

City of Rocklin
Dept. of Public Services
4081 Alvis Court
Rocklin, CA 95677
Phone: (916) 625-5500
Fax: (916) 625-5501
Hours: 7:30 AM – 4:00 PM

ENCROACHMENT PERMIT



Permit No. _____

APPLICANT'S NAME: _____ PHONE NO.: _____

AGENCY/FIRM NAME: _____

MAILING ADDRESS: _____ City _____ Zip Code _____

LOCATION OF WORK: _____ between or near _____

DESCRIPTION OF WORK (sidewalk, curb & gutter, driveway, excavation, pipes, etc.) ☐ EMERGENCY REPAIR

Three sets of plans (8 1/2" x 11" preferable) must be attached showing all dimensions and locations of work with relationship to sidewalk, property lines, and street center lines.

STARTING DATE: _____

COMPLETION DATE: _____

Issuance of this Encroachment Permit is conditioned on, and is given in consideration of the Applicant's express acknowledgment and acceptance of all of the provisions stated herein, specifically including but not limited to, the General Conditions and Specific Conditions printed on the reverse side of this permit, and the Special Conditions stated below. By signing and submitting this application for an Encroachment Permit, Applicant represents that it has read and understands all of the provisions of this permit, and agrees to abide by and be bound by these provisions. This permit is issued under the authority of Rocklin Municipal Code Chapter 12.04. It may be revoked for noncompliance with any of the provisions of this permit or any of the provisions of Chapter 12.04.

I hereby acknowledge that I have read and hereby agree to all the provisions of this Encroachment Permit.

