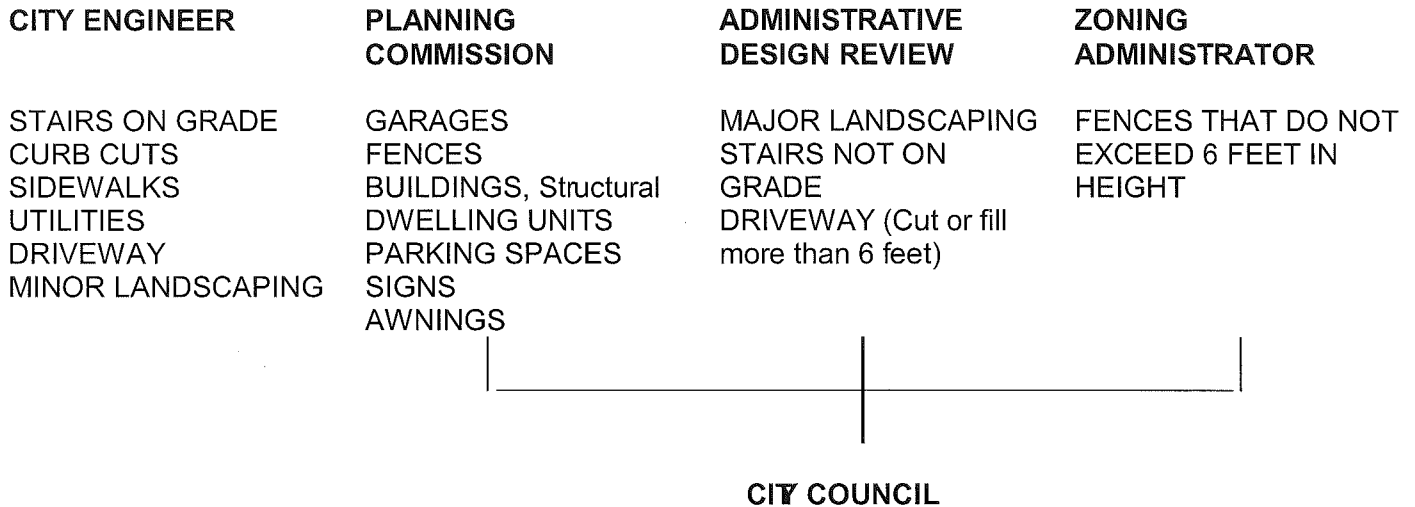


## ENCROACHMENT APPLICATION REVIEW PROCEDURES



## ENCROACHMENT APPLICATION REVIEW GUIDELINES

1.     **Compatibility:**     Is the proposed encroachment compatible with the surrounding area?

Would the granting of the permit adversely affect the usability or enjoyment of adjoining parcels?

Would the encroachment create or extend an undesirable land use precedent?

Does the proposed encroachment conflict with the General Plan, adopted ordinance or any precise plan of the City of Sausalito?
2.     **Need:**                 Is the extent of the proposed encroachment justifiable?
3.     **Public Enjoyment:**    Would the proposed encroachment significantly diminish public enjoyment, either visual or physical, of the open space to be encroached upon?

Is the assignment of open space to private use and enjoyment justifiable in terms of public interest?

Could the value of the proposed improvements prejudice a policy decision to terminate the encroachments?
4.     **Circulation:**         Would the proposed encroachment adversely affect existing rights-of-way and preclude or make difficult the establishment or improvement of existing or potential streets or pedestrian ways?

Would the proposed encroachment adversely affect the existing circulation of vehicles or pedestrians?
5.     **Safety:**                Would granting of the encroachment application create or constitute a hazard to public safety?

## CITY OF SAUSALITO

STANDARD CONDITIONS FOR ENCROACHMENT PERMIT NO. \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

Condition Marked  Apply to this Project

THIS ENCROACHMENT PERMIT IS GOOD FOR  6 MONTHS \_\_\_  ONE YEAR \_\_\_  18 MONTHS \_\_\_  AS NOTED ON THE  
E.P.APPLICATION \_\_\_\_\_

