APPLICATION FOR ENCROACHMENT PERMIT

To perform work or encroach on a City Street, Easement, or Property

To: **CITY OF JACKSON**
33 Broadway
Jackson, CA 95642

Date: _____

Applicant's/Contractor's Name: _____

Address: _____ **Phone No:** _____

Cost Estimate of Work: $ _____

The applicant hereby applies for permission to excavate, construct, and/or otherwise encroach on a City street, right of way, easement or property, by performing the following work:

LOCATION OF ENCROACHMENT:

_____

_____

_____

TYPE OF ENCROACHMENT:

Excavation _____
UG Utility _____
Obstruction _____
Water/Sewer _____
Road/Driveway _____
Other (explain) _____

Sketch in Space Below: (Submit plans if available)

Surety Provider: _____

Surety Number: _____

Surety Amount: _____

Estimated starting date: _____

Estimated completion date: _____

The applicant agrees to do the work proposed in accordance with the accompanying conditions and regulations regarding encroachments.

_____
Signature of Applicant

City of Jackson Encroachment Permit

Reviewed by: **PERMIT NO.:**
☐ **Public Works** **Inspection Fee:**
☐ **Planning** **Permit Fee:**
☐ **City Engineer**

Date:

ALL FEES ARE SUBJECT TO THE APPROVAL OF THE CITY ENGINEER

The City of Jackson, State of California, having received an application therefore, hereby authorizes and grants a revocable license to:

Name: _____ **Telephone:** _____

Address: _____

To perform work, construction and/or otherwise encroach upon the city street, easement or property as described below, in accordance with the City of Jackson Encroachment Ordinance and General and Specific Provisions.

Location of Encroachment:	**Type of Encroachment**
	Excavation
	Obstruction
	UG Utility
	Access Road
	Other (Explain fully)

The sketch and/or detailed plans (as approved by the City) that accompanied the Application, are hereby made a part of this permit.

Permit Conditions shall be strictly adhered to or permit shall become void.

For and in consideration of the granting of said permit, the applicant promises and agrees to comply with all provisions, terms, conditions, and restrictions set forth in the above mentioned General and/or Special Provisions regulating work performed.

Duration of Permit: From: **To:**
Surety Provider:
Surety Number:
Surety Amount:

City of Jackson Permittee:

_____ _____
Michael J. Hooper, Senior Inspector

PERMIT CONDITIONS

Maintain one open lane of traffic at all times during construction. If necessary to completely close off street, notify City Inspector, Department of Public Works, City Fire Chief, and Police Chief. **Requires 24 Hour Notice.**

Applicant to notify Underground Service Alert 48 hours prior to excavation (excluding weekends or holidays).

1. Mandatory preconstruction meeting is required. Permittee to notify the City one week in advance. ***(Does not apply to Annual/Blanket Permits.)***

2. **ALL JOBS REQUIRE INSPECTION (unless otherwise noted).** Contractor shall call for inspection prior to commencement and completion of job. Contractor shall call for inspection before paving. All prep work shall be accomplished before inspection.

3. Any damaged underground piping shall be repaired to the satisfaction of the City inspector or the respective utility company. City shall be notified immediately following any damages to underground piping.

4. Additional signage as directed by City representative shall be required to alleviate any traffic congestion or circulation problems.

5. AC drainage swales shall be maintained along encroachment. BMPs and SWPPPs shall be provided in accordance with State Water Resource Control Board (SWRCB) requirements.

6. All work shall be done in accordance with City Specifications. Any work done without inspection or approval shall cause this permit to become void; and all work, including asphalt, shall be removed.

7. **Any additional costs to the City for consultation, inspections, engineering, additional USA field marking by City staff, or necessary repairs to City property shall be billed to the Permittee before the completion of the project or a FINAL approval is granted. Additional costs per the City's most current fee schedule.**

8. Permittee shall remove all USA paint markings or other markings at the conclusion of the excavation. Included are all excavator and utility operator markings that resulted from the project.

ENCROACHMENT PERMIT REGULATIONS

Information Handout Sheet

(Note: This sheet is to be retained by applicant and accompany the issued permit.)

1. Notify Underground Service alert 811 and City of Jackson (209) 223-1646 at least 48 hours prior to starting any work in or out of public right of way.

2. Traffic control and signage shall comply with the "California Manual on Uniform Traffic Control Devices" (CA MUTCD). All work performed in school zones must be done after school hours or during break. Contractor must submit a Traffic Control Plan to the City for review and approval prior to start of work.

3. Materials, soil pipes, equipment and supplies in the right of way after working hours shall be stored at least 15-feet from street centerline and shall be adequately marked with cones and flasher type barricades.

4. All trenches shall be backfilled and all streets and sidewalks shall be swept clean at the end of each working day. All trenches shall be finish paved or protected with temporary asphalt (cold mix) paving. Streets and sidewalks shall be fully opened for traffic unless written permission is obtained from the City.

5. Permittee shall provide a written cost estimate of work and contractor's liability insurance with a minimum $1,000,000 naming the City as additionally insured on the policy. Surety may also be a requirement for this permit.

6. Any additional costs to the City for consultation, inspections, engineering, or necessary repairs to City property shall be billed to the Permittee before the completion of the project or a FINAL approval is granted.

