



**TOWN OF LOS ALTOS HILLS**  
**26379 Fremont Road**  
**Los Altos Hills, CA 94022**  
 650 941-7222  
 FAX 650 941-3160

REVOCABLE ENCROACHMENT PERMIT APPLICATION # \_\_\_\_\_

Project Address: \_\_\_\_\_ APN # \_\_\_\_\_

Project Description: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_ Plans Submitted: \_\_\_\_\_

Work to be done by (Contractor): \_\_\_\_\_ Phone No. : \_\_\_\_\_

Job Foreman: \_\_\_\_\_ Job Phone/Pager: \_\_\_\_\_

24 Hour Emergency Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Los Altos Hills Business License #: \_\_\_\_\_

Ins. Co.: \_\_\_\_\_ Policy #: \_\_\_\_\_ Liability Limits: \_\_\_\_\_

Applicant: \_\_\_\_\_ (“Permittee”)

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Owner (if different than Applicant): \_\_\_\_\_

Owner’s Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

USA Inquiry #: \_\_\_\_\_ (Required for any excavation in a Public Right of Way or Private Easement. For further information, contact the USA Regional Notification Center at 1-800-642-2444 at least 2 working days prior to proposed start of excavation).

The work authorized by this permit shall be subject to all terms, conditions, and restrictions set forth herein. This permit consist of this page and the General/Special Conditions attached and made a part hereof and any drawing referenced above. The project, as specifically described, is to be strictly construed and on other activity shall be permitted. Any work performed that is not part of the permit shall be promptly removed at the expense of the Permittee. The Permittee and/or his, her or its contractor shall indemnify and save harmless the Town, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of the work authorized or required, or the equipment or item constructed by this Permit or Permittee and/or his, her, or its contractor, their officers, agents, employees, and/or servants.

\_\_\_\_\_  
Signature of Applicant

Fee: \$ \_\_\_\_\_ Acct #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Acct #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Bond: \$ \_\_\_\_\_ Acct #: \_\_\_\_\_ Received By: \_\_\_\_\_

Permit Approved By: \_\_\_\_\_, Engineering Department

Conditions of Approval: See General Conditions and Special Conditions Attached

## GENERAL CONDITIONS

(All references below are to the Los Altos Hills Municipal Code)

1. STANDARDS OF CONSTRUCTION. All work shall conform to the Standard Specifications of the Town Los Altos Hills, State of California, which are identical with the Standard Specifications, July, 1992 of the State of California, Business and Transportation Agency, Department of Transportation.
2. SUPERVISION OF CITY ENGINEER. All the work shall be done subjected to the supervision of and to the satisfaction of the City Engineer.
3. FUTURE MOVING OF INSTALLATION. It is understood by the Permittee that whenever construction, reconstruction, maintenance, or any work on the street, road, highway, or other areas may be required, the installation provided for herein shall, upon request of the Town, be immediately removed by, and at the sole expense of, the Permittee.
4. EXPENSE OF INSPECTION. On work which requires the presence of an employee or agent of the Town as inspector, the salary, traveling expense, tests on materials, and other incidental expense of such inspection during the work shall be paid by the Permittee upon presentation of a bill.
5. LIABILITY FOR DAMAGES. The Permittee is responsible for all liability for personal injury or property damage which may arise out of work herein permitted or which may arise out of failure on the Permittee's part to perform his, her, or its obligations under this Permit in respect to maintenance. In the event any claim or such liability is made against the Town of Los Altos Hills or any agent, independent contractor, officer, or employee of the Town, the Permittee shall defend, indemnify, and hold them and each of them harmless from such claim. Pursuant to §7-2.09, this Permit shall not be effective for any purpose unless and until the above-named Permittee files with the Town the following Certificates of Insurance: Public Liability in the amount of \$ \_\_\_\_\_ and Property Damage in the amount of \$ \_\_\_\_\_, with the Town and its officers, agents, independent contractors, and employees named as additional insureds. The Permittee shall carry Workers' Compensation Insurance to cover all labor employed on work covered by this Permit.
6. MAKING REPAIRS. If the City Engineer shall so elect, repairs to paving and other improvements which have been disturbed shall be made by the Town and the expenses therefore shall be borne by the Permittee. The City Engineer shall require a deposit before starting repairs in an amount sufficient to cover the estimated cost. The City Engineer will give reasonable notice of his election to make such repairs. If the City Engineer does not so elect, the Permittee shall make such repairs in accordance with the Town's construction standards. In every case, the Permittee shall restore any portion of the street, road, highway, or other area which has been excavated or otherwise disturbed to its former condition or to the minimum standards as set forth in the Town's Standard Specifications, except where the City Engineer elects to make repairs as provided in this paragraph and except where provision to the contrary is made in this Permit.

