



**CITY OF OAKLEY**  
**ENCROACHMENT PERMIT**  
 PUBLIC WORKS AND ENGINEERING DEPARTMENT  
 3231 MAIN STREET  
 OAKLEY, CA 94561  
**PH. (925) 625-7037      FAX (925) 625-9194**

|               |  |                        |
|---------------|--|------------------------|
|               | For Office Use   |                        |
| Small * _____ | Permit/Inspection Fee: \$ <u>387.00</u>                | Permit No.: _____      |
| Large _____   | Bond \$ _____  | Road No.: _____        |
| Utility _____ | Receipt No.: _____                                     | Area: _____ TBM: _____ |
|               | *Concrete Driveway/Pathway Addition (back of sidewalk) | USA No.: _____         |

Permit to do work in accordance with Title 10 of the Ordinance Code of the City of Oakley, City Specifications, and any Special Requirements shown or listed herein. **Please read both sides of this Permit carefully and keep it at the work site.**

|   |   |
|---|---|
| <b>Applicant:</b> _____                   | <b>Contractor:</b> _____                  |
| <b>Att'n:</b> _____                       | Contractors License # _____               |
| <b>Address:</b> _____                     | <b>Address:</b> _____                     |
| <b>City/State/Zip:</b> _____              | <b>City/State/Zip:</b> _____              |
| <b>Tel No:</b> _____ <b>Fax No:</b> _____ | <b>Tel No:</b> _____ <b>Fax No:</b> _____ |

**Expiration Date:** This permit expires on \_\_\_\_\_. If your work is not completed by this date, you must acquire a new permit.

**Permitted Activity:** \_\_\_\_\_

**Site address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

General Permit Conditions:

1. IF WORK is performed **without a permit**, the fee shall be double the amount per fee schedule or a **minimum** of \$300.
2. IF this permit is for an **EXCAVATION** in the City road right-of-way, **it is not valid without a current USA Number.**
3. **ARRANGE** for an **INSPECTION** by **phoning** \_\_\_\_\_, at least 2 working days before you begin work.  
**WORK DONE WITHOUT NOTIFICATION IS SUBJECT TO A PENALTY OF \$100.**
4. THE INSPECTOR may modify this permit to meet field conditions.
5. **Standard Road Encroachment Permit Conditions; Sections I, II, III, and IV** on the back of this permit apply. PLEASE READ.
6. ANY MONUMENTS removed, or disturbed, shall be replaced using surveying practices acceptable to the City Surveyor.
7. **INSPECTION CHARGES** – Will be billed to whomever takes out the permit. Any exceptions must be resolved before the permit is issued. Permits will not be signed off as complete until all the review and inspection charges are paid in full.
8. **TO ARRANGE** for a **REFUND** of fee or bond deposits, schedule a final inspection by phoning your inspector. Refunds will be made **90 days** from the date work is accepted. A signed off permit from another permitting agency or utility company does **not** guarantee the work performed under this permit is completed satisfactorily. Contact your inspector for a final inspection.

Items Attached or Referred to Herein and Made Part Hereof:

\_\_\_\_\_

\_\_\_\_\_

The Permittee agrees to save, indemnify and hold harmless the City of Oakley, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the City, its officers employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

**Signature of Permittee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For: City Engineer, City of Oakley

Work Completed      Inspector: \_\_\_\_\_  
 Expired                      Date: \_\_\_\_\_

# STANDARD ROAD ENCROACHMENT PERMIT CONDITIONS

## I. GENERAL INSTRUCTIONS

1. WORK MUST BE INSPECTED –The inspector will answer all questions. Work done without inspection may have to be removed and be reconstructed.
2. PROTECTION – Provide and maintain enough barricades, lights, signs, flaggers and other safety measures to protect the public, in accordance with the State Department of Transportation Manual of Traffic Controls for Construction and Maintenance Work Zones (Current Edition).
3. TRAFFIC – A City road may not be closed to public traffic without the approval of the City Council. While working, keep one 3 meter (10') wide traffic lane open to traffic; at all times, two 3 meter (10') wide lanes shall be open.
4. STANDARDS – Work shall be in accordance with the City Standard Specifications and Standard Drawings.
5. UTILITIES – Utility relocations are the responsibility of the permittee.
6. UNDERGROUND SERVICE ALERT (USA) – Must be contacted prior to excavating in a City road right-of-way. Telephone 800-642-2444. Any work found in progress without a valid USA number will be shut down and the roadway cleared.

