ENCROACHMENT PERMIT

City of Goleta

130 Cremona Drive, Suite B • Goleta, CA 93117-3011 •

Tel: (805) 961-7500 Fax: (805) 685-2635

www.cityofgoleta.org

Permit No. _____

Date _____

Applicant Project No. _____

City File Reference No. _____

Location (Be Specific): _____

Description of Work (Use additional pages if necessary): _____

Project Start Date: _____ Permit Expiration: _____

Are plans/maps attached? ☐ YES ☐ NO

Excavation? ☐ YES ☐ NO, If **YES**, please complete this section

Length: _____ Average Width: _____

Average Depth: _____ USA ticket No. _____

Description of Street Striping or Marking Replacement: _____

Applicant Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____

Contractor's License Number: _____

Field Representative Name: _____

Representative Phone Number: _____

Work being done on behalf of (if other than applicant):

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____

In consideration of the granting of this permit, it is agreed by the applicant that the City of Goleta, and any of their officers or employees thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss, or damage to persons or property, happening or occurring at the proximate result of any of the work 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 this installation interferes with the future use of the highway by the general public, it must be removed or relocated, as designated by the City Engineer at the expense of the Permittee or his successor in interest.

Signature: _____ Print Name: _____ Date: _____

NOT VALID UNLESS APPROVED BY CITY:

Issued By: _____

Date: _____

Bond/Security Deposit: $ _____

Rec. No.: _____

Bond No.: _____

By: _____

Permittee shall notify City inspector at least **24 hours** prior to starting work.

Permittee shall comply with all City regulations and standards, including attached conditions. Permittee shall also comply with special conditions, if attached to this permit.

Inspection line: 805-968-6851

Distribution: White-Permittee Pink-File Yellow-Inspector

FEES:

Issuance Fee: $ _____

Plan Check: _____

Inspection/Construction: _____

Total: $ _____

Paid: ☐

Check No.:

10/13/2010

GENERAL PERMIT REQUIREMENTS

This permit is subject to all the following conditions, including those which are written on the front of this permit. Failure to comply with the conditions **shall void** this permit.

A. Underground Service Alert (U.S.A):

1) Permittee shall provide Community Services with an Underground Service Alert (U.S.A) number prior to the start of work specified by the encroachment permit.
2) Permittee is responsible for the continual upgrading of their U.S.A number (Call 1-800-422-4133 for the U.S.A "Inquiry Identification" number.)

B. Work:

1) All work shall be done in accordance with the Santa Barbara County Road Division Engineering Design Standards.
2) The issued encroachment permit package shall be kept at the work site and must be shown upon request to any Community Services representative. If **not adhered to,** it shall be considered a violation of the permit requirement and the work may be stopped or suspended if this requirement is not immediately complied.
3) Permittee shall show proof of advance notice to adjacent properties affected by the encroachment work prior to start of encroachment work.
4) Work hours shall be from **7:30 a.m. to 4:30 p.m.,** Monday through Friday, unless otherwise specified by The Community Services Department.
5) Work hours on the following major roads shall be **from 8:30 a.m. to 3:30 p.m.**, Monday through Friday, unless otherwise specified by the Community Services Department: **Calle Real, Cathedral Oaks Road, Fairview Avenue, Glen Annie Road, Hollister Avenue, Los Carneros Road, Patterson Avenue, and Storke Road.**
6) **The hours shall be strictly adhered to.** Any deviation from the schedule requires prior approval from the City Traffic Engineer.
7) Permittee shall maintain a clean and orderly work zone and is responsible for resolving complaints generated by the encroachment work.
8) No debris or spoils shall be left in the public right of way overnight.

C. Sanitary District:

1) Permittee shall show proof of sanitary district clearance prior to start of encroachment work.
2) Permittee shall be responsible to contact the appropriate sanitary district and obtain required permits, clearances, etc.

D. Traffic:

1) Traffic Control shall conform to the latest Caltrans Manual of Traffic Controls for Construction and Maintenance Work Zones or the American Public Works Association (APWA) Work Area Traffic Control Handbook Manual (WATCH).
2) Work shall be planned and conducted as to create the least possible inconvenience to the traveling public.

E. Boring:

1) All City Roads shall be bored wherever possible.
2) Storm Water Pollution Prevention Plan (SWPPP) shall be submitted prior to start of encroachment work.
3) If open-cut trenching is being requested, the applicant shall show just cause as to why it is not feasible to use the boring method. Review by the City Engineering staff shall determine if open-cut trenching will be allowed.

F. Trenching:

1) Santa Barbara County Road Division **Standard Details 1-020 and 1-030** are to be used as guidelines for all trenching operations within The City's road right of way.
2) All open trench work shall be saw cut.
3) Trench backfill shall be a minimum **one sack cement slurry** (one sack of cement per cubic yard) backfill on all paved areas.
4) Trench backfill in unpaved areas may be native material at 90% relative compaction unless otherwise specified by Community Services.
5) When cement slurry backfill is placed in trenches outside the paved roadway, it shall be poured to within eight (8) inches (203 millimeters) of existing of existing finish grade and then backfilled with suitable native material and compacted.
6) Thirty (30) inch minimum cover shall be maintained over any pipe, conduit, structure, etc., within road right of way.
7) The maximum length of trench that can be excavated shall be no greater than that which can be backfilled and **plated and pinned** by the end of each work day. Any deviation requires approval from The Community Services Department.