7. CARE OF DRAINAGE. If the work authorized by the Permit interferes with the established drainage or erosion control, corrective improvements shall be made by the Permittee to provide for it as may be directed by the City Engineer. Job sites shall be protected from erosion at the end of each work day during the rainy season. Protection shall include, but not limited to, backfilling trenches, tarping stockpiles and installing silt fences or straw bales as necessary.
8. MAINTENANCE. The Permittee agrees by the acceptance of this Permit to exercise reasonable care to maintain properly any encroachment placed in the street, road, highway, or other areas, and to exercise reasonable care in inspecting for and immediately repairing and making good any injury to any portion of the street, road, highway, or other areas which occurs as a result of the encroachment in the street, road, highway, or other areas, or as a result of the work done under this Permit, including any and all injury to the street, road, highway, or other areas which would not have occurred had such work not been done or such encroachment not been placed there.
9. CROSSING ROADWAY. On all primary roads or at locations directed by the City Engineer, service and other small diameter pipes shall be jacked or otherwise forced underneath pavement without disturbing same. Service pipes will not be permitted inside of metal culvert pipes used as drainage structures.
10. TUNNELING. No Tunneling will be permitted except on major work as may be specifically set forth in the Special Conditions.
11. DEPTH OF PIPES AND EXCAVATION LIMITS. There shall be a minimum of two and one-half feet (2.5') of cover over all pipes or conduits. The limits of excavation for pipes shall be one foot minimum outside the outside diameter of the pipe unless otherwise ordered by the City Engineer.
12. BACKFILLING. Backfilling operations shall conform to the following requirements:

Backfill material shall be Class 2 aggregate base or may consist of material from excavation (if approved by the City Engineer) free from stones or lumps exceeding 3 inches in greatest dimension, vegetable matter, or other unsatisfactory material and shall be compacted a relative compaction of not less than 95%. When the material from excavation is unsuitable for use as backfill, it shall be disposed of as directed by the City Engineer and suitable material approved by the City Engineer shall be furnished by the Permittee.

Backfill material, properly moistened, shall be placed in horizontal, uniform layers not exceeding 0.67 foot in thickness, before compaction, and shall be brought up uniformly. Each layer of backfill materials shall be compacted to a relative compaction of not less than 95%.

CERTIFICATION OF COMPACTION AND COPIES OF COMPACTION TEST RESULTS SHALL BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO ACCEPTANCE OF THE WORK BY TOWN.

THE CITY ENGINEER SHALL DETERMINE THE NEED AND FREQUENCY OF THE TESTING. TESTING SHALL BE PROVIDED BY THE PERMITTEE AND SHALL BE PERFORMED TO THE SATISFACTION OF THE CITY ENGINEER. ALL COST ASSOCIATED WITH COMPLYING TO THE ABOVE REQUIREMENTS SHALL BE BORNE BY THE APPLICANT/DEVELOPER OR HIS, HER, OR ITS CONTRACTOR.

13. SURFACE MATERIALS.

a. Aggregate Base. Mineral aggregate material removed shall be replaced with 3/4" Maximum Class 2 Aggregate Base material, and shall conform to Section 26 of the Standard Specifications. The aggregate base shall conform to the following quality requirements:

<u>Tests</u>	<u>Test Method</u>	<u>Requirements</u>	<u>Moving Average</u>
Resistance (R-Value)	301	78 Min	
Sand Equivalent	217	28 Min	31 Min
Durability Index	229	3 Min	

The depth of aggregate base placed shall be equivalent to the depth material removed, unless the existing material is less than eight inches, in which case, a minimum of eight inches compacted material will be required.

