

Refundable Security \$ _____	Issue Date _____
Fee \$ _____	Receipt No. _____

**CITY OF MONTE SERENO  
ENCROACHMENT APPLICATION AND PERMIT**

The undersigned hereby applies to the City of Monte Sereno for an Encroachment Permit under the terms of Chapter 3, of Title 8, of the Monte Sereno City Code to do the following:

Work Address: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Work Description: (Attach plan or sketch as required.) \_\_\_\_\_

\_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Worker's Compensation Certificate**

I, the undersigned, certify that I am familiar with California Labor Code Section 3700 and 3600 covering Worker's Compensation Insurance and the certification of insurance or a consent to self-insure for Worker's Compensation Insurance as condition to the issuance of a permit by the City. I hereby certify as follows:

- I have filed with you, the certificate required by California Labor Code Section 3800 (1) or (2) or (3) or
- In the performance of the work for which this permit is issued, I shall not engage or employ any person or entity in any manner so as to become subject to the Worker's Compensation Laws of California.

Until I notify the City to the contrary, in writing, my place of residence (or permanent business address) for all purpose of notice called for under Section 8-3 of the City Code shall be set forth below:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

I declare under penalty of perjury, that the foregoing is true and correct to the best of my knowledge and belief.

Executed at Monte Sereno, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Company: \_\_\_\_\_ By: \_\_\_\_\_

**ENCROACHMENT PERMIT  
(NON-TRANSFERABLE)**

NUMBER \_\_\_\_\_

Permission is hereby granted to the above-named applicant to perform the work specified at the location in the above application, subject to the Standard Encroachment Permit Conditions (Page 2) and the following conditions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Completion Notice**

This work has been inspected and found complete as of \_\_\_\_\_ This does not release the Permittee of other obligations under Chapter 3, Title 8 of Monte Sereno City Code.

Inspected By: \_\_\_\_\_

**Permit Approval**

This permit is good until revoked or expires in accord with its term.

Expiration Date: \_\_\_\_\_

Extension Date: \_\_\_\_\_

Approved By: \_\_\_\_\_



## **STANDARD ENCROACHMENT PERMIT CONDITIONS**

### **GENERAL:**

1. Permittee shall indemnify, defend and hold harmless the City, its elective and appointive boards, commissions, officers, employees and consultants from and against any claim or liability arising directly or indirectly from the permitted work.
2. Permittee or its Contractor for the permitted work shall maintain a minimum of \$1,000,000 on account of any one occurrence with an aggregate limit of not less than \$1,000,000 combined single limit throughout the duration of work.
3. Conform to Cal OSHA safety requirements.
4. Comply with California MUTCD traffic control standards.
5. Traffic Control Plans approved by the City are considered minimum requirements and additional control measures may be required.
6. Private and public property shall be preserved and left clean.
7. All work shall be accomplished to the satisfaction of the City Engineer.
8. Conform to current California state standard plans and specifications.
9. Any concrete facilities affected during work shall be replaced in kind. Concrete mixture shall consist of six sacks.
10. Any Traffic Pavement Markings affected by construction shall be replaced immediately by temporary markings during construction.
11. All affected Traffic Pavement Markings shall be replaced in-kind within thirty (30) calendar days.

### **EXCAVATIONS:**

1. Maintain at least one lane of travel with flaggers and appropriate signs as needed.
2. Open no more trench than can be backfilled in one day, nor more than 700 feet. Trenches remaining at the end of work day shall be covered with traffic rated trench plating.
3. Cuts into existing pavement shall be saw-cut unless otherwise authorized.

### **BACKFILL / RESTORATION:**

1. Trenching in the roadway will require a T-Cut pavement restoration after backfill, and shall be sealed with an approved sealant after asphalt repair is completed.
2. Material shall be subject to approval of City Engineer.
3. Compaction of backfill more than 2 feet below finished grade shall be to 90% relative compaction. Top 2 feet shall be to 95% relative compaction.
4. City shall have right to require compaction testing as deemed necessary at Permittee's expense.
5. Pavement replacement shall be 4" Hot Mix Asphalt (HMA) minimum on 8" Class II Aggregate Base (AB) at 95% compaction rating.
6. Prime coat on AB and Tack Coat on edges will be required.
7. Temporary backfill may be used for a period not to exceed fourteen (14) calendar days. It shall a minimum of four (4) inch cold plant mix.

### **CONSTRUCTION HOURS:**

1. Work in the ROW shall be conducted between the hours of **9:00AM and 4:00 PM Monday to Friday**, unless written authorization is obtained from the City Engineer 48 hours prior to the start of work.

