



**DEPARTMENT OF PUBLIC WORKS
ENCROACHMENT PERMIT - INSTRUCTIONS**

APPLICANT: _____

PERMIT NO. _____

JOB LOCATION: _____

DATE: _____

Applicant to Conform to Instructions indicated below:

EXCAVATION

_____ All excavation, backfill, and resurfacing must meet Marin County Standard Plan 991 and 992. For trench and resurfacing designs not in conformance with the standard above, the applicant shall submit engineered drawings to the Town for approval. The typical trench details for paved and unpaved areas provided in these plans are approved for use in this project.

_____ Excavations that have not been backfilled permanently by the end of the work period shall be covered with steel plates strong enough to support prevailing traffic. Plate bridging shall be secured against movement. Plates used for bridging shall extend one-foot minimum beyond edges of trench. Temporary paving materials (premix) shall be used to feather the edges of the plates to minimize wheel impacts.

_____ Compaction testing and reports are required for all re-compaction of trench fill material. Materials shall be compacted in accordance with the "All Cities and County of Marin, Standard Specifications and Construction Details."

_____ Backfill shall be Control Density Fill (CDF) for all major arterial streets, and on other streets such as collectors and minor arterials, other approved backfill may be used with the approval of the Public Works Department.

_____ No cutback allowed for temporary trench restoration.

_____ Temporary restoration shall be hot mix asphalt

_____ Other _____

SURFACE RESTORATION

_____ Pavement must be sand-sealed (i.e., sprayed application of asphalt emulsion followed by a covering of clean sand or fine aggregate) to a width exceeding the trench edges by one foot (1') in all directions.

_____ A minimum overlay of four inches (4") of A.C. (two – 2" lifts) is to be placed in the area of construction to a width of two feet wider than the trench. Grinding may be necessary for edge matching.

_____ The traveled way of this street is to receive an overlay of slurry seal through the area of construction.

_____ If the trench edge comes within two feet of the edge of the pavement or existing utility trench patch, the pavement shall be replaced to the edge of pavement or existing trench.

_____ Other _____

TRAFFIC CONTROL

_____ Submit a complete traffic control plan to the Town at least five (5) working days prior to the start of construction. Project may be stopped if this condition is not met. The traffic control plan shall include all streets and locations where work is to be performed and shall indicate each stage of work, closure dates for street and/or lane, section of closure, signage, flagmen and any other pertinent information. The traffic control plan shall be reviewed and approved by the Police Chief and the Director before the contractor shall begin work. Plan shall include which parking spaces will be made unavailable to the public.

_____ Coordinate traffic control plan and all temporary road closures with the Police Department.

_____ Hours of work in street pavement will be limited to **8:00 a.m. to 5:00 p.m.** Monday through Friday. No work is permitted on Saturdays, Sundays or Holidays. Any work in the paved areas of the streets outside of these hours requires prior approval from the Department of Public Works.

_____ Traffic control during construction shall be in accordance with the current edition of the "Work Area Traffic Control Handbook" (WATCH).

_____ Traffic control during construction shall be in accordance with the current Caltrans and Manual on Uniform Traffic Control Devices (MUTCD) requirements.

_____ At least one (1) lane of traffic must be maintained in each direction at all times and two (2) flag persons shall be used to maintain traffic flow.

_____ Applicant shall make arrangements at their own expense for a staging area for the temporary stockpiling of material and equipment storage. The Contractor will not be allowed to use public streets or property for such purpose without written approval of the Director.

____ Emergency access is to be maintained at all times.

____ All road closures must be approved by the Department of Public Works. Any request for a road closure must be made forty-eight (48) hours in advance. Conditions of approval for road closure may include posting informational signs and written notification of affected residents and businesses.

PUBLIC RELATIONS

____ Work shall be accomplished in such a manner as to provide access to all side streets and properties whenever possible. If access to adjacent properties cannot be provided, make direct contact with affected residents/merchants.

____ Post project limits with notification signs, including contact phone numbers, at least three days before construction, and provide mailer or door hanger, reviewed and approved by the Public Works Department, to affected properties.

____ Where necessary, applicant shall post "No Parking" signs in areas of work at least seventy-two (72) hours in advance. The signs shall state the day(s), date(s), and time of construction work. "No Parking" signs shall be placed in full view along the side of the road and not more than one hundred (100) feet apart.

____ Working hours are from **8:00 am to 5:00 pm**, Monday through Friday. No work is permitted on Saturdays, Sundays or Holidays.

____ Work site shall be kept clear and free from rubbish and debris. Clearing sweeping, and sprinkling with water or other means shall be performed to abate dust. The use of water resulting in mud on public streets will not be permitted as a substitute for sweeping or other methods.

____ Other _____

GENERAL

____ Performance bonding shall be required in the amount of \$_____. Security options include:

____ Cash/check

____ Certificate of deposit

____ Irrevocable letter of credit

____ Surety bond

____ Sidewalk and/or driveways shall be saw cut at existing score lines and the entire section removed and replaced.

____ Permit is for work within public right-of-way only.

____ No work to be done in existing street pavement area.

_____ All work shall be done in accordance with the latest Marin County Standard Plans and Specifications.

_____ Before starting work, the applicant shall designate a representative and provide his/her on-site phone number. The representative shall have complete authority to act for applicant. An alternate representative may be designated as well. The representative or alternate shall be present at the work site whenever actions of the construction necessitate their presence to protect the work, persons, or property. Any order or communication given to the representative shall be deemed delivered to the applicant.

Representative: _____ **On-site phone number:** _____

Alternate: _____ **On-site phone number:** _____

_____ Applicant shall provide Public Works Department with a work schedule ten (10) days prior to scheduled start date.

_____ Applicant shall not begin work on a section unless all previously started sections are either completed or are actively under construction and applicant has the workforce required to start a new section without affecting the progress on previously started sections.

_____ Applicant shall protect all trees and landscaping from damage from construction operations. Root pruning and root crown work shall not be performed without the supervision and guidance of the Public Works Superintendent. All roots two (2) inches in diameter or larger shall be examined and preserved.

_____ The applicant shall replace at no additional cost to the Town facilities and landscaping in the public right-of-way damaged due to the construction operation.

_____ No heavy equipment will be allowed from the face of curb to the property line.

_____ Provide the Department of Public Works with a set of project plans and specifications prior to the start of the work.

ENVIRONMENTAL PROTECTION-

The Utility is responsible for ensuring compliance with the Marin County Stormwater Pollution Prevention Program (MCSTOPP) Best Management Practices (BMPs) are implemented by its contractors. The Town is available as a resource as needed and must be advised of spills or discharges.

_____ Provide the Town with a creek protection plan.

_____ Vacuum up sawcut-slurry and dispose off site.

_____ Protect storm drain inlets from sediments. Storm drain inlet protection includes sand bag barriers, filter fabric fences, block and gravel filters, and excavated drop inlet sediment traps.

_____ Shovel and sweep construction debris from gutters; dispose of debris off-site.

_____ Designate specific areas well away from creeks and storm drain inlets for equipment parking and routine equipment maintenance.

_____ Clean up liquid spills with absorbent materials like cat litter, sand or rags. Dry sweep and dispose all materials off-site.

Signature: _____

Director: _____ **Date:** _____

Contractor: _____ **Date:** _____