



CITY OF SAN MATEO

DEPARTMENT OF PUBLIC WORKS

ENCROACHMENT PERMIT PROCEDURES

1. A Public Works Encroachment Permit is required for any work within the City right-of-way (street/sidewalk area), public easements, or utility easements (see Subdivision Map or Title Report for easement locations). Typical examples of work requiring this permit are sewer lateral connections to the City's sewer main, installing a City-approved sewer cleanout, removing and replacing driveway approaches and sidewalks, installing a sidewalk underdrain, or installing a dock in the lagoon (for dock installation or repairs, applicant must also fill out Dock Application Form).
2. The property owner and/or contractor performing the work are required to fill out and submit an encroachment permit application (attached). **The application shall include a diagram, with dimensions, showing the proposed work and traffic control plan if applicable.** If a contractor is performing the work, the contractor is required to have a current City of San Mateo business license on file with the Finance Department. **Any permit application or rider that includes utility work or traffic control plans shall be submitted for review a minimum of ten (10) business days prior to the scheduled start date.** Please note the typical review time may be extended if the applicant is asked to revise and resubmit plans.
3. If Public Works has no objections to the proposed work, an encroachment permit will be issued subject to specific and general conditions (typical City of San Mateo General Conditions attached), and subject to the applicant providing the following information:
 - a. Commercial general liability (or comprehensive) and property damage insurance indicating the City of San Mateo as an additional insured (insurance standard attached).
 - b. Payment of the encroachment permit fee. The minimum fee shall be based on the current fee schedule which can be found here: <https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule> (a portion of this fee will be applied to the Stormwater Pollution Prevention Program – STOPPP).
 - c. Payment of the security deposit. The deposit per the Permit Computation Worksheet is based on the value of the new improvements plus 50% of the new improvements value for labor and materials.
 - d. Approved Traffic Control Plan (TCP). TCP requirements attached.
4. Once the encroachment permit is issued, the permittee must notify the Public Works Inspector 72 hours prior to the initial start of work or any inspection (see general condition #5).
5. Encroachment permit security deposits are not refunded until the Public Works Inspector has reviewed the work, and signed off the permit as being complete. Deposits paid by check, or credit card generally take 2- 3 weeks after work has been completed to be refunded, and are processed through the Finance Department. Deposits paid by performance, labor, and materials bonds or letters of credit are released by the Public Works Department in writing and returned to the applicant.
6. Encroachment permit fees are non-refundable.

If you have any questions, or need additional information regarding the Public Works Encroachment Permit process, please email pwencroachment@cityofsanmateo.org

CITY OF SAN MATEO
PUBLIC WORKS DEPARTMENT

ENCROACHMENT PERMIT GENERAL CONDITIONS (Page 1 of 3)

1. **Responsible Party:** No party other than the named permittee or their agent is authorized to work under this permit.
2. **Acceptance of Provisions:** It is understood and agreed by the permittee that commencement of work authorized by the issuance of this permit shall constitute acceptance of the provisions of this permit and all attachments.
3. **Allowed Hours of Work:** Before starting work under the Encroachment Permit, the permittee shall notify the City forty-eight (48) hours prior to initial start of work. When work has been interrupted for more than five (5) working days, an additional 24-hour notification is required before restarting work unless a pre-arranged agreement has been made with the City. Construction activities are restricted to weekdays between 7:30 a.m. and 4:30 p.m. in the public right-of-way, but may vary depending on scope and location. No set up or take down activities are allowed outside of these hours. **Requests for work hours outside of the approved hours require submittal of a Work Hours Waiver Form.** Earth-hauls and materials delivery to and from the site are prohibited between the hours of 7:30 a.m. and 8:30 a.m., and 4:00 p.m. and 5:30 p.m. Hauling routes must be submitted in writing and approved by the City, prior to the commencement of work. Haul routes are only allowed on the City Approved Truck Route Map (dated 2008). The map is attached to this document for reference.

