



Public Works Department
 390 Towne Centre Drive, Lathrop, CA
 Department Main: (209) 941-7430
 Email: website_pwk@ci.lathrop.ca.us

ENCROACHMENT PERMIT NO. _____

APPROVED BY:

 Brad Taylor, Date
 City Engineer

APPLICANT INFORMATION:

Name: _____ Contact No: _____
 Email: _____ Mailing Address: _____

PROJECT DETAILS/LOCATION:

Project Target Start Date: _____ End Date: _____

Engineer's Cost Estimate: _____ / Erosion & Sediment Control Plan Required _____

Address/Vicinity of Work: _____

Description of work to be performed: _____

Associated with Building Permit: _____ Permit No. _____

CONTRACTOR INFORMATION (If different from Applicant):

Company Name: _____ Contact No: _____ Email: _____

Contact Name: _____ Contact No: _____ Email: _____

Mailing Address: _____

Contractor State License No. _____ Expiration Date: _____

24-HOUR CONTACTS:

Primary Contact: _____ Contact No: _____ Email: _____

Secondary Contact: _____ Contact No: _____ Email: _____

Contractor must contact the Public Works Department at (209) 941-7430 or by email: at encroachmentpermits@ci.lathrop.ca.us least 48 hours prior to start of work and for required final inspection.

- To perform work in the City's right-of-way, as shown on attached documentation to this permit, applicant is subject to all provisions on any part of this permit, and or attached hereto. The applicant's attention is directed to the general provisions attached to this permit. This permit is to be strictly adhered to and no work other than specifically mentioned above is hereby authorized. Accepting this permit or starting work hereunder shall constitute acceptance and agreement to all conditions and requirements of this permit.

SIGNATURE OF APPLICANT/CONTRACTOR

_____ DATE: _____

TO BE COMPLETED BY APPLICANT / CONTRACTOR

Bond Required: _____ Amount: _____ Check/Bond: _____ Obligor Name: _____

Bond Release Date: _____ Amount: _____ EP reviewed by: _____ Date: _____

This permit shall be void unless the work hereunder contemplated shall have been completed by _____

FINAL INSPECTION:

Date Inspected: _____ Inspector Name: _____ Approved / Failed: _____

Inspector Signature: _____

INTERNAL USE ONLY

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 California Manual on Uniform Traffic Control Devices (CAMUTCD). 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.

APPLICANT/CONTRACTOR INITIALS: _____



CITY OF LATHROP EROSION & SEDIMENT CONTROL PLAN

General Project Information

Project Name:	
Project Address:	
Total Project Size: <i>(indicate sq. ft. or acres)</i>	Approximate Soil Disturbance: Amount of Impervious Surface Created or Replaced:
Anticipated Start Date:	Anticipated End Date:
Number of Storm Drains within 50 ft. of Project:	

Project Owner Information:

Name:		
Address:		
Owner City:	State:	ZIP:
Phone Number:	Email:	

Contractor Information:

Name:		
Address:		
Owner City:	State:	ZIP:
Phone Number:	Email:	

*** Please describe the nature of the project and how Erosion and Sediment will be controlled on-site. Please see Page 2 for a list of "Best Management Practices" (BMPs) that can be implemented on your construction project. A general site map and BMP detail is required to be included on Page 3.**

Name: _____	Date: _____
Title: _____	Signature: _____

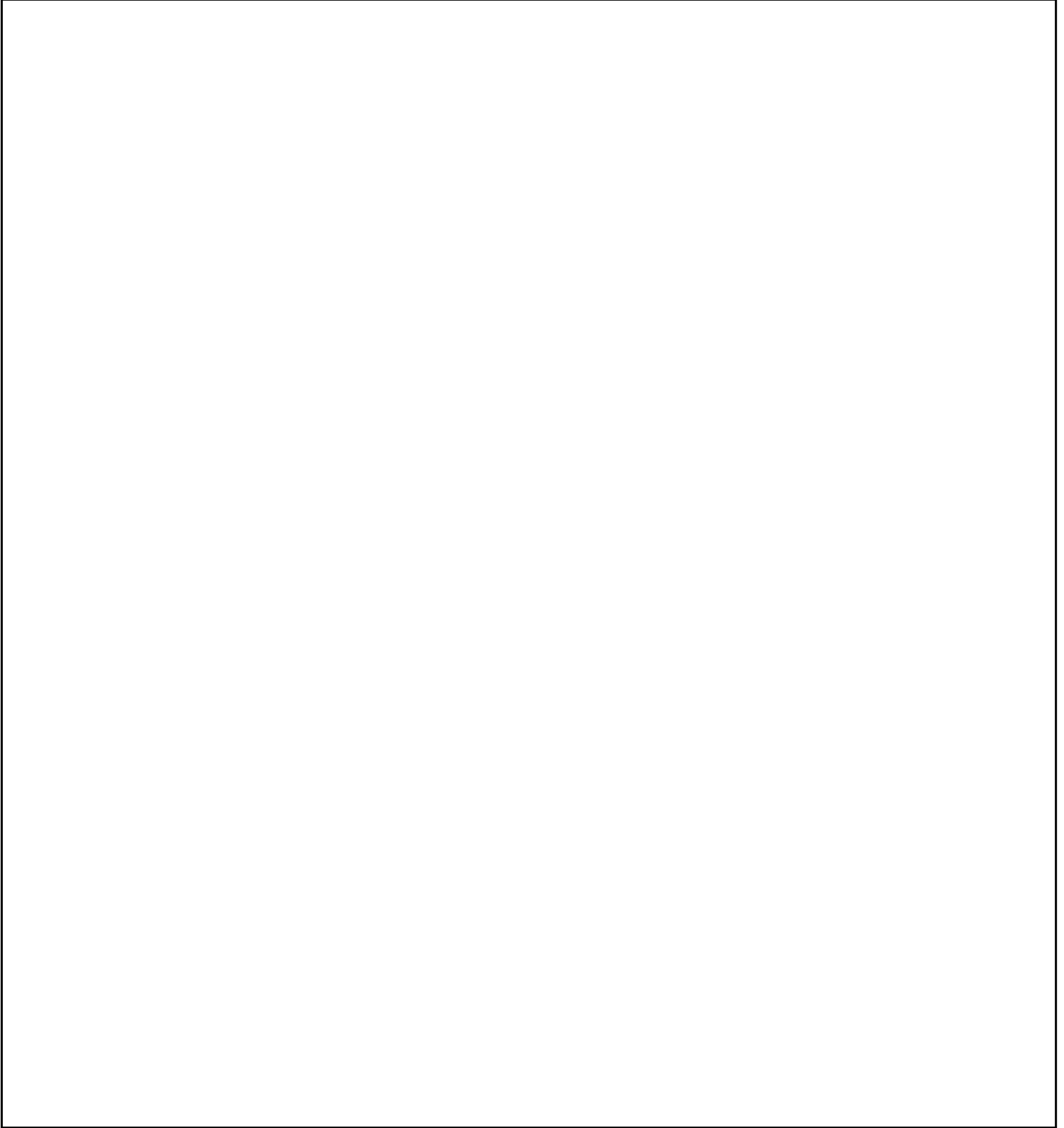
PLEASE SELECT WHICH SITE BMPS WILL BE IMPLEMENTED ON PROJECT SITE

Cal Trans BMP Fact Sheet	STORM WATER BEST MANAGEMENT PRACTICES (BMPs)	BMP Selected?	
EROSION CONTROL	City Standard	Scheduling (e.g. work will be conducted during the dry season, grading will not occur during rainy weather)	
	SS-2	Preservation of Existing Vegetation (e.g. existing vegetated areas will not be disturbed)	
	SS-4	Area to be vegetated / Seeding (e.g. landscaping, turf, seed, or hydroseeding)	
	SS-7	Temporary Erosion Control (using an erosion control blanket or geotextile)	
	SS-6 & SS-8	Area covered with a tempoary or permanent mulch (straw, mulch, compost, or equivalent)	
	EC-16 <small>(CASQA BMP Standard)</small>	Non-Vegetated Stabilization (covered with aggregate, paving, permanent surfaces/structures)	
	WE-1	Wind Erosion Control (keeping soil moist to prevent wind erosion)	
TEMPORARY SEDIMENT CONTROL	SC-1	Temporary Silt Fence	
	SC-2 or SC-3	Sediment basin or trap (retention pond or basin where sediment can settle out)	
	SC-5	Temporary Fiber Rolls / Straw Wattles	
	SC-6 or SC-8	Temporary Gravel Bag Berm or Sand Bag Barrier	
	SC-7	Street Sweeping (Inspect roads, entrances/exits daily and clean as needed)	
	City Standard	Curb Cutback (Providing a 4" down, 6" cutback from the curb)	
	SC-10	Temporary Drain Inlet Protection (mandatory for any DI's within 50 feet of the project)	
	SE-13 <small>(CASQA BMP Standard)</small>	Compost Socks / Biofilter Bags	
	City Standard	Stabilized Construction Exit - Constructed with aggregate at the project owner's specification, but must be effective in controlling trackout.	
	TC-2	Stabilized Construction Roadways	
	WM-3	Stockpile Management (Stockpiles that have been inactive for more than 14 days must be covered with a temporary erosion control or plastic sheeting and contained with a fiber roll or gravel bag berm)	
NON-STORMWATER POLLUTION CONTROL	NS-2	Dewatering (Providing BMPs for reducing sediment when sumping or draining ponded water)	
	NS-3	Paving, Sealing, Saw-cutting, Coring, and/or Grinding Operations	
	NS-7	Potable Water / Irrigation Testing and Discharge to the MS4	
	NS-8	Vehicle and Equipment Cleaning (Work performed on site)	
	NS-9	Vehicle and Equipment Fueling (Work performed on site)	
	NS-10	Vehicle and Equipment Maintenance (Work performed on site)	
	NS-12/14 & WM-8	Concrete, Stucco, Plaster, Tile, or Masonry Work (provide a washout on site)	
	WM-1 & WM-2	Storage of Hazardous Materials on Site (Paints, solvents, acids, fuel, lubricants, etc.)	
	WM-4	Spill Prevention and Control (Emergency Spill Kit or Supplies)	
	WM-5	Solid Waste Management	
	WM-9	Temporary Sanitary Waste Facilities (port-a-potties)	

Please describe how the selected BMPs will be implemented on site or any comments on selection:

For further reference on how to implement BMPs, or for more information on a specific control, please lookup the provided Cal Trans BMP cutsheet reference number

EROSION SEDIMENT CONTROL PLAN
SITE MAP



*(Please show the project boundaries, adjacent streets, storm drain inlets, the anticipated location for BMP implementation (from the list on the previous page), and where soil disturbance and construction work will take place.
This map can either be hand drawn, or a separate sheet can be submitted in place of this one.)*

EROSION & SEDIMENT CONTROL PLAN

What is an Erosion & Sediment Control Plan?

The 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 which prevents sediment and other pollutants due to construction activities from flowing into the City's storm water drainage systems and impacting local waterways. Because of this, the City requires the owner of any construction project with soil disturbance to prepare and submit an Erosion and Sediment Control Plan (ESCP). The ESCP identifies potential sources of pollution (sediment, chemicals, etc.) associated with the project and helps select the control measures to be used to prevent and control pollutants from leaving your job site.

What is the MS4 Permit?

The Municipal Storm Water Permit regulates storm water discharges from municipal separate storm sewer systems (MS4s) in California. An MS4 being a conveyance or system of conveyances (roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned or operated by the City.

What is Erosion & Sedimentation?

Erosion is the detachment of soil particles and their transportation to a different location; and

Sedimentation is the deposition of those soil particles that settle out of storm water runoff somewhere downstream of their original location. One of the best ways to keep erosion and sedimentation from happening is to install appropriate erosion and sediment control BMPs.

What are BMPs?

Best Management Practices (**BMPs**) are a variety of practices used to **treat, prevent, or reduce storm water pollution**. There are many types of BMPs, each designed to deal with different storm water issues - erosion control, sediment control, wind erosion, track-out, waste management, and etc.



ESCP GUIDE

01

WHO IS REQUIRED TO CREATE AN ESCP?

All construction projects with soil disturbance which pass through plan check or the City's permitting process must develop an ESCP. Projects with more than 1-acre of soil disturbance, or are part of a larger project may be required to comply with the State Water Board's Construction General Permit. However, **small projects having less than 1-acre of soil disturbance must submit an ESCP worksheet.**

02

HOW DO YOU PICK THE RIGHT BMPs?

Part of the ESCP process is selecting storm water Best Management Practices or BMPs. But how do you know which ones to select? On page 2 of the ESCP worksheet, BMPs and their specific purposes are listed. Reference numbers are provided next to each BMP so you can review the Cal Trans official cutsheets which go into greater detail about the purpose of each type of BMP and how it should be installed and maintained. Don't worry! You don't have to select all the BMPs listed! **The typical minimum amount of BMPs needed per project is one from every category**, but can be more depending on project scope. However, some BMPs like **Drain Inlet Protection, Street Sweeping, and Wind Erosion are always required.**

03

WHAT INFORMATION WILL YOU NEED?

- **Contact Information** (for project owner & contractor)
- **Basic Site Information** (location, project status, approximate start & end dates, area of soil disturbance)
- **Selected Best Management Practices**
- **Basic Site Map** (showing project boundaries, adjacent streets, storm drain inlets, placement of BMPs, and where construction will be occurring).

04

WHAT TO DO NEXT

Using the ESCP worksheet provided by the City, complete the project information. Be sure to include the estimated start and end date of the project. The map which accompanies the ESCP can be hand drawn—showing project extent and features; or it can be submitted as a separate computer generated sheet. The ESCP should be submitted at the time of permit application, and fees will need to be paid at for ESCP review and inspections. After approval, and once the job starts, applicants should email stormwater@ci.lathrop.ca.us and schedule an inspection when the job is beginning soil disturbing activities. The City schedules inspections between Tuesday-Thursday. The "Pre Job" inspection will be to verify the BMPs shown in the ESCP are installed on-site, to look for potentially unaddressed pollutant sources, and answer any questions regarding municipal ordinance requirements. When the job is complete, soil disturbance is stabilized, and BMPs are removed, a post job inspection must be scheduled to verify all BMPs are removed and no soil or pollutants will cause issues in the future.