

ENCROACHMENT PERMITS INFORMATION SUMMARY

Encroachment Permit No.: _____

The following items must be submitted to initiate street improvement plan review. An incomplete submittal will delay the review process.

ITEM (No. of Copies)	REQUIRED	FOR CITY USE	
		Received	Approved
Target Start Date and Duration			
Completed Encroachment Permit Application (1)			
Annotated Site/Street (1)			
Street Improvement Plans (1)			
Traffic Control Plans (1)			
Landscape and Irrigation Plans *(1)			
Grading and Drainage Plan ** (3)			
Erosion and Sediment Control Plan (ESCP) (1)			
Pre and Post Monument Preservation Certification (1)			
Insurance Endorsement (1)			
Project Cost Estimate***			
Performance Bond (cost plus 20%) *** (1)			
Encroachment Permit Fee (\$120.00)			
Plan Check Fee			
Inspection Fee			
COMPLETED SUBMITTAL DATE			

Requirements for permit issuance will be determined upon completion of plan review.

* For work in the street right-of-way and/or adjoining dedicated landscape easements

** For on-site improvement work (Retention/Detention Ponds)

*** Amount to be approved by City Engineer (Work performed in public right-of-way only)

Recommended for Approval

Date

ENCROACHMENT PERMIT APPLICATION



Address or Location of Work: _____

Building Permit Application: Yes _____ No _____ If Yes, Building Permit No.: _____

The work to be performed is described as follows: _____

Applicant: _____	Contractor/Owner (Highlight one): _____
Mailing Address: _____	Mailing Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone No.: _____	Phone No.: _____
Email: _____	Email: _____
	Contractor License No.: _____

24- HOUR EMERGENCY CONTACT INFORMATION (MANDATORY)

Primary Contact: _____	Mobile No.: _____
Secondary Contact: _____	Mobile No.: _____
Construction / Project Manager: _____	
Address: _____	
Email: _____	Mobile No.: _____

The Applicant Hereby Certifies and Acknowledges:

1. All the provisions of this application and that the description(s) included above are correct to the best of the applicant's knowledge.
2. That the applicant is the owner of the respective property, or is qualified and authorized to represent the owner.
3. Submitted herewith are the following:
 - ✓ Encroachment Permit Application Fee (\$120)
 - ✓ Engineer's Project Cost Estimate _____
 - ✓ Plan Review & Inspection Fees (will provide fees due after receiving Engineer's Cost Estimate)
 - ✓ Improvement Plans and Traffic Control Plans (for review and approval by City Engineer) - *allow 2 weeks for first plan check.*
 - ✓ Project Duration and Target Start Date _____
 - ✓ Erosion and Sediment Control Plan Worksheet (required if there will be any soil disturbance)
4. Certificate of Liability Insurance Endorsement – naming the City of Lathrop as an Additional Insured
5. That, if permission is granted as requested, applicant agrees to do work described in accordance with all terms, conditions and restrictions. (see Conditions of Issuance)
6. That the applicant has provided two (2) 24-hour emergency contacts.

