

CITY OF SAN RAMON



**ENGINEERING
SERVICES
DEPARTMENT**

2401 Crow Canyon Road
San Ramon, CA 94583
Inspection: 925-973-2692
Phone: 925-973-2670
Fax: 925-838-3937
Engineering@sanramon.ca.gov

PERMIT NUMBER

VALID FROM

TO

Encroachment Permit

APPLICANT NAME: Homeowner Contractor Agent PHONE _____ FAX _____

ADDRESS: _____

STATE CONTRACTOR'S LIC. NO. _____ CITY BUSINESS LIC. NO. _____ SITE CONTACT PERSON _____ PHONE _____

LOCATION(S) OF WORK: _____ START DATE _____ COMPLETION DATE _____

DESCRIPTION OF WORK (PLEASE ATTACH SKETCH OR DRAWING WHEN APPLICABLE):

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE AND I AGREE TO COMPLY WITH THE CONDITIONS LISTED BELOW AND ON THE FOLLOWING PAGES.

\$ _____
TOTAL ESTIMATED COST OF WORK

APPLICANT SIGNATURE

DATE

***** INSPECTOR MUST BE NOTIFIED AT LEAST 1- WORKING DAY PRIOR TO STARTING ANY WORK AND WHEN WORK IS COMPLETED BY CALLING THE CITY OF SAN RAMON ENCROACHMENT INSPECTION LINE AT (925) 973-2692. *****

***** WORK SHALL BE COMPLETED WITHIN THREE MONTHS OF APPROVAL UNLESS OTHERWISE NOTED. APPLICANT MUST APPLY FOR A PERMIT EXTENSION PRIOR TO THE EXPIRATION DATE. PERMIT SHALL BE KEPT ON SITE AND PRESENTED UPON DEMAND.*****

***** THE ENCROACHMENT PERMIT IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF DIVISION C6-4, CHAPTER 1 OF THE CITY OF SAN RAMON MUNICIPAL CODE. THE CITY RESERVES THE RIGHT TO SUSPEND OR CANCEL THIS PERMIT, WITHOUT ADVANCE NOTICE, IF THE PERMITTEE FAILS TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS PERMIT. IN THE EVENT OF SUCH SUSPENSION OR CANCELLATION, THE PERMITTEE SHALL BE HELD LIABLE FOR ALL COSTS INCURRED BY THE CITY IN SECURING AND RESTORING RIGHT-OF-WAY.*****

SAN RAMON CITY USE ONLY (DO NOT WRITE BELOW)

PRIOR TO COMMENCEMENT OF WORK, A PRECONSTRUCTION CONFERENCE OR SITE VISIT(S) IS REQUIRED YES NO

TRAFFIC CONTROL PLAN IS REQUIRED YES NO TRAFFIC CONTROL PLAN SUBMITTED YES NO TRAFFIC CONTROL PLAN APPROVED YES NO

SPECIAL CONDITIONS:

FEES		PERMIT APPROVAL	
SURETY BOND AMOUNT			
CASH BOND AMOUNT		AUTHORIZED SIGNATURE	DATE
DATE PAID		COMPLETION SIGNOFF	
RECEIPT NUMBER		AUTHORIZED SIGNATURE	DATE

INSPECTION RECORD

DATE	COMMENTS	INSPECTOR	HOURS CHARGED

THE FOLLOWING CONDITIONS MUST BE COMPLIED WITH OR REVOCATION OF THIS PERMIT MAY OCCUR.

