



City of Newark
Engineering Division
 37101 Newark Blvd.
 Newark, CA 94560-3796

ENCROACHMENT PERMIT APPLICATION

Encroachment Permit #
(to be completed by staff)

Application: This form should be completed when applying for an encroachment permit from the City of Newark Engineering Division, for working in the public right-of-way or public easement area. Please print clearly and provide all applicable information.

Application Fee: The application fee for an encroachment permit is \$110. Plan review and inspection fees for non-utility permits are based on an approved itemized cost estimate for the scope of work proposed.

Complete Package: Accompanying documents to the encroachment permit application must be complete, otherwise, encroachment permit issuance may be delayed or denied. Applications need to include the following:

- A completed, signed application
- Three (3) copies of associated plans
- Itemized cost estimate for the full scope of work
- Insurance forms meeting City requirements, OR
- Current insurance forms on file with the Engineering Division

Is the work for a utility? Yes / No ACWD USD PG&E AT&T Comcast/Cablecom Other: _____

| | | | | |
|----------------|---|--|------------------------------|--|
| PROJECT | Project Location (address or street segment): | | | |
| | Detailed Project Description: | | | |
| | Start Date: | | Approximate Completion Date: | |

| | | | | | | | |
|---------------------------------|----------|--|------|---------------|--------|--------|------|
| APPLICANT/ PERMITTEE | Name: | | | Contact Name: | | | |
| | Address: | | | City: | | State: | Zip: |
| | Phone: | | Fax: | | Email: | | |

| | | | | | | | |
|--|----------|--|------|---------------|-----------------|--------|------|
| CONTRACTOR <small>(if different from applicant)</small> | Name: | | | Contact Name: | | | |
| | Address: | | | City: | | State: | Zip: |
| | Phone: | | Fax: | | License Number: | | |
| | Email: | | | | | | |

APPLICATION CERTIFICATION: In consideration of the granting of this permit, the Permittee and its heirs, executors, administrators, and assignees of the permittee shall be liable for the design, construction, execution, maintenance, and operation of all encroachments constructed, installed, maintained, conducted, or operated under the provisions of this permit. Permittee further hereby agrees to maintain all required bonds and insurance until specifically released by the City of Newark. If any claim of liability is made against the City of Newark, its officers, or employees in conjunction with this permit, Permittee hereby agrees to pay all costs to defend and indemnify them from such claims. Issuance of this Encroachment Permit is conditioned on, and is given in consideration of the Applicant's express acknowledgement and acceptance of all the provisions stated therein, specifically including but not limited to the General Conditions and Specific Conditions printed on the reverse side of this permit application, and any Special Conditions applied at the time of permit issuance. By signing and submitting this application for an Encroachment Permit, Applicant represents 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 Newark Municipal Code Chapter 12.08. It may be suspended or revoked for noncompliance with any of the provisions of this permit or chapter 12.08. Permittee shall begin work within ninety (90) days from the permit issuance date and maintain all work under this permit for a period of one year after completion and correction of all deficiencies.

Print Name (Applicant) _____ Signature _____ Date _____

TO BE COMPLETED BY STAFF

| BOND | PERMIT | INSURANCE |
|---|------------------|---|
| Type: <input type="checkbox"/> Cash <input type="checkbox"/> Surety <input type="checkbox"/> CD | Date Issued: | Insurance on file? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Amount: | Expiration Date: | |
| Bond/CD#: | Fees: | Insurance Expiration Date: |
| Bank/Surety: | | |

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

24 HOURS IN ADVANCE OF CONSTRUCTION
 Call City of Newark Public Works Inspector at
 510-409-1425 or 510-578-4260

GENERAL PROVISIONS APPLICABLE TO ALL ENCROACHMENT PERMITS

NOTIFICATION: All work must be coordinated with the City of Newark Public Works Inspector. For street construction and utility projects, the Permittee shall notify the City of Newark Public Works Inspector (510-409-1425) at least 24 hours prior to the start of and completion of work. Failure to notify the City as required may result in rejection of all work not inspected by the City and/or issuance of an Administrative Citation of up to \$1,000.

UNDERGROUND SERVICE ALERT: This permit is not valid until the Permittee has obtained an inquiry identification number from Underground Service Alert (800-227-2600) as required by California Government Code Section 4216. The Permittee shall notify USA a minimum of 48 hours prior to commencing work. The 48 hour advance notice shall not include Saturdays, Sundays, or holidays. The USA ticket must be updated every 28 days while the work is still in progress. Contacting USA does not relieve contractor of responsibility for locating or protecting existing utilities.

