

**CITY OF THOUSAND OAKS  
PUBLIC WORKS DEPARTMENT**

**SPECIFICATIONS FOR  
ENCROACHMENT PERMITS**

**CONTRACTOR:** \_\_\_\_\_

**INSPECTOR:** \_\_\_\_\_

**PERMIT NO.:** \_\_\_\_\_

**INSURANCE**

\_\_\_\_\_ Liability Insurance - The Contractor shall provide an insurance certificate naming the City, its employees and officers as additional insured. The certificate shall specify that the policy shall not be amended or cancelled without giving at least 30 days prior written notice to the City. The amount of coverage of said insurance shall be not less than a combined single limit of \_\_\_\_\_ general liability with \_\_\_\_\_ automotive liability.

**BONDING/LIQUIDATED DAMAGES**

\_\_\_\_\_ An encroachment permit security in the form of a bond, cash, or Certificate of Deposit in a federal or state chartered banking institution shall be made in the amount of \$\_\_\_\_\_. This shall be an irrevocable deposit in the name of the City of Thousand Oaks that will remain in force until released by the City of Thousand Oaks.

\_\_\_\_\_ The Contractor shall be assessed liquidated damages in the amount of \$\_\_\_\_\_ per day shall be assessed for each day that traffic is not returned to normal patterns between the hours of \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_ The Contractor shall be assessed liquidated damages in the amount of \$\_\_\_\_\_ per day for each occurrence dust is not abated/streets are not cleaned.

\_\_\_\_\_ The Contractor shall be assessed liquidated damages in the amount of \$\_\_\_\_\_ per day construction exceeds the allotted permit time period.

**OTHER PERMITS**

\_\_\_\_\_ Trench shoring shall be per Cal-OSHA requirements.

\_\_\_\_\_ It is the sole responsibility of the permittee to obtain permission from private property owners before entry and installation of facilities thereon.

\_\_\_\_\_ To comply with the National Pollution Discharge Elimination System (NPDES) program, a copy of the SWPCP shall be submitted to the City before a permit is issued.

\_\_\_\_\_ To comply with the NPDES, a "Notice of Intent" (NOI) will be applied for from the State Water Quality Control Board and an approved copy, including WDID and SWPPP, shall be submitted to the City before a permit is issued.

### **PRE-CONSTRUCTION MEETING**

\_\_\_\_\_ A PRE-construction meeting shall be held prior to construction starting.

### **WORK HOURS**

\_\_\_\_\_ Work hours are from 7:00 a.m. to 7:00 p.m. Monday through Saturday. Any work occurring after 3:30 p.m. weekdays or Saturday will be subject to overtime inspection fees.

\_\_\_\_\_ No Sunday work will be permitted unless written permission is obtained from the Public Works Director.

### **CONSTRUCTION SEQUENCE**

\_\_\_\_\_ Contractor shall begin within the PRE-approve area specified in the encroachment permit. The area shall be substantially completed and paved before a permit is issued to begin work in the next area.

\_\_\_\_\_ Contractor shall notify the Public Works Inspector 24 hours prior to starting work and submit weekly schedules of all work being performed.

### **CONSTRUCTION SAFETY**

\_\_\_\_\_ Contractor will have a responsible foreman on EACH job site at all times. Foreman will exercise rigid control and constant supervision of work force.

\_\_\_\_\_ Contractor shall clean up immediately after trenching operation.

\_\_\_\_\_ Construction materials shall not be stored in the "Public Right of Way" unless proper barricading is used, pedestrian traffic is not impeded, and all locations are PRE-approved by the Inspector.

\_\_\_\_\_ Where pedestrian pathways exist, they must be kept open at all times or other means provided for safe passage.

### **TRAFFIC SAFETY**

\_\_\_\_\_ Flagmen shall be required per traffic control plan or as deemed necessary by the Public Works Inspector. All trenches shall be delineated with Type II barricades with flashers at maximum 10 ' intervals immediately after trench cut until paved.

\_\_\_\_\_ All work to comply with City of Thousand Oaks approved publication "WORK AREA PROTECTION and TRAFFIC CONTROL MANUAL" as modified by Public Works Department Traffic Engineer / Construction Inspector.

\_\_\_\_\_ "NO PARKING" notification shall be posted a minimum 48 hours prior to initiation of work.

\_\_\_\_\_ Any existing traffic striping or other markings or devices shall be replaced or repaired immediately.

