



REVOCABLE ENCROACHMENT PERMIT NO. 18 - _____
CITY OF ORINDA - Public Works Department
22 ORINDA WAY
ORINDA, CA 94563
Phone: (925) 253-4236 Fax: (925) 253-7699

PERMIT TO DO WORK IN ACCORDANCE WITH CHAPTER 12.08 OF THE CITY OF ORINDA MUNICIPAL CODE AND ANY SPECIAL REQUIREMENTS SHOWN OR LISTED HEREIN.

APPLICANT: Please type/print in block letters. Applicant must complete all double-underlined sections.

Permittee: _____
Contractor License #: _____
Address: _____
City, State, Zip: _____
Phone: _____
Emergency Phone: _____
Fax: _____
E-Mail: _____

Admin. Cost: _____
 Inspect.Hrs./Cost: _____
 Bond: _____
 Total Due or Refund: _____
 Receipt #: _____
 USA Notification #: _____

PLEASE READ THIS PERMIT CAREFULLY. KEEP IT AT THE WORK SITE.

TO ARRANGE FOR INSPECTION CALL (925) 253-4236 AT LEAST 48 HOURS BEFORE YOU START WORK.

Work is to begin on or about _____, and completed by _____. If the work is not completed by this date you must get a new permit, unless an extension has been authorized.

PROPERTY OWNER: _____
 (Name, Address, Phone)

WORK LOCATION: _____
 (Street Address)

DESCRIPTION OF WORK:

Special Requirements : (By Department of Public Works)

- Work on road with restricted working hours (III.6)
- Monument Preservation Certification required (III.7)
- Traffic Control Plan required (I.2)
- Installation/Replacement of Storm Drain Inlet Marker
- Special Requirements/Other (See Attached)
- Project Identification Sign (Provided by City)
- Signs Notifying Drivers of Upcoming Work/Expect Delays (min. 5 days prior)
- Call when paving is completed.
- Call when job is completed
- Moratorium Street – special trench requirements

SEE REVERSE SIDE OF PERMIT FOR REQUIREMENTS

The permittee agrees to save, indemnify and hold harmless the City of ORINDA or its representatives from all liabilities imposed by law by reason of injury to or death of any person or persons or damage to property which may arise out of the work covered by this permit and does agree to defend the City in any claim or action asserting such liability. Accepting this permit or starting any work hereunder, shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit. Acceptance of this permit acknowledges that it is REVOCABLE by the City of Orinda Public Works Director at any time for any reason relating to the public benefit, in accordance with Orinda Municipal Code Section 12.08.010(E).

Signature of Permittee

By: _____

Date: _____

By: _____
 or, **Tod Fierner, Public Works Inspector**

FINAL INSPECTION

By: _____

Date: _____

By: _____
Larry Theis, Director of Public Works/Eng.

I. GENERAL INSTRUCTIONS

1. **WORK MUST BE INSPECTED** - Call at least 48 hours before starting or resuming work. Work done without inspection may have to be removed/replaced.
2. **PROTECTION** - Provide and maintain enough barricades, lights, signs, flagmen and other safety measures to protect the public, in accordance with the California Manual of Uniform Traffic Control Devices (CAMUTCD) and CALTRANS Standard Plans. Permittee shall submit a traffic control plan if work has impact on the traveled way.
3. **TRAFFIC** - A City road may not be fully closed to public traffic without the approval of the City Council. While working, keep one 10' wide traffic lane open to traffic. At all other times, two 10' wide (minimum) lanes shall be open. Follow CAMUTCD and CALTRANS standards for traffic control! Parked vehicles shall not obstruct traffic flow. Material storage is not allowed within the public right-of-way.
4. **ROADS WITH RESTRICTED WORKING HOURS** – include: Camino Pablo, Moraga Way, Bryant Way, Brookwood Road, Glorietta Blvd, Rheem Blvd, El Toyonal, Loma Vista Drive, Lombardy Lane, Miner Road, Altarinda Road, Orindawoods Drive, Santa Maria Way, and Orinda Way which is limited to Monday through Friday 9:00 a.m. to 3:30 p.m. and on weekends 8:00 a.m. to 5:30 p.m. Any road work on school collector routes such as Ivy Drive, El Camino Moraga, Martha Road, Bear Creek Road/Wagner Ranch entrance, and Washington Lane shall be performed when school is not in session. Restricted work hours are subject to change by the Public Works Director and must be made noted in the encroachment permit. For all other working hours and restrictions, refer to City of Orinda Municipal Code 15.04.180. Due to additional coordination and review process, encroachment permit applications for the above listed streets must be submitted to the City a minimum of 21 calendar days prior to the proposed start of work.
5. **PENALTIES** – Any work performed outside of the restricted working hours without prior authorization by the City will be subject to penalties of \$500 for each 10-minute interval, or fraction thereof.
6. **STANDARDS** - Work shall be in accordance with the City Ordinance, County Specifications and Std. Drawings, as adopted by the CITY.
7. **UTILITIES** - Utility relocation is the responsibility of the permittee.
8. **UNDERGROUND ALERT** - Permittee is responsible for notifying USA (Telephone 800-642-2444) a minimum of two days prior to excavating.
9. **CONSTRUCTION STAGING AREAS** - proposed locations shall be approved by the Public Works Inspector/Public Works Director. Areas outside of the public right of way must have the approval of the owner and the City Planning Department.
10. **ALL SIDEWALK AND/OR PAVEMENT MARKINGS** painted by Underground Service Alert (U.S.A.) or other utility company(ies) shall be removed to the satisfaction of the Public Works Inspector within ten working days after completion of construction. If the markings are not removed, Permittee hereby authorizes the City to perform this work at Permittee's expense and Permittee shall pay all costs and charges to the City upon written demand.
11. **BEST MANAGEMENT PRACTICES** – Protect storm drain inlets and watercourses prior to breaking up asphalt or concrete. Prevent concrete, steel, wood, metal parts or other work materials from entering storm drain. Transfer, load or stockpile materials away from streets, gutters, storm drain inlets, or watercourses. Store materials under cover; prevent wind-blown powders from entering streets, gutters, or storm drains. Use as little water as possible making saw cuts and contain slurry; shovel or vacuum dry slurry residue. Use dry cleaning methods wherever practical for surface cleaning. Block storm drain inlets when cleaning with water; discharge to landscaping or collect. Wash equipment in areas away from drain inlets.

