



CITY of CALABASAS

Department of Public Works
100 Civic Center Way
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Public Works Policy Number 101
Original Date: January 1998
Revision Date: April 2009

Approved By:

Robert Yalda - Public Works Director

“ANNUAL BLANKET ENCROACHMENT/CONSTRUCTION PERMIT POLICY”

An Annual Blanket Encroachment/Construction Permit (without the need for individual suffixed permits) will be issued to undertake repair work if:

1. The repair work involves trenches that are no more than two feet in width and sixty feet in length, dug at a right angle to the centerline of the road, or an excavation that does not exceed thirty square feet in area.
2. The City is given notice of the work as soon as the repair occurs. Contact the City Public Works Department by phone at 818-224-1600, or by fax at 818-224-7338, Attention Public Works Inspector.
3. A blanket permit notice shall be submitted to the City's Permit Technician within 48 hours of completion of the work. The notice shall include all measurements, location of work and scope of work performed and can be hand delivered or transmitted by U.S. mail, fax, or e-mail.
4. Each excavation permitted under the Annual Blanket Encroachment Permit will be charged a fee pursuant to the City's current Fee Schedule. (PW Policy No. 104.1)
5. Permit fees will be billed annually based upon the City's current Fee Schedule.
6. The Annual Blanket Encroachment Permit may be renewed annually at the discretion of the City Engineer/Director of Public Works.
7. The City has a moratorium on pavement cuts for streets which have been slurred within the past two years or overlaid within the past five years. When an Annual Permit is issued there will be a permit rider listing the current streets included in the moratorium.

8. Failure to adhere to this policy will result in revocation of the Annual Blanket Encroachment Permit.
9. All USA markings shall be removed by wet sand blasting method to the satisfaction of the City Engineer/Director of Public Works.
10. Placement/Storage of construction material or debris of any kind is prohibited in the public right-of-way.
11. The following page is a sample Encroachment/Construction Permit which is also the form used for an Annual Blanket Encroachment Permit. Under the "Description of Work" field on the form, add "Annual Blanket Encroachment Permit". Once completed, it should be returned to the City at the address shown on the form.

The intent of this procedure is to reduce processing time and save money for utility companies when they obtain permits. Utility companies shall follow the utility trench methods specified by the City to insure that the City's infrastructure is securely maintained.

CITY OF CALABASAS TRANSPORTATION DEPARTMENT WORKSITE TRAFFIC CONTROL/DETOUR PLAN GENERAL NOTES

1. The application and specification for worksite traffic control signs, delineators, barricades and other related devices shall conform to the latest editions of: Manual of Uniform Traffic Control Devices. (MUTCD), latest edition.
2. It is the responsibility of the contractor performing work on a City street to install and maintain the traffic control devices as shown hereon, as well as any such additional traffic control devices as may be required by the City, to ensure the safe movement of vehicular and pedestrian traffic through or around the construction area, and to provide maximum protection and safety.
3. All signs, delineators, barricades, etc., shall conform to the latest edition of Manual of Uniform Traffic Control Devices (MUTCD) and per city approved Traffic Control Plan.
4. All traffic control devices shall be kept in their proper position at all times, and shall be repaired, replaced, and cleaned as necessary to preserve their appearance and continuity.
5. The name and phone number (24-hour availability) of the contractor's safety coordinator and traffic control devices maintenance monitor shall be provided to the City Transportation Department and any change in assigned personnel or phone number shall be reported immediately to the City Transportation Department. The contractor's safety coordinator and/or traffic control device maintenance monitor shall make periodic inspection of traffic control devices throughout the day to ensure that controls are properly located and in good repair. The above personnel will have the worksite traffic control/detour plans on site and available at all times.

6. The City reserves the right to observe these traffic control/detour plans in use and to make any changes necessitated by field conditions. All such changes shall supersede these plans and will be done solely at the contractor's expense.
7. All temporary striping and traffic control devices shall be maintained in the proper position and alignment at all times; and shall be repaired, replaced, or cleaned as necessary to preserve their appearance and continuity. All conflicting signage including, but not limited to, R81, R81A, etc., shall be covered by contractor.
8. Upon completion of the project, the contractor shall remove all temporary striping and traffic control devices, and restore the permanent striping and traffic control devices in accordance with the approved signing and striping modification plan and traffic signal modification plan for this project.
9. A five-foot clearance shall be maintained between open excavation and an adjacent moving traffic lane. Open trenches with less than five feet of clearance shall be steel-plated or backfilled immediately after excavation.
10. The contractor shall notify, as appropriate, the office of the City Transportation Department, City construction management personnel and inspectors, and transit companies (if relocation of bus stop(s) is necessary), five working days prior to start of construction.

