

## **ENCROACHMENT PERMIT APPLICATION GUIDELINES RELATED TO INSTALLATION OF NEW UTILITY INFRASTRUCTURE**

The following Application Guidelines contain the requirements for a complete Encroachment Permit Application for surface and subsurface encroachment in the sidewalk or street area of any public right-of-way and utility easements related to installation of new utility infrastructure such as electrical, gas, and telecommunications services facilities.

*Telecommunication service facilities shall not mean commercial transmitting, relaying and/or receiving antennas, antenna support structures and/or ancillary facilities, including, but not limited to, equipment cabinets, facility components and similar structures or equipment and/or overhead service/transmission lines, used for the purpose of transmitting, relaying and/or transmitting and/or receiving wireless data, voice and/or paging services.*

### **BEFORE APPLYING**

Before a utility company applies for an Encroachment Permit for placement of new utility infrastructure such as electrical, gas, and telecommunications services facilities, provide or have on record with the City of Burlingame Department of Public Works (DPW), the following:

- A copy of a valid legal document authorizing the utility company to provide the specific services in the State of California by the California Public Utilities Commission.
- A copy of an encroachment agreement with the City of Burlingame describing the general framework within which applies to the necessary encroachment permits and installation of the facilities within the corporate limits of the City.
- A current City of Burlingame Business License.
- Current evidence of insurance (as defined in the encroachment agreement).

### **How long does it take to get an encroachment permit?**

The Permittee shall allow **20 business days\*** for Department of Public Works' review plans for each project location and application for an encroachment permit. DPW will notify Permittee within 20 days if the application is deemed incomplete. The Permittee shall allow **15 business days\*** for DPW's review of subsequent resubmittals.

**\* Keep in mind that these dates are estimated dates and will depend on the complexity of your project and whether you will be excavating in a moratorium street, will be installing curb ramps, or other additional work as well as the total number of permit applications in queue which may result in longer review time.**

**\* For large projects or bulk submittals, the City may choose to outsource the review process. The Permittee will be responsible for the actual reasonable cost of 3<sup>rd</sup> party consultant review and longer review time.**

## GENERAL CONDITIONS AND REQUIREMENTS

1. Proposed work shall conform to the latest City of Burlingame Municipal Codes, City Standard Details and Specifications, the City of Burlingame Stormwater Management and Discharge Control Ordinance (No. 1503 & No. 1896), and Caltrans Standard Specifications and Standard Plans.
2. **Permittee is advised that City policy prohibits that disturbance of any treated surfaces until five (5) years after the completion of resurfacing project. The Engineering Department, upon request can provide a list of streets under moratorium and of proposed resurfacing projects.**
3. The Permittee's work shall comply with all federal, State and local laws and requirements. Failure to comply with these laws and requirements voids the issued encroachment permit.
4. No party other than the named Permittee or their agent is authorized to work under the issued encroachment permit.
5. Unless otherwise specifically indicated on the encroachment permit, work authorized by the issuance of the encroachment permit shall not extend beyond 8:00 AM to 5:00 PM, Monday through Friday.
6. No work shall be performed on weekends or on City holidays except with the permission of the City. Written requests for weekend or holiday work must be submitted at least **72 hours** prior to the start of the proposed work.

City inspection performed during the weekends or City holidays shall be paid by the Permittee at time and half of the hourly inspection rate and subject to City inspector availability. The payment shall be submitted to the City within 72 hours of the City staff's performance of the inspection.