Applicant's Signature

Date

GENERAL PROVISIONS

1. This permit is issued under and subject to all laws and ordinances of agencies governing the encroachment herein permitted.
SEE THE FOLLOWING REFERENCES:
STREETS AND HIGHWAYS CODES; (1) Division 1, Chapter 3, (2) Division 2, Chapter 2, Section 942, (3) Division 2, Chapter 4, Section 1126, (4) Division 2, Chapter 6
CITY OF LATHROP CODE OF ORDINANCE: Chapter 12.08
2. **The City reserves the right to revoke this permit at any time. Any such revocation shall not entitle the Permittee to any damages from the City for delay or otherwise.**
3. The contractor shall contact the City of Lathrop, Public Works Department, at least forty-eight (48) hours prior to beginning any work within the City right of way. All work performed under this permit shall conform to the rules and regulations pertaining to safety established by the California Division of Industrial Safety and Cal-OSHA.
4. All work shall be done subject to the supervision of and to the satisfaction of the City. The Permittee shall at all time during the progress of the work keep the City right-of-way in a neat and clean condition and upon completion of the work granted herein shall leave the City right-of-way in a thoroughly neat, clean and usable condition.
5. All necessary traffic convenience and warning devices and personnel shall be provided, placed and maintained by and at the sole expense of the Permittee in accordance with the latest edition of the Caltrans Manual of Traffic Control. A Traffic Control Plan shall be required at the discretion of the City and, when required, shall be prepared by a registered civil engineer. Immediately following completion of construction permitted herein, Permittee shall fill out and mail a notice of completion, provided by the grantor, to the City of Lathrop, Public Works Department.
6. The Permittee agrees, by the acceptance of this permit, to properly maintain any improvements placed by the Permittee within any part of the City right-of-way and to immediately repair any and all damages to any portion of the existing improvements which may occur as a result of Permittee's activities, including maintenance of the improvements covered by the Permit, until such time as the Permittee may be relieved of the responsibility of such maintenance by the City.
7. It is further agreed by the Permittee that whenever construction, reconstruction or maintenance work may be required by the City that adversely impacts Permittee's work under this Permit, the Permittee may be required to relocate, remove, or suspend work under this Permit, and said relocation, removal, or suspension of work shall be at the sole expense of the Permittee.
8. No material used for fill or backfill in the construction of the encroachment shall be borrowed or taken from within the City right of way.
9. All work shall be planned and carried out so that there will be as little inconvenience as possible to the traveling public. No material shall be stacked within eight feet (8') of the edge of the pavement or traveled way unless otherwise provided herein or approved by the City. Adequate provision shall be made for the protection of the traveling public as determined by the City. Barricades shall be placed, with approved signs and lights at night, and flagmen shall be employed, all as may be required by the particular work in progress.
10. The Permittee, by the acceptance of this permit, shall assume full responsibility for all liability for personal injury or damage to property which may arise out of the work herein permitted or which may arise out of the failure of the part of the Permittee to do the work provided for under this permit. In the event any claim of such liability is made against the City of Lathrop, or any department, official or employee thereof, the Permittee shall defend, indemnify, and hold them and each of them harmless for such claim.
11. A certificate of insurance shall be required for liability in the amount \$1,000,000.00 naming the City of Lathrop, elected officials, employees, agents and volunteers shall be included as insureds.
12. Trenching and backfill within City right-of-way shall conform to the provisions in the City Design and Construction Standard Details. Trench backfill shall be maintained by the Permittee until such time as the City relieves Permittee from such responsibility. Trenches and excavations shall not be left open overnight. They shall either be backfilled to sub-grade and surfaced to finish grade with either permanent or temporary paving materials, or shall be covered with a steel plate capable of supporting traffic loads at the end of every day's work unless otherwise permitted in writing by the Director of Public Works. During the rainy season (generally October through April) trenches shall be covered by steel plates at the end of each work day. Steel plates shall have a non-skid surface and shall be welded together as approved by the City. Trenches that are within and parallel to the traveled way, and are within 200 feet of an intersection may be required to be backfilled on a daily basis and steel plates may not be required as directed by the City. Permittee is solely responsible for the maintenance of trenches 7 days a week, 24 hours per day. If Permittee elects to use steel plates to cover open trenches as permitted herein, City reserves the right to not allow trenching operations to commence until steel plates have been delivered to the site.
13. Whenever necessary to secure permission from abutting property owners, such authority must be secured by the Permittee prior to starting work.



Lathrop-Manteca Fire Protection District

800 East 'J' Street, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • www.lmfire.org •

Encroachment Permits

From: Josh Elliott, Fire Inspector, LMFD

The following list of conditions shall be incorporated into the final construction plans and the construction phases of the project. This list of conditions is not intended to be all-inclusive or a comprehensive listing to all City or District regulations. Please note that additional comments and/or conditions may be added pending the responses to the comments noted below and/or changes to the proposed project.

