

EXCAVATION PERMIT APPLICATION

Public Works Department • Land Development Section
Telephone 650-903-6311 • Fax 650-962-8503

An excavation permit is required from the City of Mountain View (City) for all work and temporary traffic control within the street right-of-way. The following items are required for submittal with the Excavation Permit Application. If you need any assistance, please call the Land Development Section of the Public Works Department.

A. Application Form

Complete the attached Excavation Permit Application form (see Page 15) and submit the application with the required materials (e.g., proof of payment of fees/business license, insurance with endorsements, work/traffic control plans, etc.) to the Public Works Department—Land Development Section. Unless otherwise specified, applications, plans, revisions, and required documents shall be submitted as a hard copy to the Public Works Department. Please allow a minimum of fifteen (15) working days for general excavation permits to be issued. Additional time may be needed to review applications for nonstandard and major projects, telecommunications permits, and significant revisions to the required materials.

B. Plans of the Work (Two (2) Sets)

1. Minor Projects. For services perpendicular to the street, the plans of the work must be legible and show:
 - a. Location, size, and pipe material of the proposed utility services.
 - b. The location of City mains in the street right-of-way if the proposed utilities are to connect to or cross over or under City mains.
 - c. Existing curbs, sidewalks, and driveways that will be impacted by the proposed work.

- d. Existing trees, utility vaults, boxes, and other structures within 10' of the proposed work.
- e. Location of existing traffic signal facilities (e.g., detector loops, conduits, etc.) that may be impacted by the proposed work.

2. Major Projects. For projects where underground utility lines are proposed to be installed parallel to the street, Civil Engineering plans are to be prepared in accordance with Section R, except for telecommunications. (May require eight (8) sets.)

C. Traffic Control Plan (Two (2) Sets)

1. A traffic control plan is required for all work that impacts traffic on an existing street. See attached example. For routine work, such as for the installation of a water or sewer service at midblock, the attached example may be used in lieu of a custom traffic control plan. For proposed utility line crossing a signalized intersection, the work must be completed in phases. Traffic control plans shall show the existing lane striping, traffic flow pattern with directional arrows, medians, delineators (cones), signs, and other warning devices for each phase of the work.
2. Work on congested or signalized intersections may need to be completed in phases. Congested intersections may require the contractor to hire Police Officers or Community Service Officers to direct traffic. Work hours are typically

restricted. In some cases, to minimize disruption, work may be required on Saturday or Sunday. (See Section O.)

3. A completed Traffic Control Plan Review Checklist is required for all traffic control plan reviews. (See Page 18 for Checklist.)

D. Contractor's Insurance Certificate and Endorsement Naming the City as an Additional Insured

1. Provide an insurance certificate with the following:
 - a. \$2 million General Liability per occurrence insurance limit.
 - b. \$4 million General Aggregate Liability insurance limit.
 - c. \$1 million Automobile Liability insurance.
 - d. \$1 million Pollution insurance.
 - e. \$1 million Workers' Compensation.
2. Provide a Commercial General Liability Endorsement and an Automobile Liability Endorsement naming the City as an additional insured. The contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the City and the City's officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be in excess of the contractor's insurance and shall not contribute to it.
3. See the most current Insurance Requirements handout and examples on the City website linked here: www.mountainview.gov/landdevelopment. A hard copy of the Insurance Requirements handout and examples are also available at the Public Works Department counter.

E. Contractor's Licenses

1. Provide the following on the application:
 - a. Contractor's State license number.
 - b. Contractor's City business license number. (Please contact the Finance and Administrative Services Department at 650-903-6317 for an application or information on obtaining a City business license.)

F. Excavation Permit Fees (for Telecommunications Permit Fees, see Section S.3.)

Once the permit is ready to be issued, applicant shall submit a check made out to the City of Mountain View for the excavation permit fees or pay at the Finance and Administrative Services Department.

1. The permit fixed fees are based on the number of plan check and inspection hours as shown in Section II, Public Works Fee Schedule, linked on the City website: www.mountainview.gov/landdevelopment.
2. On large projects, or where required by the City, plan check and inspection fees may be based on a percentage of the total construction cost.
3. If the actual cost of inspection exceeds the inspection fee amount for large projects, the Permittee shall pay the additional cost of inspection within thirty (30) days of being invoiced by the City.

G. USA Identification Number

If the work is scheduled within the next two (2) weeks, the contractor must provide the Underground Service Alert (USA) identification number prior to issuance of the excavation permit. The telephone number of the USA regional notification center is 800-642-2444 or 800-227-2600.

H. Water Service Application

1. A water service application is required for any new City water service, irrigation service, fire service, water meter, and irrigation meter.
2. The applicant may be required to pay water capacity fees with the water service application.
3. A separate permit, an approved backflow prevention device, and a City meter are required for temporary construction water from fire hydrants and/or existing water services during construction. Contact the Meter Shop at 650-903-6328 for further information.

