



APPLICATION GUIDELINES

1. Approval of work to be done is required from the Field Engineering Office or Planning Department if it is not covered under signed Improvement Plans.
2. The Contractor used for the work being done, must have a City of Escondido Business License, as well as a valid State Contractor's License **appropriate** for the work being done.
3. Submitting Permit – submittal must include the application page, traffic control (if required) and the original of the Certificate of Liability Insurance for the applicant. Otherwise, the permit will **not** be reviewed until application packet is complete.
4. Time Frame – approval ranges from 4 to 6 working days **or** up to several weeks, depending on the nature of the application and if the permit application was complete at time of submittal.
5. Traffic Control – if the work to be performed impedes traffic, whether it be pedestrian or vehicular, a Traffic Control Plan is required. Please refer to the Traffic Control Plan Checklist within these guidelines.
6. Monitoring Wells – require a Cash Deposit in the amount of \$2,000 per well. This deposit will be held by the City until successful closure is obtained from County authorities.
7. Water Construction Fees – considered to be a Cash Deposit and the City requires separate payment. Water Meters are **not** applied to the encroachment permit.
8. Certificate of Liability Insurance – Original of the Certificate of Insurance, (City will not accept faxes or copies), which must include:
 - i. General Liability Insurance in the amount of:
 - a. \$300,000 for driveway replacement, sidewalk construction and landscape, \$1,000,000 for pools/spas,
 - b. \$2,000,000 all other work
 - c. Cancellation notification of thirty(30) days
 - d. "City of Escondido" listed as Certificate Holder
 - e. **Separate** Endorsement which specifically names the City as Additionally Insured.
 - f. Insurance Company must have a minimum of "A" rating and a "V" or better financial rating by Best's Key Rating Guide. Insurance Company must be a California admitted carrier.
 - g. If Insurance Company is a "Surplus Line Carrier," they must provide the City with a "Service of Suit Endorsement."
 - h. Insurance for Owner/Builder
9. Permit fees for approved applications are based on EMC §§ 23-8 through 23-14. There are no additional fees for permits which are for work covered under approved, signed Improvement Plans. See attached Fee Schedule.
10. In signing the Encroachment Permit, the applicant agrees to indemnify, defend and hold harmless the City and its officers, employees and agents from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, administrative proceedings, damages, fines, penalties, judgments, orders, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements, arising out of any violation, or claim of violation of the San Diego Municipal Storm Water Permit (Order No. R9-2007-0001), and updates, of the California Regional Water Quality Control Board Region 9, San Diego, which the City might suffer, incur, or become the subject by reason of or occurring as a result of or allegedly caused by the work under this Permit.

GENERAL NOTES

1. The City Engineer or his/her representative has the authority to revoke the permit should the Permittee fail to ensure public safety or complete the work within the number of working days specified in the Encroachment Permit (Permit)
2. All traffic control devices shall be removed from view when not in use.
3. Work hours shall be restricted to between 8:30 a.m. to 3:30 p.m. unless approved otherwise.
4. Traffic control devices are to be placed by a person trained in traffic control and are to be checked, and maintained as necessary, periodically throughout the day. Failure to maintain traffic control devices may result in Permit revocation.
5. Trenches must be backfilled or plated during non-working hours. Contractor to provide recessed steel plates per Permit and signage denoting "Trench Plate Ahead" for on-coming traffic; all requirements set forth in the ***Encroachment Permit General Provisions #27*** and Escondido Standard Drawings.
6. Pedestrian controls shall be provided as shown on the plans.
7. Temporary "NO PARKING" signs will be posted 72 hours prior to commencing work which indicate the day(s) of the week and hours of the day that the work is to be performed. **Required to include code VC22651(L)**. Contact the Escondido City Police Departments non-emergency line at (760)839-4722 if you are in need of assistance.
8. Access to driveways will be maintained at all times unless other arrangements are made and previously approved by a City Engineer or his/her representative.
9. The Contractor shall replace, within 72 hours, all traffic signal loop detectors damaged during construction.
10. All striping removed or damaged will be replaced by the Contractor within 24 hours (or replaced with temporary tape).
11. All workers shall be equipped with a reflective safety vest type and a type III for night time operations. All flaggers shall also be equipped with a hard hat, C28 "Stop/Slow" paddle and shall be trained in the proper fundamentals of flagging traffic.
12. Any work that disturbs normal traffic signal operations shall be coordinated with the City 48 hours prior to beginning of construction
13. The Contractor shall maintain all traffic control devices 24 hours per day and 7 days per week.
14. A minimum of twelve (12) foot travel lanes must be maintained unless otherwise approved by the City.
15. All night work will require written approval from the City Manager. Lane closures, road detours, road closures, and traffic signal modifications associated with overnight construction activities will require warning signs to be placed at least one week in advance of starting construction.
16. A flashing arrow board shall be required on all arterial street lane closures.
17. When required, electronic message boards must be in place a minimum of 72 hours in advance of starting construction.
18. Deviations in the actual placement of traffic control devices relative to the approved Traffic Control Plan are prohibited. Changes must be submitted, in writing, to the City in the required plan format by the Permittee and approved prior to implementation. All Traffic Control Plans must be signed by a professional Traffic Engineer licensed in California, unless otherwise requested by the City.
19. Detection loops that may be affected by any proposed construction or conduit work shall be replaced with video camera detection subject to approval by the City Engineer or his/her representative. Signal plans shall be modified and contractor shall first coordinate and install the video camera detection system per City's specifications and requirements prior to disturbance and destruction of existing traffic detection signal devices. – City of Escondido Street Design Standard, Section 12.
20. If the Permittee determines that conduit installation will be by the boring machine method, the trench patch for the utility observation excavation will be the same as for open trench excavation method. This will provide a single continuous surface restoration eliminating the multiple penetration into the public roadway. Refer to Escondido Standard Drawing M-3-E.
21. Notification to local businesses/residences is necessary in advance of any work performed in front of that business/residence. This includes any excavation or trenching, concrete/asphalt restoration, and disturbance of the landscape area located in the right of way.