TRAFFIC CONTROL: Construction area signs shall be installed and maintained in accordance with the current edition of the California Department of Transportation Manual on Uniform Traffic Control Devices (CA MUTCD) and/or California Department of Transportation Manual of Traffic Controls for Construction and Maintenance Work Zones.

STANDARDS: All work shall be accomplished in accordance with the appropriate provisions of the current City of Newark Standard Details and State of California Standard Plans and Specifications. In the case of a conflict between the City of Newark and State of California Plans or Specifications, City of Newark Plans and Specifications shall have precedence.

BONDS AND INSURANCE: Permittee shall provide cash/surety bonds and public liability and workers compensation insurance, which shall remain in effect: (1) a minimum of one year after the date of completion, (2) through the correction of any construction deficiencies, and (3) until authorization to release the bonds and insurance has been received from the City. Work will be suspended in the event insurance policies posted with this permit expire prior to the completion of the work covered by this permit and the required policies are not renewed, all work covered by this permit shall be suspended (except for traffic control measure required by the City) until valid insurance endorsements are resubmitted and approved by the City.

PIPES AND CONDUITS: Utility services and other conduits shall be directional bored or jacked under existing pavement unless otherwise permitted herein. Pipes and conduit depths must be installed according to City of Newark ordinances and utility agency specifications.

CONCRETE CONSTRUCTION/REPAIRS: Whenever existing sidewalk or curb and gutter is removed or repaired, the area under construction shall be barricaded with a minimum of four (4) barricades, or which two (2) shall be lighted barricades. In the event that a location is not properly barricaded, the City will supply the required barricades and charge the Permittee per day for each and every location so barricaded, in accordance with the Master Fee Schedule. No concrete shall be poured without inspection.

TRENCH BACKFILL: Trench backfill shall be import material placed and compacted in conformance with City of Newark Standard Details unless otherwise approved by the City Inspector. Trench backfill may also be slurry cement per Caltrans Standard Specifications (Section 19-3.062), or controlled density fill per City of Newark specifications. Existing roadway structural section shall be replaced with: (1) equivalent structural section plus one additional inch of asphalt concrete, or (2) equivalent full depth asphalt concrete section per the Traffic Index designation for the street plus one additional inch. All trench backfill shall be placed and compacted in 12" lifts and is subject to continuous inspection and testing.

TRENCH PAVING: Replace existing asphalt pavement with one additional inch of hot mix asphalt. All trenches must have a minimum of four inches of asphalt concrete paving. Trenches must be neatly cut, cleaned, and tacked with SS-1h or equivalent binder. Asphalt concrete lifts shall not exceed 4" in thickness. A tack coat (SS-1h or equivalent) binder is required on all lifts of asphalt. Final lift asphalt at finish grade shall be within 1-1/2" to 2-1/2" uniform thickness. Asphalt concrete mix meeting the Caltrans Standard Specification Aggregate Grading requirements for Type A 1/2" Maximum Medium shall be used for the final lift. Asphalt concrete must be placed and compacted per City of Newark or Caltrans Standard Specifications. All trench paving is subject to continuous inspections and testing. Paving reinforcement fabric may be required.

NON-PERFORMANCE: This permit may be revoked if work does not commence within 90 days of the Permit Issue Date. All work must be completed by the Permit Expiration Date, unless an extension is approved in writing by the City Engineer. If work is not completed prior to the Permit Expiration Date, the Permittee may be subject to the following: (1) Work will be completed by the City and the Permittee will be billed for all costs plus applicable administrative charges; (2) Additional permit and inspection fees; and/or (3) Citations to ensure safety in the public right-of-way and completion of the work.

SAFETY: Permittee/Contractor is responsible for all health and safety requirements as stated in City, County, Regional, State, and Federal government codes and regulations. No open excavations will be unprotected.

STORM WATER POLLUTION PREVENTION: Implement Best Management Practices and SWPPP requirements per SWRCB to control pollutants, dirt and debris from entering City streets and storm drainage. Provide dust control at all times. A vacuum-type street sweeper will be required continuously on any off-haul or import of materials to and from the site and when requested by the City.