1. Permit required: Division of Occupational Safety & Health Administration (OSHA) section 17922.5 (excavations over 5', building, demolition, structure, falsework or scaffolding over 3 stories, diesel engines in mines or tunnels).
2. **Liability for Damages:** Applicant will indemnify, hold harmless and assume defense of, in any actions of law or in equity, the City of San Ramon, its officers, employees, agents, officials and volunteers from all claims, losses, damages, and liability of every kind, nature and description for personal injury, including death, property damage or damage to business arising out of your work in performance of this permit by the Applicant or any of its contractors or subcontractors. This indemnification shall extend to claim losses, damage, injury and liability for injuries occurring after completion of permitted operations, as well as during the work's progress.
3. **Liability Insurance:** Applicant shall obtain at its sole cost and keep in full force and effect during the term of this permit, and for one year thereafter:
 - a. Commercial general liability insurance in a form and amount acceptable to the City, **naming the City of San Ramon, its officials, officers, directors, employees, agents, and volunteers as additional insured.** The general liability insurance must be primary with respect to the additional insured; any other insurance available to the additional insured shall be excess and noncontributing.
 - b. Automobile Liability Insurance, occurrence form, with a limit of not less than \$1 million each occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
 - c. Workers Compensation in at least the minimum statutory limits.
 - d. Employers' liability insurance, with minimum limits of \$1 million per occurrence.
4. **Inspector must be notified at least 1 working day prior to starting any work and when work is completed by calling the City of San Ramon Encroachment Inspection Line at (925) 973-2692.**
5. All excavation requires prior notification of such activity. Applicant shall contact USA at 811 or (800) 227-2600 to verify underground utility locations. Failure to do so will result in revocation of this permit.
6. All work shall be in accordance with City of San Ramon Standard Details and Caltrans Standard Specifications unless otherwise noted SPECIAL CONDITIONS on page 1. (Standard Details are available for purchase at the Engineering Services Department, 2401 Crow Canyon Road, San Ramon, CA 94583; Engineering@sanramon.ca.gov).
7. All work within public roadways requires a minimum of signs, cones, and flaggers in conformance with the most recent Caltrans standards to conduct traffic safety around construction zones. NOTE: Driveway access to fronting and adjacent properties shall be provided at all times.
8. Additional conditions requiring an attachment shall be identified as "Exhibit A" and noted under SPECIAL CONDITIONS on page 1.
9. The granting of this permit does not relieve the applicant of the responsibilities of obtaining any other permit required by public or private agencies. (i.e. County, Army Corp., Department of Fish and Game, Caltrans, EBRPD, RWQCB, etc.)
10. See below for more standard requirements.

I. GENERAL REQUIREMENTS

- A. **JOB SITE CONDITIONS** - Permittee/Contractor agrees that (s) he shall assume sole and complete responsibility for the job site and conditions during the course of construction of this project, including safety of all person and property. Permittee/Contractor further agrees that this requirement shall apply continuously, 24 hours per day, and shall not be limited to normal working hours of 7:30 a.m. to 4:30 p.m.
- B. **PROTECTION** - Permittee/Contractor shall provide and maintain enough barricades, lights, signs, flaggers, and other safety measures to protect the public in conformance with the most recent State of California Manual of Traffic Control for Construction and Maintenance Work Zone.
- C. **TRAFFIC** - A City maintained road may not be closed to public traffic without the approval of the City Council. While working, keep one 10-foot wide lane open to traffic at all times. At all other times, two 12-foot wide lanes shall be open.
- D. **ACCESS** - Permittee/Contractor shall maintain existing driveway and pedestrian ingress/egress access for properties adjacent to the work at all times.
- E. **EROSION AND SEDIMENT CONTROL** - Permittee/Contractor shall comply with the requirements and best management practices as required by the State of California Regional Water Quality Control Board and the City's Stormwater (NPDES) permit. This includes protection of all catch basins within the vicinity of construction; maintenance of existing flow line and curb drainage.
- F. **UTILITIES AND IMPROVEMENTS** - Permittee/Contractor shall protect, in place, all existing utilities, and improvements unless specified otherwise in this Permit. The permittee/contractor shall be responsible for the replacement, repair, and restoration, at his/her sole expense, utilities, and/or improvements. This includes but is not limited to landscaping (including irrigation system components), fences, utilities, structures, conduits or improvements damaged or destroyed by the performance of the work permitted herein. Utility protection/relocation is the responsibility of the permittee. This would include but not be limited to the adjustment (lowering, raising and moving laterally) of the utility vaults and valve boxes as a result of any road reconstruction or other City Capital Improvement Projects.
- G. **PUBLIC RIGHTS-OF-WAY** - Permittee/Contractor shall keep all rights-of-way and off site areas clean from all dirt, mud, dust, debris and material stockpiles at all times. Any off-site damage to City streets, found by the City to be the result of this permitted work, shall be repaired by the permittee/contractor, at his/her sole expense, and to the satisfaction of the City of San Ramon.
- H. **MONUMENT PRESERVATION** - Permittee/Contractor shall not disturb any existing survey monuments within the City right-of-way. Monuments that are disturbed/removed shall be restored/replaced in accordance with provisions under Section 8771 of the State of California Business and Professional Code at no cost to the City.
- I. **CLOSING THE PERMIT** - The Permittee shall notify the City at least 1 working day, prior to completion of the authorized work under this permit by calling (925) 973-2692. Following such notification, the City will perform an inspection of the encroachment site to assure acceptability of the work and to verify restoration of the right-of-way. The City will continue to hold the Permittee responsible for maintenance of the encroachment, and will retain any security deposits, pending the signoff of the Permit by the City staff.