Holiday Construction Moratorium: Due to concerns for businesses within the vicinity of Hillsdale Shopping Center and within the Downtown area during the holiday season (Monday prior to Thanksgiving – Jan 1), there shall be no construction activities within the public right-of-way which would create lane closures, eliminate parking, create pedestrian detours, or other activities that may create a major disturbance as determined by the Director of Public Works. Prohibition on El Camino Real shall be along its entire length within the City limits. For Hillsdale Shopping Center, the construction prohibition streets shall include Hillsdale Blvd between US 101 and SR 92, 31st Avenue between El Camino Real and Hacienda Street, and Edison Street and Hacienda Street in the vicinity of the shopping center. The limits of the Downtown area shall be defined as between El Camino Real on the west and Delaware Street on the east, Tilton Avenue on the north, and 5th Avenue on the south. The prohibition shall also include the 3rd and 4th Avenue corridors between Delaware Street and US 101.
4. **Standards of Construction:** All work shall be done in accordance with the most current *APWA-AGC Standard Specifications for Public Works Construction* and the City of San Mateo Standard Drawings unless otherwise approved on the plans or in the permit.
5. **Inspection and Approval by the City:** All work shall be subject to monitoring, inspection, and approval by the City. All form work must be inspected by the City prior to the placement of concrete. The permittee shall request a final inspection and acceptance of the work. Weekend and/or holiday inspection requests require 72-hours advance notice, a minimum \$1,000.00 deposit to an inspection fee account, and are contingent upon the availability of City personnel. Inspection fees shall be based on the current fee schedule.
6. **Keep Permit on the Work Site:** The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement office on demand. **WORK SHALL BE SUSPENDED IF PERMIT IS NOT AT JOB SITE AS PROVIDED.**
7. **Conflicting Permits:** If a prior encroachment conflicts with the proposed work, the new permittee must arrange for any necessary removal or relocation with the prior permittee. Any such removal or relocation will be at the expense of the permittee.
8. **Permits From Other Agencies:** The party or parties to whom a permit is issued shall, whenever required by law, secure the written authorization for any work that must be approved by the Public Utilities Commission (PUC) of the State of California, CALOSHA, Peninsula Corridor Joint Powers Board, Caltrans, County of San Mateo or any other public agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate the City's encroachment permit.
9. **Provisions for Pedestrians:** Where facilities exist, a minimum sidewalk and bike path width of four feet (4') shall be maintained at all times for safe passage through the work area. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic. 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. Pedestrian detour plans shall be approved by the City prior to construction.
10. **Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights, safety devices, and other measures required for the public safety, shall conform to the requirements of the *Manual of Traffic Controls* issued by the State. Traffic control for day or nighttime lane closures shall be in conformance with State *Standard Plans for Traffic Control Systems*. Nothing in the permit is intended, as to third parties, to impose on permittee any duty, or standard of care, greater than or different from the duty or standard of care imposed by law. All traffic control plans, including lane closures, shall be reviewed and approved by the City prior to implementation. Traffic control plan submittals shall conform to the *City of San Mateo's Traffic Control Plan Requirements* document attached.

11. **Trench Plating:** Wherever traffic is permitted over or adjacent to trenches and other depressions, Contractor shall furnish and maintain steel plating unless other means of protecting the public and the work are accepted by the City. Plates shall be secured against movement including shifting and rocking by use of adjustable cleats, shims and other devices such as anchor and keys. No gaps between plates and other deficiencies hazardous to bicycles shall be allowed; and the existing pavement shall be protected from damage. Steel plating shall have a non-skid surface. Steel plates used for bridging shall extend not less than 12 inches beyond the edges of the trench.

Steel plates shall conform to the following minimum thickness:

<u>Trench Width</u>	<u>Minimum Plate Thickness</u>
12 inches (300 mm)	.5 inches (13 mm)
18 inches (450 mm)	.75 inches (19 mm)
24 inches (600 mm)	.87 inches (22 mm)
36 inches (900 mm)	.98 inches (25 mm)
3.9 feet (1.2 m)	1.5 inches (38 mm)

Recessed trench plates shall be used at the following locations: All arterial streets, all collector streets, at trench alignments not parallel with or perpendicular to the direction of traffic and locations determined by City Engineer to be necessary.

The Contractor shall prepare for placement of plates over trench by grinding a relief 12 inches wide on each side of the trench by the thickness of the steel plate so that the surface of the steel plate is level with the adjacent pavement surface.