G. Trench Plating:

1) Trenches shall be maintained by the use of steel plates or other approved Department of Transportation (DOT) materials used for plating.
2) **Under no circumstances** shall plywood or other non-DOT-approved materials be used for covering an excavation.
3) The Permittee shall be responsible and liable for the cost and maintenance of securing the steel plates, which are to be continuously safe to travel over.
4) "ROUGH ROAD" or similar signage may be required by the City to be placed and maintained at the Permittee's expense. "Cold Mix" material shall be placed and tamped around all sides of the steel plates per direction of the Community Services Department. All plating shall be pinned to help eliminate movement and wedges installed if necessary to help level out an uneven road surface.
5) Steel plates shall not be left in the traveled roadway for a period of time of more than **five (5) days** unless The Community Services Department specifically approves a longer period of time.
6) Plates are to be used only as a temporary method of covering an excavation.
7) The Permittee shall be responsible for inspecting and monitoring steel plates continuously and to immediately correct any unsafe condition that may occur during their use.

H. Resurfacing:

1) The minimum Asphalt Concrete structural section is outlined in **Section 1-010** of the Santa Barbara County Road Division Engineering Design Standards.
2) "Cold Mix" shall be replaced by "Hot Mix" within seven **(7) days** of slurry backfill as outlined **Ordinance No. 1491, Section 22** or directed by the Community Services Department.
3) The smoothness tolerances shall be as outlined in **Section 39-6.03** of the current Caltrans Standard Plans and Specifications.
4) All pavement markers and striping shall be replaced/restored to pre-encroachment permit conditions. This includes traffic markings adjacent to the work area that are impacted (tracking, etc.)
5) The aesthetics of the roadway shall be as it was or better than before work started.

I. Concrete Work:

1) Limits of concrete removal shall be approved by the field representative prior to start of encroachment work.
2) All concrete that is removed shall be saw cut and removed to the next expansion joint or score mark.
3) All cuts are to be perpendicular to the curb and gutter with no longitudinal cuts or diagonal cuts.
4) Any curb, gutter, or sidewalk sections which are to be removed and/or constructed shall be replaced in minimum 5 foot (1.524 meters) sections in accordance with the Santa Barbara County Road Standards and as directed by The Community Services Department.
5) Construction of curb, gutter, sidewalks, and ramps shall be per Road **Standard Detail(s) 3-100, 3-110.4-040, and 4-060.**
6) All concrete construction to include ramps shall be in accordance with the most current American Disability Act (A.D.A.) requirements and regulations.
7) For excavations within planted parkways it shall be the Permittee's responsibility to replace plants, shrubs, and sod in a neat and workmanlike manner, leaving the area in as near its original state as possible.
8) Form inspections will be required prior to placement of concrete and at the completion of work.

CITY OF GOLETA

ENCROACHMENT PERMIT APPLICATION REQUIREMENTS

An encroachment permit is required for any work performed or encroachments placed within the City right of way. Types of work may include but are not limited to trenching, sidewalk repair, driveway improvements, etc.

Required Submittals:

1. A completed Encroachment Permit Application. The application should be filled out completely as to not delay the issuance of the requested permit.
2. A Certificate of insurance **and** an Additional Insured Endorsement on a separate page naming the City of Goleta as additionally insured, issued by the applicant's or contractor's insurance carrier. Insurances should meet the following minimum requirements: A.M. Best rating of A VII, $1,000,000 Liability, and provider is admitted to California.
3. Payment of the encroachment permit fee in accordance with the current Community Services fee schedule.
4. The Contractor/Applicant shall possess a valid business license issued by the City of Goleta.

Additional items that may be required:

5. A site plan of the proposed encroachment work area drawn to scale that includes north arrow, title block, approval block, street and/or road names, width of road right of way, centerline, dimensions of work and any other pertinent dimensions associated with the encroachment work. Size of site plan sheet(s) to be determined by the Community Services Department.
6. Traffic Control Plan per the Manual on Uniformed Traffic Control Devices, latest edition.
7. Bonds or other acceptable surety fees as determined by the Community Services Department.
8. Contractor's license number.

Things to Remember:

- You may submit your permit application online for review by emailing to dwhite@cityofgoleta.org. City staff will contact you when the permit is ready to issue or if further information is needed.
- Many permits can and will be issued the same day as the application is received. However, some applications require more review and coordination with other City departments, utility companies, etc. Please allow for a two working day turnaround for all encroachment permit requests. If all required information is received at the time of application, it will help to expedite permit issuance.
- To promote public safety, additional Conditions of Approvals may be issued with the permit to regulate certain working conditions, i.e., restricted work hours, special noticing.
- If you are not certain if a permit is required, ask us! City staff will be happy to assist you in determining if an encroachment permit is necessary.

10/13/2010

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		☐ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$
		☐ CLAIMS MADE ☐ OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$
		☐ POLICY ☐ PRO-JECT ☐ LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		☐ ANY AUTO					
		☐ ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		☐ SCHEDULED AUTOS					
		☐ HIRED AUTOS				BODILY INJURY (Per accident)	$
		☐ NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		☐ ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		☐ OCCUR ☐ CLAIMS MADE				AGGREGATE	$
							$
		☐ DEDUCTIBLE					$
		☐ RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				☐ WC STATU-TORY LIMITS ☐ OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

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POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

INSURED:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED — STATE OR POLITICAL SUBDIVISIONS - PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

State or Political Subdivision:

USA

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)

Section II - Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
   a. "Bodily injury," "property damage," "personal and advertising injury" arising out of operations performed for the state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

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