# ENCROACHMENT PERMIT
# APPLICATION

## PERMITTEE INFORMATION
(TO BE COMPLETED BY PERMITTEE, PLEASE PRINT)

LOCATION OF WORK OR PROJECT _____ ASSESSOR'S PARCEL NUMBER _____

PERMITTEE _____ CONTACT NAME _____

ADDRESS _____ CITY/STATE/ZIP _____ PHONE NUMBER / FAX NUMBER _____

PROJECT COST ESTIMATE: $_____

## CONTRACTOR / SUBCONTRACTOR INFORMATION

CONTRACTOR PERFORMING WORK _____ CONTACT NAME _____

ADDRESS _____ CITY/STATE/ZIP _____ PHONE NUMBER / FAX NUMBER / E-MAIL _____

CONTRACTOR'S LICENSE NO. CLASS _____ BUSINESS LICENSE NO. _____

EMERGENCY CONTACT NAME _____ EMERGENCY CONTACT PHONE NO. _____

PROVIDE NAME OF COMPETENT PERSON ON SITE _____ COMPETENT PERSON PHONE NO. _____

I have read, understand, and agree to comply with the permit conditions which are a part of this permit. I further agree to comply with the current City of Riverbank Standard Specifications and Details, City Ordinances, and conditional requirements.

**PERMITTEE'S SIGNATURE** _____ **DATE** _____

DESCRIPTION OF CONSTRUCTION (ATTACH PLANS): _____

ANTICIPATED START DATE: _____ ANTICIPATED FINISH DATE: _____

APPROVED BY THE DEVELOPMENT SERVICES DEPARTMENT _____ ISSUE DATE _____

**City of Riverbank, Development Services (209) 863-7127 Fax (209) 869-1849**

**24-Hour Inspection Request &**
**48-Hour Traffic Control Notification Line**
**(209) 863-7121**

I have read, understand, and agree to comply with the permit conditions which are a part of this permit. I further agree to comply with the current City of Riverbank Standard Specifications and Details, City Ordinances, and conditional requirements.

PERMITTEE'S SIGNATURE _____ DATE _____

# ENCROACHMENT PERMIT CONDITIONS

## PURSUANT TO CITY ORDINANCE 95

1. ACCEPTANCE OF THE PROVISIONS: It is understood and agreed by the Permittee that all conditions have been read, and understood. The Permittee agrees to comply with all conditions.
2. KEEP PERMIT ON WORK SITE: This permit, or a complete copy, shall be kept at the site of the work and upon request must be shown to any representative of the City or any law enforcement officer.
3. PERMITS FROM OTHER AGENCIES: Permittee must obtain all other permits required by other public or private agencies or individuals necessary in order to perform the intended work. It shall be the responsibility of the Permittee to notify the utility and cable TV companies prior to starting any construction that may involve their underground or overhead utilities.
4. INSPECTION NOTIFICATION: The Permittee shall notify the Development Services Department at (209) 863-7127 a minimum of two (2) working days prior to performance of any work under this permit. Any work performed without inspection or contrary to City of Riverbank Standard Construction Specifications, Standard Details or approved plans shall be deemed noncomplying and will not be accepted by the City.
5. TRAFFIC CONTROL: Construction traffic control shall conform to the current edition of the "California Manual on Uniform Traffic Control Devices for Streets and Highways", as published by the U.S. Department of Transportation Federal Highway Administration.
6. PERMIT EXPIRATION: This permit is valid for a period of one year or until liability insurance expires, whichever comes first.
7. UNDERGROUND SERVICE ALERT: Permittee must notify Underground Service Alert (USA) at 800-227-2600 at least 48 hours in advance of start of work for location of underground utilities.
8. GUARANTEE: For a period of six months (180 days) after acceptance by the Development Services Department, the Permittee shall guarantee all work performed under this permit. Any failure caused by defective materials or workmanship shall be promptly repaired or replaced at the Permittee's expense. Failure of the Permittee to make such corrections will cause the City to make or have made any necessary repairs at the Permittee's expense.
9. STORAGE OF MATERIAL: Excavated material, sand, gravel, or any construction materials and debris shall not be stockpiled in the City right-of-way.
10. PUBLIC CONVENIENCE:
    (a) The Permittee shall so conduct his operations as to offer the least possible obstruction and inconvenience to the public and he shall have under construction no greater amount of work than he can prosecute properly with due regard to the rights of the public;
    (b) Unless otherwise provided in the permit, all public traffic shall be permitted to pass through the work with as little inconvenience and delay as possible;
    (c) Spillage resulting from hauling operations along or across any publicly traveled way shall be removed immediately by the Permittee at his expense;
    (d) Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to abutting property owners;
    (e) Convenient access to driveways, houses, and buildings along the work shall be maintained and temporary approaches to crossings or intersecting highways shall be provided and kept in good condition When the abutting property owner's access across the right-of-way line is to be eliminated, or to be replaced under the permit by other access facilities, the existing access shall not be closed until the replacement access facilities are usable;
    (f) If ordered by the Inspector, water shall be supplied by the Permittee for the alleviation or prevention of dust nuisance. The Permittee may use water from a fire hydrant for this purpose provided he first obtains a Fire Hydrant Permit from the Public Works Department;
    (g) In older to expedite the passage of public traffic through or around the work and where ordered by the Inspector, the Permittee shall install signs, lights, flares, barricades, and other facilities for the sole convenience and direction of public traffic. Also, where directed by the Inspector, the Permittee shall provide and station competent flag persons whose sole duties shall consist of directing the movement of public traffic through or around the work;
    (h) Flag persons and guards, while assigned to traffic control, shall perform their duties and shall be provided with the necessary equipment in accordance with the current "Instructions to Flagmen" of the California Department of Transportation. The equipment shall be furnished and kept clean and in good repair. Flag control shall conform to the California Safety Order 1559.
11. SAFETY:
    (a) General - The Permittee shall be solely and completely responsible for the conditions of the job site, including safety of all persons and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours. Safety provisions shall conform to all applicable Federal, State, and local laws, ordinances, and codes, and to the rules and regulations established by the California Division of Industrial Safety, and to other rules of law applicable to the work, and shall conform to the California Safety Order 1558;
    (b) The services of the Inspector in conducting construction review of the Permittee's performance is not intended to include review of the adequacy of the Permittee's work methods, equipment, bracing or scaffolding or safety measures, in, on, or near the construction site, and shall not be construed as supervision of the actual construction nor make the Inspector or the City responsible for providing a safe place for the performance of work by the Permittee, Contractor, subcontractors, or suppliers; or for access, visits, use work, travel or occupancy by any person.
    (c) The Permittee shall carefully instruct all personnel working in potentially hazardous work areas as to potential dangers and shall provide such necessary safety equipment and instruction as is necessary to prevent injury to personnel and damage to property. Special care shall be exercised relative to electrical work, work involving excavation and in sump pump work;
    (d) All work and materials shall be in strict accordance with all applicable State, Federal and local laws, rules, regulations, and codes;
    (e) Nothing in this permit is to be construed to permit work not conforming to governing law;
    (f) Shoring and Trench Safety Plan - Attention is directed to Section 832 of the Civil Code of the State of California, Section 6705 of the State Labor Code, and the Construction Safety Orders of the State of California Division of Industrial Safety.
12. PROTECTION OF PERSON AND PROPERTY:
    (a) The Permittee shall take whatever precautions are necessary to prevent damage to all existing improvements, including above ground and underground utilities, trees, shrubbery that is not specifically shown to be removed, fences, signs, mailboxes, survey markers and monuments, buildings, structures, the City's property, adjacent property, and any other improvements or facilities within or adjacent to the work. If such improvements or property are injured or damaged by reason of the Permittee's operations, they shall be replaced or restored, at the Permittee's expense, to a condition at least as good as the condition they were in prior to the start of the Permittee's operations;
    (b) The Permittee shall adopt all practical means to minimize interference to traffic and public inconvenience, discomfort or damage. The Permittee shall protect against injury any pipes, conduits or other structures crossing the trenching or encountered in the work and shall be responsible for any injury done to such pipes or structures, or damage to property resulting therefrom. He shall support or replace any such structures without delay;
    (c) The Permittee is cautioned that he must replace all improvements in rights-of-way and within the public streets to a condition equal to what existed prior to his entry onto the job.
13. RESPONSIBILITY FOR REPAIR OF FACILITIES: All public or private facilities, including but not limited to, gravel surfacing at existing canals, structures, telephone cables, roadways, curbs, gutters, parking lots, private drives, levees and embankments for creeks, ponds and reservoirs disturbed during construction of the work shall be repaired and/or replaced by the Permittee to match facilities existing prior to construction. In addition, the Permittee shall be responsible for any settlement damage to such facilities or adjoining areas for a period of one year after acceptance of such required facilities.
14. CITY'S REPAIR: In the event the Permittee refuses or neglects to make good any loss or damage for which he is responsible under this Permit, the City may itself, or by the employment of others, make good any such loss or damage, and the cost and expense of doing so, including any reasonable engineering, legal and other consultant fees, and any costs of administrative and managerial services, shall be charged to the Permittee.
15. CONTRACTOR'S LICENSE NOTICE: Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar, Contractor's State License Board, 9821 Business Park Dr., Sacramento, California.
16. INDEMNITY AND LITIGATION COST:
    (a) The Permittee specifically obligates himself and hereby agrees to protect, hold free and harmless, defend and indemnify the City, the Engineer and his consultants, and each of their officers, employees and agents, from any and all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, which arise out of or are in any way connected with the Permittee's, his Contractor's, or his subcontractors' or suppliers' performance of work under this permit, to the extent legally permissible, this indemnity and hold harmless agreement by the Permittee shall apply to any acts or omissions, whether active or passive, on the part of the Permittee or his agents, employees, representatives, or Subcontractor's agents, employees and representatives, resulting in liability irrespective of whether or not any acts or omissions of the parties to be indemnified hereunder may also have been a contributing factor to the liability;
    (b) In any and all claims against the City or the Engineer and his consultants, and each of their officers, employees and agents by any employee of the Permittee, his Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Worker's Compensation statutes, disability benefit statutes, or other employee benefit statutes.