- 1. This permit, or a complete copy, shall be kept at the work site at all times while work is being performed.
- 2. Notify Engineering Division staff at least 24 hours in advance of beginning work. \_\_\_\_\_ City Engineer at (415) 289-4111, ext. 111 and/or \_\_\_\_\_ Sewer Systems Coordinator at (415) 289-4192.
- 3. Contractor is to comply with all requirement of Ordinance No. 1048 (Noise Ordinance) including limiting hours of work in residential areas between 8:00AM and 7:00PM, Monday through Friday, between 9:00AM and 5:00PM, Saturdays, and between 9:00AM and 7:00PM, on City Holidays. No work is permitted on Sunday, except by owner occupant between 9:00AM and 7:00PM.
- 4. Permittee shall comply with all Federal State and local laws regulation and statutes applicable to the work being performed under this permit. This also includes compliance with the requirements and permit conditions of the State of California Division of Industrial Safety.
- 5. The Permittee shall repair or replace at the discretion of the City Engineer, any and all public facilities damaged as a result of Permittee's actions in connection with this permit, and shall guarantee repairs or replacements to all work done under this permit, as deemed necessary by the City Engineer for a period of one year after completion of said work.
- 6. All traffic control shall be performed in accordance with the requirements of the current edition of Caltrans publication, "California Manual on Uniform Traffic Devices, Part 6- Temporary Traffic Control" including all specified advance construction signs and channelization devices. Construction warning signs and channelization devices are to be sufficient to adequately inform and protect vehicles, bicycle and pedestrian traffic. Permittee shall have available a copy of the Manual for workers at the construction site at all times during the progress of the work.
- 7. Where excavations have been permitted in paved streets, Permittee shall place temporary informational signs at each end of the work in addition to those signs required by the "California Manual on Uniform Traffic Devices, Part 6- Temporary Traffic Control." Such informational signs shall be a minimum of 18 x 24 inches, clearly identify the owner of the facility for which the work is being done, and shall show a telephone number of the owner where the public may obtain information relative to the work being done.
- 8. Traffic shall be permitted to pass through the work area at all times unless otherwise permitted in writing by the City Engineer. Any street closures shall be approved in advance by the City Engineer.
- 9. If the City Engineer determines that public convenience or safety is being jeopardized by Permittee's actions or inactions, the City Engineer may order the condition remedied by either verbal or written communication to the Permittee. If Permittee fails to remedy the condition within eight hours of such notice, the City Engineer may, at his or her discretion, either remedy the condition or contract to remedy the condition, and the cost thereof, including administrative expenses shall be charged to the Permittee.
- 10. If any work is performed in the location of an existing pedestrian path of travel, the Contractor shall restore the path of travel compliant with all ADA accessibility standards.
- 11. Any pavement marking and/or legends which are damaged or removed shall be replaced in kind by the Contractor at his/her expense. The repainting of any street markings or legends shall be performed using City stencils:
- 12. Wherever new work crosses any existing City utilities, the Contractor shall pothole the existing City utilities and determine their actual depth so as to avoid hitting these facilities during excavation.
- 13. All AC or PCC to be removed is to be sawcut at the edges.
- 14. All new AC street trench resurfacing is to be placed in maximum lifts of 3 inches and the final surface is to be fog sealed (unless a sand or slurry seal is called for on the plans).

## CITY OF SAUSALITO

STANDARD CONDITIONS FOR ENCROACHMENT PERMIT NO. \_\_\_\_\_

- 15. All sections of curb, gutter and sidewalk to be replaced, shall have 12 inch long dowels ( #4 reinforcing bars) inserted 6" into the existing concrete. A minimum of 2 dowels shall be placed into the curb and gutter. A minimum of 2 dowels shall be placed into sidewalk. Sidewalk dowel spacing shall be 24 inches on center.
- 16. Portions of existing sidewalk or curb and gutter to be removed shall be removed to the nearest expansion joint or sawcut at an existing score mark. Sawcuts must be at least 1-1/2 inches deep.
- 17. Concrete curbs, gutters and sidewalk shall consist of five sacks of cement per cubic yard with 3/8" maximum aggregate. Two pounds of lampblack shall be added per cubic yard. Slump shall not exceed 4 inches.
- 18. Special care shall be taken to match the existing finish, color, texture and score joining during replacement of the sidewalk.
- 19. Curb, gutter and sidewalk surfaces shall be broom finished unless otherwise approved by the City Engineer.
- 20. New sidewalk thickness shall be 4 inches minimum and driveway thickness shall be 6" minimum.
- 21. All excavations shall be backfilled and paved either temporarily or permanently at the end of each work day or covered with steel traffic plates held securely in place.
- 22. All backfill placement shall be approved by the City Engineer prior to permanent pavement replacement.
- 23. Tree roots shall not be cut or in any way damaged by Permittee.
- 24. Trench backfill shall be either concrete slurry containing one sack of cement per cubic yard with ¾ inch Maximum aggregate size, or Class 2 Aggregate Base compacted to 95% relative compaction as determined by California Test Method No. 216. All other trench details shall conform with Uniform Standard Drawing No. 330, 340 and 350 except as modified herein.
- 25. Permittee shall bear the entire cost of restoring the street or other property of the City, to the satisfaction of the City Engineer.
- 26. Excavated materials, equipment, construction materials or other debris shall not be stored or stockpiled on public streets
- 27. The top six inches of subgrade shall be compacted to at least 95% relative Compaction in accordance with California Test Method No. 236 and shall be dampened before placing concrete.
- 28. Where unsuitable subgrade material is encountered, the City Engineer may require remedial work to be done, including, but not limited to, placing a layer of crushed rock under the concrete section.
- 29. Undercut subgrade for gutter or sidewalk shall be filled with Class 2 Aggregate Base.
- 30. Where trench excavation is longitudinal with the traffic lane and extends 100 feet or more, a 2" minimum thickness of asphalt concrete paving with pavement reinforcing fabric shall be placed across the entire width of the affected traffic lane upon completion of trench work. Existing surfacing shall be removed as necessary to maintain satisfactory cross slopes.
- 31. One-half inch thick expansion joints shall be placed on both sides of driveway approaches, curb and sidewalk return points and at 4 feet on center. Weakened plane joints in sidewalk shall be at least 1-1/2 inch deep and placed at 16 feet on center.
- 32. All work shall be performed in accordance with the codes and ordinances of the City of Sausalito and the Uniform Construction Standards, Specifications of the Cities of Marin and County of Marin.
- 33. The Contractor is to provide a Storm Water Pollution Prevention Plan to the City for review and approval. City Approval must be obtained prior to commencing any work.
- 34. Underground Service Alert (USA) shall be notified at tel. (800) 642-2444, no later than 48 hours prior to excavation near utilities.
- 35. No new utility boxes or poles will be permitted in the sidewalk area without the written approval of the City Engineer.

