

ENCROACHMENT PERMIT REGULATIONS

Information Handout Sheet

(Note: This sheet is to be retained by applicant and accompany the issued permit)

1. Notify Underground Service alert (1.800.642.2444) and City of Jackson (209.223.1646) at least 48 hours prior to starting any work in or out of public right of way.
2. All pavement shall be saw cut. Tack-coat all pavement edges immediately prior to paving. Paving material shall be 1/2-inch maximum medium graded Class B asphalt concrete mixed and placed in accordance with the requirements of Section 39 of the State of California Department of Transportation. SEE CONDITIONS WITH PERMIT!
3. Traffic control and signage shall comply with the “Manual of Traffic Controls”. All work performed in school zones must be done after school hours or during break.
4. Whenever work encroaches onto the street or traveled way such that less than 20-feet of pavement width is usable by traffic, Permittee shall provide two flagmen whose sole duty shall be traffic control. Flagmen shall be furnished all necessary equipment and instructed in traffic control procedures indicated in the “Manual of Traffic Controls for Construction and Maintenance Work Zones”.
5. Materials, soil pipes, equipment and supplies in the right of way after working hours shall be stored at least 15-feet from street centerline and shall be adequately marked with cones and flasher type barricades.
6. All trenches shall be backfilled and all streets and sidewalks shall be swept clean at the end of each working day. All trenches shall be finish paved or protected with temporary asphalt (cold mix) paving. Streets and sidewalks shall be fully opened for traffic unless written permission is obtained from the City Engineering Department.
7. If permit is for construction of pipeline or its appurtenances, the contractor is required to have in his possession a General Engineering (Class A) license or equal. Permittee shall provide a written cost estimate of work and contractor’s liability insurance with a minimum \$1,000,000 naming the City as additionally insured on the policy. Compaction tests may be required before applying permanent paving to street. Surety may also be a requirement for this permit.
8. Any additional costs to the City for consultation, inspections, engineering, or necessary repairs to City property shall be billed to the permittee before the completion of the project or a FINAL approval is granted.

City of Jackson
Permit to Encroach

APPLICATION FOR ENCROACHMENT PERMIT

To perform work or encroach on a City Street, Easement, or Property

To: CITY OF JACKSON
33 Broadway
Jackson, CA 95642

Date: _____

Applicant's/Contractor's Name: _____

Address: _____ Phone No: _____

Cost Estimate of Work: \$ _____

The applicant hereby applies for permission to excavate, construct, and/or otherwise encroach on a City street, right of way, easement or property, by performing the following work:

LOCATION OF ENCROACHMENT:

TYPE OF ENCROACHMENT:

Excavation _____
UG Utility _____
Obstruction _____
Water/Sewer _____
Road/Driveway _____
Other (explain) _____

Sketch in Space Below: (Submit plans if available)

Surety Provider:

Surety Number:

Surety Amount:

Estimated starting date: _____

Estimated completion date: _____

The applicant agrees to do the work proposed in accordance with the accompanying conditions and regulations regarding encroachments.

Signature of Applicant

CONSTRUCTION CO.:

CONTACT NAME:

LICENSE #:

BOND:

WORKERS COMP:

PERMIT CONDITIONS

Maintain one open lane of traffic at all times during construction. If necessary to completely close off street, notify City Inspector, Department of Public Works; Mark Morton, Fire Chief, and Scott Morrison, Police Chief. **Requires 24 Hour Notice.**
Applicant to notify Underground Service Alert 48 hours prior to excavation.

1. Any damaged underground piping shall be repaired to the satisfaction of the City inspector or the respective utility company.
2. Contractor to provide City with liability insurance in the amount of \$1,000,000.00, naming the City as additionally insured on the policy. Policy to stay in effect continually.
3. Additional signage as directed by City representative shall be required to alleviate any traffic congestion or circulation problems.
4. All paving sections shall receive a minimum of 4" AC over 6" minimum compacted AB (at 95% relative compaction) unless otherwise specified. Existing pavement shall be saw-cut and tacked to receive new pavement. Paving should be completed so as to minimize excess patching. If sections are within 2' of another section one entire patch shall be removed and repaved. Pot-Holes within 36" of another pot-hole shall require one entire patch to be removed and repaved. AC OVERLAY will be required by the City Engineer if excessive patch and/or pot-hole work is done and compromises the finish of the City Right of Way. This will be determined at time of plan check, and prior to finish paving during inspection. All utility access boxes will be raised to level with paving or as determined by the City Engineer.
5. AC drainage swale shall be maintained along encroachment.
6. **ALL JOBS REQUIRE INSPECTION (unless otherwise noted)!** Contractor shall call for inspection prior to commencement and completion of job. Contractor shall call for inspection before paving. All prep work shall be accomplished before inspection.
7. All work done to City Specifications, if any work is done without inspection or approval this permit becomes void and all work including asphalt shall be removed.
8. Mandatory preconstruction meeting is required.
9. **Any additional costs to the City for consultation, inspections, engineering, or necessary repairs to City property shall be billed to the permittee before the completion of the project or a FINAL approval is granted.**