I have read, understand, and agree to comply with the permit conditions which are a part of this permit. I further agree to comply with the current City of Riverbank Standard Specifications and Details, City Ordinances, and conditional requirements.

PERMITTEE'S SIGNATURE _____ DATE _____

# City of Riverbank

Erosion and Sediment Control Plan (ESCP)
Worksheet for Small Construction Projects

**Project Name:** _____

## *What is this document for?*

The City's Phase II MS4 NPDES General Permit issued by the State Water Board to the City, requires the City to develop and maintain a program to assure that sediment and other pollutants from construction activities do not flow into the City's storm water drainage system and, subsequently, impact local receiving waters. The City's Permit requires the City to require the owner of any construction project having soil disturbance to submit an Erosion and Sediment Control Plan (ESCP). The ESCP must identify potential sources of erosion and sedimentation associated with the project and identify the control measures (best management practices or BMPs) used to prevent erosion and control sedimentation within the project. This document is a worksheet to assist owners of small projects to determine appropriate control measures for their project.

## *Who is required to complete this document?*

All construction projects that have soil disturbance and pass through plan check or the City's permitting process must develop an ESCP. Projects having more than 1 acre of soil disturbance or those projects that are part of a larger common plan may be required to comply with the State Water Board's Construction General Permit (CGP), which requires the development of a Storm Water Pollution Prevention Plan (SWPPP). For these larger projects, the CGP-required SWPPP may be submitted in lieu of the ESCP. For all other projects (small projects) having less than 1 acre of soil disturbance or those that qualify for a waiver or exemption from the CGP, they must submit an ESCP using this worksheet.

## *What is required in this document?*

This worksheet requires basic project and contact information, as well as, basic site information including location, status, approximate start and end dates and the area of soil disturbance.

The Best Management Practices (BMPs) that will be used during construction are also required to be identified.

A basic site map showing the project boundaries, adjacent streets, storm drain inlets, placement of BMPs, and where construction work will be occurring is required to be included.

BMPs, as defined on the US Environmental Protection Agency's (EPA) website, is "*a term used to describe a type of water pollution control. Storm water BMPs are techniques, measures or structural controls used to manage the quantity and improve the quality of storm water runoff. The goal is to reduce or eliminate the contaminants collected by storm water as it moves into streams and rivers.*"

For more details on BMPs please visit the California Storm Water Quality Association's website at:
www.casqa.org/resources/bmp-handbooks

or Caltrans's website at:
www.dot.ca.gov/hq/construc/stormwater/manuals.htm

## 1 Project Information

| | |
|---|---|
| Project Name: | |
| Project Address: | |
| Project Size:<br>(Indicate sq. ft. or acres) | |
| Anticipated Construction Start Date: | |
| Anticipated Construction End Date: | |
| Approximate Soil Disturbance:<br>(Indicate sq. ft or acres) | |
| Number of Storm Drain Inlets within 50 ft. of the soil disturbance. | |

## 2 Owner Information

| | |
|---|---|
| Name: | |
| Address: | |
| Phone Number: | |
| Email: | |

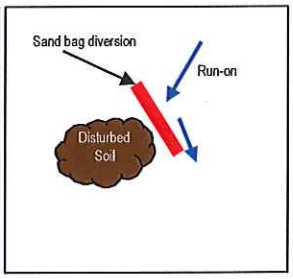
## 3 Contractor Information

| | |
|---|---|
| Name: | |
| Company Name: | |
| Address: | |
| Phone Number: | |
| Email: | |

# 4 Best Management Practices

## 4.1 Run-On Control BMPs

When surface flow of storm water runoff is allowed to pass through disturbed soils at an active construction project it can mobilize sediment and carry it into the municipality's storm drainage system and into the local receiving waters. This results in deposition of sediment in the municipal drainage system which causes more frequent maintenance and can cause flooding. The sediment is also harmful to the local waterways.




| | |
|---|---|
| Does storm water have the potential to run-on to the construction site? | ❑ Yes<br>❑ No |
| If yes, will storm water surface flow be diverted around any disturbed soil areas? Show how it will be diverted on the site map. | ❑ Yes<br>❑ No |

## 4.2 Erosion Control BMPs

The definition of erosion is the detachment of soil particles. These particles can become detached by rain, wind, or construction activity. Although construction, by nature, disturbs soil. It is vital to place a temporary or permanent covering over disturbed soil as soon as possible. Projects are not allowed to leave areas of exposed soil that do not have a cover. On the table below and on the site map show how you will prevent erosion at your project.

| CASQA Fact Sheet | BMP Name | BMP Selected? (Check Box) | Describe the BMP to be implemented. If not used, state the reason why. |
|---|---|---|---|
| EC-1 | Scheduling (work will be conducted during the dry season) | | |
| EC-2 | Preservation of Existing Vegetation (existing vegetated areas will not be disturbed) | | |
| EC-4 | Area to be vegetated with landscaping, turf, or hydroseeding | | |
| EC-7 | Temporary Erosion Control using an erosion control blanket or geotextile | | |
| EC-6 & EC-8 | Area covered with a temporary or permanent mulch including straw, wood, compost, hydromulch, or equivalent | | |
| EC-16 | Non-Vegetated Stabilization (covered with aggregate, paving, permanent structures / surfaces) | | |
| WE-1 | Wind Erosion Control (kept moist to prevent wind erosion) | | |

## 4.3 Temporary Sediment Control BMPs

Sediment control is accomplished by two ways. First, giving sediment every opportunity to settle out of storm water runoff while still on the project. Second, remove sediment from surfaces that has been carried or tracked off site before it enters the municipal drains. Each project must have effective perimeter sediment control. Drain inlets within 50 feet of the project must be protected. Any visible track out or sedimentation onto municipal property must be removed as soon as possible. On the table below and on the site map show how you will control sediment at your project.