General Conditions:

1. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. Emergency access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).
2. Road closure shall be staffed while control is in place.
3. Emergency Vehicles shall have the right away while in response to a call (Code 3).
4. A notification by email is required within 48 hours or the project starting to the following: jelliott@lmfire.org, gneely@lmfire.org, lmadoski@lmfire.org

CONDITIONS OF ISSUANCE FOR ENCROACHMENT PERMITS

An Encroachment Permit is required for all work in the street right-of-way or utility easements with City facilities (water, sewer, or storm drain). The issuance of the permit requires approval of street improvement plans and payment of plan check and inspection fees. The requirements for the issuance of the encroachment permit include but are not limited to the following:

1. An applicant for an encroachment permit with the application fee of \$120.00.
2. An approved street improvement plan or an annotated site plan showing the work to be constructed. A street improvement plan check requires submittal of three (3) sets of street improvement plans prepared by a licensed civil engineer and a plan check fee deposit of 3% of the estimated construction cost. Annotated on-site plans may be submitted for minor improvements. If annotations are made on the on-site plans, all on-site work should be deleted or marked-out so that only the work in the street right-of-way is shown.
3. Any work in the right-of-way that will cause street closure or traffic diversion shall include a Traffic Control Plan designed by a registered Engineer or acceptable alternative referring to the State of California Standard Plans for Construction of Local Streets and Roads, dated July 2002.
4. A surety bond in the amount of the approved engineer's estimate for the off-site improvements including a 20% contingency. The surety may be in the form of a performance bond, letter of credit, cash, or a certificate of deposit.
5. Insurance certificates naming the City as an additional insured. Please see the green handout sheet entitled "Insurance Requirements for Encroachment Permits".
6. A plan check fee based on the approved engineer's estimate in the amount of 5 ½% of the first \$25,000, 4 1/2 % of the next \$225,000 and 3 ½% of the remaining costs. The engineer's estimate must be prepared by a licensed civil engineer and be approved by the City Engineer before the plan check fee is finalized. The plan check fee deposited with the application will be credited toward this fee.
7. An inspection fee in the amount of 3% of the approved engineer's estimate.

Revised 7/2/04



City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330
(209) 941-7430
(209) 941-7449 fax

INSURANCE REQUIREMENTS FOR ENCROACHMENT PERMITS

City Ordinances, and the increasing willingness of juries to award large settlements, require an insurance policy naming the City as an additional insured for encroachment permit work. Proof of adequate insurance will be required to be on file prior to the issuance of any encroachment permit.

FORMS AND GENERAL INFORMATION:

Proof of insurance meeting the above requirements must be by execution of an endorsement form. For work within the public right-of-way, insurance endorsements will be required indicating coverage for Comprehensive General Liability and Workers' Compensation. The forms must be completed and executed by an authorized insurance agent or representative. Note that original signatures must be included on the endorsements; rubber stamped signatures, photocopies or fax copies of the signatures will not be approved. Any requests for exceptions to the above requirements will require additional time for review.

INSURANCE REQUIREMENTS:

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence from CG 0001 (Ed. 11/88)).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).

3. Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

Applicant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Unsured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City of Lathrop. At the option of the City of Lathrop, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City of Lathrop, its officers, officials, employees and volunteers; or the Applicant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

INSURANCE REQUIREMENTS

CITY OF LATHROP

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Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain. The following provisions:

1. The City of Lathrop, its officers, officials, employees, agents and volunteers are to be covered as additional insureds, on CG20101185 with respects to: liability arising out of activities performed by or on behalf of the Applicant; products and completed operations of the Applicant; premises owned, occupied or used by the Applicant; or automobiles owned, leased, hired or borrowed by the Applicant. The coverage shall contain no special limitations on the scope of protection afforded to the City of Lathrop, its officers, officials, employees, agents or volunteers.
2. For any claims related to this project, the Applicant's insurance as respects to the City of Lathrop, its officers, officials, employees, agents and volunteers shall be excess of the Applicant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Lathrop, its officers, officials, employees, agents or volunteers.
4. The Applicant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by the clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice

by certified mail, return receipt requested, has been given to the City of Lathrop.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Verification of Coverage

Applicant shall furnish the City of Lathrop with original endorsements effecting coverage required by this clause. The endorsements are to be on forms provided by the City of Lathrop. All endorsements are to be received and approved by the City of Lathrop before work commences. As an alternative to the City of Lathrop's forms, the Applicant's insurer may provide copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Subcontractors

Applicant shall include all Applicant's contractors, agents, representatives, employees and subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor, agent, representative, employee and subcontractor. All coverages for Applicant's contractors, agents, representatives, employees and subcontractors shall be subject to all of the above requirements.