7. The encroachment permit shall be kept at the job site at all times and must be shown to any representative of the City or any law enforcement office upon demand. Work will be suspended if the encroachment permit is not available at the job site as described.
8. Prior to performing any excavation, the Permittee shall notify Underground Service Alert (USA). Failure to comply with California excavation laws voids the issued encroachment permit.
9. The Permittee shall notify the City 48-hours in advance of start of work to schedule inspections. Notifications shall be made by calling the City's Department of Public Works at (650) 558-7230 during City Hall business hours.
10. Adequate provisions shall be made for the protection of the traveling public. Moreover, all work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. Prior to performing any work inconveniencing or impacting the traveling public, the Permittee shall submit a **Traffic Control Plan** for City review and approval. Traffic control shall comply with the latest California Manual of Traffic Control Devices (CA MUTCD). Road closure or one-way traffic will not be permitted unless otherwise approved by the Department of Public Works.
11. Permittee shall provide access to residential and commercial driveways at all times. Where existing services or access to a property will be interrupted, the Permittee shall notify in writing all affected property owners or occupants and obtain written approval all affected property owners or occupants a minimum of 72-hours in advance of said interruption.

12. The Permittee shall perform daily cleanup, sweeping and dust control.
13. The City reserves the right to modify any condition of this permit to address issues encountered during the performance of work under the terms of this permit, as determined solely by the City. No permit modification shall be recognized unless it is specified by the City in writing.
14. If at any time the City requires any portion of the public utilities or its associated facilities to be relocated to accommodate the Permittee's proposed work, the Permittee shall perform the work within 30 calendar days of the receipt of the City's written request.
15. Prior to performing any underground construction work by means of trenchless methods, all utility crossings shall be potholed prior to starting any other construction activity. The pothole data shall be submitted to the City for review and approval. **Permittee shall allow 10 business days from date of submittal of pothole results for the City to review and approve the final vertical and horizontal alignment of the proposed conduit prior to placing the conduit.**
16. Trees and shrubs within the City easements, right-of-way, and on private property adjacent to the work shall be protected from damages during construction. Contact and consult with the City's Parks Department prior to cutting tree roots over 2-inches in diameter at (650) 558-7330.
17. Excavations over five (5) feet in depth shall conform to Occupational Safety & Health Administration (OSHA) requirements and regulations.
18. All roadway excavation work or potholes within a City paved roadway lane or paved shoulder shall be repaired with asphalt concrete per the City's standards/specifications within 72 hours of completing the permitted work within the roadway. The Permittee shall cover all open trenches with steel plates during non-working hours to allow for safe and convenient public travel.
19. The Engineering Department shall be notified immediately in the event that existing improvements, utilities and/or private property have been damaged. Replacement and repair of damaged utilities shall occur promptly in accordance with City standards.
20. **After the installation of any underground conduit, the Permittee shall digital video all sanitary sewer pipes and storm drain pipes crossed by the new conduit. The digital media shall be submitted to the City within 72 hours of completing the underground conduit installation.**
  - a. Video inspection data will be supplied on DVD-R PC computer disks. The supplied data has to be on one of these software programs: ARIES, COBRA, PEARPOINT, WINCAN, CUES, PIPETECH, GBA SEWER MASTER-FIELD DATA COLLECTION MODULE. This shall be submitted with the corresponding hard copy reports and disks.
  - b. Data entry shall include: ID Number, Address Number, MH# From, MH# To, Page #, TV Date, Pipe size, Map Footage, TV Footage, DVD # and Event Photographs. Each photographic image shall be saved in a JPEG file format and named with the footage of the event followed by the event (for example, defect BJCM at 107.9' would be named MH#B3001-107.9bjcm.jpg).
  - c. The files shall be stored within a file folder named for the Upstream Manhole Number.
21. The Permittee shall protect in place all public facilities. All existing public and private facilities that have been disturbed or damaged resulting from the Permittee's work shall be returned to current City standards and details or better at the Permittee's sole expense.
22. Within 72 hours of completing the permitted project, the Permittee shall submit a hard copy and an electronic file (in PDF format) of the as-built plans to the City's Engineering Division.