II. SPECIAL REQUIREMENT - DRIVEWAYS

1. Minimum driveway construction shall consist of 2" of asphalt pavement on 6" of Class 2 Aggregate Base. Entire portion of concrete driveways within the city road right of way shall consist of a min. of 6" of Class III concrete over 3" of Class 2 aggregate base. The driveway is to be sloped to prevent sheet flow from crossing the road and shall not interfere with drainage or cause erosion or deposition of silt.
2. The driveway shall not enter a roadway within 5' of existing or planned curb returns, shall not interfere with a legal encroachment or create a hazard or nuisance, and shall be spaced to make street parking available (see CC 306).
3. (A) The top elevation of driveway 5' behind curb is to be 0.60' (7¼") higher than the flow line of the gutter.
(B) The driveway elevation at the property line shall be within one foot of the elevation of the near shoulder and shall merge with the shoulder to preserve the roadbed section.
4. If existing driveway depression is not used, it shall be completely removed (curb, gutter and sidewalk) by saw cut at next nearest expansion joint or scoremark (SEE CC 306) and replaced with concrete to conform to adjacent improvements. Form board to be used at gutter lip and the pavement restored in kind. Sidewalk and curb which is replaced shall be doweled. Existing curb and gutter, or curb, gutter and sidewalk shall be removed for full width of driveway using the same procedure.
5. (A) Shape a valley gutter across the driveway. The flow line shall match the flow line of existing roadside ditch.
(B) Install a culvert for full width of driveway. This culvert is to be laid to the flow line grade of exist. roadside ditch. Only corrugated galvanized metal, corrugated aluminum pipe, corrugated high density polyethylene (HDPE) pipe or reinforced concrete pipe Class III may be used. The culvert diameter size shall be approved by the Public Works Inspector.
6. The driveway will require the use of a template to determine acceptable clearances. The template will be 18'6" long and will have two 6" projections from its bottom plane, one located 3' and one 5' from an end.
7. All broken or damaged curb, gutter and sidewalk to be completely removed by saw cut at nearest expansion joint or score mark and replaced to true grade and cross-section. The new curb and sidewalk shall be doweled.

III. SPECIAL REQUIREMENTS - STREET CUTS

1. **MASTER PERMIT CONDITIONS** – All work shall be performed in conformance with the Contra Costa Utility Coalition UTILITY TRENCH MASTER PERMIT CONDITIONS.
2. **FINAL PATCHING** – Arterial Streets shall receive final paving within 48 hours; all other streets shall be completed within 14 calendar days.
3. **TRENCH EXCAVATION** - Do not start until pipe and other materials are at the site. Open up only that length of trench which can be backfilled the same day. Shoring shall comply with "Trench Construction Safety Orders" of Title 8 of the California Code of Regulations. Pavement shall be scored to neat lines and removal shall not cause damage to pavement outside the scored lines. Excess excavated material shall be removed immediately from the site.
4. **MONUMENT PRESERVATION** - Per Business Code Section 8771, a Certification is required by a licensed Land Surveyor, retained by the utility or permittee, that either the project will not disturb any existing monuments or that the project will disturb an existing monument(s) and that the monument(s) will be restored at the end of the project. An original, signed and stamped statement is required prior to the start of work.

IV. SPECIAL REQUIREMENTS - SIDEWALK DRAINS

1. Install a 3" inside diameter non-corrosive pipe through curb or through curb and sidewalk. One panel of sidewalk curb and gutter, or where there is no sidewalk, 1' of curb only to be removed by saw cut. Pipe flow line shall match gutter flow line, and pipe shall be cut off flush with face of curb. Sidewalk concrete shall encase pipe in 3" concrete jacket. Replace curb, gutter, sidewalk and pavement to match adjacent improvements and dowel into existing concrete.

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In an effort to improve city-wide communication, the City of Orinda has instituted a new email notification program. The email notification system provides updates on important community alerts, emergency notifications and City Council meeting notices. You can register online at www.cityoforinda.org and click on 'subscribe to email notifications'. Once you register, you can sign up for community alerts or City Council meeting notices or both. Once you subscribe online, you will receive an email validation in your email inbox. Please follow the instructions in the email to confirm your email address was added to the new electronic notification system.