Erosion and Sediment Control Plan (ESCP)
Worksheet for Small Construction Projects

Project Name: _____

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What is this document for?

The City's Phase II Small MS4 NPDES General Permit issued by the State Water Board to the City, requires the City to develop and maintain a program to assure that sediment and other pollutants from construction activities do not flow into the City's storm water drainage system and, subsequently, impact local receiving waters. The City's Permit requires the City to require the owner of any construction project having soil disturbance to submit an Erosion and Sediment Control Plan (ESCP). The ESCP must identify potential sources of erosion and sedimentation associated with the project and identify the control measures (best management practices or BMPs) used to prevent erosion and control sedimentation within the project. This document is a worksheet to assist owners of small projects to determine appropriate control measures for their project.

Who is required to complete this document?

All construction projects that have soil disturbance and pass through plan check or the City's permitting process must develop an ESCP. Projects having more than 1 acre of soil disturbance or those projects that are part of a larger common plan may be required to comply with the State Water Board's Construction General Permit (CGP), which requires the development of a Storm Water Pollution Prevention Plan (SWPPP). For these larger projects, the CGP-required SWPPP may be submitted in lieu of the ESCP. For all other projects (small projects) having less than 1 acre of soil disturbance or those that qualify for a waiver or exemption from the CGP, they must submit an ESCP using this worksheet.

What is required in this document?

This worksheet requires basic project and contact information, as well as, basic site information including location, status, approximate start and end dates and the area of soil disturbance.

The Best Management Practices (BMPs) that will be used during construction are also required to be identified.

A basic site map showing the project boundaries, adjacent streets, storm drain inlets, placement of BMPs, and where construction work will be occurring is required to be included.

BMPs, as defined on the EPA's website, is *"a term used to describe a type of water pollution control. Storm water BMPs are techniques, measures or structural controls used to manage the quantity and improve the quality of storm water runoff. The goal is to reduce or eliminate the contaminants collected by storm water as it moves into streams and rivers."*

For more details on BMPs please visit the California Storm Water Quality Association's website at:

www.casqa.org/resources/bmp-handbooks

or Caltrans's website at:

www.dot.ca.gov/hq/construc/stormwater/manuals.htm

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1 Project Information

Project Name:	
Project Address:	
Project Size: (Indicate sq. ft. or acres)	
Anticipated Construction Start Date:	
Anticipated Construction End Date:	
Approximate Soil Disturbance: (Indicate sq. ft or acres)	
Number of Storm Drain Inlets within 50 ft. of the soil disturbance.	

2 Owner Information

Name:	
Address:	
Phone Number:	
Email:	

3 Contractor Information

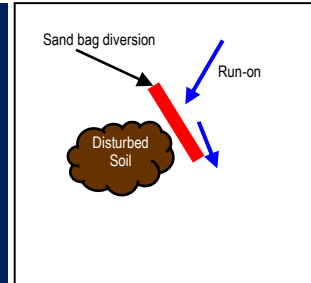
Name:	
Company Name:	
Address:	
Phone Number:	
Email:	

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4 Best Management Practices

4.1 Run-On Control BMPs

When surface flow of storm water runoff is allowed to pass through disturbed soils at an active construction project it can mobilize sediment and carry it into the municipality's storm drainage system and into the local receiving waters. This results in deposition of sediment in the municipal drainage system which causes more frequent maintenance and can cause flooding. The sediment is also harmful to the local waterways.



Does storm water have the potential to run-on to the construction site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will storm water surface flow be diverted around any disturbed soil areas? Show how it will be diverted on the site map.	<input type="checkbox"/> Yes <input type="checkbox"/> No

4.2 Erosion Control BMPs

The definition of erosion is the detachment of soil particles. These particles can become detached by rain, wind, or construction activity. Although construction, by nature, disturbs soil. It is vital to place a temporary or permanent covering over disturbed soil as soon as possible. Projects are not allowed to leave areas of exposed soil that do not have a cover. On the table below and on the site map show how you will prevent erosion at your project.