12. **Stormwater Pollution Prevention Program:** Per City of San Mateo Municipal Code Chapter 7.39, permittee shall implement and maintain measures to keep sediment, washwaters, equipment maintenance products, and other construction related materials debris from entering the storm drainage system. Dumping or discharge into the City's storm drainage system is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work. A portion of the encroachment permit fee collected goes toward the funding of the STOPPP program.
13. **Making Repairs:** In every case, the permittee shall be responsible for restoring to its former condition as nearly as may be possible any portion of the City right-of-way, which has been excavated or otherwise disturbed by permittee. The permittee shall maintain the surface over facilities placed under any permit. If the right-of-way is not restored as herein provided for, and if the City elects to make repairs, permittee agrees by acceptance of permit to bear the cost thereof.
14. **Clean Up Right-of-Way:** Upon completion of the work, all brush, timber, scraps, material, etc., shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started.
15. **Cost of Work:** Unless otherwise stated on the permit or other separate written agreement, all costs incurred for work within the City right-of-way pursuant to this Encroachment Permit shall be borne by the permittee, and permittee hereby waives all claims for indemnification or contribution from the City for such work.
16. **Refund of Security Deposit:** A refund will not be issued until the Public Works inspector has reviewed the work, and signed-off the permit as being complete.
17. **Maintenance of Right-of-Way:** The permittee agrees, by acceptance of a permit, to properly maintain any encroachment. This will require inspection and repair of any damage to City facilities resulting from the encroachment.
18. **Archaeological:** The permittee shall cease work in the vicinity of any archaeological resources that are revealed. The City shall be notified immediately. A qualified archaeologist, retained by the permittee, will evaluate the situation and make recommendations to the City concerning the continuation of the work.
19. **Future Moving of Installation:** If the Encroachment Permit was issued at the request of the permittee, it is understood that whenever City construction, reconstruction or maintenance work on the highway requires the installation to be moved, adjusted or relocated, the permittee, at his/her sole expense, upon request of the Department, shall comply with said request.
20. **Location of Existing Utilities:** Attention is directed to the possible existence of underground facilities within the area of construction. Prior to project work commencing, permittee is responsible for ascertaining the exact location of all underground facilities, to avoid any potential change during construction. Permittee is responsible for verifying all PG&E, water, cable TV, Pacific Bell, and City facilities are clear or relocated from the area of work prior to construction. Forty-eight (48) hours before commencing work, the permittee shall contact Underground Service Alert (U.S.A.) at 1-800-227-2600 to verify elevations and locations of all existing utilities. **Permittee must remove all paint utility markings associated with the project when job is completed.**

21. **Utilization of Public Parking:** By acceptance of permit, the permittee agrees to pay for the utilization of any metered parking spaces for the use of debris boxes, shipping containers, storage of materials, prolonged parking of construction-related vehicles, or any usage of a metered parking space related to the encroachment permit, for as long as the parking spaces are not available for public use. The fees shall be based on the current fee schedule. For non-metered public parking spaces utilized during construction, the permittee shall place temporary "No Parking" signs. These signs are available for purchase through the City's Public Works Department.
22. **Temporary Storage Containers:** If placed in street, requires a permit, must be legal parking space, cannot block site visibility, have reflectors, and only for a maximum of 5 days.
23. **Indemnity:** Permittee agrees to hold harmless and indemnify CITY, its elected and appointed officials, employees, and agents from and against any and all claims, loss, liability, damage, and expense arising out of Permittee's activity, except for those claims arising out of CITY's sole negligence or willful misconduct. Permittee agrees to defend CITY, its elected and appointed officials, employees, and agents against any such claims.

