



City of Elk Grove
Encroachment Permit Application
 8401 Laguna Palms Way, Elk Grove, CA 95758
 Phone (916) 627-3320
 Email pwpermits@elkgrovecity.org
www.elkgrovecity.org

Permit Type (Major/Minor/Annual)	
Permit Number	
Approval for Pre-Con	
Approval for Pre-Con Exp Date	
Pre-Con Date	
Permit Issued Date	
Permit Exp Date	
Post-Con Date	
Warranty End Date	
Permit Completion Date	

Encroachment Permit – Application

SUBMITTAL CHECKLIST

All items listed below shall be included in the application submittal unless otherwise noted. Incomplete application submittals will not be reviewed. Additional information regarding the various submittal items can be found in the Encroachment Permit General Provisions.

- | | |
|---|--|
| <input type="checkbox"/> Complete Application Signed by Applicant and Contractor
<input type="checkbox"/> One (1) set of Detailed Plans / Exhibits
<input type="checkbox"/> One (1) set of Traffic Control Plans & Traffic Control Submittal Packet ¹
<input type="checkbox"/> Right of Entry Agreement ² for Other Local Agencies and/or Private Property Owners
<input type="checkbox"/> General Permit Deposit (\$2,000 Major / \$250 Minor / \$2,000+ Annual)
<input type="checkbox"/> Trench Cut Restoration Fees ³
<input type="checkbox"/> Water Pollution Control Plan (<1 acre disturbed) or Storm Water Pollution Prevention Plan (> 1 acre disturbed)
<input type="checkbox"/> Certificate of Insurance and Additional Insured | <input type="checkbox"/> 100% Performance Security ⁴
<input type="checkbox"/> Material Submittals/Certificate of Compliance ⁵
<input type="checkbox"/> Business Card and Letter of Authorization ⁶

¹ Required for any encroachment into a traffic lane, shoulder, sidewalk, or bicycle lane requiring a traffic control plan.
² Required for work outside of City right-of-way.
³ Required for excavation in a paved City street. See City's current Development Fee Booklet and COEG Municipal Code Section 12.09.030.
⁴ Not required for Minor Permits
⁵ Required for all materials used for installing/restoring/repairing City owned infrastructure
⁶ Required for Applicant submitting permit documents on behalf of project owner |
|---|--|

APPLICANT INFORMATION

APPLICANT NAME	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	

CONTRACTOR INFORMATION

CONTRACTOR LICENSE NO. _____

APPLICANT NAME	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	

BILLING INFORMATION

APPLICANT NAME	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	

PROJECT INFORMATION

LOCATION OF WORK/PROJECT (CLOSEST ADDRESS): _____
 APPLICANT'S JOB/WORK ORDER NO: _____
 PROPOSED START DATE: _____ PROPOSED END DATE: _____
 ESTIMATED TIME OF WORK (DAYS): _____
 DESCRIPTION OF WORK: _____

WORK IN ROW: YES NO

IS THIS PART OF A CITY CAPITAL IMPROVEMENT PROJECT? YES NO IF YES, THE CIP NUMBER IS _____.

IS THIS PART OF A DEVELOPMENT PROJECT? YES NO

TYPE OF SURFACE CUT: _____

ESTIMATED COST OF RESTORATION: _____

CUSTOMER SERVICE PHONE NUMBER: _____ **If one isn't provided, the City will list the applicant's phone number for residents to contact.

Encroachment Permit – General Provisions

PERMIT: This Encroachment 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 (EGMC). An Encroachment Permit is required any time work is being performed within the public right-of-way (PROW) in accordance with the EGMC Chapter 12.08.

FINES: Any person initiating work within the public road right-of-way without obtaining an Encroachment Permit shall be subject to and responsible for a fine in the amount of \$2,500 for a first violation. Any person in possession of a valid Encroachment Permit that initiates work within the PROW but fails to provide notification for inspection as required by the Permit shall be subject to and responsible for a fine in the amount of \$1,000 for a first violation. See EGMC Section 12.08.160 for information regarding penalty and cost of enforcement. Unauthorized encroachment work performed without the required City inspections shall be subject to rejection and removal from the PROW or easement. The City may impose applicable fines and penalties for such unauthorized encroachment work.

