

# CITY OF WHITTIER

## APPLICATION FOR PERMIT TO ENCROACH/CONSTRUCT

PLEASE PRINT OR TYPE:

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 Job Address \_\_\_\_\_ Plan No. \_\_\_\_\_

hereby makes an application for permission to make the following encroachment under the provisions of City ordinance to-wit:

\_\_\_\_\_  
 \_\_\_\_\_

This applicant hereby agrees that the above-described work shall be commenced within \_\_\_\_\_ days from the date of the permit issued hereunder and shall be diligently and continuously pursued to completion, and that the encroachment made under said permit shall be refilled in the manner provided for in said ordinance, and all construction materials and debris removed within \_\_\_\_\_ days from date upon which encroachment is commenced or said street, alley or public place is first obstructed by said applicant, or that said encroachment may be refilled in such manner, and any construction materials and debris may be removed by the Public Works Department at the expense of such applicant.

### FEE SCHEDULE

_____ Residential/Commercial Driveway Permit/Inspection: \$309 each -----	_____
_____ Sidewalk Permit/Inspection: \$230 plus \$.20 per square foot for area in excess of 300 sq. ft. -----	_____
_____ Curb, gutter and/or monolithic curb and gutter: \$309 plus \$.40 per lineal foot in excess of 50 ft. ----	_____
_____ Residential Encroachment in Public Right-of-Way: \$120 -----	_____
_____ Non-Residential Encroachment in Public Right-of-Way: \$215-----	_____
_____ Material Storage in Public Right-of-Way: \$180 -----	_____
_____ Curb Drain: \$153 -----	_____
_____ Street Cut Permit: \$326 -----	_____
_____ Street Closure/Lane Closure Permit/Inspection: \$366 -----	_____
_____ Sign Posting/Covering Signs: \$350 -----	_____
_____ Painting House Numbers on Curbs Permit: \$400 -----	_____
_____ Slurry Seal Deposit: Account No. _____ -----	_____
_____ Permit Rider: \$54 -----	_____
_____ Other: -----	_____
_____ Penalty: Double Cost of Permit -----	_____
TOTAL -----	_____

**Office Use Only**

Tentative Permit No. \_\_\_\_\_

Application received by: \_\_\_\_\_

Field checked by: \_\_\_\_\_

Approved by: \_\_\_\_\_

General Information

Attached: \_\_\_\_\_

*This is **only** an application, **NOT A PERMIT.**  
 No work shall be started prior to permit approval.*

Signed: (Constructor/Property Owner) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

State #/City License \_\_\_\_\_

Phone No. \_\_\_\_\_

**THIS APPLICATION CANNOT BE PROCESSED UNLESS BOTH SIDES OF THIS SHEET ARE SIGNED BY THE APPLICANT.**

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All tree roots encountered during encroachment shall be protected in place. Under no circumstances is permittee allowed to cut, trim, shave or break any portion of the tree roots without written approval from the City.

Damages (\$500 minimum) will be assessed for any person violating this provision.

I hereby acknowledge and agree to abide by all aforementioned provisions stated in the permit and waive my right to challenge said provisions. I hereby agree that I am solely responsible for any violation resulting from the acts or actions taken by my designees, not limited to, employees, partners and/or friends in any form or cause.

Applicant Signature: \_\_\_\_\_

**City of Whittier Greenway Trail**

Will any work be done on the Greenway Trail?     Yes                     No  
If yes, please read the "Notice to City Maintenance Personnel and Contractors"

Applicant Signature: \_\_\_\_\_

## PERMIT PROVISIONS

1. All work shall be done in accordance with the Standard Specifications for Public Works Construction, latest edition and addendum, unless otherwise specified.
2. All traffic control shall be done in accordance with the Manual on Uniform Traffic Control Devices, latest edition.
3. All work authorized under this permit must be completed within the time specified therein, and unless so completed, this permit shall be void. An extension may be granted if applied for 24 hours before this permit expires.
4. Provisions shall be made for barricades, lights and traffic control personnel to adequately protect the traveling public during construction and encroachment operations. When necessary for public safety, traffic control personnel shall be on duty throughout the twenty-four (24) hours of each day. Two lanes of traffic shall remain open to the public at all times, one lane in each direction. Whenever it is necessary to direct traffic across the center of the street into oncoming traffic lanes, procedures outlined in the Manual on Uniform Traffic Control Devices, latest edition, shall be followed and the approval of the Traffic Engineer is required.
5. City of Whittier, Public Works Department, shall be notified at least 24 hours before start of work by phoning (562) 567-9500. Should the City Inspector find work in progress, including underground utility markings, prior to notification by the Permittee, work may be stopped for a period of not less than the remainder of the working day.
6. In order for the utilities to have continuous access to their facilities, Permittee shall be required to notify the Underground Service Alert – South (U.S.A.) by calling 1-800-422-4133 **three working days in advance of the construction work**. Paint indications for underground utilities shall be limited to only those areas to be reconstructed. Permittee shall remove any painted marks that remain after the construction is complete as follows: When placing markings on the pavement or other right-of-way areas to indicate the location of underground facilities, Permittees and/or utility companies are required to use a temporary water based marking chalk ("AERVOE" brand or approved equal) with a visibility life not to exceed three (3) weeks. In the event that a Permittee or utility company uses a non-approved marking material; it will be the responsibility of the Permittee to ensure the complete removal of all pavement markings remaining upon completion of the permitted work. **If the Permittee fails to properly and completely remove all pavement markings, the City will affect the removal and bill for both direct and indirect costs as determined by the City Engineer to the Permittee.**
7. A penalty will be charged for failure to apply for a permit prior to commencement of work.
8. All work authorized under this permit must be diligently and continuously pursued so as to complete the work in as short a time as possible; and if not so pursued, this permit may be cancelled.
9. No debris or spoil shall be left in the street overnight.
10. All of the backfill within the area of the road bed shall be of aggregate base materials only (Section 220-2.1), and shall be thoroughly pneumatically tamped in layers not to exceed 4" in depth, except that trenches in excess of 30" below the bottom of the pavement may be compacted in 8" layers or other acceptable methods. Compaction test shall be taken by the permittee when and where required by the Inspector. Densities shall meet the requirements of Section 300-4.7 and 301-1.3 of Standard Specifications and of this permit.
11. When encroachments are made in a parkway area which is landscaped, it shall be the contractor's responsibility to replace plants, shrubs and sod in a neat and workmanlike manner, leaving the area in as near its original state as possible, all to the satisfaction of the Street Maintenance Manager, Park Manager and/or Director of Public Works.
12. All concrete shall be cut to nearest score marks with a concrete saw in the depth of 2".
13. Repairs to Portland Cement Concrete shall be made of Portland Cement Concrete containing minimum 5.5 sacks of cement per cubic yard. Concrete pavement shall be constructed to a minimum thickness of 6", no less than the existing pavement and placed on a 4" base material. Portland Cement Concrete shall be satisfactorily cured, with Hunt's Process of equal and protected from disturbances for not less than 24 hours.
14. All asphalt concrete may be cut with a concrete saw to a minimum depth of 2". If a concrete saw is not used, the cut must be made neatly and uniformly by an acceptable method.

15. Repairs to rock and oil or asphaltic concrete pavement shall be made with plant mix resurfacing, Type I. Patches shall be a minimum of 4" and not less than existing pavement plus 1" and placed on Type A base minimum 6" thick. All edges shall be treated with a tack coat. Base course shall be ¾" the inspector shall determine mix and top course.
16. The holder of any permit and any agent, servant or employee working for the said permit holder on any encroachment and fill, shall inform himself and obtain all necessary information as to the existence of and location of all underground pipes, lines, manholes, wires, substructures and appurtenances of any utility. The City shall be protected by the permittee against any damage by reason of any encroachment on fill. Any damage caused to such underground installations, appurtenances, or substructures, shall be paid for by permittee. Such repairs as are required, shall be made or be caused to be made by the City of Whittier and billed to such permittee who shall pay the same upon receipt of a statement of the cost of such repair, replacement or reconstruction of the damaged substructures or appurtenances. In cutting curbs, if the curb is cracked from the top drain top of curb, the entire curb to the footing must be removed and replaced.
17. All utilities shall be placed with a minimum of 42" of cover, measured from the flow line of the gutter on the low side of the street.
18. All construction work between the curb line and property line shall be constructed in conformance to Standard Plans and Specifications approved the City of Whittier Ordinance No. 1801.
19. Form inspection will be required prior to placement of concrete and at the completion of work. At least 24 hours' notice will be required before inspection can be provided. Call (562) 567-9500.
20. Curbs shall be core drilled or a minimum of two (2) feet of curb removed (saw-cut required). Two (2) number 3 reinforcing bars shall be placed of the top of the pipe drain.
21. Specific provisions and conditions may be appended to each permit.
22. This permit does not allow work on private property.
23. Insurance requirements are as specified by the Director of Public Works.
24. Permittee shall comply with the Waste Discharge Requirements of the National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Storm Water and Urban Runoff Discharges in the County of Los Angeles (Order No. 01-182, NPDES Permit No. CAS004001). Best Management Practice (BMP) shall be used to prevent storm water pollution. A copy of said NPDES permit and BMP(s) is available to interested parties upon request at the Public Works Department, 13230 Penn Street, Whittier, California.
25. All work, Traffic Control and NPDES requirements related to this permit shall be maintained and completed to the satisfaction of the Public Works Inspector.