II. STANDARD REQUIREMENTS - DRIVEWAYS (STD Detail C-3 for Residential & STD Detail C-4 for Commercial)

- A. The driveway shall not enter a roadway within five feet of existing or planned curb returns; shall not interfere with a legal encroachment or create a hazard or nuisance and shall be spaced to make maximum street parking available.
- B. The driveway is to be sloped to prevent sheet flow from crossing the road and shall not interfere with drainage, cause erosion, or deposition of silt. The driveway shall be constructed from the edge of pavement to the property line.
- C. Minimum paved driveway construction shall consist of 2-1/2 inches of asphalt concrete pavement on six inches of Class II Aggregate Base within the road right-of-way. The entire portion of concrete driveways within the right-of-way shall consist of a minimum of six inches of Class A concrete over six inches of Class II Aggregate Base.
- D. Minimum concrete driveway construction shall consist of 6 inches of Class A concrete on six inches of Class II Aggregate Base.
- E. The top elevation of the driveway five feet behind the curb is to be 0.60 feet higher than the flow line of the gutter or as approved by the City Engineer.
- F. If an existing driveway depression is not used, it shall be completely removed (curb, gutter, and sidewalk) after making a saw cut at the nearest expansion joint or score mark and replaced with concrete to conform to adjacent improvements to be used at the gutter lip and the pavement restored with asphalt concrete. Replacement sidewalk and gutter shall be doweled (See STD Detail C-1).
- G. All broken curb, gutter, and sidewalk shall be completely removed by saw cut at the nearest expansion joint or score mark and replaced to true grade and cross section. The replacement curb, gutter and sidewalk shall be doweled (See STD Detail C-1).

III. STANDARD REQUIREMENTS – HANDICAP RAMPS (STD Detail C-5a & C5b)

- A. If Permittee/Contractor damaged, altered or replaced any element of an existing handicap ramp, the Permittee/Contractor shall be required to replace and bring the existing handicap ramp with the latest ADA compliance standard.