23. Prior to field acceptance of the work performed, the Permittee shall remove all markings and markers made by the Permittee and by all utility companies caused by the Permittee's project. Removal of markings shall comply with the requirements of the National Pollutant Discharged Elimination System (NPDES), the San Francisco Bay Regional Municipal Regional Stormwater Permit (MRP), the City of Burlingame Stormwater Management and Discharge Control Ordinance, and any other applicable federal, state, and local laws, rules or regulations.

### **CLEARANCE BETWEEN UTILITIES**

Permitted shall maintain a minimum clearance between its utility and existing utilities of at least 12-inches vertically and 5-feet horizontally. If required by public health and safety regulations a greater separation between utilities shall be maintained. DPW will consider, but is not obligated to approve any exceptions. The areas where less clearance is approved, a 2-sack concrete mix shall be used to stabilize and protect existing utilities or as directed by DPW.

**Permitted is advised that after the installation of any underground conduit, the Permittee shall videotape all sanitary sewer pipes and storm drain pipes crossed by the new conduit. The videotape shall be submitted to the City within 72 hours of completing the underground conduit installation.**

### **APPLICATION SUBMITTAL REQUIREMENTS**

Permittee must complete and submit:

- One original copy and one digital copy of the **completed encroachment permit application** along with
- Two hard copy and one digital copy of **11" x 17" plans** drawn to scale to the City of Burlingame, Department of Public Works – Engineering Division, 501 Primrose Road, Burlingame, CA 94010. See plan requirements below.
- Estimated overall **project schedule**. Schedule must require construction hours as specified in the above General Conditions and Requirements.
- The applications must include the name, telephone and facsimile numbers and the mailing and email addresses of the person who will send all official correspondence to DPW.

**Plans, prepared, signed and stamped by a California-registered Civil Engineer or licensed surveyor, must at a minimum, contain the following:**

- Cover Sheet
  - General Notes
  - Construction Notes
- North Arrow, scale, index, and legend and abbreviations
- Site Plan:
  - Private property and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out.
  - Existing lane lines, location of edge of pavement, curb & gutters, sidewalks
- Horizontal (plan view) and vertical (plan profile) of proposed alignment. See "Clearance Between Utilities".
- Identification between existing and proposed
- Elevations, invert and top, and clearances

- Identification of existing utilities to be potholed
  - Permittee is advised pothole results shall be submitted to the City. Permittee shall allow **10 business days** from date of submittal of pothole results for the City to review and approve the final vertical and horizontal alignment of the proposed conduit prior to placing the conduit.
- Distances
  - Centerline of proposed utility
  - Centerline of proposed utility to face of curb and to existing utilities
- Excavations
  - Construction method (i.e. open trench, directional bore)
  - Length, width and depth of trench
  - Location and size of boring pit
  - Shoring plans (if required)
  - Steel plating (if required)
- Materials
  - Type of proposed carrier product (PVC, HDPE, STEEL, etc.)
  - Type of product (gas, electrical, sewer, telecommunications, etc.)
  - Classification (psi, voltage, gravity flow, fiber, hard wire, etc.)
  - Length and diameter or size of proposed carrier product, encasement or improvement
  - Quantity (i.e. linear footage)
  - Identification of Manholes, Vaults or Splice-boxes
- Landscaping (if required)
  - Identification of existing and proposed
  - Identification of irrigation facilities
- Traffic control and/or pedestrian access plans are required for all work affecting sidewalk and traffic. Permittee shall obtain approval from City Engineer prior to any traffic detour, travel lane closure, sidewalk detour, sidewalk closure or encroachment including parking spaces, bike lanes, and shoulders. Plans shall show, at minimum the following:
  - A minimum sidewalk width of five (5) feet and bike path width of four (4) feet shall be maintained at all times for safe passage through the work area, where applicable.
  - At locations where adjacent alternate walkways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure at the nearest crosswalk or intersection to divert pedestrians across the street.
  - Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of the latest California Manual on Uniform Traffic Control Devices.
  - Traffic control for lane closures shall be in conformance with the latest Caltrans Standard Plans for Traffic Control Systems.