Mammoth Lakes
CALIFORNIA

PUBLIC WORKS
ENGINEERING DEPARTMENT
P.O. Box 1609 Mammoth Lakes, CA 93546
Office (760)934-8989, FAX (760)934-8608

APPLICATION TO PERFORM WORK IN
THE PUBLIC RIGHT OF WAY

Encroachment Permit Application

DATE PERMIT VOIDED
_____

(800) 227-2600
USA Number
_____

Town of Mammoth Lakes
Business License #
_____

Business License
Expiration Date
_____

The undersigned hereby applies for a permit to excavate, construct and otherwise encroach on Town of Mammoth Lakes street right-of-way as follows (description of work, attach design drawings to identify scope of work): .....
.....
.....
.....

Name(s) of streets and specific location of work:.....
.....

Start Date.....Completion Date..... Cost Estimate.....

Contractor's State License #.....Class.....Expiration Date.....

Insurance Information.....

In consideration of the granting of this application, the applicant hereby agrees to:

1. Indemnify, defend and save the Town of Mammoth Lakes it's authorized agents, officers, representatives, and employees, harmless from and against any/all penalties, liabilities of loss resulting from claims or court action arising out of any accidents, loss

or damage to persons or property happenings or occurring as a proximate result of any work undertaken under this permit granted pursuant to this application.

2. Remove or relocate construction improvements installed or maintained under this permit, upon written notice from the Director of Public Works.
3. **Notify the Public Works Inspector at least 48 hours in advance of the time when work will be started and upon completion of the work.**
4. Comply with Chapter 12.04 of Town of Mammoth Lakes Municipal Code and amendments thereto, the terms and conditions of the permit and all applicable rules and regulations of the Town of Mammoth Lakes and other public agencies who have jurisdiction.
5. Pay the appropriate fee.
6. **THIS IS NOT A PERMIT BUT AN APPLICATION ONLY.** In signing below, applicant understands and agrees that no work is to be undertaken before issuance of the actual permit.

_____
NAME OF APPLICANT

_____
ADDRESS

_____
CITY STATE ZIP

_____
AUTHORIZED SIGNATURE

_____
PRINT NAME

_____
TELEPHONE NUMBER

APPLICANT IS REQUIRED TO PROVIDE A COPY OF A DETAILED CONSTRUCTION SCHEDULE INCLUDING EXACT START AND COMPLETION DATES OF PROPOSED CONSTRUCTION ALONG WITH A TRAFFIC CONTROL PLAN FOR ALL WORK REQUIRING LANE CLOSURES.

Mammoth Lakes
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ENCROACHMENT PERMIT
PLAN SUBMITTAL COMPLETENESS

Project No:_____ **Date:** _____

Applicant: _____

In order for your application to be complete, the following items are required with this submittal:

- ☐ **Completed Application Form.**
- ☐ **Valid Maintenance Bond.**
- ☐ **Application processing fee. (SEE ENGINEERING FEE SCHEDULE)**
- ☐ **Professionally drawn detailed traffic management plan, prepared by a certified traffic control supervisor (TDS).**
- ☐ **Erosion control plan.**
- ☐ **Accurately drawn detailed site plan indicating the existing conditions and proposed work.**

Application Complete? _____ **Yes** _____ **No**

BY: _____ **Date** _____

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ENGINEERING SERVICES DIVISION

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STANDARD ENCROACHMENT PERMIT CONDITIONS

The following standard conditions to be part of Encroachment Permit No._____.

1. No access or work shall be performed within the Town right-of-way without the full knowledge of the assigned Public Works Inspector who shall be given not less than 48 hours advance notice of the initiations of permitted use at (760) 934-6383.

2. Underground Service Alert (USA 1-800-422-4133) must be notified prior to any excavation or removals. The inspector may revoke any permit started without a "Dig Alert" number.

3. All work within a Town street must have an approved "Traffic Control Plan," traffic control within the construction area shall be flagged and barricaded to the satisfaction of the field inspector and shall be in compliance with the latest edition of the "Work Area Traffic Control Handbook", and two-way traffic shall be maintained at all times.

4. Written notice of intended work shall be posted by the permittee at each residence within a 200' radius, twenty four hours prior to commence any work.

5. No work shall begin before 7:00 a.m. or continue after 5:00 p.m. on local and collector streets. No work shall begin before 8:30 a.m. or continue after 3:00 p.m. on arterial streets. Absolutely no work is permitted on Sundays or Holidays. Any deviations from the above work plan, detail or schedule must be approved in writing by the Director of Public Works or authorized representative.

6. Applicant agrees that it shall be their responsibility to provide the contractor, subcontractor, or any other agent responsible for construction of the permitted use within the Town right-of-way, with a copy of the Encroachment Permit and a complete set of approved plans which shall be on the job at all times.

7. Permitted use shall be constructed in accordance with the Town specifications and approved plans subject to inspection and approval by the Town inspector. The applicant upon request by the Town inspector shall furnish certification for all materials and work,

including compaction tests. Any required compaction testing shall be paid for by the permittee.