STEEL PLATE REQUIREMENTS

When backfilling operations of an excavation in the traveled way, whether transverse or longitudinal, cannot be properly completed within a workday, steel plate bridging with a non-skid surface and shoring may be required to preserve traffic flow. In such areas, the following conditions shall apply:

1. Steel plates used for bridging must extend a minimum of 300 mm (12") beyond the edges of the trench.
2. Steel plate bridging shall be installed to operate with minimum noise.
3. The trench shall be adequately shored to support the bridging and traffic loads.
4. Temporary paving with cold asphalt concrete shall be used to feather the edges of the plates.
5. Bridging shall be secured against displacement in the following manner:

The pavement shall be cold planed to a depth equal to the thickness of the plate and to a width and length equal to the dimensions of the plate.

Unless specifically noted in the provisions of the permit, steel plate bridging should not exceed four (4) consecutive working days in any given week. Steel plates will not be left over a weekend without approval by the City Engineer. If permission is granted, the plates must be checked a minimum of two (2) times a day to insure stability.

Backfilling of excavations shall be covered with a minimum 75 mm (3") temporary layer of cold asphalt concrete, to create a smooth ride.

There will be a \$100 per day penalty for each day or part of a day that plates remain over the excavation beyond the approved length of time. A \$1,000 cash bond will be required to cover this requirement prior to issuance of an encroachment permit.

The following table shows the required minimal thickness of steel plate bridging required for a given trench width:

TRENCH WIDTH		MINIMUM PLATE THICKNESS
0.3m	(1.0 foot)	13mm (1/2 inch)
0.45m	(1.5 feet)	19mm (3/4 inch)
0.6m	(2.0 feet)	22mm (7/8 inch)
0.9m	(3.9 feet)	25mm (1 inch)
1.2m	(4.0 feet)	32mm (1-1/4 inches)

NOTE: For spans greater than 4 feet, a structural design shall be prepared by a Registered Civil Engineer and approved by the City Engineer.

Steel plate bridging shall be steel plate designed for HS20-44 truck loading per Caltrans Bridge Design Specification Manual. The permittee shall maintain a non-skid surface on the steel plate having a minimum coefficient of friction equivalent to 0.35 as determined by California Test Method 342. If a different test method is used, the permittee may utilize standard test plates with known coefficients of friction available from each Caltrans District Materials Engineer to correlate skid resistance results to California Test Method 342.

A rough road sign (W33) with black lettering on an orange background shall be used in advance of steel plate bridging. This is to be used along with a traffic control plan approved by a City of Calabasas Traffic Engineer.

The contractor shall be responsible for the maintenance of the steel plates.



CITY of CALABASAS

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ENCROACHMENT / USE OF CITY RIGHT-OF-WAY PERMIT

REMOVE ALL USA/PAINT MARKINGS ON THE COMPLETION OF THIS PROJECT

TYPE OF USE NEEDED

- TRASH BIN/CONTAINER
- USE OF RIGHT-OF-WAY
- SEWER CONSTRUCTION
- SEWER LATERAL
- OVERSIZED LOAD
- MOVING PERMIT
- POOL/SPA
- OTHER _____

SITE ADDRESS/ LOCATION: _____

DESCRIPTION OF WORK: _____

PLEASE PRINT INFORMATION BELOW

START DATE: _____ COMPLETION DATE: _____

APPLICANT INFORMATION

OWNER INFORMATION

NAME: _____

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS: _____

PHONE #: _____ EMERGENCY#: _____

CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR LICENSE#: _____

PHONE #: _____ EMERGENCY#: _____

USA#/DATE: _____

SIGNATURE: _____

DATE: _____

INSPECTION REQUIREMENTS
FINAL INSPECTION REQUIRED PRIOR TO RELEASE OF BONDS AND PERMIT SIGN-OFF
ADDITIONAL PROVISIONS ARE PART OF THIS PERMIT.

DISCLAIMER: BY ISSUANCE OF THIS PERMIT, YOU ARE CONSENTING TO ALL INSPECTIONS AS PER THE DEPARTMENT OF PUBLIC WORKS POLICIES AND PROCEDURES, ANY/ALL PUBLIC WORKS INSPECTION, INCLUDING BUT NOT LIMITED TO; CONSTRUCTION WITHIN THE RIGHT-OF-WAY.

PUBLIC WORKS