PERMIT COMPUTATION WORKSHEET⁴ - FY 2021-2022

Location:			Reviewed by:	
Reference:			Date:	
ITEM	UNIT	UNIT PRICE	QUANTITY	AMOUNT
Asphalt concrete (AC) paving R & R	SF	\$30.00		\$
Catch basin (F-3)	EA	\$5,000.00		\$
Curb and gutter	LF	\$65.00		\$
Debris Box/Temporary Container ⁽³⁾	EA	\$500.00		\$
Driveway approach - commercial	EA	\$3,000.00		\$
Driveway approach - residential	EA	\$1,500.00		\$
Manhole	EA	\$5,000.00		\$
Scaffolding (drawing required) ⁽³⁾	EA	\$1,000.00		\$
Sewer cleanout	EA	\$700.00		\$
Sewer lateral	EA	\$1,950.00		\$
Sewer lateral and cleanout	EA	\$2,500.00		\$
Sewer main	LF	\$150.00		\$
Sidewalk R & R	SF	\$22.00		\$
Sidewalk underdrain	EA	\$250.00		\$
Storm drain	LF	\$120.00		\$
Street lights ⁽¹⁾	EA	\$4,000.00		\$
Street light conduit ⁽¹⁾⁽²⁾	LF	\$25.00		\$
Traffic control ⁽³⁾	EA	\$1,000.00		\$
Wheelchair ramp	EA	\$6,500.00		\$
Miscellaneous				\$
(a) Total public improvements				\$
(b) 50% of public improvements above for labor and materials				\$
(c) TOTAL SECURITY DEPOSIT (total a + b)			refundable →	\$
(d) Encroachment permit fee per current fee schedule (a portion of fee for STOPPP)				\$
TOTAL DUE (c + d)				\$

¹ For installation of new streetlight, both items apply.

² Requires PG&E hook-up fee per service point.

³ These items exempt from (b) charges.

⁴Unit prices based on construction estimates as of 11/2017



TRAFFIC CONTROL PLAN **REQUIREMENTS**

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Rev 10/17

OVERVIEW

The purpose of a traffic control plan (TCP) is to allow the contractor to work within the public right of way efficiently and effectively while maintaining a safe, uniform flow of traffic. Both construction work and the public must be given equal consideration when developing a traffic control plan. In addition, when considering the public, attention must be given to all aspects of travel through the work zone: i.e., vehicular, bicycle, and pedestrian. All TCP's shall be in accordance with the most recent edition of the California Manual on Traffic Control Devices (CA MUTCD).

WHERE SITE-SPECIFIC TCP's ARE REQUIRED:

Site-specific TCP's are required where any of the following criteria are met, and shall be prepared in accordance with the "Guidelines for Submittal of Site-Specific TCP's" found in this document:

- Any roadway that is classified as a collector or arterial. Roadway classifications are defined in the Circulation Element of the General Plan. A map of roadway classifications can be seen here: <http://www.cityofsanmateo.org/DocumentCenter/Home/View/7192> and is attached to this document.
- Any roadway (including local roadways) that requires full road closures or detours.
- Any roadway with a speed limit over 25 mph.

The City reserves the right to require site-specific TCP's where deemed necessary.

WHERE SITE-SPECIFIC TCP's ARE NOT REQUIRED:

If a TCP is not required per the above criteria, a request can be submitted to allow a non-site-specific TCP. Where multiple locations are requested, all locations shall be shown and numbered on a map and listed in tabular format. For each requested location, the table shall include:

- Work site location: Street name and address, or street segment limits
- Typical application of traffic control per the CA MUTCD
- Working hours
- Scheduled construction dates
- All typical application diagrams referenced in the table shall be included with the request.