I. Sewer Service Application

1. A sewer service application is required for any new City sanitary sewer lateral.
2. The applicant may be required to pay sewer capacity fees with the sewer service application.

J. Storm Drainage Fee

1. For connections to City storm drains and catch basins, the applicant will need to: (1) request permission to connect to the storm drain; and (2) pay the storm drainage fees, if the fees have not been paid in the past.
2. City-maintained storm drain lines in the public right-of-way shall be 12" minimum reinforced concrete pipe (RCP).

K. Santa Clara Valley Water District Exploratory Boring Permit

For soil borings that are 45' or more in depth, a copy of the Santa Clara Valley Water District exploratory boring permit is required.

L. Bonds

1. On large projects or when required by the City, a faithful performance bond may be required. The amount of the bond shall be

equal to 100% of the approved construction estimate for the work. Contact the Public Works Department for the faithful performance bond form for excavation permits.

2. The surety (bond company) must be listed as an acceptable surety on the most current Department of the Treasury's Listing of Approved Sureties on Federal Bonds, Department Circular 570. This list of approved sureties is available through the Internet at www.fiscal.treasury.gov.
3. The bond amount must be below the underwriting limitation amount listed on the Department of the Treasury's Listing of Approved Sureties. The surety must be licensed to do business in California.
4. Additional bonds or different types of bonds may be required by a franchise or encroachment agreement/permit for the proposed work.

M. Encroachment Permit

An encroachment permit is required for private facilities located within the public right-of-way.

N. Street Construction Moratorium

Excavating within a street that was overlaid with asphalt concrete (AC) or constructed within the last five (5) years is prohibited, unless the City grants an exception.

O. Working Hours

1. Normal working hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.
2. For congested streets and intersections, it may be necessary to perform the work from 9:00 a.m. to 3:00 p.m., Monday through Friday, or on weekends from 9:00 a.m. to 3:00 p.m.
3. For work performed on weekends, the effect of construction noise on adjacent residences and organizations, such as churches, must be considered. For work

next to a church, the work is typically prohibited on Sunday mornings. Work next to residences is limited from 9:00 a.m. to 3:00 p.m.

4. For work adjacent to a movie theater, a school, the Center for the Performing Arts, Shoreline Amphitheatre, etc., the work is typically prohibited during the operating hours of these facilities.
5. No work shall be performed in the downtown area on days when special events are held in the downtown area.
6. A request for weekend and/or night work must be submitted to the Building Inspection Division the Wednesday prior to the start of the work. Additional inspection fees for weekend and night work will apply.

P. Phased Construction

1. Large projects over 2,000' to 3,000' in length along a street will need to be constructed in phases. The contractor will need to complete the work in the first phase, including the finished pavement surfacing and any correction work, before beginning work on the next phase.
2. For work in the downtown area, work must be completed in one- or two-block phases.

Q. Schedules

For large projects, the proposed number of working days to complete all of the work must be specified. Unnecessarily long schedules will not be allowed. The contractor must complete all work in a timely manner. Liquidated damages will be assessed for exceeding the number of working days. Issuance of future permits will be withheld until the entire work is completed.

**R. Civil Engineering Plans
(for Telecommunications Projects, see Section S.)**

For projects where underground utility lines are proposed to be installed parallel to the street, the following applies:

1. The plans are to be drawn on 24" x 36" size sheets at a scale of 1"=20' with 1.5" borders and minimum 0.12" text height.

One-half (1/2) scale review sets may be submitted on 11" x 17" sheets at a scale of 1"=40'. Add a scale bar on all plan sheets. Please note that the final set of plans submitted to the City for signature must be 24" x 36" in size at a scale of 1"=20' with 1.5" borders and minimum 0.12" text height.

2. The plans are to accurately show all surface and subsurface improvements on both sides of the street. This includes all utilities, such as underground electric lines, telephone lines, gas lines, fiber-optic lines, storm drains, sewer laterals, water services, etc. The utility owner, number of lines, and size of lines are to be shown.
3. The Permittee shall draw the existing improvements based on as-built plans, surface field survey, and other available information to accurately show all surface and underground improvements on the plans.
4. Plans not drawn to proper scale, schematic plans, poorly drawn plans, or incomplete plans submitted for review will be rejected.
5. Interim plans (e.g., drafts, preliminary drawings, Building Inspection Division review documents, or other work-in-progress documents) must include the name and license number of the licensed Civil Engineer responsible. These interim plans must also include a notation, indicating their status (e.g., "preliminary" or "for plan check only" or "not for construction"). Civil Engineers may place their stamp on interim plans to satisfy the requirement of including their name and license number.
6. All final plans submitted to the City must be stamped and signed by a State of California registered Civil Engineer. Each sheet must be signed and stamped by the registered Civil Engineer. Plans prepared for California

PUC-regulated telecommunications carriers are exempt by State law from this requirement.