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 EGMC Chapter 19.12, please call the Planning Division at (916) 478-2265.

APPROVAL: Issuance of this City of Elk Grove Encroachment Permit does not signify approval of work involving other utilities or agencies. The City of Elk Grove accepts no responsibility for work involving other utilities or agencies. Applicant is responsible for coordination with all outside agencies prior to submitting Encroachment Permit application.

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

APPLICANT INITIAL: _____

WHERE TO SUBMIT APPLICATIONS: Only complete submittals will be accepted. Applications may be submitted electronically through our Permits Portal Center (<https://elgr-trk.aspgov.com/eTRAKiT/>) or over the counter at City of Elk Grove 8401 Laguna Palms Way. Fees shall be paid prior to Permit processing or Permit review.

IMPROVEMENT STANDARDS AND CONSTRUCTION SPECIFICATIONS: City of Elk Grove Improvement Standards and Construction Specifications can be found here: <http://www.elkgrovecity.org/standards/>. All construction and materials shall be in accordance with the current edition of the City of Elk Grove Improvement Standards, Standard Construction Specifications and Drawings, EGMC, Conditions of Approval, the Americans with Disabilities Act, and all applicable laws.

PROJECT PLANS/EXHIBIT: Submit 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.

TRAFFIC CONTROL PLAN: Any encroachment into a traffic lane, shoulder, sidewalk, or bicycle lane requires a Traffic Control Plan (TCP) subject to approval by the City. Encroachment includes but is not limited to, actual work performed, storing, parking and/or use of vehicles, equipment and/or materials. TCPs shall comply with the current edition of the California Manual on Uniform Traffic Control Devices (MUTCD). TCPs may be revoked or suspended at any time due to traffic safety or traffic efficiency concerns, as determined by the City. Public Works requires that any removed or disturbed traffic markings and striping shall be replaced in kind prior to completion of work.

ROADWAY CLOSURES AND MAJOR THOROUGHFARES: No highway or street may be closed without first obtaining approval of a TCP. Specific work hours will be noted on the TCP. Generally, day work during weekdays is 9:00 am to 3:00 pm and night work is 9:00 pm to 5:00 am. If permission to close a street is granted, it shall be the applicant's responsibility to notify all emergency service responders, refuse collectors, transit agencies, and any other agencies affected by the closure, in writing prior to closing the street and any other time service response is significantly impacted. TCP must be approved ten (10) business days in advance of closure for proper notification to the public.

ROAD OR LANE CLOSURES: Road or lane closures will be allowed only with an approved TCP. Any closures in roadways with a speed limit of 40 mph or greater requires Changeable Message Sign (CMS) boards to be placed. CMS boards shall be placed at the locations shown on the approved Traffic Control Plan and as directed by the City. No highway or street may be closed without obtaining approval from the City of Elk Grove. Traffic Control Plans, Detour Plans and duration of the project must be submitted and approved prior to closing any lanes. If permit is granted, it is the applicant's responsibility, prior to closing and opening, street to notify: Cosumnes CSD Fire Department at (916) 405-7100, Elk Grove Police Department at (916) 714-5115; Elk Grove Unified School District at (916) 686-7786, Sacramento Regional Transit District (SacRT) at (916) 687-3030; and Republic Services (Recycling and Waste) at (916) 635-2500.

WATER POLLUTION CONTROL PLAN (WPCP) AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP): The Applicant 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 SWPPP. WPCPs are for projects disturbing less than one acre. All storm water plans shall be submitted and approved prior to issuance of Permit.

MATERIAL SUBMITTALS: Material submittals, including certificates of compliance, for any materials being installed in PROW shall be submitted and approved prior to issuance of Permit. All work and materials shall be in accordance with the current edition of the City of Elk Grove "Standard Construction Specifications." This is stated within the General Provisions, page 2, of the Encroachment Permit application.