GUIDELINES FOR SUBMITTAL OF SITE-SPECIFIC TCP's

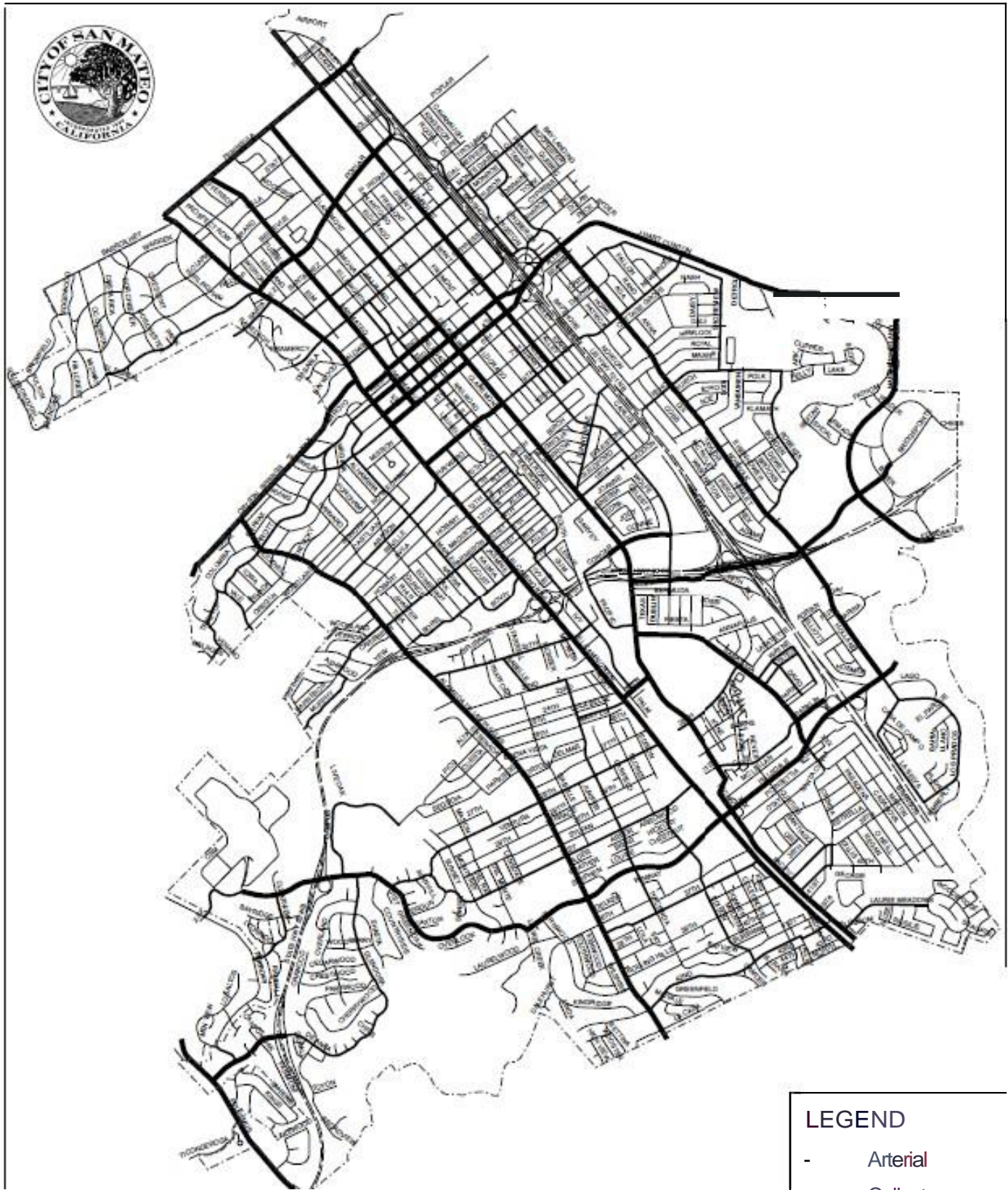
A TCP that does not include all of the required elements listed below will be found incomplete, and returned for revision and re-submittal. The following checklist is provided to assist Developers and Contractors in establishing uniformity in the development of TCP's. This checklist should be used as a guide to ensure that all of the basic elements are covered, and will help speed-up the plan review process.

1. The TCP is required to be **site-specific**. Photocopied sections of the CA MUTCD or any other manual will not be accepted.
2. The TCP shall be developed on 24" x 36", 11" x 17", or 8.5" x 11" sheets.
3. Show a North arrow and scale or "NOT TO SCALE" (N.T.S.).
4. The TCP shall be prepared using drafting standards. If the TCP cannot be clearly understood, it will be returned for revision and resubmittal.
5. Indicate contractor(s) name, address, and telephone number. Include name and telephone number of the 24-hour contact person representing the contractor.
6. Show location and dimensions of the construction work zone.
7. Show all streets within the area of work zone. Show the following items in the area around the work zone:
 - Indicate posted or prima facie speed limits.
 - All width dimensions of existing lane lines.
 - Indicate locations of construction signs (note signs by symbol and sign code), barricades, and delineators (includes cones).
 - Label all taper lengths and widths, delineator spacing, and sign spacing. All taper lengths and widths, delineator spacing, and sign spacing shall be per the CA MUTCD.
 - Use a legend to define all symbols and designate them with CA MUTCD nomenclature.
 - A minimum of eleven (11) foot travel lanes must be maintained.
 - Show all parking restriction zones and signs, as appropriate.
 - Creation of a pedestrian diversion plan is required if the sidewalk area is part of the construction zone.
 - Creation of a bicycle diversion plan is required if the Class II or Class III bike lane areas are part of the construction zone.
 - If construction work requires a detour, TCP must show a line map indicating detour route and signs.
8. All affected streets within the 500 ft radius of the work zone shall show the following:
 - Existing curb, gutter, and sidewalk, or edge of pavement.
 - Potential conflicts (bus stops, bike lanes, driveways, etc).
 - All crosswalks and traffic islands.
 - Indicate if intersection is signalized.
 - Illustrate lane configurations (i.e. protected left turns, free right turns, shared through and turning lanes etc.) at intersections.