7. A City title block (signature block) is required on the first sheet of the plans. A City revision block is required on all sheets.
8. Plans must be prepared in accordance with these requirements, City Standard Design Criteria, and City Standard Provisions.
9. After the Public Works Department has approved and signed the original plans, ten (10) black-line copies and one (1) (4 mil) 24" x 36" Xerox mylar set of the signed originals are to be submitted to the City prior to the approval of the excavation permit. The Engineer retains the signed originals and will need to as-built the 24" x 36" plans prior to acceptance of the work. As-built plans shall be submitted to the City within thirty (30) days after completion of the work.
10. The Engineer will also need to submit the as-built plans on electronic media, such as disks or CDs in AutoCAD format, and the sheets must be provided as individual PDF files.

S. Telecommunication Projects

1. Master Encroachment Agreements. An encroachment agreement is required to place private telecommunications facilities in the right-of-way. Contact the City's Land Development Section to initiate preparation of this agreement.
 - a. Telecommunications companies regulated by the California Public Utilities Commission (PUC) must enter into a master fiber-optics network encroachment agreement.
 - b. Other companies proposing to place telecommunications facilities in the right-of-way must enter into either a master agreement or a site-specific agreement, depending on the scope of work and possible future network expansion.

- c. After the encroachment agreement is fully signed and executed, an excavation permit is required for any construction project or job requiring traffic control in the right-of-way.

2. Joint-Build Projects

- a. To preserve space in the right-of-way and limit construction impacts, the City requires that telecommunication network owners cooperate with other similar utility providers in the planning, locating, and constructing of network facilities in joint trenches or common duct banks. The City facilitates this cooperation through a joint-build inquiry, the formal process to notify other utilities and nonresidential property owners along the proposed route.
- b. Prior to performing detailed design work for new builds longer than 100', submit a written request with an 8-1/2"x11" hard copy map showing the proposed utility line(s).
- c. The conceptual route map shall include major streets near the proposed route, the proposed conduit length(s), and the telecommunication company name.
- d. Once the City determines if the route is acceptable, this map will be sent to other utility companies to see if joint construction work is feasible (joint-build inquiry).
- e. The City's guidelines for determining when a joint-build inquiry is required are depicted in the attached Exhibit 1 and generally described below:
 - (1) Fiber-optics network system expansion. (See Example A in Exhibit 1.)
 - (2) Major service serving more than one (1) customer and containing more than one (1) conduit. (See Example B in Exhibit 1.)

- (3) Single service exceeding 300' in length. (See Example C in Exhibit 1.)
 - (4) Service running parallel to streets with heavy concentration of existing utilities. (See Example D in Exhibit 1.)
 - (5) Single customer served by multiple telecommunications providers. (See Example E in Exhibit 1.)
- f. The City will not allow subsequent conduits to be installed along routes that have undergone a joint-build inquiry for a period up to five (5) years.
 - g. The joint-build inquiry process includes a thirty-five (35) day response period starting from the date joint-build letters are mailed to utility companies and property owners. Although construction excavation permits for joint-build projects are not issued until after the thirty-five (35) day response period, the City may issue excavation permits for pothole investigations during this time.
 - h. When two (2) or more telecommunications service providers are proposing network facilities in the same public right-of-way or when an underground project is being planned by the City, telecommunications companies shall participate in cost sharing for the joint trench and ducts.

3. Excavation Permit Fees for Telecommunications Projects (see Public Works Fee Schedule).

- a. A nonrefundable \$2,000 initial fee deposit is required for telecommunications new-build projects and for extensive cable-placement or conduit assessment projects. This initial fee deposit is not required for simple dig-up and repair or vault replacement work. The initial fee

deposit will be credited toward the fee deposit for the entire job.

- b. Excavation permit fees for telecommunication projects are calculated based on full cost recovery. Prior to the issuance of the first permit for any project (which may require up to three (3) permits for all phases of work), the City will calculate the permit fee deposit for the entire project. The fee calculation is based on actual City time spent to date and an estimate of plan check and inspection time needed for completion. If there are scope changes or extenuating circumstances, the fee deposit may be evaluated at the end of the job to determine if an additional fee or a refund is due.
 - c. A joint-build inquiry processing fee may be required for new-build projects. This fee is typically based on the City's three (3) hour minimum. However, this fee may be higher for larger projects. The joint-build inquiry processing fee must be paid before the inquiry is initiated.
 - d. If the actual cost of plan check and/or inspection exceeds the \$2,000 initial fee deposit, the Permittee shall pay the additional cost within thirty (30) days of being invoiced by the City.
4. Project Initial Submittal Requirements for Telecommunications Excavation Permits.
- a. Telecommunication new-build jobs require at least two (2) separate permits: one (1) for construction and one (1) for cable placement. Projects built using directional boring require three (3) permits: advance pothole investigation, construction, and cable placement.
 - b. The initial permit application for a directional bore project shall include potholing and traffic control plans applicable to this phase of the job.