| CASQA Fact Sheet | BMP Name | BMP Selected? (Check Box) | Describe the BMP to be implemented. If not used, state the reason why. |
|---|---|---|---|
| SE-1 | Temporary Silt Fence | | |
| SE-2 or SE-3 | Sediment basin or trap (all or some of the storm water drains to a retention pond or basin where sediment can settle out) | | |
| SE-5 | Temporary Fiber Rolls / Straw Wattles | | |
| SE-6 or SE - 8 | Temporary Gravel Bag Berm or Sand Bag Barrier | | |
| SE-7 | Street Sweeping (inspect roads and sidewalks daily and sweep as necessary) | | |
| MS4 Standard | Curb cutback (maintain a minimum of 4 inches of elevation difference between the disturbed soil and the top of the existing curb, sidewalk, or paved surface) | | |
| SE-10 | Temporary Drain Inlet Protection (mandatory for any DI's within 50 feet of the project) | | |
| SE-13 | Compost Socks / Biofilter Bags | | |
| MS4 Standard | Stabilized Construction Exit – Constructed with aggregate at the project owner's specification, but it must be effective in controlling trackout. | | |
| TC-2 | Stabilized Construction Roadways | | |
| WM-03 | Stockpile Management (stockpiles that have not been actively used in the last 14 days must be covered with an erosion control blanket or plastic sheeting and contained with a fiber roll or gravel bag berm) | | |

## 4.4 Non-Storm Water Pollution Control BMPs

The City ordinances prohibit the discharge to its municipal drainage system of any wash water, unpermitted construction site dewatering, saw-cutting or grinding slurries, unpermitted hydrotest water, chlorinated swimming pool or fountain water, concrete or paint wash out, or spills of hazardous materials or other substances. On the table below, list any of the activities that may apply to your project; and on the site map show the location of these activities.

| CASQA Fact Sheet | BMP Name | Activity Planned? (Yes/No) | Describe the BMP to be implemented. If not used, state the reason why. |
|---|---|---|---|
| NS-3 | Paving, Sealing, Saw-cutting, Coring, and Grinding Operations | | |
| NS-7 | Potable Water / Irrigation Testing and Discharge to the Municipal Drainage System | | |
| NS-8 | Vehicle and Equipment Cleaning Performed on Site | | |
| NS-9 & WM-04 | Vehicle and Equipment Fueling Performed on Site | | |
| NS-10 | Vehicle and Equipment Maintenance Performed on Site | | |
| NS-12/13 & WM-08 | Concrete, Stucco, Plaster, Tile, or Masonry Work | | |
| WM-09 | Temporary Sanitary Waste Facilities (port-a-potties) | | |
| WM-01 | Storage of Hazardous Materials on the Project Site (paints, solvents, acids, fuel, lubricants, etc.) | | |

**5 Site Map** (draw map below or attach another map)

* EXAMPLE *

# City of Riverbank

Erosion and Sediment Control Plan (ESCP)
Worksheet for Small Construction Projects

**Project Name:** SWIMMING POOL @ 777 PLUNGE AVENUE

MS4 Name
ESCP Worksheet for Small Projects
*Rev. 10/08/2014*

## 1 Project Information

| | |
|---|---|
| Project Name: | Swimming Pool Installation @ Smith Residence |
| Project Address: | 777 Plunge Ave., MS4sville, CA |
| Project Size: (Indicate sq. ft. or acres) | 2,500 ft$^2$ |
| Anticipated Construction Start Date: | June 1, 2015 |
| Anticipated Construction End Date: | July 3, 2015 |
| Approximate Soil Disturbance: (Indicate sq. ft or acres) | 3,000 ft$^2$ |
| Number of Storm Drain Inlets within 50 ft. of the soil disturbance. | 1 |

## 2 Owner Information

| | |
|---|---|
| Name: | John Smith |
| Address: | 777 Plunge Ave., MS4sville |
| Phone Number: | (209) 334-5363 |
| Email: | John.Smith@gmail.com |

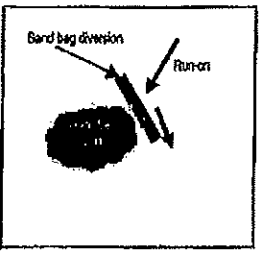
## 3 Contractor Information

| | |
|---|---|
| Name: | Doug Digger |
| Company Name: | Digger's Digging Service |
| Address: | 587 Excavation Way, MS4sville |
| Phone Number: | (209) 334-5374 |
| Email: | doug.digger@Idig.com |

# 4 Best Management Practices

## 4.1 Run-On Control BMPs

When surface flow of storm water runoff is allowed to pass through disturbed soils at an active construction project it can mobilize sediment and carry it into the municipality's storm drainage system and into the local receiving waters. This results in deposition of sediment in the municipal drainage system which causes more frequent maintenance and can cause flooding. The sediment is also harmful to the local waterways.




| | |
|---|---|
| **Does storm water have the potential to run-on to the construction site?** | ☐ Yes<br>☒ No |
| **If yes, will storm water surface flow be diverted around any disturbed soil areas? Show how it will be diverted on the site map.** | ☐ Yes<br>☐ No NA |

## 4.2 Erosion Control BMPs

The definition of erosion is the detachment of soil particles. These particles can become detached by rain, wind, or construction activity. Although construction, by nature, disturbs soil. It is vital to place a temporary or permanent covering over disturbed soil as soon as possible. Projects are not allowed to leave areas of exposed soil that do not have a cover. On the table below and on the site map show how you will prevent erosion at your project.

| CASQA Fact Sheet | BMP Name | BMP Selected? (Check Box) | Describe the BMP to be implemented. If not used, state the reason why. |
|---|---|---|---|
| EC-1 | Scheduling (work will be conducted during the dry season) | ✓ | 6/1 – 7/3 |
| EC-2 | Preservation of Existing Vegetation (existing vegetated areas will not be disturbed) | ✓ | Lawn & landscaping to be protected |
| EC-4 | Area to be vegetated with landscaping, turf, or hydroseeding | ✓ | Lawn & landscaping damaged will be replaced. |
| EC-7 | Temporary Erosion Control using an erosion control blanket or geotextile | ✓ | Plastic sheeting if necessary |
| EC-6 & EC-8 | Area covered with a temporary or permanent mulch including straw, wood, compost, hydromulch, or equivalent | ✓ | In landscaped areas |
| EC-16 | Non-Vegetated Stabilization (covered with aggregate, paving, permanent structures / surfaces) | ✓ | Pool and concrete surfaces around pool. |
| WE-1 | Wind Erosion Control (kept moist to prevent wind erosion) | ✓ | Water by hose as necessary |

MS4 Name
ESCP Worksheet for Small Projects
*Rev. 10/08/2014*

## 4.3 Temporary Sediment Control BMPs

Sediment control is accomplished by two ways. First, giving sediment every opportunity to settle out of storm water runoff while still on the project. Second, remove sediment from surfaces that has been carried or tracked off site before it enters the municipal drains. Each project must have effective perimeter sediment control. Drain inlets within 50 feet of the project must be protected. Any visible track out or sedimentation onto municipal property must be removed as soon as possible. On the table below and on the site map show how you will control sediment at your project.

| CASQA Fact Sheet | BMP Name | BMP Selected? (Check Box) | Describe the BMP to be Implemented. If not used, state the reason why. |
|---|---|---|---|
| SE-1 | Temporary Silt Fence | | Not needed. |
| SE-2 or SE-3 | Sediment basin or trap (all or some of the storm water drains to a retention pond or basin where sediment can settle out) | | Not needed |
| SE-5 | Temporary Fiber Rolls / Straw Wattles | | Not needed |
| SE-6 or SE - 8 | Temporary Gravel Bag Berm or Sand Bag Barrier | ✓ | At DI and at lawn perimeter |
| SE-7 | Street Sweeping (Inspect roads and sidewalks daily and sweep as necessary) | ✓ | Manual sweeping as needed |
| MS4 Standard | Curb cutback (maintain a minimum of 4 inches of elevation difference between the disturbed soil and the top of the existing curb, sidewalk, or paved surface) | | Not needed |
| SE-10 | Temporary Drain Inlet Protection (mandatory for any DI's within 50 feet of the project) | ✓ | Gravel bags |
| SE-13 | Compost Socks / Biofilter Bags | | Not needed |
| MS4 Standard | Stabilized Construction Exit – Constructed with aggregate at the project owner's specification, but it must be effective in controlling trackout. | | Not needed |
| TC-2 | Stabilized Construction Roadways | ✓ | Equipment & vehicles parked on the street |
| WM-03 | Stockpile Management (stockpiles that have not been actively used in the last 14 days must be covered with an erosion control blanket or plastic sheeting and contained with a fiber roll or gravel bag berm) | ✓ | As needed, but not anticipated |