GENERAL PROVISIONS

1. **ACCEPTANCE OF PROVISIONS:** It is understood and agreed to by the Permittee that by signing the Permit application and by paying the permit application fees, all conditions and provisions contained herein are agreed to and shall be complied with for the duration of the work proposed. Failure to comply with any such provisions shall be grounds to revoke the Permit.
2. **NO PRECEDENT ESTABLISHED:** This Permit is granted with the understanding that this action is not to be considered as establishing any precedent on the question of the expediency of permitting any certain kind of encroachment to be erected within the right-of-way of City streets. No work shall start until the Permittee has attended a DRE construction meeting with the Field Engineering Inspector. It is the Permittee's responsibility to submit to the Field Engineering Inspector a construction schedule in bar chart form detailing the work to be done before the meeting. Failure to submit a construction schedule will delay start of work. Permittee will be responsible for completion of the work consistent with the submitted schedule.
3. **KEEP PERMIT ON WORK:** This Permit, associated construction and traffic control plans shall be kept at the site of the work and must be shown to any representative of the City or any Law Enforcement Officer on demand.
4. **PERMIT FROM OTHER AGENCIES:** The party or parties to whom this Permit is issued, shall, whenever the same is required by law, secure the written order or consent to any work hereunder from the Public Utilities Commission of the State of California or any other public board having jurisdiction, and this Permit shall be suspended in operation unless and until such order or consent is obtained.
5. **PROTECTION OF TRAFFIC:** Adequate provision shall be made for the protection of the traveling public. A Traffic Control Plan must be submitted to and approved by the City prior to start of any work in the right-of-way. Unless waived by the City in writing, all plans shall be stamped by a registered civil or traffic engineer. All warning signs and safety devices used by the Permittee to perform the work shall conform to the requirements contained in the current California manual on "Uniformed Traffic Control Devices For Streets & Highways" (FHWA's MUTCD 2014 Edition, as amended for use in CA) and Section 7-10 of the most current edition adopted for use in the City of Escondido of the "Standard Specifications for Public Works Construction". Devices must be present on the site prior to beginning any work which affects the traveling public. Devices exceeding 7 days, may require glue down, or post mounted signs.
6. **HOURS OF WORK:** Hours of work are restricted to Monday through Friday between 7 a.m. and 6 p.m. or as otherwise indicated on the approved Permit or traffic control plans. No work in the public right-of-way is permitted on Saturdays, Sundays or City recognized holidays without written consent from the City Manager.
7. **MINIMUM INTERFERENCE WITH TRAFFIC:** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public, except for the specific work permitted. Delays in completion of the work causing unreasonable interference with and inconvenience to the traveling public may be grounds to revoke the Permit.
8. **STORAGE OF MATERIAL:** No material/equipment shall be stored within ten feet (10') from the edge of the pavement or traveled way or within the shoulder line where the shoulders are wider than ten feet (10') unless special permission is granted on the Permit.
9. **CLEAN UP RIGHT OF WAY:** Upon completion of the work, the right-of-way is to be returned to a debris free condition. All construction debris is to be removed from the site and disposed of in a legal manner. ***The Permittee is responsible for restoring, replacing the landscaping to a like kind at the completion of the project, this includes the restoration of the irrigation system.*** The Permittee is responsible for the removal of all mark-out paint used to identify the location of existing utilities. The method of paint removal shall not damage or alter the texture of the surface of the improvement from which the paint is removed. The cleanup of asphalt material placed during paving operations from the utility lids/manhole covers is required. Repaint Water Lids "White" and Sewer Manhole covers "Traffic Yellow".
10. **STANDARDS OF CONSTRUCTION:** All work shall conform to the most recent adopted editions of the City of Escondido Design Standards and Standard Drawing, 4.2.2014 Edition, Standard Specifications for Public Works Construction (Greenbook) and the San Diego Regional Standard Drawings, most recent edition.
11. **SUPERVISION OF GRANTOR:** All the work shall be done subject to the supervision of, and to the satisfaction of, the City.
12. **INDEMNITY AND INSURANCE:** The Permittee agrees to indemnify, defend and hold harmless the City of Escondido, its officers, agents, and employees any and all loss, damage, liability, cost or expense, however same may be caused, that may arise during or as a part of this Permit, whether the liability, loss or

