



# Town of Moraga

PUBLIC WORKS/ENGINEERING  
DEPARTMENT

## ENCROACHMENT & TRANSPORTATION PERMIT APPLICATION

Permit No: \_\_\_\_\_

Expiration: \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

### STREET ADDRESS WHERE WORK WILL BE DONE (NOTE: PERMANENT NON-STANDARD IMPROVEMENTS REQUIRE AN ENCROACHMENT LICENSE)

|                      |   |
|----------------------|---|
| Description of Work  |   |
| Location of Work     | Will excavation enter the (REQUIRED): <input type="checkbox"/> No Excavation <input type="checkbox"/> Streets (Asphalt) <input type="checkbox"/> Sidewalks (Concrete) <input type="checkbox"/> Other: _____ |
| Start Date/End Date  | <input type="checkbox"/> <- Check if location of work is a Moratorium Street, see list: <a href="#">Moratorium Streets   Moraga, CA</a>   |
| Work Duration (days) | <input type="checkbox"/> Emergency repair work, please check if apply (If not, approved permits required prior to construction.)  |

**APPLICANT** ☐ Property Owner ☐ Contractor ☐ Other \_\_\_\_\_ ☐ Utility Company (Project No. \_\_\_\_\_)

|         |                      |            |
|---------|----------------------|------------|
| Name    | Telephone/Cell Phone | Fax/E-mail |
| Address |                      |            |

### CONTRACTOR Information

|                               |                      |                        |                    |
|-------------------------------|----------------------|------------------------|--------------------|
| Name                          | Telephone/Cell Phone | Fax/E-mail             |                    |
| Address                       |                      |                        |                    |
| Contractor License # and Type | USA Ticket Number    |                        |                    |
| Insurance Carrier             | Liability Policy #   | Policy Expiration Date | Amount of Coverage |

**Attach a plan or sketch detailing (Required\*):** Scope of Work, Right of Way, work location or area of interest, and public improvements to be built or modified (roads, sidewalks, curb & gutters, etc.).

"The Applicant / Permittee agrees to save, indemnify and hold harmless the Town of Moraga or its representatives from all liabilities imposed by law by reason of injury 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 Town in any claim or action asserting such liability." Accepting this permit or starting any work hereunder, shall constitute acceptance and agreement to all the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

 **Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR TOWN USE**

|             |         |   |
|-------------|---------|---|
| <b>FEES</b> | \$_____ | Permit Administrative Fee (\$316)   |
|             | \$_____ | Work Outside Permit Hours \$632 (\$158/hr. minimum 4 hours)   |
|             | \$_____ | Investigation of Work without Permit or Inspection (\$500 minimum or 2x fees, in addition to permit fees) |
|             | \$_____ | Concrete Permit Fee \$632 (\$158/hr. minimum 4 hours)   |
|             | \$_____ | Excavation Permit Fee \$632 (\$158/hr. minimum 4 hours)   |
|             | \$_____ | Traffic Control Review \$158 (\$158/hr. minimum 1 hour)   |
|             | \$_____ | Hauling Permit Fee (TBD by Engineering Staff)   |
|             | \$_____ | Street Storage Fee (\$75 per day)   |
|             | \$_____ | Oversize Loads Permit (\$95/year for each vehicle)  |
|             | \$_____ | Other   |
|             | \$_____ | Subtotal  |
|             | \$_____ | 5% Technology Fee (5% of subtotal)  |
|             | \$_____ | <b>TOTAL FEES</b>   |

### Special Conditions (This box is Town's use ONLY):

|  |
|--|
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|              |         |  |
|--------------|---------|--|
| <b>BONDS</b> | \$_____ | Signalized Intersection Encroachment Bond (\$10,000 bond)                |
|              | \$_____ | Excavation Bond (all excavation work – 1 year)                           |
|              | \$_____ | Base Bond \$2568.33+ \$102.73 ea. add'l SF over 25 SF <b>TOTAL BONDS</b> |

|                 |         |   |
|-----------------|---------|---|
| <b>DEPOSITS</b> | \$_____ | Drainage Easement Fee \$510 (\$170/hr. Min. 3 hours) plus (\$2,000 deposit) |
|                 | \$_____ | Deposit for Work over 15 days (\$3,500 deposit)                             |
|                 | \$_____ | <b>TOTAL DEPOSITS</b>   |

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pre-Construction:** \_\_\_\_\_