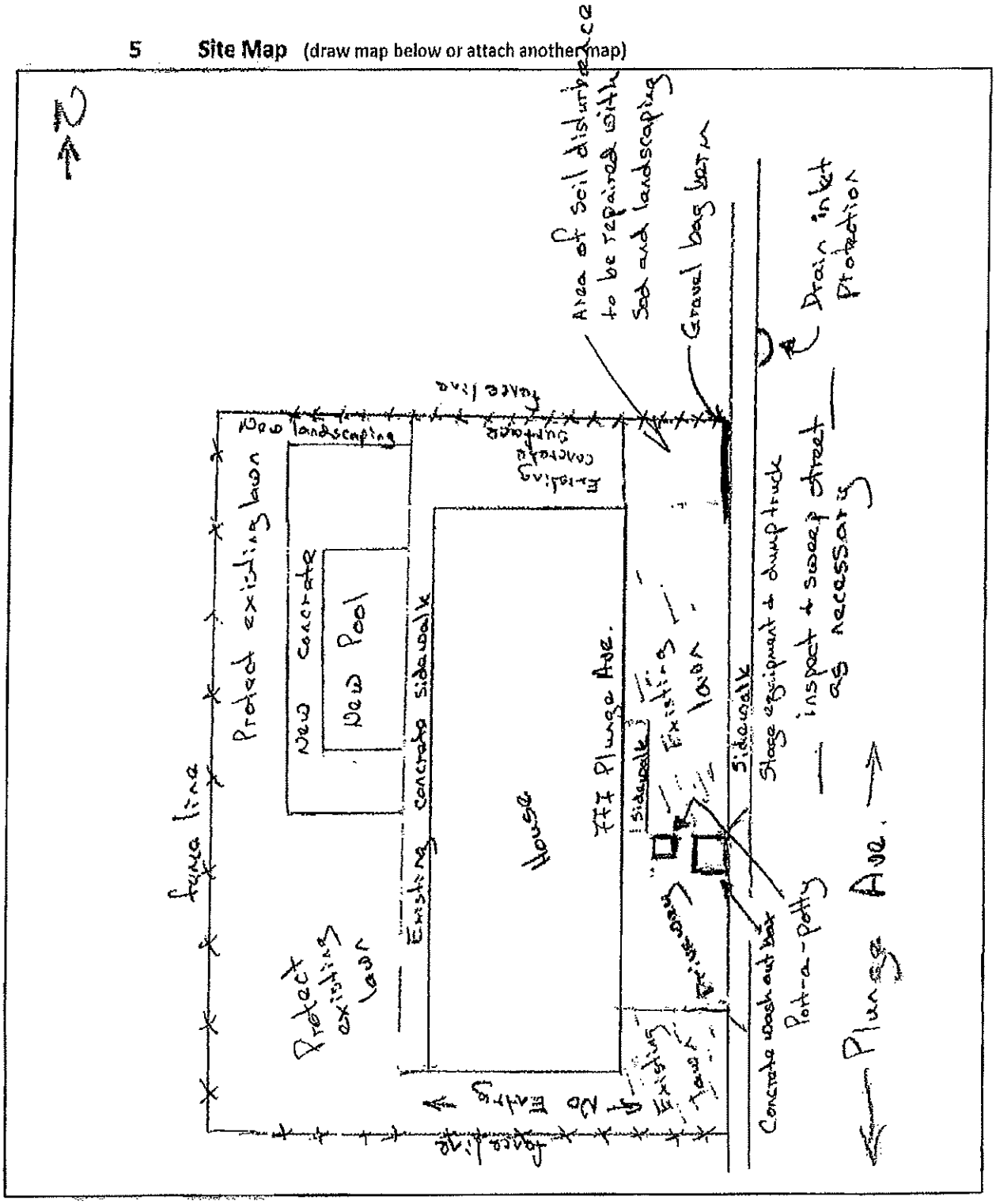
## 4.4 Non-Storm Water Pollution Control BMPs

The City ordinances prohibit the discharge to its municipal drainage system of any wash water, unpermitted construction site dewatering, saw-cutting or grinding slurries, unpermitted hydrotest water, chlorinated swimming pool or fountain water, concrete or paint wash out, or spills of hazardous materials or other substances. On the table below, list any of the activities that may apply to your project; and on the site map show the location of these activities.

| CASQA Fact Sheet | BMP Name | Activity Planned? (Yes/No) | Describe the BMP to be implemented. If not used, state the reason why. |
|---|---|---|---|
| NS-3 | Paving, Sealing, Saw-cutting, Coring, and Grinding Operations | No | not a part of this project |
| NS-7 | Potable Water / Irrigation Testing and Discharge to the Municipal Drainage System | No | not anticipated |
| NS-8 | Vehicle and Equipment Cleaning Performed on Site | No | not allowed on-site |
| NS-9 & WM-04 | Vehicle and Equipment Fueling Performed on Site | No | not allowed on-site |
| NS-10 | Vehicle and Equipment Maintenance Performed on Site | No | not allowed on-site |
| NS-12/13 & WM-08 | Concrete, Stucco, Plaster, Tile, or Masonry Work | Yes | Concrete/plaster wash out boxes to be hauled off |
| WM-09 | Temporary Sanitary Waste Facilities (port-a-potties) | Yes | Contained & serviced |
| WM-01 | Storage of Hazardous Materials on the Project Site (paints, solvents, acids, fuel, lubricants, etc.) | No | All product used are kept on vehicles and taken off site each day |

MS4 Name
**ESCP Worksheet for Small Projects**
*Rev. 10/08/2014*

**5 Site Map** (draw map below or attach another map)



**City of Riverbank Development Services Department**

Public Works ≈ Planning ≈ Building ≈ Neighborhood Improvement

6707 Third Street, Riverbank, CA 95367 Office (209) 863-7127 FAX (209) 869-7126

## Hold Harmless Agreement

With respect to any claim, action of proceeding against the City, its officials, employees or agents relating to the action or inaction of the City in reviewing, approving or denying the encroachment permit, the Utility Company and/or Contractor shall defend, indemnify and hold harmless the City, its officials, employees and agents from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the encroachment permit approval. With respect to all other claims, actions or proceedings relating to or arising from this encroachment permit, including without limitation those concerning environmental review, subsequent permit decisions, personal injury, death, property damage or inverse condemnation, the Utility Company and/or Contractor shall also defend, indemnify and hold harmless the City, its officials, employees and agents. The City retains the option to employ independent defense counsel at the Utility Company's and/or Contractor's expense. The Utility Company and/or Contractor shall bear the litigation expenses of defense, including attorneys' fees, whether incurred by the Utility Company and/or Contractor or the City's counsel, or awarded to any third party. The City must pre-approve any decision in the action, including settlement, in which the City's participation or performance is required.

I, _____,

the Utility Company and/or Contractor of _____, hereby acknowledge, read and understand the above provisions and agree to hold the City of Riverbank and its officials, employees and agents harmless in any lawsuit resulting from the issuance of the required encroachment permit.

Signed _____ Date:_____

# TRAFFIC CONTROL PLAN
## REQUIREMENTS

**A Traffic Control Plan is required for all work performed within the public right-of way!**

The basic objective of each traffic control plan (TPC) is to permit the contractor to work within the public right of way efficiently and effectively, while maintaining a safe, uniform flow of traffic. Both construction work and the public must be given equal consideration when developing a traffic control plan. In addition, when considering the public, attention must be given to all aspects of travel through the work zone: i. e., vehicular, bicycle, and pedestrian.

All TCP's shall be in accordance with the most recent edition of the California Manual on Traffic Control Devices (CA MUTCD). Please review the Temporary Traffic Controls section of the CA MUTCD prior to drafting TCP:

http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd2012/part0.pdf

**Checklist & Guidelines:**

A TCP that does not include all of the required elements listed below will be found incomplete, and returned for revision and re-submittal.

The following checklist is provided to assist Developers and Contractors in establishing uniformity in the development of TCP's. This checklist should be used as a guide to ensure that all of the basic elements are covered, and will help speed-up the plan review process.

1. TCP shall be drawn on 8.5" x 11" minimum to 24" x 36" maximum sheets of paper. Photocopied sections of the CA MUTCD or any other manual will not be accepted, all TCP's shall be site specific.

2. TPC shall be legible; using either ink or computer generated graphics. If hand drawn TCP's are submitted, a straight edge must be used for all line work.