7. LICENSE: A California State General Engineering Class A license shall be required for any work within City roadway or path of travel requiring traffic control (including excavation work), or whenever required by the City Engineer or his/her designee.

8. STANDARDS: All work shall be accomplished in accordance with the appropriate provisions of the current City of Jackson Standard Details and the Caltrans Standard Plans and Specifications. In the case of a conflict between the City of Jackson Standard Details and the Caltrans Standard Plans or Specifications, City of Jackson Standard Details shall have precedence.

9. BONDS AND INSURANCE: Permittee shall provide cash/surety bonds and public liability and workers compensation insurance, which shall remain in effect: (1) a minimum of one year after the date of completion; (2) through the

correction of any construction deficiencies, and (3) until authorization to release the bonds and insurance has been received from the City. Work will be suspended in the event insurance policies posted with this permit expire prior to the completion of the work covered by this permit and the required policies are not renewed, all work covered by this permit shall be suspended (except for traffic control measure required by the City) until valid insurance endorsements are resubmitted and approved by the City.

10. TRENCH BACKFILL: Trench backfill shall be import material placed and compacted in conformance with City of Jackson Standard Details unless otherwise approved by the City Inspector. Trench backfill shall be cement slurry or aggregate base per Caltrans Standard Specifications, subject to City approval, on a case by case basis. Existing roadway structural section shall be replaced with: (1) equivalent structural section plus one additional inch of asphalt concrete, or (2) equivalent full depth asphalt concrete section per the Traffic Index designation for the street plus one additional inch. All trench backfill shall be placed and compacted in 12" lifts and is subject to continuous inspection and testing. Compaction tests on trench backfill and aggregate base, in accordance with City Standards, will be required as determined by the City Engineer or his authorized representative. Test results shall be submitted to City and approved prior to project final.

11. TRENCH/POTHOLE RESTORATION: Trench/pothole restoration shall be a minimum of 4" AC over 6" minimum compacted AB (at 95% relative compaction) unless otherwise specified or match the existing structural section of the street whichever is greater. Existing pavement shall be grinded, cleaned, and tacked with SS-1h or equivalent binder prior to placing new asphalt. Asphalt concrete lifts shall not exceed 4" in thickness. Asphalt concrete mix meeting the Caltrans Standard Specification Aggregate Grading requirements for Type A ½" Maximum Medium shall be used for the final lift. Asphalt concrete must be placed and compacted per City of Jackson or Caltrans Standard Specifications. All trench paving is subject to continuous inspections and testing. Paving reinforcement fabric may be required as directed.

    All paving work shall be completed minimizing the number of patches. If a trench section is within 2' of another trench section, both trenches and the material between shall be removed and repaved. Potholes within 36" of another pothole and the material between shall be removed and repaved resulting in a single patch. An AC overlay over a minimum of one half existing street width will be required by the City Engineer if excessive trenches and/or pothole work is done and compromises the City Right of Way. This will be determined prior to finish paving should excessive trench/pothole work be identified by the City. All utility access boxes will be raised to grade with paving, or as determined by the City Engineer.

12. NON-PERFORMANCE: This permit may be revoked if work does not commence within 90 days of the Permit Issue Date. All work must be completed

by the Permit Expiration Date, unless an extension is approved in writing by the City Engineer.

13. SAFETY: Permittee/Contractor is responsible for all health and safety requirements as stated in City, County, Regional, State, and Federal government codes and regulations. No open excavations will be unprotected.

14. STORM WATER POLLUTION PREVENTION: Permittee/Contractor shall implement Best Management Practices and SWPPP requirements per SWRCB to control pollutants, dirt and debris from entering City streets and storm drainage. Provide dust control at all times. A vacuum-type street sweeper will be required continuously on any off-haul or import of materials to and from the site and when requested by the City.

15. STRIPING: The contractor shall renew or replace any existing traffic striping and/or pavement markings, which during his operations have been either removed or the effectiveness of which has been reduced. Renewal of traffic striping and markings shall be done using **paint** markings in conformation with Section 84 of the Caltrans Standard Specifications and as directed by the City Engineer. All regulatory, warning, and guide signs shall have 3M diamond, VIP grade sheeting with series 1160 protective overlay film.

16. VIDEO INSPECTION: All contractors or utility companies doing work adjacent to City sewer or storm drain lines shall provide an in-line, closed-circuit video (CCTV) inspection of the City's existing lines, for both pre and post construction. This shall include any horizontal boring or vertical boring within three feet (3') of any sewer or storm drain, and any work that will require compaction over a sewer pipe, storm drain, or any new sewer lateral. This work is subject to the City's discretion, and limits of video inspection shall be determined at the pre-construction meeting. **Appurtenances shown in the video inspection shall be labeled according to City structure identification numbers as shown on the City system maps (GIS) (i.e. Manhole P001)**. Any damaged sections of pipe found during the video inspection shall be repaired before permit is finaled. The post-construction video inspection video shall be submitted for review and approved by the City Engineer or his/her designee.

17. PROJECT VIDEO: All contractors doing work in the public right of way shall take pre-construction video of the site, including streets, sidewalks, etc., that may be affected by the project. A copy of the video shall be submitted to the City prior to project start. Video to be reviewed in the event of disputed damages, should they ever arise.