- c. For all initial permit application submittals, provide two (2) 11"x17" hard copy plan sets with 1/2" margins on all sides. The plans of work should be legible and meet the following requirements:
 - (1) The horizontal scale shall be 1"=40', and the vertical scale shall be 1"=10'.
 - (2) Include the following on each sheet:
 - (a) Title Block: Sheet name, address (if applicable), excavation permit number, and item number
 - (b) Owner name
 - (c) North arrow and scale
 - (d) Sheet page and number (e.g., C-1, C-2, C-3, etc.)
 - (e) Sheet pages numbered consecutively (e.g., Sheet No. ___/___)
 - (f) Revised table and date
 - (g) Acronym list
 - (h) Legend projects
 - d. The permit application form shall include a clear and complete description of the entire project.
 - e. Construction plans done for PUC-regulated telecommunications companies are exempt from State law requiring preparation by a licensed Civil Engineer.
 - f. On multi-phase jobs requiring more than one (1) permit (e.g., open-trench/cable-pull or pothole/directional bore/cable-pull), submit one (1) hard copy plan set to initiate preparation of the second- or third-phase permit.
 - g. If a separate pothole permit is required, submit one (1) hard copy of the field-generated pothole data along with the construction plans.
 - h. If different contractors will be used for construction and/or cable placement permits, as soon as the contractor is selected, submit a hard copy of the updated permit application and the new contractor's proof of insurance.
 - i. For draft as-built plans, submit one (1) hard copy of the plan set and, as applicable, the field-generated bore logs.
5. Telecommunication Conduit Alignment Guidelines.
- a. As much as feasible, the route should be located on arterial streets and avoid residential areas.
 - b. Telecommunication system designers shall field-verify the locations of existing utilities and surface features along and adjacent to the proposed route.
 - c. The proposed conduit shall be at least 5' horizontally clear of existing parallel water, sewer, or storm lines.
 - d. Telecommunication lines are typically required to be 2' to 3' radially clear of other telecommunication lines.
 - e. The Permittee is responsible for checking with owners of adjacent non-City utilities to verify their required separation requirements. This includes gas and electric lines.
 - f. Conduits shall be installed as close to the edge of the right-of-way line as practicable. Where the area behind the curb is fully occupied, the utility lines should be installed in the pavement area as close to the curb as possible in order to help preserve the remaining right-of-way.

- g. Telecommunication lines are to be installed parallel to the street centerline, where practicable, and shall not meander along the street. Street crossings shall be perpendicular to the street centerline.

6. Directional Bore Design.

- a. Plan and Profile Sheets: Layout Plans profile sheets are required for direction bores. The plan view is to be located on the top of the page and the profile below the plan view. All existing utilities must be shown to scale on the plan and profile views.
- b. Profiles: The profile included with the directional bore plans shall be based on the pothole excavation information. Compare the USA markings against what is shown on the plans to check for omissions. All pothole excavation data, such as location, pipe diameter, type of pipe, depth of cover, and other relevant information, shall be shown on the revised plans.
- c. Include a detail showing the boring entry angle: (typically 8° to 20°), exit angle (typically 5° to 10°), and maximum bending radius of the drill pipe (80' to 150' or more depending upon the diameter and wall thickness of the drill pipe) and bending radius of the pipe product on the plans.
- d. Vertical Clearance: Provide 3' minimum vertical clearance from all utilities. This includes minor services, such as water services, sewer laterals, and gas services. For creek crossings and other deep crossings, provide a minimum of 5' clearance from utilities and structures.

- e. Minimum Cover: Minimum cover for directional boring shall be as follows:

<u>Bore Package</u>	
<u>Diameter</u>	<u>Minimum Cover</u>
6" or less	4'
8" to 14"	6'
15" to 24"	10'
25" to 48"	15'

- f. Boring and Receiving Pits: Show the length, width, depth, and location of the boring and receiving pits on the plan and profiles. The pits are to be located to minimize the construction impact to the adjacent properties and roads. For example, the pits are not to be located in front of driveways, restaurants, bus stops, fire hydrants, within street intersections, etc.
- g. Conflicts with Trees: If trees are in the way of the directional bore, the utility line shall be bored 8' to 12' underneath the tree roots rather than around the tree.

7. Trench Design.

- a. For open-trench construction in the street, telecommunication lines are to have a minimum cover of 36" above the top of the conduits and allow at least 6" between the top of the conduits and the bottom of the street structural pavement section.
- b. Conduits trenched outside the street section shall have a minimum 30" cover.
- c. Open trenches deeper than 60" must comply with Cal/OSHA standards, requiring protective systems, such as shoring.
- d. For open-trench construction, telecommunication lines are to have a minimum of 12" of vertical clearance from other utility lines and services. For shallow trenches, the proposed lines will typically need to go underneath the existing lines. The

proposed lines shall not be installed within 6" below the street structural section.