The aggregate base shall be watered and compacted in layers not to exceed 0/50-foot compacted thickness. The relation compaction of each layer of compacted base material shall not be less than 95% of that determined by Test Method No. California 261, for individual tests and not less than 95% for moving average.

b. Asphalt Concrete. Surface material to be used to replace all other types of pavements shall consist of 3/4-inch maximum, medium grade, Type B Asphalt Concrete and shall conform to Section 39 of the Standard Specifications. Minimum thickness of Asphalt Concrete placed shall be 0.25-foot in compacted thickness. Steamed-refined paving asphalt to be mixed with aggregate shall be viscosity grade AR 4000 or as directed by the City Engineer.

c. Gravel or Crushed Rock Surfaces. Whenever a gravel or crushed rock surfaced street is trenched, the workmanship and materials involved in backfilling and placing surface material shall conform to Section 12 and 13(a) of these General Conditions. During rolling of the final course of the surface material, it shall be sprinkled with water to the extent that sufficient fines will be flushed to the surface to fill the voids and create a sealed surface.

d. Aggregate Pathways. Whenever an aggregate pathway is trenched or excavated, the top six inches of pathway shall be replaced with Stevens Creek Quarry Crusher Fines compacted to a relative density of 95%. All damaged header boards shall be repaired/replaced to the satisfaction of the City Engineer.

14. PIPES ALONG ROADWAY. Pipes and utilities paralleling the pavement shall be located at the distance from traveled way and at such depth as specifically directed in the Special Conditions. No tree roots two inches or more in diameter shall be cut. Material shall be removed from around root systems so as to avoid damage thereto. Roots shall be protected with burlap wrapping while exposed.
15. PAVEMENT CUTS. All excavations on existing A.C. pavement shall be saw-cut with no exception. Any required pavement cuts on surfaces that have been paved or overlaid within the past five years will require that the full width of the paved road be fogsealed or slurry sealed, to be determined by the City Engineer, for the length of the pavement cut. The surface treatment shall meet all requirements of the City Engineer.
16. NOTIFICATION.
  - a. Resident Notification. Two working days prior to the work proposed with this Permit, the Contractor shall deliver written notification to each property owner immediately along the road whose driveway access may be disrupted. The notification shall include information regarding how the property owner's access will be restricted, the dates that the work will occur, the length of time that access will be restricted, and the name and telephone number of the Contractor and Project Foreman. The proposed notification form to be used shall be provided to the City Engineer for review and approval prior to the first working day.
  - b. Road Restrictions or Closures. The Contractor is required to notify the Town's Department of Public Works, the Los Altos Fire Department, and the Santa Clara County Sheriff a minimum of 48 hours in advance of any planned lane restrictions or closures, indicating hours and duration. Any lane restrictions or closures must first be approved by the City Engineer.
17. TRAFFIC CONTROL. The contractor is responsible for providing all traffic control and any temporary lane delineation. Traffic control shall include, but not be limited to, signing, barricades, flagging, and pilot cars as necessary to provide the safe flow of traffic through the work area.
18. WORK HOURS. Construction shall be limited to the Town's approved work hours of 8:00 am to 5:00 pm, Monday through Friday. No work shall be permitted on Saturdays, Sundays, or holidays, except with prior approval from the City Manager.
19. MUDTRACKING. All roads shall be kept clean and clear of mud and debris. Roads shall be cleaned of any mud or debris before the end of each work day.
20. REVOCABILITY. This Permit may be revoked by the City Engineer at any time for any reason, including without limitation, failure to carry the required insurance, failure to pay Town expenses,

failure to comply with the terms and conditions of the Permit, or the necessity for Town work to be performed in the same area.

21. TERMINATION DATE. This Permit shall terminate no later than \_\_\_\_\_, 20\_\_.

22. DEPOSIT; FEES; BONDS

A) Permittee shall make either the Special or General Deposit required by section §§7-2.05 (a) and (b) and any refund owing at completion of the work shall be repaid to Permittee in conformance with §7-2.05 (d). For this Permit, Permittee has elected to make a (circle option selected) a) Special b) General deposit in the amount of \_\_\_\_\_.

B) Permittee shall pay the fee required by §7-2.06, which for this Permit has been set at the amount of \$\_\_\_\_\_.

C) Prior to issuance of the Permit, Permittee shall deposit a surety bond in an amount to be determined by the City Clerk, payable to the Town pursuant to and in conformance with the full provisions of §7-2.08.

23. CONDUIT. For any Permit seeking to install conduit, Town may require that Permittee provide Town the delta cost increase to add and install one (1) 2” HDPE SDR 11 conduit and pull boxes for Town’s ownership and use for each project permitted by this Permit. Town will review the locations and the costs and determine the locations to have the additional conduit installed by Permittee if any. Town will coordinate with Permittee for the payment of the additional conduit costs prior to the start of construction.