damage is caused by, or arises out of, the negligence of the City, its officers, agents, or employees, or otherwise.

The Permittee shall provide proof of insurance and shall maintain in full force and effect while operating under the Permit, a comprehensive liability insurance policy which shall include bodily injury and property damage as prescribed by law. The general liability policy shall name the City as additional insured with respect to the permit and shall be in a form satisfactory to the City Attorney. The failure to provide or maintain insurance shall be considered a material breach of the conditions of this Permit and shall be grounds to revoke the Permit.

13. **CARE OF DRAINAGE:** If the work herein contemplated shall interfere with the established drainage, ample provision shall be made by the Permittee to provide for it, as may be directed by the City.

14. **SUBMIT LOCATION PLAN:** Upon completion of underground or surface work of consequence, the Permittee shall furnish a detailed and dimensioned plan to the Director of Engineering Services, showing location and details of construction.

15. **MAINTENANCE:** The Permittee agrees by the acceptance of the Permit, to exercise reasonable care to maintain properly an Encroachment placed by it in the streets and to exercise reasonable care in inspecting for and immediately repairing and making good any injury to any portion of the streets which occurs as a result of the maintenance of the Encroachment in the streets, or as a result of the work done under this Permit, including any and all injury to the streets which would not have occurred had such work not been done or such Encroachment not placed thereon. The Permittee shall be responsible for the removal of all construction related graffiti; including the maintenance of construction signs, construction equipment and buildings.

16. **TUNNELING:** No tunneling will be permitted unless approved, in writing, by the Director of Engineering Services or his/her representative.

17. **DEPTH OF PIPES:** There shall be a minimum of thirty-six inches (36") of cover over all pipe or conduit.

18. **BACKFILLING:** Backfill requirements shall conform to the applicable sections of the current applicable Standard Drawing G-1-E, G-2-E, G-3-E and G-4-E unless otherwise directed, in writing, by the Director of Engineering Services or his/her representative.

19. **PRESERVE SURFACING MATERIAL:** Whenever a gravel or crushed rock surface is trenched, such material shall be placed to one side and when backfilling is started, the rock material shall be replaced to its original position.

20. **MAINTAIN SURFACE:** The Permittee shall maintain the surface over structures placed hereunder in accordance with the Design Standards and Standard Drawings of the City of Escondido. If the City determines that the surface is not being properly maintained, the City may, after giving 24 hour notice (either verbal or written) to correct the condition, cause corrections to be made either by employees of the City or a private contractor. In cases of imminent hazard (as determined by the City), no advance notice will be necessary. All expenses incurred by the City in effecting corrections (including any appropriate markups or surcharges) shall be borne by the Permittee. In every case, the Permittee shall be responsible for restoring any portion of the street which has been excavated or otherwise disturbed to its former condition as may be possible.

That portion of the work within the City right-of-way shall be prosecuted to completion as rapidly as possible, including replacement of street, sidewalk or other surfacing. Any changes in this order of work or the number of working days required to complete the work shall be approved in advance by the Engineering Services Department.

Revocation of this Permit does not relieve the Contractor of the responsibility of complying with this Provision including the reimbursement for all remediation expenses incurred by the City.

21. Traffic shall not be diverted nor interrupted without prior approval of the Engineering Services Department. Nor shall any traffic control device be placed in the right-of-way prior to the issuance of an approved Encroachment Permit and approved Traffic Control Plan.

22. SHOULD THE ENGINEERING SERVICES DEPARTMENT REPRESENTATIVE FIND WORK IN PROGRESS PRIOR TO HIS NOTIFICATION, ALL SUCH WORK SHALL BE SUSPENDED FOR A PERIOD NOT LESS THAN THE REMAINDER OF THAT WORKING DAY.