# City of Monte Sereno Encroachment Permit Fee

*Project Address -*

XXXX Street

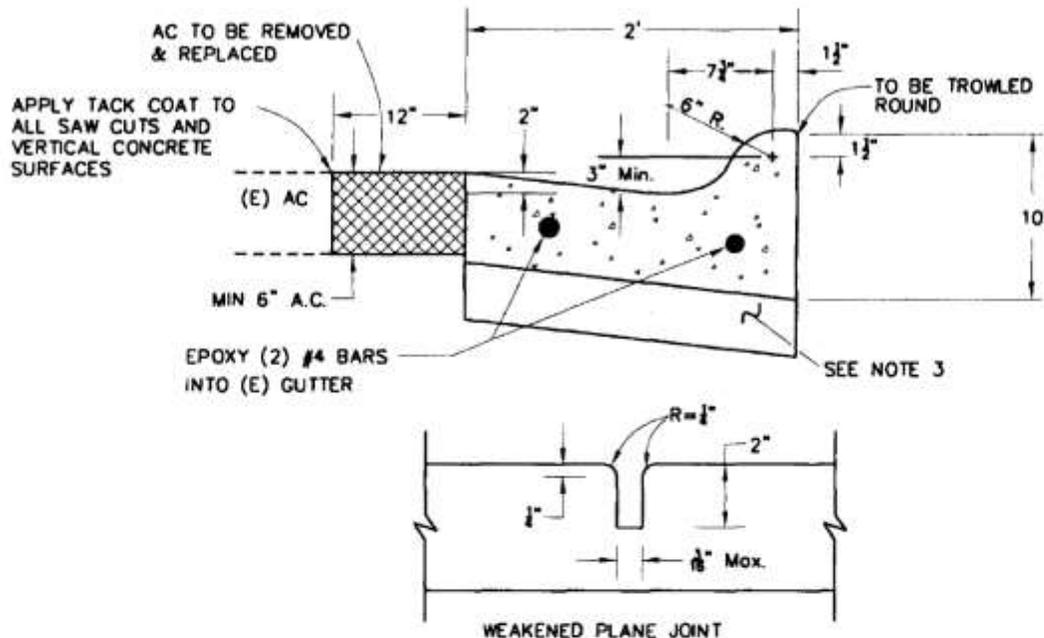
*Permit Number -*

#XX-XX

*Construction Cost -*

Date: XX/XX/20XX

		Approved rates (Resolution #3461)
1- <i>Encroachment Permit Administrative)</i>	S	175.00
2- <i>First \$30,000 of value, or any fraction thereof</i>		5% of Value Minimum fee \$200.00 Max \$1500
3- <i>Next \$50,000 of value, or any fraction thereof</i>		3% of Value Minimum fee \$200.00 Max \$1500
4- <i>Value exceeding \$80,000</i>		2% of Value Minimum fee \$200.00



**NOTES:**

1. PRIOR TO ANY WORK IN THE PUBLIC RIGHT-OF-WAY, AN ENCROACHMENT PERMIT SHALL BE OBTAINED FROM THE CITY.
2. PORTLAND CEMENT CONCRETE (P.C.C.) SHALL BE CLASS 2 CONCRETE AS SPECIFIED IN CALTRANS STANDARD SPECIFICATIONS.
3. BASE THICKNESS SHALL BE 6" CLASS II A.B. COMPACTED TO 95% PER CALTRANS STANDARD SPECS OR AS DIRECTED BY THE CITY ENGINEER.
4. EXPANSION JOINTS SHALL BE CONSTRUCTED AT ENDS OF CURB RETURNS, CURB INLETS, OTHER STRUCTURES AND AT 20' INTERVALS. EXPANSION JOINT MATERIAL SHALL CONSIST OF POLYSTYRENE JOINT FILLER WITH TYPE B JOINT SEAL OR APPROVED EQUIVALENT. JOINTS SHALL MATCH ADJACENT IMPROVEMENTS.
5. WEAKENED PLANE JOINTS SHALL BE CONSTRUCTED AT 10' INTERVALS.
6. DOWEL AND EPOXY TWO (2) #4 BARS 8" INTO NEW & EXISTING CONCRETE CURB AND GUTTER.
7. TO UTILIZE PROPER FORMWORK, A 12" SAW-CUT IN THE EXISTING A.C. PAVEMENT (STREET SIDE) IS REQUIRED, UNLESS OTHERWISE DIRECTED BY THE PUBLIC WORKS INSPECTOR.
8. FORMWORK SHALL CONSIST OF A 2x6 FORM FOR THE BACK OF CURB, AND A 2x6 FOR THE FACE OF CURB, UNLESS OTHERWISE DIRECTED BY THE PUBLIC WORKS INSPECTOR.
9. PRIOR TO PLACEMENT OF THE CONCRETE, THE PUBLIC WORKS INSPECTOR REQUIRES AN INSPECTION OF THE FORMWORK. A FINAL INSPECTION IS REQUIRED ONCE CONCRETE HAS BEEN PLACED.
10. SLIP DOWELS SHALL BE INSTALLED AS DIRECTED BY THE CITY ENGINEER.



**CITY OF MONTE SERENO, CALIFORNIA STANDARD DETAIL**

APPROVED BY:  
*Mo Sharma*  
 CITY ENGINEER  
 DATE: *July 7, 2014*

**STANDARD ROLL GUTTER**

STD. DETAIL No.  
**ST-01**