PERMIT FEES: Permit fees and deposits are based on the Public Works Fee Schedule in accordance with the EGMC 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: https://www.elkgrovecity.org/city_hall/departments_divisions/finance/development_related_fee_information.

Additional funds may be required for any Applicant as deemed necessary by the Director of Public Works. Costs incurred by the City of Elk Grove Public Works Department for processing and inspection shall be billed to the Applicant in accordance with Chapter 12.08.030 Permit fees, Title 12 of the EGMC relating to Construction in Streets and California Streets and Highways Code, Section 1462.

PAVEMENT MORATORIUM: See EGMC Chapter 12.09.120 for information regarding pavement moratorium.

TRENCH CUT RESTORATION FEES: Restoration fees will be required in accordance with EGMC Chapter 12.09.030 and the City's Current fee booklet. Pre-payment of fee estimation is due prior to issuance of Permit. For PCI information, see:

https://www.elkgrovecity.org/city_hall/departments_divisions/public_works/pavement_management_program.

PERFORMANCE DEPOSIT: Applicant shall post a bond or other security as required by Section 12.08.080 of the EGMC.

GUARANTEE: All work performed in the PROW shall be guaranteed for a period of one year after the Permit is accepted and closed by the City of Elk Grove. If the pavement or the surface of the PROW over any excavation should become depressed or broken at any time within one year after acceptance, the Applicant shall repair and/or resurface work to the satisfaction of the City to eliminate all such failures.

UTILITY COORDINATION: Applicant must check with all Utility Companies serving the area covered by this Permit, for location of existing underground pipes, conduits, or cables. The Applicant shall notify Underground Service Alert (USA) two working days in advance of performing excavation work by calling the toll-free number (800) 227-2600 or 811. USA notification to be renewed at no less than 14 calendar-day intervals. All USA markings shall be removed pursuant to City Standard Construction Specifications, Section 6-16.04. USA does not locate non-pressurized sewer and drainage facilities. The City of Elk Grove does not own or maintain water or sewer 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. Per City Standard 6-16.04, Underground Service Alert (USA North) must be notified at least two (2) Working Days, but no earlier than fourteen (14) Calendar Days in advance of performing excavation work as provided in Government Code Section 4216.2. The Contractor shall comply with all other applicable requirements specified in Article 2 of Division 5 of the Government Code, commencing with Section 4216. Prior to calling USA North, the Contractor shall clearly mark the excavation site with white spray chalk paint or water-based paint in paved areas or flags, stakes, whisks, or other approved method, in unpaved areas. Care shall be taken to avoid unnecessary markings outside the limits of excavation. The excavator is responsible for protecting operators' markings or markers until they are removed. Prior to Field Acceptance, all USA North markings shall be removed by the Contractor to the satisfaction of the City. Removal of all markings are the full responsibility of the Contractor. It is the Contractor's responsibility to ensure that utility locating services use spray chalk or water-based paint for all utility markings where feasible. Markings or markers shall be removed within thirty (30) days of the date the markings or markers are no longer needed or upon completion of the Work, whichever is sooner. The City may accept, at its sole discretion, natural weathering of markings if the markings disappear prior to Field Acceptance. Removal methods shall be non-destructive and residual shadowing shall not remain. Damage to underlying surfaces or improvements in paved and unpaved areas shall be repaired by the Contractor at his/her sole expense and effort. Markings that remain after initial removal attempts by the Contractor shall be covered with a mix of asphalt and black sand, or other approved method, to the satisfaction of the City. If the markings are in brick pavers or concrete areas and if, by natural weathering or other approved removal methods, the markings still remain, the Contractor must replace the concrete or the brick pavers in-kind at his/her sole expense and effort. Excavators and utility operators are encouraged to avoid markings in these areas by using offset markings. Removal of markings shall comply with requirements of the National Pollutant Discharge Elimination System (NPDES), the Regional Water Quality Control Board (RWQCB), and any other applicable federal, state, and local laws, rules, or

Encroachment Permit – General Provisions Continued

regulations. USA North markings not removed by the required timelines may be removed and the sidewalk or street repaired/replaced by the City at its discretion. The City will charge the Contractor a service fee equal to the actual costs of removal for removing the markings and making any repairs and/or replacements. This fee will include the cost to comply with NPDES, the RWQCB, and any other applicable federal, state, and local laws, rules, or regulations.