8. Storm drain protection shall be in place and on site prior to any work.

9. All excavations must be backfilled or properly protected at the end of each working day. Non-Skid metal plates shall be fastened down to prevent moving. Metal plates will not be allowed to remain in traffic lanes more than 5 consecutive working days; temporary asphalt shall be used to eliminate any vertical edges. All street excavations must be covered with asphalt or other type of smooth, non-erodible surface at the end of each working day and maintained in a clean and neat manner at all times. Pedestrian access must be maintained on a smooth, non-erodible surface at all times.

10. If, after the backfilling of an excavation the permittee fails or refuses to resurface or repair that portion of the surface of the street damaged in conjunction with this permit in any manner whosoever, or if the Director of Public Works or his designee has elected to do such resurfacing or repairing, the Town shall do so and the permittee shall be charged with the cost thereof of completing the work.

11. All native material backfill shall be compacted to a relative density of at least 95% of the maximum density.

12. All asphalt repairs shall conform to Section 0000000 Asphalt Concrete of the Standard Specifications. Longitudinal trenches shall be paved with an operator-controlled screed-paving machine. Final pavement repairs shall be complete within twenty (20) working days from the initial excavation. Trenches within 18" of any concrete structure shall require removal and replacement of asphalt pavement up to the structure. Pavement and base repairs shall be per Town Standard.

    A. Final pavement repair shall be 1" greater asphalt and 1" greater aggregate base than existing road construction but in no case be less than 3" AC over 6" AB local streets, and 6" AC over 8" AB arterial streets.

    B. Trenches backfilled with cement slurry may be surface cold planed and paved per detail.

    C. Trenches parallel to the street centerline and within the traveled lane will require cold planning the full lane width (12') and 0.10ft. deep.

13. One sack cement sand slurry mix is required as backfill when tunneling under any concrete structure, or on all lateral excavations within arterial streets unless directed to do otherwise by the Town Inspector. Slurry seal may be required 100 feet from either side of the centerline of trench or to the beginning of the nearest intersection, whichever is nearest.

14. Concrete removal shall be made to the nearest score joint or saw cut, if said joint is less than 4 feet from work limits. In no case shall any sidewalk removal/replacement be less

than 20 square feet and the smallest dimensions not less than 48 inches. All final repairs shall be complete within five working days of initial sidewalk removal. Safe pedestrian access must be maintained at all times.

15. All concrete work shall be transit mixed, Type V cement, and conforming to the Standard Specifications, and approved by the Town inspector.

16. The roadway, including sidewalks, shall be free of all obstructions and completely open to traffic at the end of each working day (no later than 3:30 p.m. on arterial streets). No equipment or materials may be left in the Town right-of-way overnight without specific permission on an approved permit from the Town of Mammoth Lakes.

17. When excavating is made in a parkway area, it shall be returned to its pre-existing condition.

18. Any improvements above ground shall provide: 18" clearance from curb face, 48" clearance on sidewalk for vertical obstructions. The Town inspector prior to installation must inspect each location.

19. This permit may be immediately revoked for reasons in the best interest of the Town of violation of permit conditions upon notice given by the Town Engineer or authorized representative. In the event of such revocation, applicant shall immediately cease all operations and restore Town right-of-way as directed by the Town inspector. After notification, Town may take full possession of the area as appropriate. The Town will recover from the security deposit all costs involved in the event restorations or Town property or removal of any items installed by the applicant are necessary by the Town.

20. The permit may become void in the event the use permitted is not started within sixty (60) calendar days from the date of issuance or in the event the permitted use is abandoned for a period exceeding sixty (60) calendar days after construction has begun. Upon commencement of work, all operations, including cleanup and restoration of Town right-of-way, shall be completed within sixty (60) calendar days. No emergency permits will be issued unless it is a real emergency. Emergency work not started within 24 hours from the verbal authorization shall become VOID.

21. All excavated material shall be cast away from the improved portion of the street. Excavated material cannot be stockpiled on any Town street, and the right-of-way shall be left in neat and orderly condition.

22. All roadside drainage shall be restored to a true grade and the intake and outlet ends of all culverts shall be left free from all excess materials and debris.

23. If it becomes necessary to repair any excavation due to settlement or any cause due to the permitted work, the permittee shall make repairs upon request or pay the costs incurred for said repairs. These costs may be withheld from the posted security deposit.

24. All approaches to private driveways and intersecting roads and streets shall be kept open to traffic at all times, unless otherwise approved by the Director of Public Works or his designee.

25. Permittee shall prevent dust or other materials from becoming a nuisance or annoyance.

26. The permittee guarantees to save, indemnify and hold harmless the Town of Mammoth Lakes and all its agencies, officers, employers and officials against all liabilities, judgments, costs and expenses which may in any manner or form arise in consequence or the issuance of this permit or any work performed in consequence thereof.

27. Repairs to damaged Town facilities shall be made functional immediately and complete and final repairs to be completed within 5 calendar days.