3. If construction work requires a detour, TCP must show a line map indicating detour route, truck route, and signs.

4. Indicate contractors name, address and telephone number. Indicate name and telephone number of the 24-hour contact person representing the contractor.

5. Indicate north arrow and scale or **NOT TO SCALE (N.T.S)**

6. Show all streets in the work zone vicinity to ensure proper orientation.

7. Show all existing traffic signals and traffic control signs.

8. Show existing striping, pavement markings, painted crosswalks and bike lanes. Include total roadway widths, individual lane widths, bike lane widths, median dimensions, etc.

9. Show existing, curbs, gutters, sidewalks driveways, intersections, and bus stops in the construction work zone including areas affected by taper transition.

10. Indicate posted speed limits.

11. Show location and all dimensions of the construction work zone.

12. Show staging area and materials storage area, as appropriate.

13. Indicate locations of construction signs (note signs by symbol and sign code), barricades and delineators (includes cones).

14. Label all taper lengths and widths, delineator spacing and sign spacing. All taper lengths

## TRAFFIC CONTROL PLAN REQUIREMENTS

and widths, delineator spacing and sign spacing shall be per the CA MUTCD nomenclature.

15. Use a legend to define all symbols and designate them with CA MUTCD nomenclature.

16. Show all parking restriction zones and signs, as appropriate.

17. Signs and barricades will be required to direct pedestrians through or around the construction work zone and shall be shown on the TCP.

18. Indicate the duration of the construction work and subsequent traffic control on the plan.

## GENERAL NOTES:

1. The City, through its designated employees reserves the right to initiate field changes to assure public safety.

2. Road closures will require minimum 48 hours extended notice and must be approved by the Department of Public Works.

3. All traffic control devices shall be removed from public right-of-way when not in use.

4. The hours of construction, including equipment warm-up, shall be limited to 6:00 a.m. until 6:30 p.m. on weekdays; and 8:00 a.m. until 5:00 p.m. on weekends and legal holidays.

5. Trenches must be back filled or plated with a skid resistant plate during non-working hours.

6. A minimum of twelve (12) foot travel lanes must be maintained (14 foot travel lanes when closing bike lanes).

7. Pedestrians controls shall be provided as Shown on the plans.

8. Temporary **"NO PARKING"** signs shall be posted 48 hours prior to commencing work.

9. Access to driveways will be maintained at all times unless other arrangements are made

10. The contractor shall replace, within 72 hours, all traffic signal loops damaged during construction.

11. The contractor shall make immediate temporary repairs to any street light/traffic signal conduit damaged during construction. Permanent repairs must be made within five (5) working days.

12. All striping removed or damaged, will be replaced by the contractor with the like material within 24 hours (or replaced with temporary tape, though the contractor is still responsible for the full replacement as mentioned above.

13. All flaggers shall be equipped with a hard hat, two-way radios, and **"Stop/Slow"** paddle. In addition, all flaggers shall be trained and certified in the proper fundamentals of flagging traffic.

14. Any work that disturbs normal traffic signal operations shall be coordinated with the City 72 hours prior to beginning construction (if work will be done on a Monday notice shall be given by the previous Thursday).

15. The contractor shall maintain all traffic control devices 24 hours per day and 7 days per week.

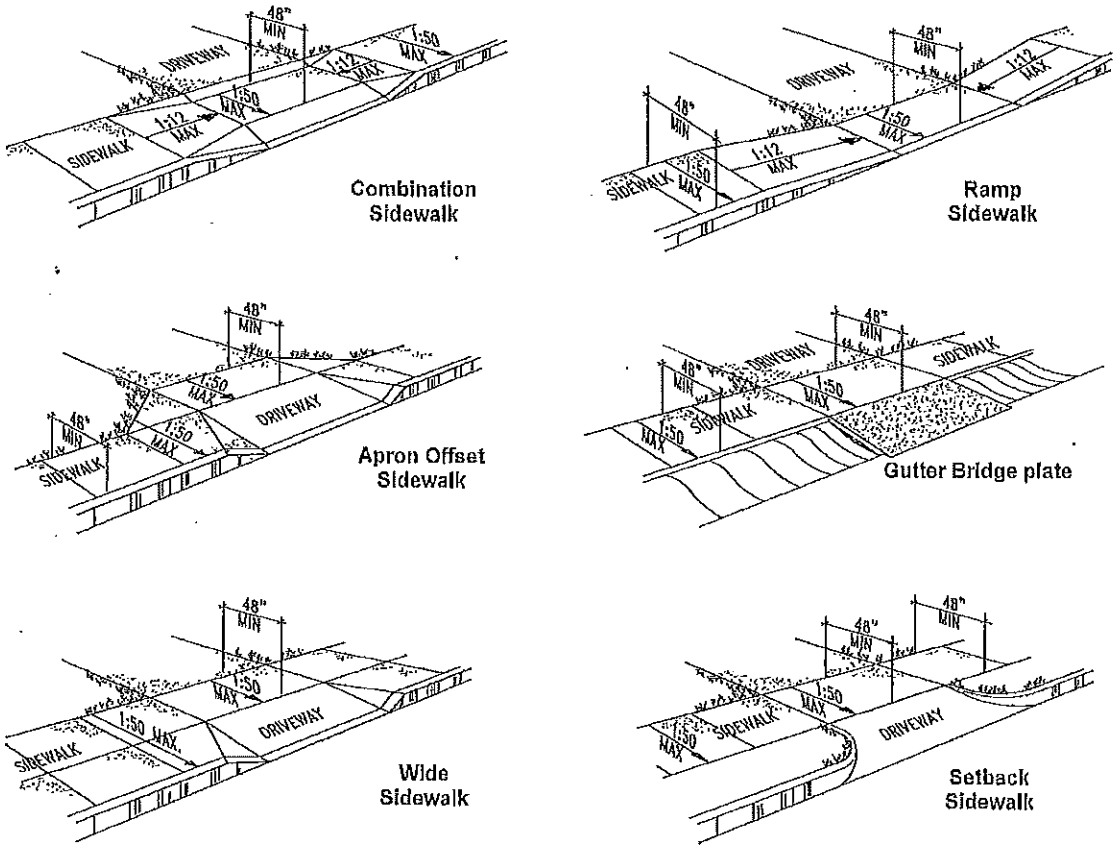
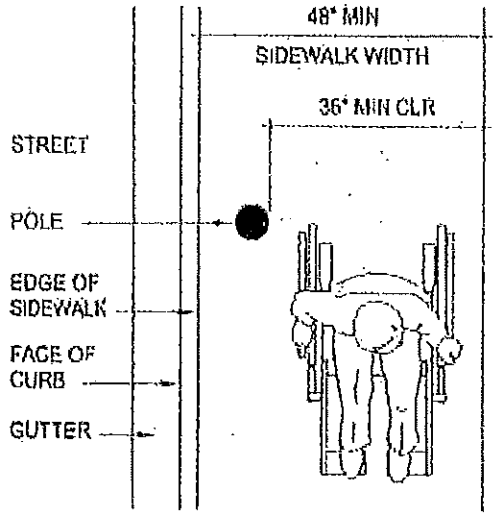



Fig 6-A. Examples of Sidewalk Driveway Connections




Continuous Common Surface 1133B.7
Single Slope Plane 1127B.5

Fig 6-B. Sidewalk Width

## BARRICADING METHODS AND MATERIALS

**A-Frames:**

When using A-frames for defining a path-of-travel, not barricading trenches from vehicular travel, A-frames shall be placed end to end (no spacing between barricades allowed). This will help a person who is blind to negotiate a safe path-of-travel. Openings between A-frames will give confusing signals to a person who is blind and using a "long cane," "walking cane" or "white cane." If using A-frames, all must be connected in a way to ensure that individual A-frames do not move out of place or separate. As an example of an acceptable connection, A-frames may be connected by 2x4s that are attached to the base of the barricade systems.

**Barrier Caution Tape:**

Caution tape does not provide an adequate barricade and cannot be used to delineate path-of-travel (but can be used in other areas to highlight danger). It can be used in conjunction with barricades such as A-frames.

**Fencing Material:**

When using fencing material (*i.e.*, chain link, plastic, etc.) the bottom three inches minimum should be solid. This base will act as a guide to blind pedestrians using canes. Walking canes used by blind pedestrians could get caught in fencing. A safe design can be achieved by attaching a solid material (*i.e.*, wood, header bender board, sheet metal, solid rod or rail etc.) to the bottom portion of the fence. Chosen material should have a high visual contrast to the street/sidewalk surface.

**Closed Crosswalks:**

If a crosswalk is closed due to construction, then curb ramps leading into that crosswalk should also be appropriately barricaded. Temporary curb ramps must be installed in the direction of the crosswalk to replace barricaded ramps. It should be noted that curb ramps are not used solely by persons in wheelchairs. They are also indicators to persons who are blind that a crosswalk exists and that there is a safe path-of-travel to cross the street. Temporary curb ramps should direct blind pedestrians to and through the temporary path-of-travel.

**Open Crosswalks:**

If crosswalks are to remain open during the project, then curb ramp area should be kept free of debris, staging material, equipment, etc.

**Path-of-Travel:**

Any change of level in a path-of-travel which is over ¼ inch (½ inch maximum) height must be beveled at ~~45°~~ 2 to 1 to provide a smooth, non-tripping transition.

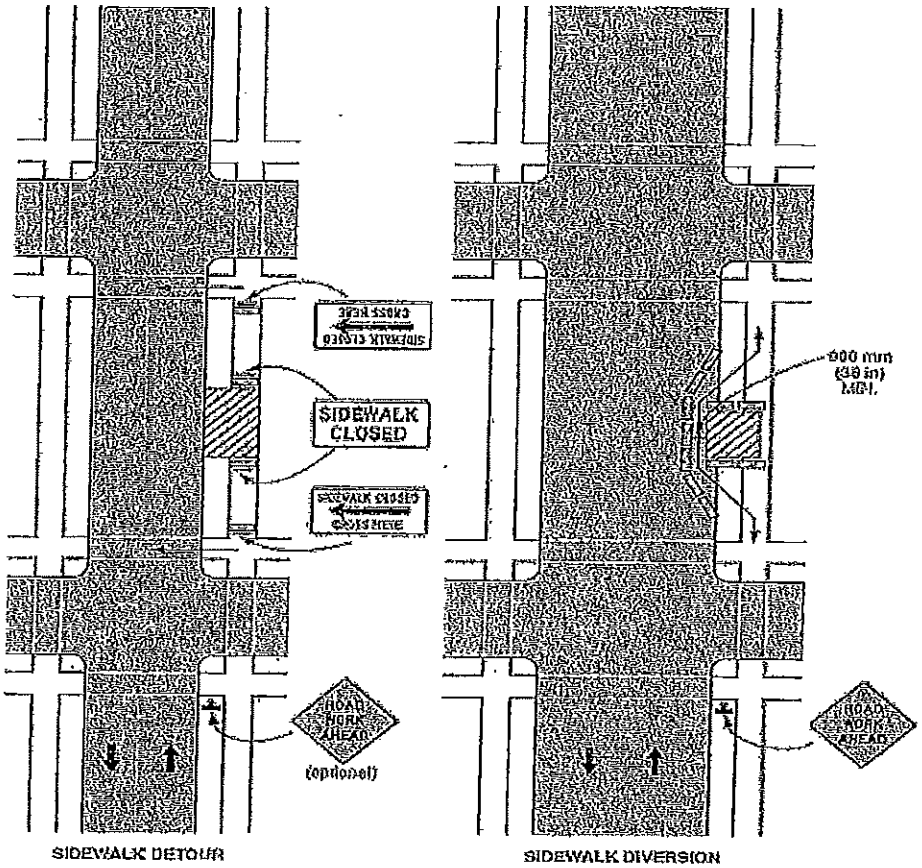
***NOTE:*** With the unique nature of each project, certain issues may arise which have not been covered in the above guidelines. Each project will have to be reviewed on a case-by-case basis, to ensure that complete, safe, usable and accessible paths-of-travel are maintained during construction.

# Compliance with the American' with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to public facilities, among other things. In compliance with the ADA, the City ‹ . is in the process of updating its ADA Self Evaluation and Transition Plan to ensure that its facilities within the public right of way, as well as other City facilities, are accessible to people with disabilities. This includes pedestrian access to sidewalks and streets, including crosswalks, curb ramps, parking and other components of the right-of-way.

All persons working within the public right-of-way must comply with the requirements of the Americans with Disabilities Act (ADA). If their work in the public right-of-way will affects pedestrian access, the City, contractor or utility company is required to provide a properly signed accessible route of travel. In other words, all facilities, including those in the public right-of-way, must accommodate disabled pedestrians. The figure below, from the Manual of Uniform Traffic Control Devices, shows a typical sidewalk closure.

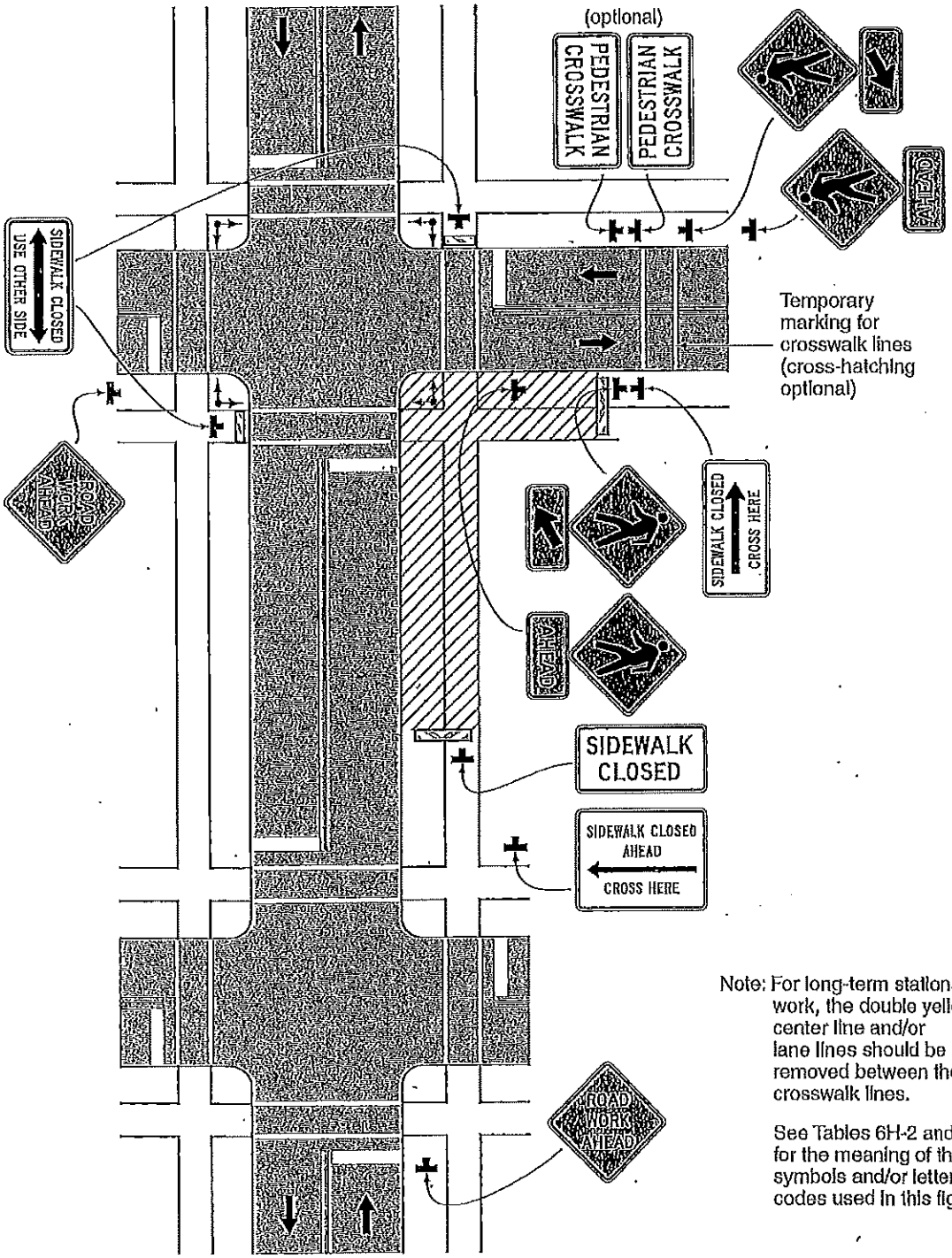
*Figure 6H-28. Sidewalk Detour or Diversion (TA-28)*




**Typical Application 28**

Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

## Figure 6H-29. Crosswalk Closures and Pedestrian Detours (TA-29)




Note: For long-term stationary work, the double yellow center line and/or lane lines should be removed between the crosswalk lines.

See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

Typical Application 29

PROCEDURE FOR ACCOMMODATING PEDESTRIANS IN WORK ZONES FOR CONSTRUCTION AND MAINTENANCE

A.1 ***STANDARD***

Measures shall be taken to accommodate pedestrian traffic through and/or around Work Zones for Construction and Maintenance. The following guidelines shall be used to determine when conditions are such that these measures shall be implemented:

1. When the work involved is expected to last for 1 hour or longer **and,** any of the following conditions:
2. When the width of an existing sidewalk is reduced.
3. When an existing pedestrian ramp is made unavailable for pedestrian use.
4. When an existing traffic signal control for pedestrians is made unavailable for pedestrian use.
5. When an object protrudes into the existing pedestrian access facility.
6. When any overhead work is to be conducted.

A.2 ***GUIDANCE***

1. The accommodation of pedestrians through and/or around Work Zones for Construction and Maintenance shall be determined during the initial planning process for the project. If applicable, construction phasing shall be made to insure that pedestrian access can be accommodated. For contract work, bid items which are related specifically for pedestrian accommodation, shall be written in such a way that the Work Zone Traffic Control for the project reflect realistic costs for these accommodations.
2. For small construction and maintenance projects on local streets and where the work zone can be contained within one block, the determination for the need for pedestrian access considerations shall be made by a trained, certified, or highly experienced person.
3. For large construction and maintenance projects where the work zone is greater than one block, or when work zone is on any collector or arterial street, the determination for the need for pedestrian access considerations shall be made by the City Traffic Engineer or his/her designee.

B.1 ***STANDARD***

The design of temporary pedestrian access facilities for construction and/or maintenance work zones shall conform with the latest version of the **MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (MUTCD),CHAPTER 6D. PEDESTRIAN AND WORKER SAFETY**, and applicable supplements to this chapter by **CALTRANS.** This design shall also be made under the direction and authorization of a licensed Civil or Traffic Engineer, as verified by signature and registration, and shall be approved by the City

B.2 *GUIDANCE*

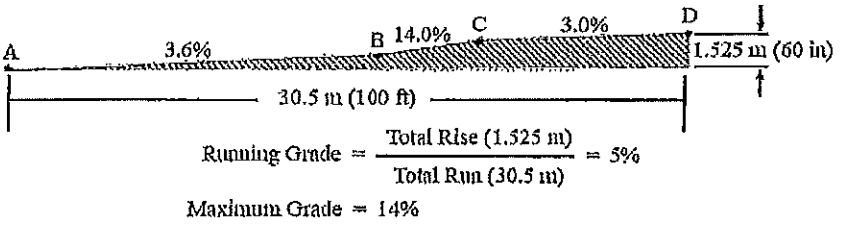
1. In complying with the Standards and Guidance found in the MUTCD and this standard, the design of pedestrian pathways through work zones shall be in compliance with the requirements of the Americans with Disabilities Act (ADA).
2. Adequate provisions shall be made for all pedestrians, including those with disabilities. The following three concepts shall be considered in the planning for pedestrians in work zones:
   a. Pedestrians shall not be led into conflicts with work site vehicles, equipment, and operations.
   b. Pedestrians shall not be led into conflicts with vehicles moving through or around the work site.
   c. Pedestrians shall be provided with a reasonably safe, convenient, and accessible path that replicates as nearly as practical the most desirable characteristics of the existing sidewalk(s) or footpath(s). Where pedestrians who have visual disabilities encounter work sites that require them to cross the roadway to find an accessible route, instructions may be provided using an audible information devise. Accessible pedestrian signals with passive detectors may be needed to enable pedestrians with visual disabilities to cross wide or heavily traveled roadways.

3. Pedestrian routes shall not be impacted for the purposes of any non-construction activities such as for parking of vehicles or equipement.

4. Design for pedestrian access shall include the following considerations:

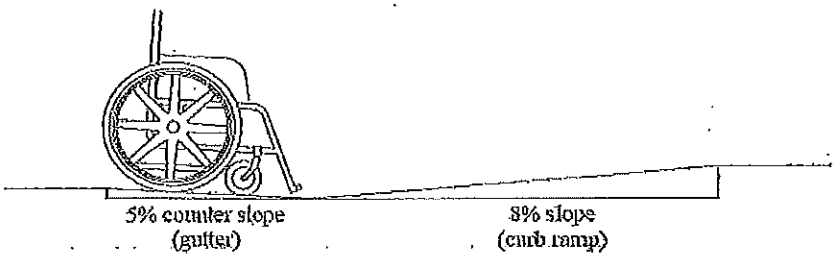
   a. The maximum allowable running grade without handrails shall be 5.0%. The maximum grade with handrails and level landings shall be 8.33%. Grade is the slope parallel to the direction of travel and is calculated by dividing the rise in elevation by the horizontal distance covered. Running grade is the average grade along a continuous grade. Maximum grade is a shorter section which exceeds the running grade, and is measured in 24 inch intervals (the approximate length of a wheelchair wheelbase). The following diagram illustrates these concepts:

*Maximum grades can make a sidewalk difficult to traverse, even if the overall running grade is moderate.*

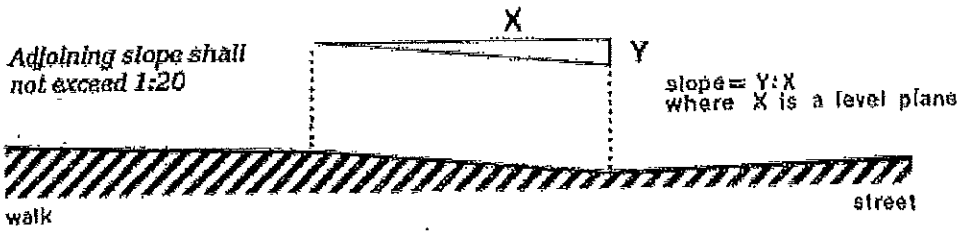


The maximum allowable rate of change of grade shall be 13% and is illustrated in the diagram below. The rate of change of grade is the change in grade over a given distance. This grade is determined by measuring the grade and the distance over which it occurs for each 24 inch segment.

*The gutter slopes counter to the slope of the curb ramp to promote drainage.*

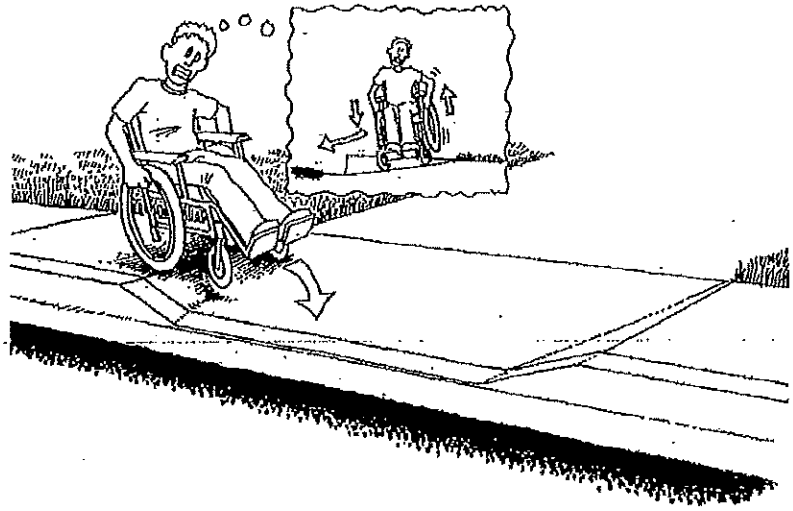



b. The maximum allowable running cross-slope shall be 2.0%. The following diagram illustrates the concept of cross-slope. Cross-Slope is the slope measured perpendicular to the direction of travel and is measured only at specific points. Running cross-slope is the average cross-slope of a contiguous section of walkway. Maximum cross-slopes are points within this contiguous section that exceed the running cross-slope. Rate of change of cross-slope is the change in cross-slope over a given distance at 24 inch intervals and is expressed in percent.

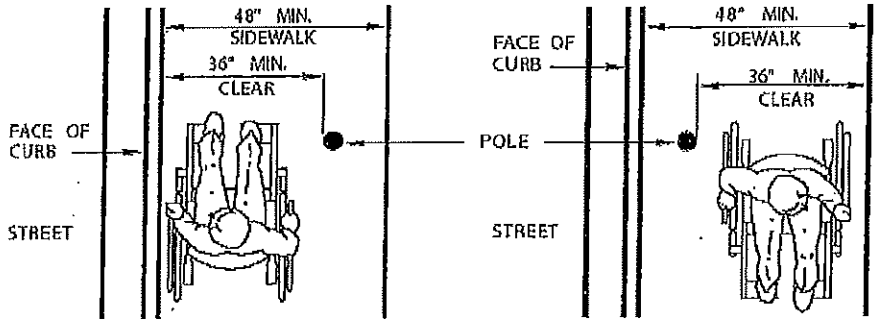


The following diagram illustrates the concept of rate of change of cross-slope:

*When cross-slopes change rapidly over a short distance, wheelchair use becomes extremely unstable.*



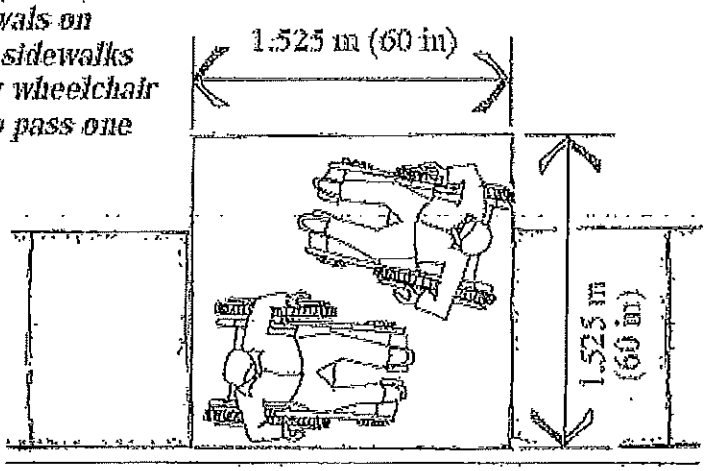
c. The minimum allowable clear width for all pedestrian facilities shall be 48 inches, except as follows: 1. A minimum width of 36 inches is allowable for a length of 24 inches maximum. This narrow width must be separated by a minimum of 48 inches in length where the width conforms to the 48 inch minimum. 2. When, because of right-of way restrictions. natural barriers or other existing conditions when the City determines that compliance with the 48 inch width would create an unreasonable hardship, the clear width may be reduced to 36 inches.



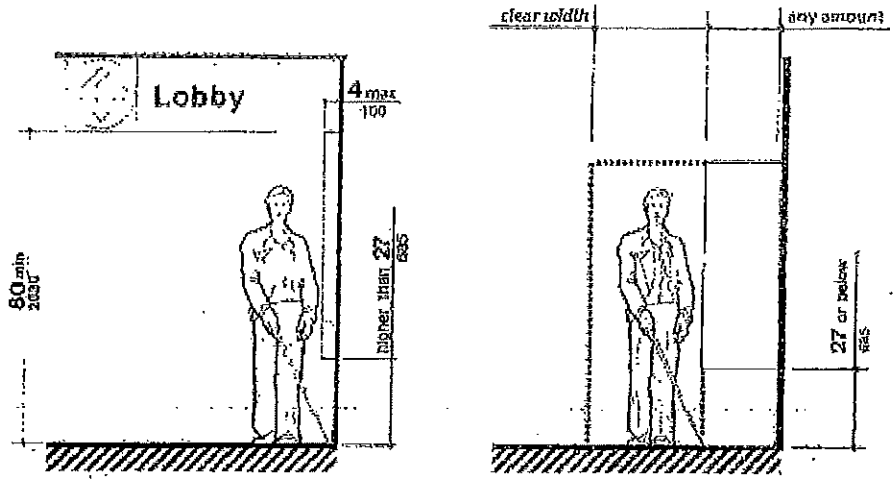

(a) SIDEWALK OBSTRUCTIONS

d. Passing Spaces and maneuvering spaces shall be a minimum of 60 inches wide and 60 inches in length, and at intervals not to exceed 200 feet. The following diagram illustrates this:

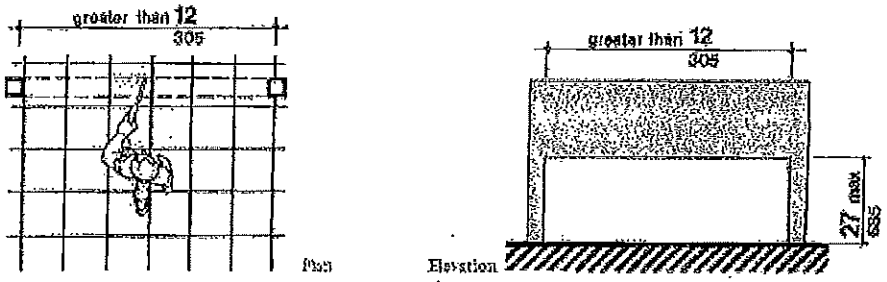
*Passing spaces should be included at intervals on narrow sidewalks to allow wheelchair users to pass one another.*




e. There shall be no objects, machinery, personnel, or anything resulting from the construction or maintenance project that shall be overhead of a pedestrian walkway. If it becomes necessary for the satisfactory completion of the project, the walkway shall be detoured appropriately, or scaffolding shall be constructed to protect pedestrians from the potential of falling objects.




Example of protruding object adjacent to line of travel.




Example of overhead protruding object.

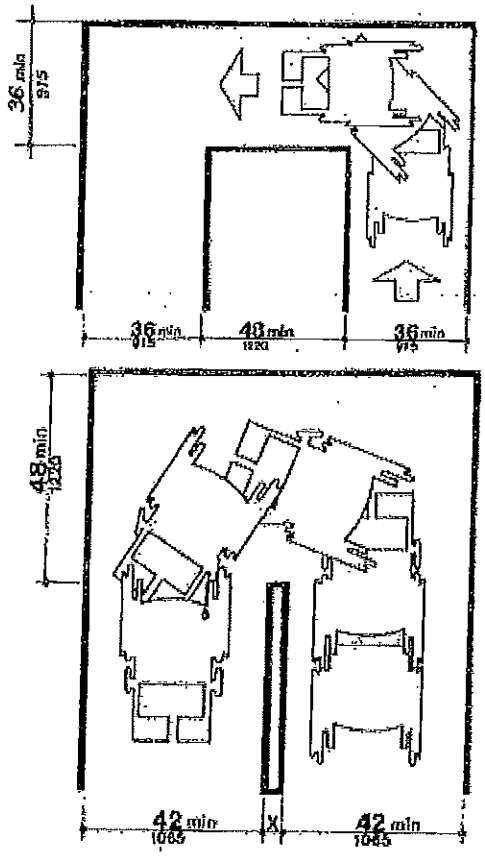
h. The design of pedestrian barricades used to define the pedestrian path through the work zone, shall be firm and stable. They should allow a pedestrian the ability to lean against it with no resulting movement. They should provide positive guidance along the base perimeter for blind pedestrian using a cane.

i. All surfaces in pedestrian access facilities shall be firm, stable, and slip-resistant.

j. All Crosswalks shall be approved by the City Traffic Engineer. The use of audible and/or vibrotactile signals may be required, and shall be left to the discretion of the City All crosswalks shall be marked and signed according to the requirements in the MUTCD.

k. Sight Distance evaluations shall be required in the design of all Work Zone Traffic Control Plans. Sight distances shall meet all applicable standards. This evaluation shall be made under the direction of a licensed Engineer and shall be approved by The City

l. When necessary in the construction of pedestrian walkways within a work zone and when the State minimum width of 48 inches is deemed unattainable and infeasibility, the following turning radius requirements shall be adhered to:




NOTE: Dimensions shown apply when x ≤ 48 in (1220 mm).

References:
Title 24 California Code of Regulations
FHWA Designing Sidewalks and Trails for Access, July 1999
ADA Accessibility Guidelines, Chapter 4 Accessible Routes, July 23, 2004
ADA Standards for Accessible Design, July 1, 1994