\_\_\_\_\_ Access to all driveways must be provided at all times.

\_\_\_\_\_ All signalized intersections shall be placed in flashing operation while working in the area of the intersection. Flagmen shall be on duty while signals are in flashing mode.

\_\_\_\_\_ The Contractor shall notify the City 24 hours prior to any change in the operation of the signals.

\_\_\_\_\_ Permittee shall prepare a 100 scale traffic detour plan based on aerial photos available at Public Works for review and approval by City Traffic Engineer prior to permit issuance / work starting.

### **EXCAVATIONS**

\_\_\_\_\_ All installations in residential/secondary roads shall have minimum depth of 36" from existing surface to top of the uppermost conduit.

\_\_\_\_\_ Sidewalks and curbs may/shall be bored.

\_\_\_\_\_ Contractor is solely responsible to locate existing utilities and mitigate all conflicts.

\_\_\_\_\_ No trenches shall be allowed under oak trees except as approved by an oak tree permit. No longitudinal trenching in parkways within the drip lines of trees.

\_\_\_\_\_ Contractor shall remove all small AC floaters. (less than 4')

\_\_\_\_\_ No trenches in the "Public Right of Way" may remain open overnight unless approved in writing by the City Engineer (steel plates may be approved but require a 12" wide cold mix ramp). (see attached revision No. EP-12)

\_\_\_\_\_ Edge of the trench shall be no closer than 2" to gutter line.

### **BACKFILL**

\_\_\_\_\_ Contractor shall BACKFILL per plate F-8 (1 or 2 sack sand-slurry) on same day trench is dug. The sand slurry shall be flush with the finish surface.

\_\_\_\_\_ Areas not under pavement may BACKFILL with excavated native material on the same day trench is dug. Compaction testing is required in all trenches within the BACKFILL zone beginning one foot above the pipe soffit and ending at the paving base subgrade. Compaction shall be 90% minimum.

\_\_\_\_\_ Jetting/flooding is not permitted unless otherwise PRE-approved, except in pipe zone.

\_\_\_\_\_ A screed shall be used to place slurry to provide a uniform thickness.

## **REPAVING**

\_\_\_\_\_ Broken AC shall be saw-cut and removed as directed by Inspector.

\_\_\_\_\_ Contractor shall cold plane 1½" deep and a minimum of 18" on both sides of the trench. If the trench is closer than 18" to the edge of the concrete gutter, the trench shall be cold planed 1½" deep beginning at the edge of the gutter and extending 18" beyond the outside edge of the trench, or as directed by the Public Works Inspector.

\_\_\_\_\_ The grindings shall be removed and the trench cleaned thoroughly by sweeping. The tack coat, fabric and, asphalt shall not be placed until the area to be paved is cleaned to the satisfaction of the Public Works Inspector.

\_\_\_\_\_ Contractor shall Petro-Mat/Petro-Tac the trench and place the 1½" overlay. Petro-Mat requires an AR-4000/8000-hot oil tack coat be placed prior to placement of the fabric. Petro-Tac requires an application of SS1H tack coat be placed prior to the fabric. A state ½ " intermediate AR-4000 grade asphalt is authorized to be used as the overlay material.

## **SPECIAL INSPECTIONS**

\_\_\_\_\_ Existing curb, gutter, sidewalk, parkways and private property adjacent to the work area shall be video taped prior to work beginning. A copy of the videotape shall be given to the City as part of the construction record. Any damage to streets, sidewalks, curbs and gutter and/or other appurtenances within the right of way, will be repaired immediately so as not to create a safety hazard.

\_\_\_\_\_ All locations of above ground street furniture to be approved by City of Thousand Oaks inspector prior to installation. The 4-foot path-of-travel required by federal and state handicap access laws shall not be encroached into.

## **SITE RESTORATION**

\_\_\_\_\_ Contractor shall restore parkway/private property improvements that are damaged or destroyed during the course of construction within five days.

\_\_\_\_\_ Any service line damaged during excavation or trench repair shall be given immediate attention. The affected utility company must be contacted within 30 minutes of the break and repairs expedited.

## **GUARANTEE**

\_\_\_\_\_ All street repairs shall be guaranteed by the Permittee for five years from the date of permit issuance. In the event any remedial work is required by the City Engineer during this period, the work shall be undertaken by the Permittee within 30 days of notice. If the repairs are not started within the required 30 days, the City will cause the repairs to be done and bill the permittee for all costs.