work schedule  Fee. Non-refundable; two hours minimum

Permit type and No.:  Encroachment  Grading  Water \_\_\_\_\_ - \_\_\_\_\_

Project address: \_\_\_\_\_

Reason of weekend/overtime work is necessary: \_\_\_\_\_

Applicant: \_\_\_\_\_ Title: \_\_\_\_\_  Contractor  Owner

(Provide ID. If not the property owner, show owner's authorization)

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*I hereby acknowledge that I have read this permit and the attached "Conditions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.*

\_\_\_\_\_  
 Signature of Applicant Title Date

**City will review your request and phone you about the review comments and fees. This request may or may not be approved.**

<p><b>OFFICE USE ONLY</b></p> <p>Application received by _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not approved</p> <p>Note: _____</p>	<p>Fee: \$ _____</p> <p>paid on _____</p> <p>collected by _____</p> <p>receipt _____</p>	
<p>_____          Signature of City Engineer</p>	<p>_____          Date</p>	



**Notify other divisions:**

- |                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Project file | <input type="checkbox"/> Redevelopment            | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Receipt list | <input type="checkbox"/> Code Enforcement/ Police |                                |
| <input type="checkbox"/> Inspector    | <input type="checkbox"/> Maintenance              | <input type="checkbox"/> _____ |
| <input type="checkbox"/> NPDES file   | <input type="checkbox"/> American Water           |                                |
| <input type="checkbox"/> Planning     | <input type="checkbox"/> Menlo Park Fire          |                                |
| <input type="checkbox"/> Building     | <input type="checkbox"/> Sewer District           |                                |

Attach the copy of payment check and receipt here.





**Notify other divisions:**

- |                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Project file | <input type="checkbox"/> Redevelopment            | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Receipt list | <input type="checkbox"/> Code Enforcement/ Police |                                |
| <input type="checkbox"/> Inspector    | <input type="checkbox"/> Maintenance              | <input type="checkbox"/> _____ |
| <input type="checkbox"/> NPDES file   | <input type="checkbox"/> American Water           |                                |
| <input type="checkbox"/> Planning     | <input type="checkbox"/> Menlo Park Fire          |                                |
| <input type="checkbox"/> Building     | <input type="checkbox"/> Sewer District           |                                |

Attach the copy of payment check and receipt here.