23. Care shall be used to avoid interference with existing underground facilities.

24. Workers shall wear CAL OSHA approved safety apparel while performing all work associated with this Permit.

25. The work shall be done in one lane of the street at a time; at least one lane in each direction of the pavement width shall be in good condition and open to traffic throughout the work, unless otherwise approved, in writing, by the Director of Engineering Services or his/her representative.

26. By acceptance of this permit, the Permittee agrees to pay laboratory costs in connection with the necessary tests as may be required by the Engineering Services Department representative to determine the quality of the materials used and/or the in-place compaction.

27. ALL OPEN TRENCHES WITHIN THE IMPROVED AREA SHALL BE BACKFILLED, COMPACTED AND TEMPORARY REPAIRS MADE TO THE SURFACING BEFORE LEAVING THE JOB SITE AT THE END OF THE WORKING DAY. IN THE EVENT THAT STEEL PLATES ARE USED, THEY MUST BE RECESSED INTO THE EXISTING ROADWAY SURFACE USING AN ASPHALT GRINDER TO PROVIDE A SMOOTH DRIVING SURFACE. CONTRACTOR TO PROVIDE SIGNAGE DENOTING "TRENCH PLATE AHEAD" FOR ON-COMING TRAFFIC.

28. All overhead cables installed within the City right-of-way shall conform to "Rules for Overhead Electrical Line Construction, General Order No. 95, of the Public Utilities Commission".

29. The poles/anchors shall be located at the back of the street sidewalk unless otherwise specified, clear of traveled ways, drainage channels and/or areas maintained by power equipment.

30. The Permittee's Surety Bond, as shown on the face of the Permit, shall be on file with the Engineering Services Department prior to beginning work. Cancellation or expiration of the bond will immediately result in a revocation of this Permit.

31. All work shall be coordinated with any C.I.P. Project in the area and under no circumstances shall the work granted herein interfere. All standards of construction shall be identical to similar work performed under adjacent street contract.

32. The Permittee agrees that if an Engineering Services Department representative or Law Enforcement Officer determines that inadequate barricading, traffic control sign and dust alleviation exists, and the Permittee or his authorized agent cannot be located in a reasonable time period under the circumstances, the City has the right to order the proper corrective measures to be taken at the Permittee's own expense. Said remedial measures do not create a duty on behalf of the City to monitor the work site and will not, under any circumstances, relieve the Contractor of all responsibilities to maintain a safe work site under this Permit and by law.

33. The Permittee shall be responsible to submit to the Director of Engineering Services, prior to starting any trenching and/or excavation which is five feet (5') or more in depth, a plan showing the method of shoring, which shall conform to the State Division of Industrial Safety. Where the work to be done exceeds any excavation five feet (5') or greater in depth, the Permittee shall be required to submit a detailed plan of shoring, bracing or sloping to be used which has been prepared by a Registered Civil Engineer, and a copy of his CAL OSHA trenching permit. Under no condition shall shoring, bracing or sloping be less effective than that required by the Construction Safety Order of the Division of Industrial Safety.

34. Wherever sidewalk is removed, dry, granular material shall be maintained smooth within the subsequent excavated area and either brought to the original grade or smoothly ramped at each end of the excavation. Barricades with flashing beacons shall be installed as necessary to warn pedestrians. Removed panels will be temporarily restored by the close of work using G-3-E material specifications.

35. The Contractor shall call (Dig Alert 800-227-2600) for mark-out prior to excavation. Contractor shall pothole all existing underground utilities identified in the work area well in advance of utility construction in order to identify conflicts and to adjust the proposed improvements location as needed in the field. By law the Contractor shall take steps to determine the exact location of all underground facilities (potholing) prior to doing work that may damage such facilities or interfere with their service. If the Contractor fails to pothole to locate underground facilities or otherwise operates in a manner which results in damage to existing facilities, as determined by the Field Engineering Inspector, the repairs to damaged utilities in the course of work shall be the Contractor's sole responsibility and all costs resulting thereby shall be borne by the Contractor.

36. All underground utility trenches located in paved areas shall be backfilled and compacted to 95% relative compaction. Otherwise, 90% relative compaction is required. The Permittee shall provide the results of compaction tests taken at locations specified by the Engineering Services Field Inspector and in his presence. **THE COSTS OF THESE TESTS WILL BE PAID BY THE PERMITTEE.**

37. The City of Escondido "Policy Statement for Landscape Screens" will be enforced for all above grade utility vaults which are installed at single family and multi-family unit locations.

38. **FUTURE MOVING OF INSTALLATION:** It is understood by the Permittee and its assignees that this Permit allows for a temporary placement of an installation in the public right-of-way and that whenever construction, reconstruction, or maintenance work on the street or adjacent public rights-of way requires the installation provided for in this Permit to be abandoned or relocated, Permittee agrees to do so immediately after notice by the City and at the sole expense of the Permittee.