- e. Typical trench and pothole restoration details must be shown on the plans.

8. Telecommunication Permit Bond.

See Section L for bond requirements.

9. Cable Placement in New Conduits and Overhead.

A separate cable placement excavation permit is required for most telecommunications new-build projects. Prior to obtaining a permit to install any cables, including any related overhead lines, all construction and restoration must be signed off by the City and approved as-built plans submitted. For joint-build projects, the secondary utility companies will not be allowed to install cables until the restoration work is complete, except when the secondary utility company is only installing a service to a single site.

10. Vaults.

- a. Vaults shall not be placed in the street or within a driveway approach. Where possible, vaults shall be placed in a street planter strip or in a public utility easement behind the sidewalk. If these areas are not available and a vault must be placed in the sidewalk, one edge of the vault shall be located at the edge of the sidewalk.
- b. Vaults shall be placed to minimize their impact on the adjacent property, such as placing the vault next to the side property line, or placing the vault away from main entrance features. For residential properties with small landscape areas or well-manicured landscaping, the vaults may be placed in the sidewalk to minimize their impact on the landscaping. Multiple vaults within a sidewalk area, fronting a single lot, will not be allowed.

- c. Very large vaults should be placed on private property (within a private easement) and not within the street or sidewalk area.

- d. Vaults and bore pits are to be at least 15' from a street corner or end of curb return. Street corners or curb returns are heavily used during construction and maintenance, are highly visible areas, and are often heavily congested with facilities.

- e. Where the proposed vault conflicts with small-diameter line, such as streetlight conduit lines, and where there is no other room behind the curb to install the vault, the small-diameter lines are to be relocated around the proposed vault.

- f. Where vaults are installed on an earthen or landscaped slope, the frame and cover shall be sloped to match the existing grade. Retaining walls shall not be installed in the slope.

- g. Vaults shall be designed to withstand at least H20 vehicle loads.

- h. A detail of the vault must be shown on the plans. Aggregate base rock is to be placed on the bottom of the vault to help drain the vault. The vault cover shall be embossed with the owner's name.

11. Manholes.

- a. Manholes shall not be allowed in the street unless an exception is granted by the City. An exception will only be allowed if there is no room to place the manhole outside of the street pavement.
- b. Manholes that are located in the street must have cast iron frames and covers.
- c. Manholes that are located in sidewalks shall have a concrete polymer frame and cover that matches the color and texture of the sidewalk.

- d. Manholes shall not be placed within a driveway approach or within the curb return at intersections.
- e. All manholes must be rated for a minimum H20 wheel load.
- f. The utility company's name shall be permanently cast into or engraved on the covers.
- g. A detail of the manhole must be shown on the plans. Aggregate base rock is to be placed on the bottom of the manhole to help drain the vault.
- h. RPM extension rings are required on manholes as follows:
 - (1) Pavement areas: At least one 6" and one 3" RPM extension ring is required to facilitate leveling of the manhole frame and cover and to lower the vault structure so that it is out of the pavement structural section. Additional 3" and/or 6" RPM extension rings shall be installed as necessary to keep the vault structure out of the pavement structural section and 6" below the pavement structural section.
 - (2) Sidewalk areas: At least one 6" RPM extension ring is required to facilitate leveling of the manhole frame and cover.
 - (3) Landscape areas: At least one 6" RPM extension ring is required.

T. Groundwater Monitoring Wells

- 1. In addition to an excavation permit, an encroachment agreement is required for any wells constructed within the public right-of-way. The applicant should make every effort to install the wells on private property rather than the City right-of-way. If the wells must be located in the street right-of-way, the wells are generally not permitted within the street pavement as

the well boxes interfere with the City's street asphalt overlay program. Further, the City prefers the wells to be located outside of the sidewalk, if possible. It is strongly recommended that the City conceptually approve the location of the wells before the legal description of the encroachment area is prepared. Wells are to be placed at least 5' from other utilities. The following items are required to prepare the encroachment agreement:

- a. A determination of whether the City has an easement for street purposes or owns the right-of-way in fee in the area where wells are proposed to be installed.
- b. If the City's street right-of-way is in the form of an easement where a new well is proposed to be installed, the applicant will need to obtain written permission from the adjacent property owner to install the well. According to the City Attorney's Office, a street easement does not give the City the right to permit the installation of a well as a well is not considered to be typical street or utility usage.
- c. The number of years the wells are anticipated to be in place. The life of the encroachment agreement can be specified to be 5, 10, 15, and 20 years.
- d. Legal description of the encroachment area prepared by a registered Land Surveyor or Civil Engineer. For wells, a 10' x 10' square area is typically defined as the encroachment area.
- e. A plat (8.5" x 11") drawing of the encroachment area prepared by a registered Land Surveyor or Civil Engineer). The plat is to include the street centerline, point of beginning of the legal description, bearings and distances, street curb, and sidewalk if applicable.
- f. Current deed or title report of the property that will be responsible for the well or property for which the wells

are required. The legal description of the property in the deed or title report will be used in the encroachment agreement.