PROCESSING TIME: It may take up to ten (10) working days to process an Encroachment Permit and to schedule a pre-construction meeting for a new project. Each subsequent submittal for applications with missing information may take up to ten (10) more working days per submittal to process.

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 conducts the pre-construction meeting and Permit has been issued. Work shall start 30 days from the date of issuance, per EGMC 12.08.120. If work does not commence within 30 days, permit shall be cancelled, and applicant shall reapply for a new permit. A request for an extension must be requested at least ten (10) days prior to expiration date. Request for an extension may be considered if delays are unavoidable without fault of the applicant. Extensions may be granted at the sole discretion of the Director.

INSPECTION: Before starting work, the Applicant shall notify City of Elk Grove Construction Inspection by emailing pwpermits@elkgrovecity.org 24 hours in advance of the date work is to begin. Notification must include permit number.

PERMIT EXPIRATION: Permit shall expire ninety (90) days from Permit issuance as set forth on the Permit. Permits with active construction occurring beyond the 90 days may be extended at the City's discretion to allow for construction to be completed. An additional deposit may be required. Permits with no construction activity at the end of 90 days will be closed, and the Applicant shall have to resubmit the Permit Application.

PUBLIC OUTREACH: Applicant shall notify affected residents and businesses prior to commencement of work as determined by City Inspector. Door Hangers or flyers shall be distributed three (3) days prior to commencement of work. Door hangers shall be hung in residential neighborhoods seven (7) days prior commencement of work or as determined by City Inspector at preconstruction meeting.

ADDITIONAL REQUIREMENTS: Additional project specific information may be required during the application process, pre-construction meeting or inspection process, such as a schedule prior to beginning work for any project lasting more than 5 working days.

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 at least 5 business days prior to the start of work if work will have any direct impact to bus routes or stop locations. Transit requires advance notice to redirect passengers to another bus stop location or route. For more information, contact Sacramento Regional Transit District (SacRT) at (916) 687-3030 to discuss possible bus stop closure or route changes.

LIABILITY: 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.

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.

BORING: After the installation of any underground conduit, the Applicant shall perform digital video (TV) of all storm drain pipes crossed by the new conduit. The digital video shall be created using the CUES software program or other City approved type. Video inspection data, including the digital video and

corresponding hard copy reports, shall be submitted to the City on a USB drive within 72 hours of completing the underground conduit installation. Data provided shall include starting location nearest address, MH#, TV Date, Pipe size, total TV distance, and Event Photographs. Each photographic image shall be saved in a JPEG file format and named with the distance from start of the event followed by the event ID (for example, defect BJCM at 107.9 feet would be named MH#B3001-107.9bjcm.jpg). The files shall be stored within a file folder named for the upstream manhole number.

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

BACKFILL AND RESTORATION OF SURFACES: Backfill and restoration on all roads shall be made in compliance with the current City of Elk Grove Standard Construction Specifications and Drawings

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.

MONUMENTS: All survey monuments disturbed/removed shall be replaced pursuant to Section 8771 of the California Business and Professions Code. Public Works requires that all survey monuments disturbed and removed shall be replaced. Pursuant to Section 8771 of the Professional Land Surveyors' Act.

STRIPING AND PAVEMENT MARKINGS: Any removed or disturbed traffic markings and striping shall be replaced in kind at Applicant's sole expense.

AS-BUILTS: Upon completion of underground or surface work of consequence, as determined by the City, the Applicant shall furnish as-built drawings to Public Works showing location and details of work performed for the portion of work involving improvements to be owned and maintained by the City of Elk Grove. As-builts must be furnished for all improvements to City owned facilities prior to project acceptance.

CLEAN UP: Applicant shall be responsible for the removal and proper disposal of all construction debris and waste. Roads shall be swept as needed and as directed by the City Inspector. 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 PROW, unless otherwise directed by the City.