**Final Inspection:** \_\_\_\_\_

**Warranty Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **GENERAL CONDITIONS**

### **I. GENERAL INSTRUCTIONS**

1. **WORK MUST BE INSPECTED** – Call to schedule inspection by the Town at least 48 hours before starting or resuming any work, including prior to placement of any asphalt or concrete. Meet with the Town onsite prior to removal of asphalt or concrete. Work done without inspections may have to be removed or done over again. A copy of this permit must be kept onsite at all times. Call to schedule final inspection after all work is completed.
2. **PROTECTION** – Provide and maintain enough barricades, lights, signs, flagmen and other safety measures to protect the public, in accordance with the latest California Manual on Uniform Traffic Control Devices (CA MUTCD). Permittee shall submit a traffic control plan.
3. **TRAFFIC** – Traffic and pedestrian access control must be in place prior to start of work. No traffic cones are to be left overnight. Barricades with flashers are to be used. Traffic Control and Pedestrian access plan shall conform with the latest CA-MUTCD and ADA requirements. Traffic Control Plan shall be submitted at least 7 days prior any work beginning, including posting of CMS board. Traffic Control Plan must be approved by the Town prior to any work beginning. Traffic shall be permitted to pass through the work area at all times. Complete street closures must be approved by the Town Engineer or approved agent. On arterials or where required, CMS boards shall be posted at least 7 days prior to any lane closures, and state the date and time of closure.
4. **STANDARDS** – Unless otherwise directed by the Town Engineer, work shall be in accordance with Town Ordinance, California MUTCD, County Specifications and Standard Drawings, as adopted by the Town, and/or Town-approved CalTrans Standard Plans and Specification,
5. **UTILITIES** – Utility relocation is the responsibility of the Permittee.
6. **UNDERGROUND ALERT** – Permittee is responsible for notifying USA (Telephone 800- 227-2600) prior to excavating. Report all utility breaks to the appropriate utility company immediately and notify the Town of Moraga Engineering Department at 925-888-7026. All sidewalk and/or pavement markings painted on by Underground Service Alert or utility companies shall be removed to the satisfaction of the Public Works Superintendent within ten working days after completion of construction. If the markings are not removed, Permittee hereby authorizes the Town to perform this work at Permittee's expense and Permittee shall pay all cost and charges to the Town upon written demand.
7. **CONSTRUCTION STAGING AREAS** – Proposed locations shall be approved by the Engineering Inspector. The Planning Director shall approve areas outside of the public right of way.
8. **CONSTRUCTION DEBRIS** - Residue from saw cutting concrete or asphalt shall not flow to any storm drain. Mitigation methods are to be approved by the Engineering Inspector prior to the start of work. Construction debris within the public right of way will be removed daily. Residues from stockpiles (soil, gravel, sand and building materials) will be cleaned using methods approved by the Engineering Inspector prior to work.
9. **POLLUTION CONTROL** - All work is required to meet all regulations related to the Contra Costa County Clean Water Program, and the State of California and Town of Moraga's NPDES requirements.
10. **FINAL INSPECTION** – Applicant must call for final inspection (See I.1). All work and clean up must be completed and acceptable to the Town prior to closing out the permit.
11. **WARRANTY** – Materials and workmanship must be guaranteed for one year from permit close out date. The Permittee shall repair or replace, at the discretion of the Town Engineer, any and all public facilities damaged as a result of Permittee's actions and shall guarantee repairs or replacements to all work done under this permit, as deemed necessary by the Town Engineer, for a period of one year after completion of said work, after which the bond will be returned. Remaining funds in deposit accounts will not be returned until after close out. Please allow up to 40 days for deposit return check.
12. **HOURS OF WORK** – Monday through Friday, 8:00 a.m. to 4:00 p.m. unless noted below. Roads with restricted working hours are Moraga Road, Moraga Way, Rheem Boulevard and St. Mary's Road. Working hours are Monday through Friday, 9:00 a.m. to 3:30 p.m.
13. **EMERGENCY EXCEPTIONS** - Except in an emergency, street cut permits shall be obtained in advance for excavation work. An emergency is considered to exist only when life or property is endangered or when an essential utility service is or may be interrupted during weekends, holidays, or between 4:00 p.m. and 8:00 a.m. of normal working days. In the event of an emergency excavation work, the Applicant shall notify the Town of Moraga and apply for a permit for "emergency work" within four (4) hours after the Town of Moraga's office opens.
14. **SOUND** - Construction activity shall be conducted in such a manner that the maximum sound levels at affected properties shall not exceed Town of Moraga Municipal Code.
15. **INDEMNITY** - The Applicant / Permittee agrees to save, indemnify and hold harmless the Town of Moraga or its representatives from all liabilities imposed by law by reason of injury 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 Town 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.