**CITY OF SAUSALITO**

STANDARD CONDITIONS FOR ENCROACHMENT PERMIT NO. \_\_\_\_\_

High Priority Subsurface Installations

- 36. Work shall not commence until meeting with City Inspector has occurred at the work site. Permittee shall arrange for Inspector Meeting no less than 24 hours before commencing.
- 37. Permittee shall submit evidence of Liability and Workers Comp Insurance of \$2,000, 000 Single Limit and \$5,000,000 total. Submit evidence of Automobile insurance of \$1,000,000 Single Limit, \$2,000, 000 total.
- 38. By signing permit application and proposing to perform work near high priority subsurface installations, permittee and owner agree to indemnify, defend and save City, its officers, officials, employees and agents harmless from and against any and all liability, claims, suits, actions, damages and/or causes of action of any kind arising out of any bodily injury, personal injury, property damage or in violation of any federal, state or municipal law or ordinance or other cause in connection with the activities of Contractor, its employees, agents, subcontractors or on account of the performance or character of the Work or otherwise related to its performance of this permitted work. Approval of any insurance coverage's does not, in any way, relieve Contractor of liability under this Indemnification and hold harmless clause.
- 39. Additional Conditions: \_\_\_\_\_

*Rev. 05/23/2011*

**CITY OF SAUSALITO**  
420 Litho Street  
Sausalito, California 94965  
Tel. (415)289-4100 Fax. (415) 339-2256

**SUBJECT: Prior to Processing of Encroachment Permit Application**

- Submit Traffic Detour & Construction Staging Plan showing location of portable toilet, power pole, dumpster site [debris box-contact **Bay Cities Refuse Services @ (415) 332-3646**], material storage and construction personnel parking area for approval prior to any improvements.
- Submit Storm Water Pollution Prevention Plan/Erosion Control Plan for review and approval, City approval must be obtained prior to commencing any work. (Contractor/Permittee/Applicant to call **Todd Teachout at Tel. No. (415) 289-4111**)
- Submit a detail plan and drawings indicating existing condition and the proposed improvements in the public right of way.
- All improvement drawings submitted to the Engineering Department shall be 2 sets of blue line drawing and prepared and stamped by a registered Civil/Structural Engineer or Architect of California.
- Submit evidence that the following utilities have reviewed the site plan and concur that they do not have a conflict with the proposed condition. If utilities exist please show them on the plan.

Pacific Gas & Electric Co.  
1220 Anderson Drive  
San Rafael, CA 94901

Attn: Fred Baderscher (415) 257-3390  
Fax No. (415) 257-3429

AT&T  
2125 Occidental Road  
Santa Rosa, CA 95401

Attn: Anita Gabrielson (707) 575-2077  
Fax No. (707) 575-2109

Marin Municipal Water District  
220 Nellen Ave.  
Corte Madera, CA 94925-1169

Attn: (415) 945-1506  
Fax No. (415) 927-4953

COMCAST  
1179 No. McDowell Blvd.  
Petaluma, CA 94954

Attn: (707) 773-2636  
Fax No. (707) 206-9249

ATT Core Network  
290 Newhall St.  
San Francisco, CA 94124

Attn: John Smoot (415) 999-5596  
Fax No. (415) 282-8124  
Attn: Rob Robertson (209) 942-5825

SAUSALITO MARIN COUNTY SANITATION DISTRICT  
#1 Fort Baker Rd., P.O. Box 39  
Sausalito, CA 94966

Attn: Robert Simmons (415) 332-0244  
Fax No. (415) 332-0453

For questions regarding Encroachment permit, please call  
**TODD TEACHOUT at (415) 289-4111**