- g. Statement as to who is the lead regulatory agency in charge of the groundwater investigations.
 - h. Statement as to who will own and maintain the wells. The well owner's legal name, identity (such as ABC, Inc., a California corporation), and address are required.
 - i. Well owner's insurance certificate and endorsement. (This is in addition to the contractor's insurance certificate required by the excavation permit.)
 - j. Encroachment permit fee.
 - k. Encroachment agreement which must be signed and notarized by the owner before the City can issue an excavation permit.
 - l. If the wells are located on City property, securities, such as bonds, are required.
2. The excavation permit requirements are indicated on Pages 1 and 2. The following is also required with the Excavation Permit Application:
- a. Well construction typical details.
 - b. Well construction permit from the Santa Clara Valley Water District.

U. Groundwater Extraction Systems

Groundwater extraction systems require an encroachment agreement in addition to an excavation permit. The items needed to prepare an encroachment agreement are the same as those listed in the preceding section on monitoring wells, except that the following is also required:

- 1. Cost estimate of the improvements within the street right-of-way.

- 2. For minor extraction systems, such as an extraction line that crosses a street, bonds or securities are not required. For major extraction systems, such as an extraction line that is located parallel to the street and for encroachments located on City property (not street right-of-way), the following three securities are required:
 - a. Faithful performance bond equal to 100% of the cost of the work.
 - b. Labor and materials bond equal to 100% of the cost of the work.
 - c. In lieu of a faithful performance bond and labor and materials bond, a single letter of credit or certificate of deposit equal to 150% of the cost of the work may be submitted.
 - d. Closure certificate of deposit equal to 100% of the cost to remove the extraction system. The cost to remove and/or abandon the extraction system shall not be less than 40% of the construction cost.
- 3. Plan check and inspection fees are based on a percentage of the work.
- 4. The plans for extraction systems with piping parallel to the street shall be drawn on 24" x 36" size sheets. After the City has approved and signed the plans, ten (10) copies and one (1) Xerox Mylar copy of the originals are to be submitted prior to the approval of the excavation permit.
- 5. The owner of the extraction system will need to become a member of Underground Service Alert (USA). The telephone number of the USA regional notification center is 800-642-2444.

V. Work at Soil/Groundwater Contamination Sites

The applicant is responsible for working with the lead Federal and State regulatory agency to obtain the appropriate construction conditions for work in the contaminated area. Work within soil and groundwater contamination area may

expose workers to contaminants in the soil, groundwater, and associated vapors. Permittee/Contractor is responsible for preparing and implementing an appropriate health and safety plan to address the contamination and manage the operations in a safe manner and compliance with the Cal/OSHA Construction Safety Orders and other State and Federal requirements.

Written approval from the regulating agency is required prior to the approval of the excavation permit.