### **II. SPECIAL REQUIREMENTS - DRIVEWAYS**

1. **MATERIALS AND CONSTRUCTION** - Minimum driveway construction shall consist of 2" of asphalt concrete on 6" Class 2 Aggregate Base. Entire portion of concrete driveways within the Town road right-of-way shall consist of a minimum of 6" Class B concrete over 3" 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 disposition of silt.
2. **PLACEMENT** - The driveway shall not enter a roadway within 5' of existing or planned curb returns, shall not interfere with legal encroachment or create a hazard or nuisance, and shall be spaced to make street parking available.
3. **DRIVEWAY ELEVATION** - The top elevation of driveway 5' behind curb is to be 0.60' (7 1/4") higher than the flow line of the gutter. 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. **EXISTING DEPRESSIONS** - If existing driveway depression is not used, it shall be removed (curb, gutter, and sidewalk) by saw cut at next nearest expansion joint or score mark and replaced with concrete to conform to adjacent improvements. Form board to be used at gutter lip and the pavement restored. The pavement shall be replaced with an equivalent or greater structural design.
5. **DRAINAGE** - Shape a valley gutter across the driveway. The flow line shall match the flow line of existing roadside ditch. Install a culvert for full width of driveway. This culvert is to be laid to the flow line grade of existing roadside ditch. Only heavy duty PVC, HDPE, RCP may be used. The Town Engineer shall approve the culvert size and materials.
6. **DRIVEWAY TEMPLATE** - Following the preparation and approval of a driveway design (plan and profile), a template to determine acceptable clearances shall be used. The template size shall be 18'6" projections from its bottom plane, one located 3' and one 5' from an end.
7. **BROKEN OR DAMAGED CURB** - All broken or damaged curb, gutter and sidewalk to be completely removed by saw cut at the nearest expansion joint or score mark and replaced to true grade and cross-section. The new curb and sidewalk shall be dowelled.
8. **AMERICANS WITH DISABILITY ACT** – All sidewalks, ramps, and other pedestrian accessible facilities shall comply with applicable ADA regulations.
9. **DRIVEWAY CLOSURES** - Driveways (business, apartments, homes, side streets) must not be closed but are to have access at all times.

### **III. SPECIAL REQUIREMENTS – STREET CUTS**

1. **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.
2. **TRENCHES** – In all paved areas including curbs, gutters, sidewalk or other concrete trenches shall be backfilled with Class 2 Aggregate Base from the top of the pipe bedding to the bottom of the replacement structural section. The remaining trench shall be backfilled with the structural section replacement to paved areas.
3. **COMPACTION** – The relative compaction of all trench backfill to below the roadway structural sections shall not be less than 90 percent. The structural section shall be compacted to not less than 95 percent. No jetting is allowed under any paved roadway or within a distance of 4' from the edge of existing pavement. Backfill shall be compacted by impact, vibration or any combination of these.
4. **TEMPORARY PAVING** – Temporary paving shall be placed at the end of each workday. Temporary paving shall be 1 1/2" minimum thickness and shall be replaced within thirty days with permanent pavement. If not done in thirty days, Town forces may do it and the owner will be charged with cost plus appropriate overhead charges.
5. **BASE AND PAVEMENT REPLACEMENT** – Prior to finish paving, existing asphalt shall be cut through its full thickness to neat straight lines with a power drive saw or grinder and removed to the limits of the T-Cut. With the asphalt removed, the existing base material shall be compacted to 95% relative compaction before placing paving. The replacement asphalt thickness shall be a minimum of 3" or shall match the thickness of the existing pavement section.
6. **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.
7. **TEMPORARY PAVEMENT MARKING** – All pavement markings affected by construction activities must be reinstalled at the end of each working day by means approved by the Town Engineer.
8. **PERMANENT PAVEMENT MARKING** – All pavement marking including but not limited to lane marking and delineation, crosswalks, symbols, numerals and words are to be replaced in kind. If not done in 7 calendar days after final paving, Town forces may do it and the owner will be charged with cost plus appropriate overhead charges.
9. **STREET CUT PROHIBITION** – Additional requirements apply for Moratorium Streets. If proposed work involves street excavation, the Applicant must check and indicate if the work is within a prohibited street.



By signing, applicant acknowledges all terms and conditions.

Applicant Signature: \_\_\_\_\_