## II. SPECIAL REQUIREMENTS – DRIVEWAYS (THE DRIVEWAY SHALL BE CONSTRUCTED FROM EDGE OF PAVEMENT TO PROPERTY LINE).

1. Minimum driveway construction shall consist of 50 mm (2") of asphalt pavement on 150 mm (6") of Class 2 Aggregate Base. Concrete driveways within the City road right-of-way shall consist of a minimum of 150 mm (6") of Type B concrete over 75 mm (3") of Class 2 Aggregate Base. The driveway is to be sloped to prevent sheet flow from crossing the road and shall not interfere with drainage or cause erosion or deposition of silt.
2. The driveway shall not enter a roadway within 1.5 meters (5') of existing or planned curb returns, shall not interfere with a legal encroachment or create a hazard or nuisance and shall be spaced to make maximum street parking available.
- 3a. The top elevation of driveway 1.5 meters (5') behind curb is to be 0.18 meters (.60' or 7 1/4") higher than the flow line of the gutter.
- 3b. The driveway elevation at the property line shall be within 0.3 meters (1') of the elevation of the near shoulder and shall merge with the shoulder to preserve the roadbed section.
4. If existing driveway depression is not used, it shall be completely removed (curb, gutter and sidewalk) by saw cut at next nearest expansion joint or score mark and replaced with concrete to conform to adjacent improvements – form board to be used at gutter lip and the pavement restored with asphalt concrete. Sidewalk and curb which is replaced shall be doweled. (See CA 74).
5. Existing curb and gutter, or curb, gutter and sidewalk shall be removed for full width of driveway with saw cut at next nearest expansion joint or score mark. (See CA 70) A form board must be used at the gutter lip and the pavement restored with asphalt concrete. The new sidewalk and curb shall be doweled. (See CA 74).
- 6a. Shape a valley gutter across the driveway. The flow line shall match the flow line of existing roadside ditch.
- 6b. Install a culvert for full width of driveway. This culvert is to be laid to the flow line grade of existing roadside ditch. Only corrugated galvanized metal, corrugated aluminum pipe or reinforced concrete pipe may be used. The culvert size is noted on the front side of this permit.
7. The driveway will require the use of a template to determine acceptable clearances. The template will be 5.6 meters (13' 6") long and have two 150 mm (6") projections from its bottom plan, one located 0.9 meters (3") and one 1.5 meters (5') from an end. This template shall be used to control finished grades.
8. All broken curbs, gutters and sidewalks shall be completely removed by saw cut at nearest expansion joint or score mark and replaced to true grade and cross-section. The new curb and sidewalk shall be doweled.

## III. SPECIAL REQUIREMENTS –STREET CUTS (See City Standard Specifications for Detailed Requirements).

1. TRENCH EXCAVATION – Do not start until pipe and other material are at the site. Open up only that length of trench which can be backfilled the same day. Shoring shall comply with current CAL-OSHA safety orders. Pavement shall be scored to neat lines. Removal shall not cause damage to pavement outside the scored lines. Excess excavated material shall be removed immediately from the site.
- 2a. TRANSVERSE TRENCH – (More than 10 degree angle with centerline of road) **or any trench less than 15 meters long (50')**, in the pavement or within 1.2 meters (4') of a paved area, shall be backfilled with Pozzolan Mix (City Standard Type 4 Backfill) or Class 2 Aggregate Base and the surfacing replaced in the paved area.
- 2b. A LONGITUDINAL TRENCH – (Less than 10 degree angle with centerline of road and 15 meters (50') minimum length), in all paved areas including curbs, sidewalks or other concrete shall be backfilled with Class 2 Aggregate Subbase (or better material), from the top of pipe bedding to a level 0.5 meters (18") below the finished road surface. The remaining trench shall be backfilled with the structural section replacement in paved areas. In all other areas, longitudinal trenches with the inspectors approval may be backfilled with the pipe bedding to the ground surface with suitable material from the excavation or better material.
3. COMPACTION: - The relative compaction of all trench backfill to below the roadway sections shall be not less than 90 percent. The structural section shall be compacted to not less than 95 percent.

No jetting is allowed under any paved roadway or within a distance of 1.25 meters (4') from the edge of existing pavement. Backfill shall be compacted by impact, vibration or any combination of these. Jetting will be allowed only when more than four feet from the pavement and when the backfill and trench are suitable for jetting and shall be supplemented with mechanical compaction to obtain required relative compaction.

4. TEMPORARY PAVING – Temporary paving (or permanent paving) shall be placed at the end of each work day. Temporary pavement shall be 40 mm (1.5") minimum thickness and shall be replaced within two weeks with permanent pavement. If permanent paving is not completed in two weeks, it may be paved by City forces and the owner will be charged the cost plus appropriate overhead charges.
5. BASE AND PAVEMENT REPLACEMENT – The roadway structural section shall be replaced as stated on the permit; otherwise replacement shall be in kind except that the minimum replacement shall be 50 mm (2") of asphalt concrete and 0.4 meters (16") of Class 2 Aggregate Base.

## IV. SPECIAL REQUIREMENTS – SIDEWALK DRAINS

1. Install a 75 mm (3") inside diameter non-corrosive pipe through curb or through curb and sidewalk. One panel of sidewalk, curb and gutter, or where there is no sidewalk, 0.3 meters (1') of curb only (don't remove gutter) to be removed by a saw cut. Pipe flow line shall match gutter flow line, and pipe shall be cut off flush with face of curb. Sidewalk concrete shall encase pipe in 75mm (3") concrete jacket. Replace curb, gutter, sidewalk and pavement to match adjacent improvements. (See CD06).