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 Applicant in the PROW. If the Applicant fails to meet this requirement to the satisfaction of the City as determined by the City Engineer, the Applicant shall 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.

FUTURE MOVING OF INSTALLATION: The installation authorized herein shall, upon demand of the City Engineer, be relocated in a timely manner by, and at the sole expense of the Applicant whenever construction, reconstruction, maintenance, or traffic conditions in the PROW 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.

ANNUAL PERMITS: The Annual Encroachment Permit is for emergency repairs only. An emergency repair is defined in Section 7-8.03 of the City of Elk Grove Construction Specifications. Notifications shall be sent to: https://cityofelkgrove.formstack.com/forms/encroachment_permit_notifications prior to commencement of work under the Annual Permit. If emergency work is to occur, the Applicant shall notify the City within 24 hours. If emergency work will occur after hours, or on weekends or holidays, please use the link to send in notifications.

APPLICANT ACCEPTANCE OF GENERAL PROVISIONS

APPLICANT NAME

APPLICANT SIGNATURE

DATE

Encroachment Permit – 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 performed, storing, parking and/or use of vehicles, 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](#) (CA MUTCD) and local provisions.

Traffic Control Plans are to be developed, submitted (by the applicant and/or contractor) and reviewed (by the City) prior to the commencement of any work. The Diagram Section 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. TCP shall be submitted **TEN (10) WORKING DAYS** prior to work commencing for Public Works staff to review the proposed Traffic Control Plans

The TCP shall be site specific unless work is limited to residential streets. Specific TCP requirements may be discussed at the project's pre-construction meeting. TCP reviewed and signed by the City shall be maintained by the contractor at the site of the encroachment for the duration of the project. TCP shall be submitted for review and approval for any work requiring modifications to existing traffic patterns. TCP shall include provisions for vehicular, pedestrian, and bicycle access.

Hours of Work: Unless otherwise noted in the Special Provisions or approved by the City, no work shall be done between the hours of 6 p.m. and 7 a.m., or on Saturdays, Sundays, or legal holidays. Unless otherwise noted in the Special Provisions or approved by the City, no lane of traffic shall be closed to the public during the peak hours of 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m., except as necessary for the proper care and protection of work already performed or in case of an emergency repair as defined below. Exceptions are allowed only with the City's written permission.

Beginning and Ending Times:

Beginning times: Signs and devices directing or controlling traffic can begin to be 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.

Any work being performed within 1000' of a school that is in session shall not begin until 30 minutes after the first bell (AM) and shall end 30 minutes prior to the last bell (PM). Work shall be completed and cleaned 30 minutes prior to the end of school day.

Afternoon Work Impacting Traffic on Fridays:

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

After Hours/Off-Period Work:

Work outside of normal hours may be permitted with prior City approval. Requests for off-period work shall be submitted at least two working days in advance of intended work. Requests shall be sent to: https://cityofelkgrove.formstack.com/forms/encroachment_permit_notifications

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. Metal objects, such as manhole frames and lids, valve boxes, bore casings, excavations, etc., shall not be installed within 72 inches of a traffic detector loop. Any traffic signal or detector operation disruption shall be repaired, and the system made operational within 8 hours of the damage. No equipment or materials shall be parked or stored within any traffic lanes or public right-of-way at any time, including holidays and weekends without written consent from the City.

Roadway Closures and Major Thoroughfares: No highway or street may be closed without first obtaining approval of a TCP. If permission to close a street is granted, it shall be the Applicant's responsibility to notify all emergency service responders, refuse collectors, transit agencies, and any other agencies affected by the closure, in writing prior to closing the street and any other time service response is significantly impacted. Allow at least ten (10) working days for roadway notification to be advertised in the newspaper or general circulation.

Road or Lane Closures: Road or lane closures will be allowed only with an approved TCP. Any closures in roadways with a speed limit of 40 mph or greater requires Changeable Message Sign (CMS) boards to be placed. CMS boards shall be placed at the locations shown on the approved Traffic Control Plan and as directed by the City.

