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| Refundable Security \$ _____ | Issued EP Number: _____ |
| EP Fee Due: _____ | Issue Date: _____ |
| Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC | Receipt No. _____ |

**CITY OF MONTE SERENO
ENCROACHMENT APPLICATION AND PERMIT**

The undersigned hereby applies to the City of Monte Sereno for an Encroachment Permit under the terms of Chapter 3, of Title 8, of the Monte Sereno City Code to do the following:

Contractor/Applicant: _____ Active Business License (BL) #: _____

Active Certificate of Insurance (COI) #: _____ Expiration Date: _____

Is Applicant a Subcontractor? Yes / No If yes, to what company? _____

Project Plans Attached? Traffic Control Plans Attached? * COI, BL, Plans, & State complaint TCP are required.

Work Address: _____ Estimated Cost: \$ _____

Work Description: **(Project Plans & Traffic Control Plans should reflect work to be done under this application)**

Start Date: _____ End Date: _____ # of Working Days: _____ Nightwork? * Director Approval Required

Emergency / Field Contact: _____ Phone Number: _____

Worker's Compensation Certificate

I, the undersigned, certify that I am familiar with California Labor Code Section 3700 and 3600 covering Worker's Compensation Insurance and the certification of insurance or a consent to self-insure for Worker's Compensation Insurance as condition to the issuance of a permit by the City. I hereby certify as follows:

- I have filed with you, the certificate required by California Labor Code Section 3800 (1) or (2) or (3) or
- In the performance of the work for which this permit is issued, I shall not engage or employ any person or entity in any manner so as to become subject to the Worker's Compensation Laws of California.

Until I notify the City to the contrary, in writing, my place of residence (or permanent business address) for all purpose of notice called for under Section 8-3 of the City Code shall be set forth below:

Name: _____ Email: _____ Phone #: _____

Address: _____

I declare under penalty of perjury, that the foregoing is true and correct to the best of my knowledge and belief.

Executed at Monte Sereno, California, this _____ day of _____, 20_____

Company: _____ By: _____

**ENCROACHMENT PERMIT (EP)#:
(NON-TRANSFERABLE)**

Permission is hereby granted to the above-named applicant to perform the work specified at the location in the above application, subject to the Standard Encroachment Permit Conditions and the following conditions:

1. _____
2. _____
3. _____

Completion Notice

This work has been inspected and found complete as of _____ This does not release the Permittee of other obligations under Chapter 3, Title 8 of Monte Sereno City Code.

Inspected By: _____

Permit Approval

This permit is good until revoked or expires in accord with its term.
Expiration Date: _____
Extension Date: _____

Approved By: _____



PUBLIC WORKS INSPECTION REQUEST INSTRUCTIONS
GENERAL CONDITIONS

1. **Contractor shall call and email the City of Monte Sereno 48 hours prior to start of work per following:**
 - a) Call City's front office at (408) 354-7635.
 - b) Email Engineering Department at engineeringdepartment@cityofmontesereno.org
cc Michele Kwong at michele@cityofmontesereno.org
 - c) Subject line to read: "(Contractor Name) Inspection Request for _____ (Address) _ EP # ____"
 - d) In your inspection request email please include:
 - (1) Field contact information (name & phone number)
 - (2) Site address
 - (3) Description of work being performed
 - (4) Encroachment permit (EP) number
 - (5) Preferred inspection date and time

2. **Contractor will receive a confirmation email with scheduled inspection date and time.**

INSPECTION HOURS:

1. City inspection hours shall be from **9 AM to 3 PM, Monday – Friday.**
2. A minimum of 2 days (48 hours) are necessary to accommodate the requested inspection date and time.

CONSTRUCTION HOURS:

1. Work in the ROW shall be conducted between the hours of **9:00AM and 4:00 PM Monday to Friday**, unless written authorization is obtained from the City Engineer 48 hours prior to the start of work.

GENERAL NOTES:

1. Permittee shall indemnify, defend and hold harmless the City, its elective and appointive boards, commissions, officers, employees and consultants from and against any claim or liability arising directly or indirectly from the permitted work.
2. Permittee or its Contractor for the permitted work shall maintain a minimum of \$1,000,000 on account of any one occurrence with an aggregate limit of not less than \$1,000,000 combined single limit throughout the duration of work. The City of Monte Sereno shall be named as additional insured in regards to the General Liability Policy.
3. Conform to Cal OSHA safety requirements.
4. Comply with California MUTCD traffic control standards.
5. Traffic Control Plans approved by the City are considered minimum requirements and additional control measures may be required.
6. Private and public property shall be preserved and left clean.
7. All work shall be accomplished to the satisfaction of the City Engineer.



8. Conform to current California state standard plans and specifications.
9. Any concrete facilities affected during work shall be replaced in kind. Concrete mixture shall consist of six sacks.
10. Any Traffic Pavement Markings affected by construction shall be replaced immediately by temporary markings during construction.
11. All affected Traffic Pavement Markings shall be replaced in-kind within thirty (30) calendar days.

EXCAVATIONS:

1. Maintain at least one lane of travel with flaggers and appropriate signs as needed.
2. Open no more trench than can be backfilled in one day, nor more than 700 feet. Trenches remaining at the end of work day shall be covered with traffic rated trench plating.
3. Cuts into existing pavement shall be saw-cut unless otherwise authorized.

BACKFILL / RESTORATION:

1. Trenching in the roadway will require a T-Cut pavement restoration after backfill, and shall be sealed with an approved sealant after asphalt repair is completed.
2. Material shall be subject to approval of City Engineer.
3. Compaction of backfill more than 2 feet below finished grade shall be to 90% relative compaction. Top 2 feet shall be to 95% relative compaction.
4. City shall have right to require compaction testing as deemed necessary at Permittee's expense.
5. Pavement replacement shall be 4" Hot Mix Asphalt (HMA) minimum on 8" Class II Aggregate Base (AB) at 95% compaction rating.
6. Prime coat on AB and Tack Coat on edges will be required.
7. Temporary backfill may be used for a period not to exceed fourteen (14) calendar days. It shall a minimum of four (4) inch cold plant mix.

NOTES:

1. GEOTEXTILE TO BE PLACED EITHER BETWEEN THE CLASS 2 AB AND SAND BEDDING OR WRAPPED AROUND THE ENTIRE TRENCH AS SHOWN AT THE DISCRETION OF CITY PUBLIC WORKS.
2. GEOTEXTILE AND BEDDING STABILIZATION MATERIAL SHALL BE USED FOR UNSUITABLE SOIL CONDITIONS ONLY AT THE DISCRETION OF CITY PUBLIC WORKS.
3. 3" MINIMUM SAND BEDDING TO BE HAND PLACED AND COMPACTED/JETTED TO 95% MINIMUM RELATIVE COMPACTION.
4. USE CLASS 2 AGGREGATE BASE ROCK (AB) BACKFILL COMPACTED IN 6" LIFTS TO 95% MINIMUM RELATIVE COMPACTION OR TWO (2) SACK CEMENT/SAND SLURRY MIX. NO FLOODING OR JETTING SHALL BE ALLOWED.



CITY OF MONTE SERENO
PUBLIC WORKS DEPARTMENT

 10-13-17
PUBLIC WORKS DIRECTOR DATE REVISED

TRENCH RESTORATION
NOTES

DRAWING
NO.
PW-13