The City reserves the right to modify the submitted traffic control plan to better reflect traffic control on City streets. If the changes are minor, the changes will be made on the submitted plan, which will then become part of the approved permit. If the changes are significant, then the plan will be returned to the applicant for revision and resubmittal.

Please note the following:

- All the traffic control plans shall be submitted for review a **minimum of ten (10) business days** prior to the scheduled start date. Please note the typical review time may be extended if the applicant is asked to revise and resubmit plans. The date and duration of the work shall be included in the application.
- *Any work or traffic control sign/device placements within Caltrans right-of-way requires a Caltrans encroachment permit. The approved Caltrans encroachment permit must be included in the City of San Mateo encroachment permit application. City of San Mateo encroachment permits will not be approved where work or traffic control is required in Caltrans right-of-way and an approved Caltrans encroachment permit is not included.*
- No lane closure is permitted before 9:00 a.m. or after 3:30 p.m. on any roadway that is classified as an arterial or collector, unless approved otherwise.
- Road closures will require minimum three (3) business day notice and must be approved by the Department of Public Works, Traffic Engineering Division prior to closure. It should be noted that the contractor(s) is responsible for notifying PD/FD County dispatch in advance of any road closures.
- Access to driveways shall be maintained at all times unless other arrangements are made, and documented in writing.
- The need for Flagger(s) or Reserve Police Officer(s) will be determined based on site conditions. Flagger(s) shall be sufficiently trained and equipped in accordance with California Code of Regulations, Title 8, Section 1599. In addition, flaggers shall be certified by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC). The Director of Public Works reserves the right to require the use of Police Officers when conditions warrant.
- Any work that disturbs normal traffic signal operations shall be coordinated with the Department of Public Works Traffic Engineering Division three (3) business day prior to the start of work.
- Any work proposing to impact parking space(s) will require temporary “No Parking” signs, which shall be placed 72 hours prior to the start of work. If temporary “No Parking” signs are not placed 72 hours prior to the start of work, the parking restriction is not enforceable.
- Ensure that there are no contradictions on the proposed TCP.
- No Open excavation shall be left unattended at any time.
- Haul routes are only allowed on the City Approved Truck Route Map (dated 2008). The map is attached to this document for reference.
- All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. Traffic shall not be unreasonably delayed.