IV. STANDARD REQUIREMENTS - STREET CUTS

- A. **TRENCH EXCAVATION** - Do not start work until pipe and other materials are at the site. (Open up only that length of trench, which can be backfilled the same day.) Shoring shall comply with "Trench Construction Safety Orders" of the California State Industrial Accident Commission. Pavement shall be scored to neat lines and removal shall not cause damage to pavement outside the scored lines. Excess excavated material shall be removed immediately from the site.
- B. **CROSS TRENCH** - More than 10-degree angle with the centerline of road or any trench less than 50 feet long in the pavement or within four feet of paved area shall be backfilled with Class II Aggregate Base and the structural section replacement in the paved area.
- C. **LONGITUDINAL TRENCH** - Less than a 10-degree angle with the centerline of road or any trench less than 50 feet long in all paved areas including curbs, sidewalks or other concrete shall be backfilled with Class II Aggregate Base, from the top of pipe bedding to the bottom of the replacement structural section. The remaining trench shall be backfilled with the structural replacement in paved areas. In all other areas, longitudinal trenches may be backfilled from the pipe bedding to the ground surface with suitable material from the excavation or better material. Controlled density backfill may be used.
- D. **COMPACTION** - The relative compaction of all trench backfill up to 5.0' below the structural section subgrade shall not be less than 90 percent. The structural section shall be compacted to not less than 95 percent. No jetting allowed. Testing and results shall be required prior to paving.
- E. **TEMPORARY PAVING** - Temporary paving (or permanent paving) shall be placed at the end of each workday. Temporary pavement shall be Class A asphalt concrete with 1-1/2" minimum thickness and shall be replaced within four weeks with permanent pavement.
- F. **BASE AND PAVEMENT REPLACEMENT** - The roadway structural section shall be placed as stated in the permit. Otherwise, replacement shall be in kind except that the minimum replacement shall be the existing thickness of asphalt concrete or the minimum thickness per City STD Detail M-3.
- G. **TRAFFIC CONTROL DEVICES** - Unless otherwise specified, all traffic control devices and delineations removed by the permittee/contractor as part of the Permit shall be replaced in kind or better, at no cost to the City.
- H. **RECENTLY RESURFACED ROADWAY** - If the City has recently (within the last 3 years) resurfaced the roadway (slurry seal, overlay/inlay, etc) in which the Utility Agency is requesting trench work (including emergency repair work), then the Utility Agency will restore the roadway by slurry seal, pavement inlay/overlay, or pay "in-lieu" fees as directed by the City Engineer.

V. STANDARD REQUIREMENTS - SIDEWALK DRAINS

- A. Install a three-inch inside diameter smooth wall, Schedule 40 PVC pipe through the curb and sidewalk (See STD Detail SD-14). For retrofit, saw cut and remove one panel of sidewalk, curb, and gutter. Pipe flow line shall match gutter flow line and pipe shall be cut off flush with face of curb. Sidewalk concrete shall encase pipe in three-inch concrete jacket. Replace curb, gutter, sidewalk and pavement to match adjacent improvements (STD Detail C-1).
- B. Core boring to the curb is allowed at discretion of inspector. Any damage by core boring must be repaired by saw cut and removed as stated above (A) per STD Detail SD-14.

VI. STANDARD REQUIREMENTS – DUMPSTERS AND PODS

- A. Dumpsters and PODS placed on the street shall have a reflective device, placed in front and back that can be seen by oncoming traffic. Dumpsters and PODS shall not protrude into traveled way or bike lane.

VII. STANDARD REQUIREMENTS - SWIMMING POOLS

- A. Equipment shall not be left on street.
- B. Any blockage of driveway egress and materials stockpiles shall be removed at the end of workday.
- C. Inspection of egress areas shall be conducted before work begins and after work is completed. Damage to these areas shall be restored at the sole expense of the permittee/contractor.
- D. Undersidewalk Crossdrain per Section IV requirements to be installed if necessary. If the cross drain will be installed by a contractor other than the pool contractor, then a separate encroachment permit will be required.
- E. If subdrains or toe drains are encountered during excavation for the project, the applicant shall stop work, call Engineering Services @ (925) 973-2670, repair the subdrain, and/or modify the design of the wall so as not to interfere with the drain.
- F. Contractor shall call (925) 973-2692 for a final of the engineering permit prior to the sign off from the Building Department.