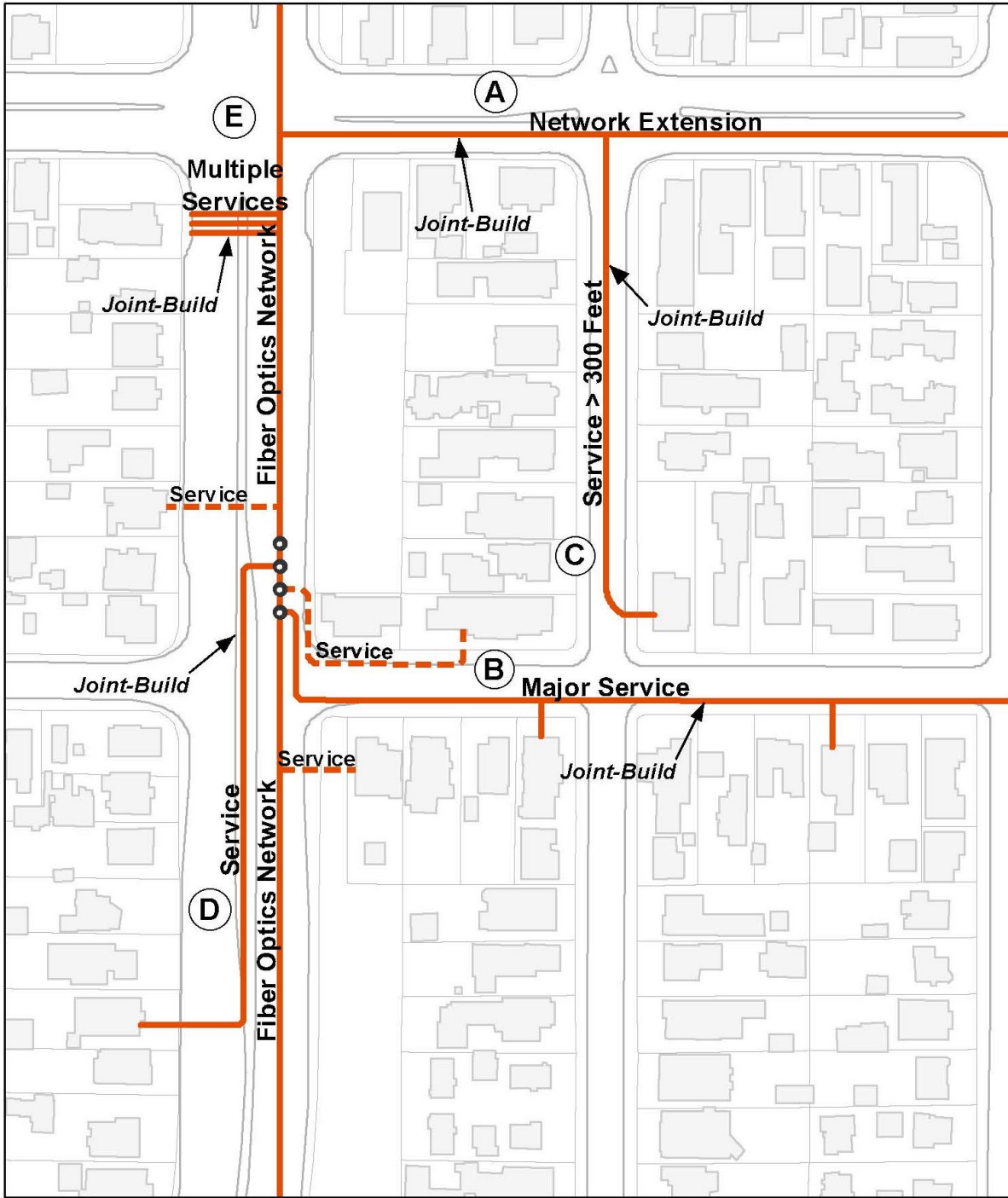
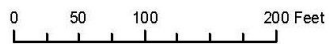


Exhibit 1: Guidelines For Joint-Build Fiber Optics Services



Date: 7/14/2015

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EXCAVATION PERMIT APPLICATION

Please see previous instructions for items to be submitted with this application.

INSURANCE CERTIFICATES WITH ADDITIONAL ENDORSEMENT MUST BE ATTACHED.

Excavation Permit No. _____

A. **General Information** (Please print or type)

Street Address: _____ Date: _____

Site Location if Different from Address: _____

Description of the Work: _____

Applicant acknowledges to allow for a minimum of 15 working days for the permit to be reviewed and processed.

For large projects, specify the number of working days to complete all construction: _____

USA Identification No. (if work is scheduled to begin within the next two weeks): _____

Is this work related to a building permit? Y/N ____ If yes, date issued: _____ Building Permit No.: _____

APPLICANT'S SIGNATURE: _____ **Company Name:** _____
(Print)

B. **Permittee/Contractor's Information** (if separate, provide both)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person's Name: _____ Telephone No.: _____