Applicant's Signature

Date

DO NOT WRITE BELOW THIS LINE

Permit for encroachment work expires: _____ Permit Fees \$: _____

48 HOURS IN ADVANCE OF CONSTRUCTION
CALL Underground Service Alert (USA)
at 1-800-227-2600

24 HOURS IN ADVANCE OF
CONSTRUCTION, CALL ROCKLIN
PUBLIC SERVICES AT (916) 625-5500

PERMIT FEES: Rec'd by: _____ Date _____ PERMIT APPROVED BY: _____

Certificate of Insurance ☐ on file ☐ attached
Bond Required ☐ Yes ☐ No

City Official Date

SPECIAL CONDITIONS: _____

INSPECTOR'S COMMENTS: _____

INSPECTOR'S APPROVAL: _____ DATE: _____

WHITE - Applicant

BLUE - File

GREEN - Public Services Inspector

GENERAL CONDITIONS

1. **PERMIT.** This permit is issued in accordance with the provisions of Chapter 12.04 ENCROACHMENTS of the Rocklin Municipal Code (the "Ordinance").
2. **ACCEPTANCE OF THE PROVISIONS.** It is understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of all provisions stated on this permit and all provisions of the Ordinance.
3. **KEEP PERMIT AT THE WORK SITE.** This permit shall be kept at the site of the work and must be shown to any representative of the Department of Public Services or any law enforcement officer on demand.
4. **PROSECUTION OF WORK.** Any work authorized by this permit shall be performed in a diligent, expeditious, and professional manner to be completed within the specific time specified in the permit and to the satisfaction of the Director.
5. **MINIMUM INTERFERENCE WITH TRAFFIC.** All work shall be planned and carried out to minimize inconvenience to the traveling public.
6. **TRAFFIC CONTROL.** Permittee shall take adequate precautions for the protection of the public. Where necessary, barricades, warning signs, and flaggers shall be maintained until the excavation is backfilled, the obstruction removed, and the roadway is safe for the use of the public. The Director may specify, as a condition of the issuance of the permit, the devices or measures to be used by the permittee. However, failure of the Director so to specify devices or measures to be used shall not relieve the Permittee of this obligation. Traffic lanes may not be blocked unless specifically stated on this permit, or without first obtaining permission from the Director. *When permission is obtained, the Permittee shall notify the City Police and Fire Department prior to closing the road.* Traffic control signs and devices, street name signs, and mail boxes must be kept upright at all times. Any damaged or destroyed devices, signs, markings, or mail boxes will be replaced at the Permittee's expense.
7. **STORAGE OF MATERIAL.** Construction material shall not be stored within eight (8) feet from the edge of the pavement or traveled way or within the shoulder line or sidewalk where the shoulders or sidewalks are wider than eight feet.
8. **TUNNELING.** No tunneling will be permitted except as may be specifically stated on this permit.
9. **TRENCHING.** Trenching for installation across any intersection open to traffic shall be progressive. Not more than one-half of the width of a traveled way shall be disturbed at one time and the remaining width shall be kept open to traffic by bridging or backfilling.
10. **BONDING AND INSURANCE.** Permittee shall post a bond or other security, and provide insurance, as required by Sections 12.04.060 and 12.04.070 of the Rocklin Municipal Code.
11. **BORING.** Service and other small diameter pipes shall be jacked or otherwise forced underneath pavement without disturbing same. Pavement or roadway shall not be cut unless specifically stated on this permit. Service pipes will not be permitted inside of culvert pipes used as drainage structures.
12. **BACKFILL.** In backfilling there shall be no flooding of the trench within the upper twenty-four (24) inches. All loose backfill shall be dampened and well tamped with a pneumatic tamper or in any other workmanlike manner satisfactory to the Director and consistent with all the provisions of this permit.
13. **EXCAVATION.** All pavement shall be saw-cut. All extracted material shall be stockpiled away from the improved portion of the roadway. After the work has been completed, all excess material including excess excavation, shall be removed from the construction site and the roadway shall be left in a neat and orderly condition.
14. **DRAINAGE.** If the work to be done under this permit interferes with established drainage, ample provision shall be made by the Permittee to provide an alternate drainage route, as directed by the Director.
15. **DRIVEWAYS.** All approaches to private driveways which are cut or trenched shall be replaced in kind upon completion of backfill.
16. **SERVICE CONNECTIONS.** These terms and conditions do not authorize installation of gas, sewer, or water service connections within city street right-of-way unless shown on accompanying drawings or sketches regardless of location of main. Permit is required from the agency having jurisdiction for such work.
17. **UNDERGROUND UTILITIES.** Disregard of or damage to underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the Director. Any utility so damaged shall be immediately reported to the Director. Permittee is responsible for the proper repair.
18. **MAINTENANCE.** The Permittee agrees to exercise reasonable care to properly maintain any installation placed in the right-of-way and to exercise reasonable care in inspecting and preventing injury to any portion of the street resulting from the work.
19. **TREES.** Trees located within the right-of-way shall not be removed, trimmed or roots disturbed unless specifically stated on this permit.
20. **AS-BUILT PLANS.** Upon completion of underground or surface work of consequence, the permittee shall furnish as built plans to the Engineering Division showing locations and details of work performed.
21. **CITY INSPECTION AND INSPECTION FEE.** An inspection fee is to be paid in accordance with the provisions of the Ordinance and the City's fee schedule. The City will inspect all work within right-of-ways under this permit. **Approval of the Director is required on completed work prior to placing of any concrete, asphaltic concrete, aggregate base or sub-base or backfilling trenches.** Such approval shall not relieve the contractor from the responsibility of performing the work in a professional manner and in compliance with all provisions of this permit. Materials and compaction testing shall be performed under the direction of a registered civil engineer or a registered soils engineer as required by the Director, and the cost thereof shall be borne by the Permittee. No approvals to proceed nor final approvals will be given prior to receipt of satisfactory test results by the Director.
22. **RELEASE AND INDEMNITY.** Permittee understands the nature of the work to be performed under this permit, has inspected the site where the work is to be performed, and understands any potential dangers incidental to performing the work at the site. Permittee hereby voluntarily releases, discharges, waives, and relinquishes any and all actions and causes of action for personal injury (including death) or property damage occurring to himself/herself arising out of or as a result of performing the work under this permit. Permittee agrees that under no circumstances will he/she, or his/her heirs, executors, administrators and assigns prosecute or present any claim against the City of Rocklin or any of its officers, employees or volunteers for personal injury (including death) or property damage, including those which arise by the negligence of the City of Rocklin or any of said persons, whether passive or active. Permittee further agrees to defend, indemnify and hold harmless the City of Rocklin, its officers, employees and volunteers, from any claims, demands, damages, costs, expenses or liability for personal injury (including death) or property damage, arising out of or connected with his/her work under this permit or issuance of this permit.
23. **FUTURE RELOCATION.** If the work performed under this permit interferes at any time with the use of the right-of-way in which the work was performed and/or is located, as determined by the Director, the work shall be removed or relocated, as directed by the Director, at the Permittee's expense.
24. **STANDARDS.** All work and materials shall conform to the City of Rocklin Improvement Standards, State of California Standard Specifications, all provisions of this permit, and the attached plans.
25. **NON TRANSFERRABLE, REVOCABLE.** This permit is non-transferable and is revocable at any time as provided in the Ordinance.
26. **DEFINITIONS.** All references herein to the "Director" shall mean the Rocklin Director of Public Services or his/her designee. All references herein to the "Department" shall mean the Department of Public Services.

SPECIFIC CONDITIONS

Cuts in A.C. pavement shall have a minimum of 60 inches on each side of the trench and shall receive a "fine seal" in accordance with Section 37 of the State Specifications.

All A.C. shall conform to Section 39 of the state specifications, be compacted in 2 layers, and have a minimum compacted density to 143 lb./cu. ft. Type of Liquid Asphalt shall be as specified by the Public Services Inspector.

TRENCH WIDTH: All trenches shall be wide enough so that there is a minimum of 8 inches of clear space between the sides of the pipe and the trench walls. All A.C. cuts shall be saw cut and shall be 6 inches wider than the trench width on each side of the trench.

BACKFILL - LOCAL STREETS: Native material may be used for backfill providing it is suitable material and approved by the Public Services Inspector. Material used for backfill shall be finely divided so that no part shall exceed 2 inches in the greatest dimension. The top 12 inches shall consist of 8 inches of A.B. and 4 inches of A.C.

BACKFILL - MAJOR ARTERIAL STREETS: Native material may be used for backfill providing it is suitable material and approved by the Public Services Inspector. Material used for backfill shall be finely divided so that no part shall exceed 2 inches in the greatest dimension. The top 16 inches shall consist of 12 inches of A.B. and 4 inches of A.C.

COMPACTION: Each 8 inch layer shall be compacted to 90% relative compaction with the top 6 inches being compacted to a 95% relative compaction. The costs of the test shall be bore by the Permittee.

A temporary patch shall be installed at the completion of each days work until such time as the permanent patch is installed.

NOTE: Between November 1 and May 1, applying oil shall be postponed unless permission of the Director is first obtained. All such postponed oiling shall be applied only when the surface to be treated has been reworked to a condition suitable to be oiled. Cutback asphalt may be used in place of A.C. Type B, as a temporary pavement replacement.