CASQA Fact Sheet	BMP Name	BMP Selected? (Check Box)	Describe the BMP to be implemented. If not used, state the reason why.
EC-1	Scheduling (work will be conducted during the dry season)		
EC-2	Preservation of Existing Vegetation (existing vegetated areas will not be disturbed)		
EC-4	Area to be vegetated with landscaping, turf, or hydroseeding		
EC-7	Temporary Erosion Control using an erosion control blanket or geotextile		
EC-6 & EC-8	Area covered with a temporary or permanent mulch including straw, wood, compost, hydromulch, or equivalent		
EC-16	Non-Vegetated Stabilization (covered with aggregate, paving, permanent structures / surfaces)		
WE-1	Wind Erosion Control (kept moist to prevent wind erosion)		

4.3 Temporary Sediment Control BMPs

Sediment control is accomplished by two ways. First, giving sediment every opportunity to settle out of storm water runoff while still on the project. Second, remove sediment from surfaces that has been carried or tracked off site before it enters the municipal drains. Each project must have effective perimeter sediment control. Drain inlets within 50 feet of the project must be protected. Any visible track out or sedimentation onto municipal property must be removed as soon as possible. On the table below and on the site map show how you will control sediment at your project.

CASQA Fact Sheet	BMP Name	BMP Selected? (Check Box)	Describe the BMP to be implemented. If not used, state the reason why.
SE-1	Temporary Silt Fence		
SE-2 or SE-3	Sediment basin or trap (all or some of the storm water drains to a retention pond or basin where sediment can settle out)		
SE-5	Temporary Fiber Rolls / Straw Wattles		
SE-6 or SE - 8	Temporary Gravel Bag Berm or Sand Bag Barrier		
SE-7	Street Sweeping (inspect roads and sidewalks daily and sweep as necessary)		
Lathrop Standard	Curb cutback (maintain a minimum of 4 inches of elevation difference between the disturbed soil and the top of the existing curb, sidewalk, or paved surface)		
SE-10	Temporary Drain Inlet Protection (mandatory for any DI's within 50 feet of the project)		
SE-13	Compost Socks / Biofilter Bags		
Lathrop Standard	Stabilized Construction Exit – Constructed with aggregate at the project owner's specification, but it must be effective in controlling trackout.		
TC-2	Stabilized Construction Roadways		
WM-03	Stockpile Management (stockpiles that have not been actively used in the last 14 days must be covered with an erosion control blanket or plastic sheeting and contained with a fiber roll or gravel bag berm)		

4.4 Non-Storm Water Pollution Control BMPs

The City ordinances prohibit the discharge to its municipal drainage system of any wash water, unpermitted construction site dewatering, saw-cutting or grinding slurries, unpermitted hydrotest water, chlorinated swimming pool or fountain water, concrete or paint wash out, or spills of hazardous materials or other substances. On the table below, list any of the activities that may apply to your project; and on the site map show the location of these activities.

CASQA Fact Sheet	BMP Name	Activity Planned? (Yes/No)	Describe the BMP to be implemented. If not used, state the reason why.
NS-3	Paving, Sealing, Saw-cutting, Coring, and Grinding Operations		
NS-7	Potable Water / Irrigation Testing and Discharge to the Municipal Drainage System		
NS-8	Vehicle and Equipment Cleaning Performed on Site		
NS-9 & WM-04	Vehicle and Equipment Fueling Performed on Site		
NS-10	Vehicle and Equipment Maintenance Performed on Site		
NS-12/13 & WM-08	Concrete, Stucco, Plaster, Tile, or Masonry Work		
WM-09	Temporary Sanitary Waste Facilities (port-a-potties)		
WM-01	Storage of Hazardous Materials on the Project Site (paints, solvents, acids, fuel, lubricants, etc.)		

5 Site Map (draw map below or attach another map)

6 ESCP/SWPPP Review (Office Use ONLY)

Project Name: _____ Review Date: _____

ESCP / SWPPP Assessment (check one):

- ☐ ESCP / SWPPP is satisfactory and no changes needed
- ☐ ESCP / SWPPP is satisfactory with the following minor revisions:
 - ☐
 - ☐
 - ☐
 - ☐
 - ☐
 - ☐
- ☐ ESCP / SWPPP is not satisfactory and requires the following corrections / revisions:
 - ☐
 - ☐
 - ☐
 - ☐
 - ☐
 - ☐
 - ☐

Additional Comments: