



Encroachment Permit Application

Permit to do work in accordance with the City of Dublin Municipal Code Chapter 7.04 and any special requirements shown or listed herein.

Applicant/Permittee:

Name: _____

Address: _____

Phone: _____ Email: _____

Please read this permit carefully. Keep this permit at the work site. To arrange for inspection, call 925-833-6630 at least 48 hours prior to start of work.

Job location: _____

Description of work:

(Attach 3 copies of plans) _____

Length of Excavation _____ l.f. Width: _____ l.f. Depth: _____ l.f.

Attention is directed to the general provisions printed on the reverse side of this permit and to the following special requirements:

1. All work shall be consistent with City of Dublin standards and specifications.
2. Permittee shall provide and keep a current certificate of Public Liability and Workers Compensation Insurance, which names the City of Dublin and its employees and agents as additionally insured.
3. Worksites left in an unsafe condition will be secured by the City Maintenance Department and the cost will be charged to the permittee.
4. Permittee shall remove all U.S.A. markings upon completion of the project.
5. All traffic control shall meet current City of Dublin and Caltrans standards and shall be approved by the City Engineer prior to start of the project.
6. Permittee shall contact Public Works Inspector for all required inspections.
7. No public road under the jurisdiction of the City of Dublin shall be closed to travel by the general public without special permission of the City Engineer in writing. No lane closures will be allowed between 6:00 a.m. and 9:00 a.m. or between 3:30 p.m. and 6:30 p.m. At other times, lane closures will be at the discretion of the City Engineer. At least one lane of traffic shall be kept open to the general public.
8. Construction operations shall be limited to weekdays (Monday through Friday) and non-City holidays between the hours of 7:30 a.m. and 5:00 p.m.
9. Compaction test results will be required for all backfill performed.
10. For all other provisions and conditions, see back side of this form.

Prosecution of work: All work authorized by the permit shall be performed in a workmanlike, diligent, and expeditious manner, and must be complete to the satisfaction of the City Engineer.

Liability and Damages: The Permittee shall be responsible for all liability imposed by law for personal injury or property damage which may arise out of the work permitted and done by permittee under this permit, or which may arise out of failure on the part of the permittee to perform his obligations under said permit in respect to maintenance and encroachment. The permittee shall protect and indemnify the City of Dublin, its officers and employees, and save them harmless in every way from all action by law for damage or injury to persons or property that may arise out of or be occasioned in any way because of his operations as provided in this permit.

I hereby have read and agree to the City of Dublin general provisions and conditions outlined in this permit.

Signature of Permittee: _____ Date: _____

Signature of City Engineer: _____ Date: _____

*This permit may be revoked at any time at the option of the Director of Public Works, if permittee fails to comply with or violates any City Ordinance, City Standard, safety regulations or any condition of the issuance of the permit.

CITY OF DUBLIN GENERAL PROVISIONS

1. The permittee shall begin work as authorized under this permit within 90 days from the start of issuance, unless a different date is stated in the permit. If the work has not begun within 90 days of the time stated in the permit, the permit shall become void. The permit shall be valid for a term of one year from the date of issuance, or as otherwise stated on the permit unless discontinued by the use or removal of the encroachment for which the permit was issued. (City of Dublin Municipal Code Chapter 7.04)
2. This permit is issued only for that portion of work in the City of Dublin right-of-way.
3. The permittee shall notify Underground Service Alert (U.S.A.) at 800-227-2600 prior to excavation. All underground contractors must have U.S.A. inquiry identification number.
4. Permittee is hereby cautioned that unless otherwise noted herein, traffic signal detector loops, wiring, etc., and irrigation facilities shall not be disturbed. Request marking from City of Dublin Public Works Department at 925-833-6630.
5. All excavations shall conform to the requirements of the State of California Division of Industrial Safety.
6. Permittee shall furnish all safeguards for pedestrians and post warning signs in advance of work area for vehicular traffic and shall clear the roadway of any obstructions or debris at the end of each work day. All safety devices shall conform to the latest edition of the California Manual on Uniform Traffic Control Devices (CA MUTCD).
7. The pavement shall be sawed 12" outside the edges of the trench excavation in order to leave a smooth contour of the pavement surface. Cutting with air tools or other devices leaving jagged edges shall not be permitted.
8. No more than 300 linear feet of continuous excavation shall be opened at one time.
 - A. Excavate only that length of trench which can be backfilled the same day.
 - B. Except for bedding or shading requirements by utilities, Class II Aggregate Base is the only acceptable backfill material.
9. Backfill shall be placed in accordance with the current "State of California Department of Transportation Standard Specification." The structural section of the upper ____ inches of the trench backfill within the paved areas shall be ____ inches A.C. on ____ inches A.B. on ____ inches A.S.B.
10. Metal plates of sufficient thickness for legal load traffic or temporary paving 1-1/2" minimum thickness shall be placed at the end of each work day. Sidewalk construction areas shall be left in a safe condition.
11. Material excavated from within the City road right-of-way under this permit shall be removed from within the right-of-way and disposed of in a legal manner.
12. The right-of-way shall be left clean and orderly to the satisfaction of the City Engineer or his representative. The permittee shall give particular attention to maintaining the project in a dust-free condition while performing the various items of work and during non-working periods, including weekends.
13. All work shall be done in accordance with the provisions of the Clean Water Act, which protects the storm drain system. No dirt, rock, debris, concrete, or other materials or fluids will be allowed to enter the storm drain system during the course of work on this permit.
14. Final asphalt concrete surfacing shall be placed within 5 days of completion of each 300 lineal feet of excavation. If the edges of the trench have raveled prior to final surfacing, the edges shall be resawn.
15. Line and grade shall be left to the satisfaction of the City Engineer. All work shall conform to the current "State of California Department of Transportation Standard Specifications" and City requirements, and the City Inspector shall be notified at 925-833-6630 at least 24 hours prior to pouring concrete.
 - A. Line and grade shall conform to grade of existing curb.
 - B. Line and grade shall conform to adjacent sidewalk.
 - C. Line and grade shall conform to plans prepared by _____ attached hereto and made a part hereof.
 - D. No concrete shall be poured until forms have been inspected and approved.
 - E. Where concrete is to be removed, the edges are to be sawn at the nearest joint or score mark.
16. Where concrete is poured in a planter strip, score lines, construction joints, expansion joints, shall be continued across entire sidewalk area. Where curb, gutter, and sidewalk are poured monolithically, the "back edge" of the curb shall be scored.
17. The permittee will notify the proper utilities or persons that the location of an existing utility pole, fire hydrant, tree, or other encroachment at the site or within the traveled way is such that relocation is necessary for proper execution of the work and/or safety of the general public. Said relocation shall be made at no expense to the City of Dublin. In the event such encroachment is not removed, the permittee will be permitted to construct a blockout with dowelled bars in a location and in a manner satisfactory to the inspector. Upon completion of relocation of such encroachment, permittee shall complete construction of curb, gutter, and/or sidewalk within 30 days.
18. No culverts or storm drains are to be cut or disturbed. Direction of flow and capacity of existing surface water drainage facilities shall not be materially changed.
19. Access to public and private properties adjacent to the public road in which work is authorized shall not be denied by reason of such work. Special measures shall be taken to ensure passage for emergency vehicles over and at the site of work at all times.
20. In the event that any future improvement of the road right-of-way necessitates the relocation of the encroachment for which this permit is issued, the permittee shall relocate same at his sole expense.
21. Priority shall be given to operations performed under contract let by the City of Dublin for certain work at this location. Coordination shall be effected through said Contractor and the Project Representative for the City.
22. Any existing facilities damaged or removed in the course of the work shall be replaced in kind or better, including ground and pavement surface, signs, striping, markers, curb, gutter, survey monuments, trees, and other vegetation, etc., to the satisfaction of the owner of said facility.
23. The cash bond placed for this work will be held for six (6) months after the final inspection; however, in the event the permittee does not give the City the notice required and the work is performed without inspection, the cash bond will be held for one year after the final inspection.

PERMITTEE SHALL NOTIFY CITY INSPECTOR AT 925-833-6630 WITHIN 3 DAYS AFTER WORK IS COMPLETED.

FAILURE TO COMPLY WITH THESE PROVISIONS WILL RESULT IN THE CITY'S TAKING WHATEVER MEASURES ARE NECESSARY TO CONFORM TO SAID PROVISIONS AND BILLING THE PERMITTEE FOR ALL EXPENSES INCURRED.