24. SPECIAL CONDITIONS.

DATED: \_\_\_\_\_

\_\_\_\_\_  
City Engineer

Town of Los Altos Hills  
Encroachment Permit Traffic Control Standards

**TRAFFIC CONTROL**

1. The contractor shall provide for safe movement of vehicular, bicycle, equestrian, and pedestrian traffic through and around construction operations. Traffic control requirements set forth herein are the minimum requirements imposed. The contractor shall be solely responsible for providing all protective measures necessary.
2. Traffic Control Plans:
  - a. Shall be prepared by a licensed Traffic Engineer to clearly describe proposed traffic control measures for vehicles, bicycles, equestrians, and pedestrians. The plans shall be generally in accordance with the illustration included in the Manual of Traffic Control.
  - b. Shall provide a detailed approach for detours and to control traffic through the construction zone,
  - c. Shall consist of scaled drawings for each situation anticipated to be encountered, i.e. intersections, mid-block (each during working and non-working hours), etc.
  - d. Shall show signs, traffic control devices and flaggers as required.
  - e. Shall conform to Caltrans and Town Standards,
  - f. Are subject to review and approval of the City Engineer before construction begins.
3. Traffic Control Devices:
  - a. General –
    - i. Provide traffic control devices in sufficient quantities and types as required to provide safe and adequate traffic control
    - ii. During hours of darkness, approved lights and/or flares shall be included, in proper working order, to illuminate signs and hazards and alert approaching traffic.
    - iii. Provide and maintain barricades along all open trenches in contact with traffic.
    - iv. No work may begin on any day or at any time before traffic control devices have been placed, test driven and, if required, adjusted and revised.
    - v. Contractor shall install additional traffic control measures as required by the City Engineer or his representative.
  - b. Cones or Delineators –
    - i. Cones or Delineators shall consist of cylindrical or cone shaped plastic devices, which shall be 18-inch to 48-inche in height.
    - ii. Cones or Delineators shall have a flexible base of suitable weight, which will ensure stability.
    - iii. Cones used during hours of darkness shall be internally illuminated or reflectorized meeting the requirements of the Manual of Traffic Controls.
  - c. Barricades –
    - i. Barricades shall be Type I, Type II or Type III barricades as set forth in the Manual of Traffic Controls.
    - ii. Barricades used during hours of darkness shall be equipped with flashers.
  - d. Electronic message boards to be placed 14 days prior to start of work.
  - e. Placement –
    - i. Place all traffic control devices in accordance with the manual of Traffic controls and favorably reviewed Traffic Control Plan.
    - ii. Adjust locations of devices to suit the conditions and circumstances of each detour situation. In all cases, place signs to most effectively convey their messages to approaching traffic.

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- f. Test Drive of Detour –
    - i. Immediately after traffic control devices have been placed, the detour shall be test driven by the Contractor’s representative.
    - ii. Test drive shall include approach to the detour from each possible direction and traversing full length of each detour route.
    - iii. The Contractor shall adjust and revise all traffic control devices as determined to be required by test drive through and shall repeat test drive if determined necessary by the City Engineer.
    - iv. The Contractor shall provide additional traffic control devices if required to maintain flow of traffic through construction operation.
  - g. Maintenance of Devices –
    - i. The Contractor shall maintain all traffic control devices, at proper locations and in proper working order, at all times during construction operation and whenever a hazard resulting from Contractor’s operation exists.
    - ii. The Contractor shall adjust and revise traffic control devices, placement, etc., to suit changing conditions around construction operations.
  - h. Removal of Devices –
    - i. Traffic control device shall remain in place at all times required to alert approaching traffic of upcoming hazards.
    - ii. After hazard has been removed, remove all traffic control devices. Remove signs or cover their messages.
4. Flaggers:
- a. General –
    - i. The Contractor shall employ flaggers as required for each specific detour
    - ii. The Contractor shall employ flaggers at all locations on a construction site where barricades and warning signs cannot control the moving traffic.
  - b. Placement – where flaggers are required, they shall be logically placed in relation to the equipment or operation so as to give adequate warning and shall be placed approximately 100 feet ahead of impact point.
  - c. Warning Signs –
    - i. Place a warning sign ahead of the flagger reading: “Flagger Ahead.” The distance between the sign and the flagger shall be based on the average traffic speed.
    - ii. During hours of darkness, illuminate flagger stations such that the flagger will be clearly visible to approaching traffic. Lights for illuminating the flagger station shall be reviewed and approved by the City Engineer.
  - d. Equipment –
    - i. Provide flagger with a red or orange warning garment when flagging. Provide flaggers with approved hand signs and two-way radios for communication.
    - ii. When flagging during hours of darkness, the flagger shall signal with a red light or flare and shall have a belt and suspender harness outside his garment fitted with reflectors or made from reflectorized cloth, unless the garment is well reflectorized in one of these ways.
5. Access to Private Property
- a. General – the Contractor shall schedule operations to minimize disruption of access to private properties.