Emergency Telephone No.: _____ Fax No.: _____

State Contractor License No.: _____ **City Business License No.:** _____

Email: _____

C. **Owner/ Facility Owner Information**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

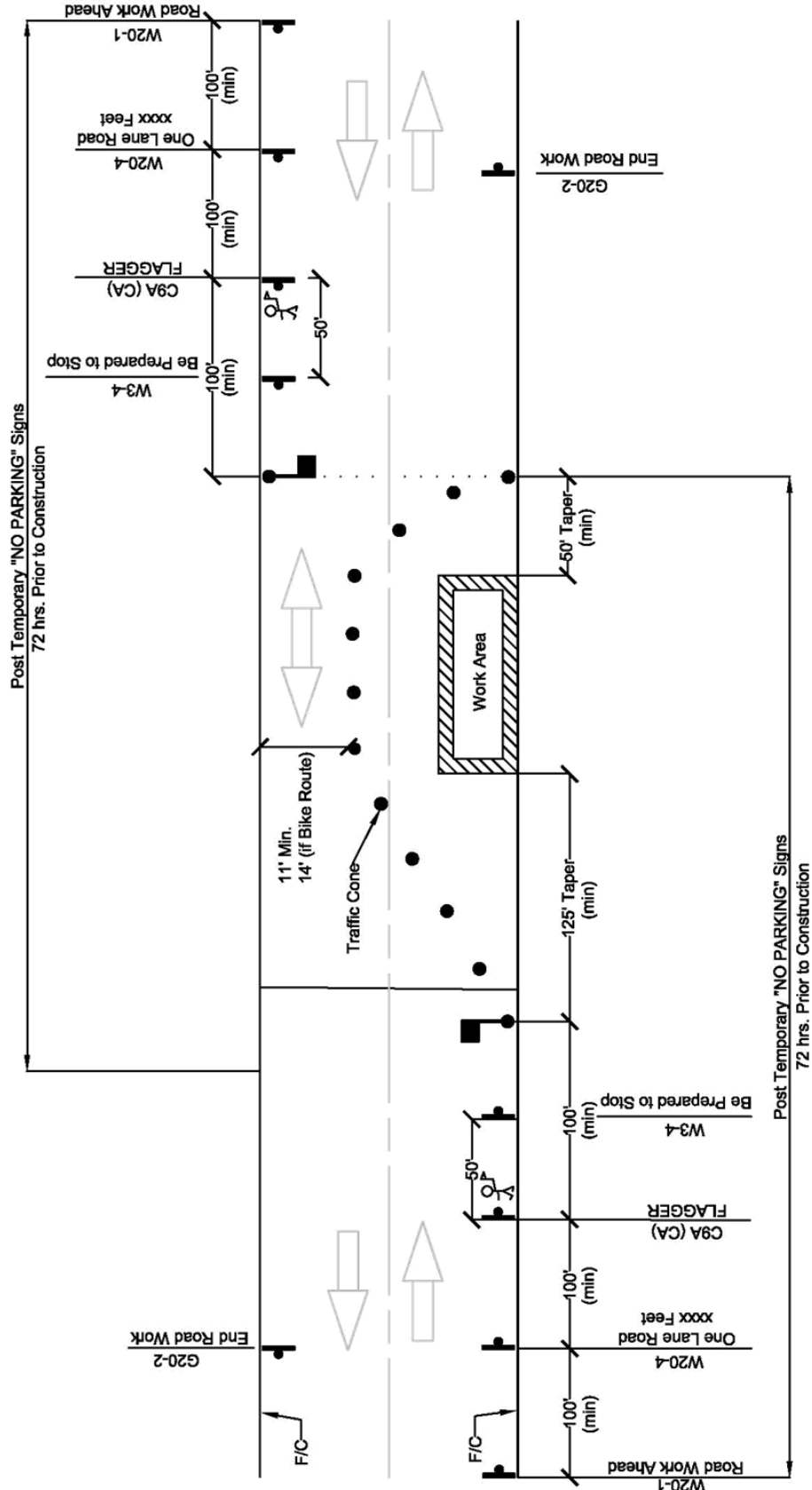
Contact Person's Name: _____ Telephone No.: _____

Email: _____ Fax No.: _____

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Sample Traffic Control Plan Two Lane Roadway Reduced to One Lane of Traffic

Not to scale



NOTES:

- 1- When a bicycle is delineated on the roadway, contractor shall provide a separate bike lane through the construction zone.
- 2- Cone spacing is 20' Maximum.
- 3- This is generic sample of a construction zone, contractor shall provide their own traffic control plan based on specific project.
- 4- Use California Manual on Uniform Traffic Control Devices (CA MUTCD) - Chapter 6 as a reference for traffic control in construction areas.

Sample Traffic Control Plan_2018.dwg/C:\asstroch\departmental\Public Works\Operational\Van\Sample Traffic Control Plan

Traffic Control Plan Review Checklist	✓	N/A	Comments
I. Scope of Work			
a. Description of work			
b. Limits of work/work area			
c. Lane closure			
d. Sidewalk closure			
e. Detour plans (vehicles, pedestrians, and bicyclists)			
f. Temporary No Parking zones			
1. Post signs minimum 72 hours prior to start of work			
2. Notify the inspector once the signs are posted			
g. Flaggers			
II. Location of Work			
a. Site-specific plans			
b. Street name and all affected side streets			
c. Dimensions			
1. Work area			
2. Curb to curb			
3. Lane width			
4. Parking lane and bike lane, if applicable			
5. Advance warning sign spacing			
6. Taper length (merging, shifting, shoulder, etc.)			
7. Buffer space			
8. Channelizing devices/taper spacing			
d. Proposed speed limit changes in affected area			
e. Existing conditions			
1. Most recent layout/configuration of the street(s)			
2. Traffic control (stop sign, traffic signal, etc.)			
3. Existing driveways in conflict areas			
4. Travel/ bike lane, sidewalk, crosswalk, median, etc.			
5. Transit stops within affected area			
III. Construction Schedule			
a. Work and lane closure hours			
b. Duration of work when traffic control will be in effect			
c. Other items			
1. Scale			
2. North arrow			
3. Sheet Nos.			