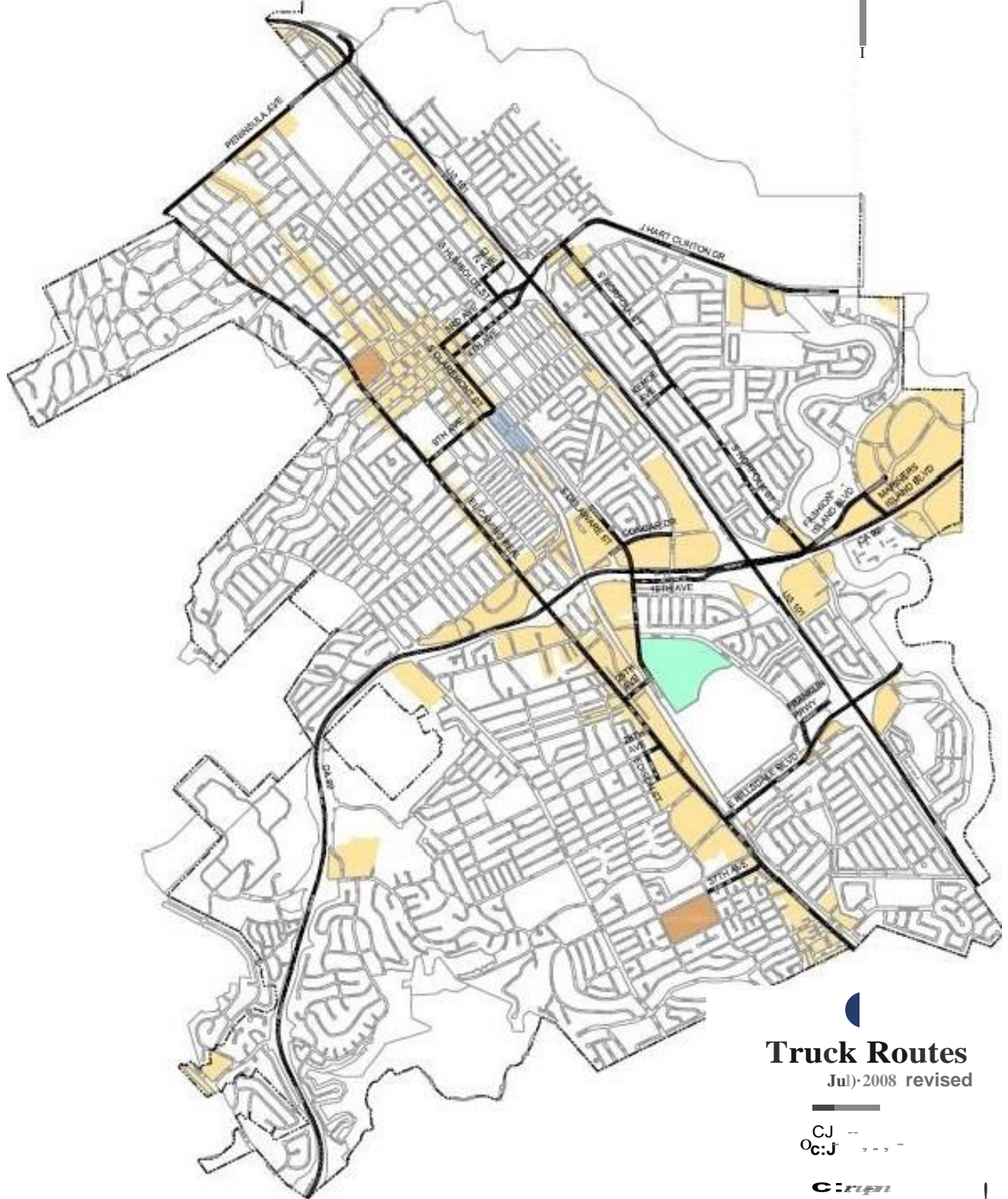


LEGEND

- Arterial
- Collector
- - Local
- Freeway
- CityBoundary

STREET CLASSIFICATION

SAN FRANCISCO BAY



Truck Routes

Jul-2008 revised

CJ ———
Oc:J - - - -
C:rip

CITY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS
330 West 20th Avenue San Mateo, CA 94403 (650) 522-7300
(650) 522-7301 fax

INSURANCE REQUIREMENTS

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If the contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the contractor.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its elected and appointed officials, employees, and agents are to be covered as insureds on the auto policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and on the COL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the **Contractor's insurance coverage shall be primary** insurance as respects the City, its elected and appointed officials, employees, and agents. Any insurance or self-insurance maintained by the City, its elected and appointed officials, employees, or agents shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that **coverage shall not be canceled, except after thirty (30) days' prior written notice** (10 days for non-payment) has been given to the City.

Waiver of Subrogation

Contractor hereby grants to City a waiver of any right to subrogation, which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

SAMPLE ENDORSEMENT

POLICY NUMBER: XXXXXXXXXX

**THIS ENDORSEMENT CHANGES THE POLICY, PLEASE
READ IT CAREFULLY.**

**ADDITIONAL INSURED- OWNERS, LESSEES OR CONTRACTORS
(FORM B)**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART AUTOMOBILE LIABILITY
COVERAGE PART**

SCHEDULE

Name of Person or Organization:

The City of San Mateo, its elected and appointed officials, employees and agents are named as additional insured.