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- b. Notice to Residents – Prior to blocking access to any private driveway or parking lot entrance, the Contractor shall notify the resident or business owner or tenant of pending closure and allow resident to remove vehicles.
  - c. Nights – during non-working hours no driveway, house or parking lot shall be denied access to a public roadway.
6. Notice to Agencies:
- a. The Contractor shall notify in writing all agencies having jurisdiction at least forty-eight (48) hours, excluding holidays and weekends, prior to instituting any lane closure or detour. At the end of each day’s work, the Contractor shall inform the ambulance service, police, and fire departments of the status of all detours and/or lane or road closures that will be in effect the next day.
  - b. List of Agencies:
    - i. Town of Los Altos Hills
    - ii. County Fire & Police Department
    - iii. U.S. Postal Service
    - iv. Ambulance Services
    - v. Green Waste Recovery
7. Emergency Vehicle Access Through Detours:
- a. During construction in or adjacent to roadways of the project site, Contractor shall maintain at least one lane open in each direction of the road to allow emergency vehicle access for police, fire and ambulance to the project vicinity.
  - b. During all detours and/or street closures the Contractor shall provide for movement of emergency vehicles through the work area.
  - c. It is essential that the Contractor’s work and equipment does not impede egress from any fire or police station to other area of their service area.
8. Diverting Traffic:
- a. Diverting Pedestrian, Equestrian, and Bicyclist Traffic:
    - i. Whenever construction operations obstruct the flow of pedestrian, equestrian, and/or bicycle traffic or present a hazard to pedestrians, horses, and bicyclists, the Contractor shall take appropriate action to protect and separate them from the work area.
    - ii. Such action may include placement of barricades between pedestrians, horses, and bicyclists and work areas, placement of warning signs, and provision of personnel as required to protect pedestrians, horses, cyclists as conditions of warrant.
  - b. Diverting Vehicular Traffic:
    - i. Whenever construction operations obstruct the flow of vehicular traffic or present a hazard to vehicles operating in the vicinity of construction operations, the Contractor shall take appropriate action to warn, detour and otherwise protect approaching drivers and vehicles.
9. Parking Restrictions:
- a. General – The Contractor shall post approved “No Parking” signs at all location necessary to establish work areas and detour traffic
  - b. Signs – signs shall be placed at least 24 hours in advance or restriction.
  - c. Contractor shall provide his own staging areas.

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PLATING AND TEMPORARY SURFACING

1. Trenches will be covered with plates which shall be flushed with existing pavement and skid resistant.
2. The temporary surfacing shall be Class 2 aggregate base as specified in Section 26 of the Standard Specifications. The aggregate base shall be equal in depth to the existing pavement structural section, but in any case not less than eighteen (18") inches in depth. The aggregate base shall be brought within one (1") inch of the top of the existing paving and covered with temporary "cold mix" asphalt paving using an MC-250, MC-800 or approved equal. All temporary surfacing shall be installed the same day as backfilling and shall be level with the existing paving.

The Contractor shall maintain the temporary surfacing level with the existing paved surface at all times. All dirt and gravel and debris of any kind shall be removed from Town streets by the end of the day. All temporary asphalt shall comply fully with the Bay Area Air Quality Management District's Regulation 8, Rule 15.

Section 302 of Rule 15 prohibits the use of "cut back" asphalt (including MC-70) during the months of April through October in paving material or in paving and maintenance operations. The Contractor shall use only slow-cure (SC) liquid asphalts for temporary trench paving during April through October.

In the event the Contractor does not comply fully with the above requirements, no further excavation will be permitted until the requirements are met.

3. No open trenches in the street right-of-way will be allowed overnight. All trenches shall be backfill the same day the trench was excavated, except that portion of the trench or excavation to be used for connecting the extension of the installation. That said portion shall be adequately barricaded and protected to the satisfaction of the City Engineer or his representative. Excavations or trenches for poured in place concrete manhole/utility box may remain open for a period not to exceed seven days, providing said excavation or trenches are adequately barricaded, fenced, and plated with skid resistant steel plate of adequate thickness and flushed with pavement. The number of plates to be utilized each day shall be approved by the City Engineering or his representative.
4. All work shall be done to the satisfaction of the City Engineer.