Flaggers: All flagging is to be performed by trained flaggers consistent with Title 8 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.

Public Outreach: Applicant shall notify affected residents and businesses prior to commencement of work as determined by City inspector. Door hangers or flyers shall be distributed days three (3) days prior to commencement of work.

Traffic Control Plan Checklist Section

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

- IS THE TRAFFIC CONTROL PLAN INFORMATION SECTION COMPLETE AND ACCURATE? (**Speed limits are critical to plan review.**)
- IS THE PLAN LEGIBLE/UNDERSTANDABLE? (Faxed copies or screen captures generally are not.)
 - Use English measurement system (No metric measurements.).
- DOES THE TRAFFIC CONTROL PLAN REPRESENT THE ACTUAL WORK AREA AND LOCATION?
 - The actual workspace must be accurately represented, delineated, and dimensioned.
 - Typical applications (from MUTCD) normally do not reflect existing conditions, and thus will not be accepted.
 - All signs, signals and markings must appear on the plan.
 - All vehicle lanes, bicycle lanes, driveways, intersections, sidewalks, and relevant multipurpose pathways must appear on the plan.
 - 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 AS THEY APPEAR IN THE FIELD?
- ARE THE TRAFFIC CONTROL PLANS CONSISTENT WITH MUTCD GUIDELINES?
 - Device spacing and distances must appear on the plan.

Encroachment Permit – Traffic Control Plan Requirements Continued

- 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.
 - A minimum width of 10 feet is allowed for vehicle lanes in traffic control zones.
 - Traffic diversion must be safe and understandable to the motoring public, pedestrians, bicycle traffic and individuals with disabilities.
 - Detours must be provided for any vehicle, bicycle, and pedestrian movement that's restricted.
- 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 individuals with disabilities.
 - Proper training of flaggers, proper devices and device usage and appropriate notifications.
- HAS THE PLAN'S AUTHOR SIGNED AND DATED ALL THE DIAGRAM PAGES?

Traffic Control Plan Information Section

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

Name of primary street impacted by work: _____

○ School Start Time: _____
○ School End Time: _____

Other _____

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 i.e., business/residential speed limit = 25 mph)

What type of street/highway is impacted?

- Divided Highway (major arterial, collector)
- Multiple-Lane Street/Highway
- Business District
- Residential District
- Two-Lane Rural
- Other _____

Other criteria:

- Unsignalized intersection work
- Signalized intersection work
- Sidewalk
- Bike Lane
- School Zone (within 1000' of traffic control area)
 - School Name: _____

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?

- Daytime work: _____ (days)
- Nighttime work: _____ (days)
- Mobile work – work moving intermittently or continuously.

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

- Signs (number & type) _____
- Signalized intersection: Yes No
- List of signalized intersections: _____
- Coordination with Traffic Engineering is necessary for traffic control by a signalized intersection 2 days prior work commences.
- 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 Section

Directions – Use Traffic Control Plan Checklist as a guide.

Please attach the separate diagram drawing page(s) with the author's signature and date.

MUTCD Charge – Guideline Taper Lengths based on 11' or 12' Offset						
Speed mph	Merging Taper	Shifting Taper	Shoulder Taper	Buffer Zone	Cone Spacing	
					Taper	Conflict
25	125'	63'	42'	155'	25'	12'
30	180'	90'	60'	200'	30'	15'
35	245'	123'	82'	250'	35'	17'
40	320'	160'	107'	305'	40'	20'
45	540'	270'	180'	360'	45'	22'
50	600'	300'	200'	425'	50'	25'
55	660'	330'	220'	495'	50'	25'
65	780'	390'	260'	645'	50'	25'

Contractor shall:

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

Road Type	Distance Between Signs		
	A	B	C
Urban - 25 mph or less	100 feet	100 feet	100 feet
Urban - more than 25 mph to 40 mph	250 feet	250 feet	250 feet
Urban - more than 40 mph	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway/Freeway	1,000 feet	1,500 feet	2,640 feet