



CITY OF DALY CITY
 DEPARTMENT OF PUBLIC WORKS
 ENGINEERING DIVISION
 333 – 90th Street, 1st Floor, Daly City, CA 94015
 Tel: (650) 991-8064 • Fax: (650) 991-8243

ENGINEERING OFFICE USE ONLY

PERMIT APPLICATION

PLEASE PRINT CLEARLY AND FILL IN ALL APPLICABLE SECTIONS

PROJECT NAME:	APPLICATION DATE:
PROJECT SITE ADDRESS:	<input type="checkbox"/> Fire Flow Test
PROJECT DESCRIPTION:	<input type="checkbox"/> Driveway: <input type="radio"/> Residential (single or double) <input type="radio"/> Commercial
	<input type="checkbox"/> Haul Route: # of cubic yards: _____ # of Miles: _____
	<input type="checkbox"/> Sanitary Sewer: # of Connections: _____
	<input type="checkbox"/> Sidewalk: _____ sq. ft.
	<input type="checkbox"/> Street Excavation: _____ sq. ft.
	<input type="checkbox"/> Street Parking Obstruction: # of Days: _____
*ESTIMATED COST OF WORK: \$ _____	<input type="checkbox"/> Storm Drain
HAUL ROUTE:	<input type="checkbox"/> Traffic Control: # of Days/Weeks: _____
PROJECT DURATION: START DATE _____ END DATE _____	<input type="checkbox"/> Water Service : # of Connections: _____
PLAN #: Engineering _____ Building _____	<input type="checkbox"/> Water/Sewer Abandonment: # of Connections: _____
	<input type="checkbox"/> Other: _____

Please indicate to whom the security deposit shall be refunded (if applicable): Applicant Owner/Agent Contractor

APPLICANT	NAME: _____
	COMPANY: _____
	ADDRESS: _____ CITY/STATE/ZIP: _____
	PHONE#: _____ EMAIL ADDRESS: _____
	SIGNATURE: _____
OWNER/AGENT	NAME: _____
	COMPANY: _____
	ADDRESS: _____ CITY/STATE/ZIP: _____
	PHONE#: _____ EMAIL ADDRESS: _____
	SIGNATURE: _____
CONTRACTOR	NAME: _____
	COMPANY: _____
	ADDRESS: _____ CITY/STATE/ZIP: _____
	PHONE#: _____ EMAIL ADDRESS#: _____
	CONTRACTOR'S STATE LICENSE #: _____ DALY CITY BUSINESS LICENSE #: _____
	SIGNATURE: _____

ACKNOWLEDGEMENT

As the applicant, or representative thereof, I, the undersigned, understand and acknowledge that I and/or any person, company, and/or entity associated with any work aforementioned above, is bound to any and all conditions, terms, and policies set forth by the City of Daly City and commit to performing all work with regard to this permit as per established City of Daly City - City General Conditions, Standard Specifications and Drawings, including General Conditions of Approval, as well as all applicable City of Daly City Municipal and California State Codes.

SIGNATURE: _____ DATE: _____
 PRINT NAME: _____
 TITLE: _____

City of Daly City

Engineering Permit Application – Part 2

Stormwater Pollution Prevention

**Must be completed for
all projects
under 5 acres**

State and local law require that measures be taken to prevent pollutants (including sediment) from entering the storm drain system. This is an enforceable requirement of the Clean Water Act. Please complete for all applicable activities. For more information on pollution prevention practices, contact the Source Control Office at (650) 991-8208.

Project Name / Address: _____

I. Site Map

Provide a map of the site (rough sketch OK). Indicate on map:

- Areas of soil disturbance
- Areas of existing vegetation to be preserved
- Areas to be used for storage of soil and wastes
- Designated concrete mixer washout area (if applicable)
- Storm drain inlet locations and protection measures

Protection of plants and trees in any area subject to land-disturbing activities serves as an effective form of erosion and sediment control and should be attempted wherever possible.

II. Best Management Practices

Check if applicable for project – add additional sheets as necessary

Erosion Control – What measures will be taken to keep soil stabilized on existing vegetated areas, to re-vegetate disturbed areas, and to control erosion from disturbed areas? (Examples: hydroseeding; erosion blankets, filter fabrics or plastic sheeting; stabilizing stakes, etc.)

Sediment Control – What measures will be taken to prevent sediment from entering the street and storm drains? (Examples: installing silt fences, hay bales or sand bags on property perimeter; providing for a gravel stabilized entrance for vehicles to prevent tracking of soil; protecting storm drain inlets with filter fabric/sand bags, etc.; implementing sweeping schedules.)

Saw cutting of concrete or pavement – What practices will be used to prevent sawcut slurry from entering storm drains? (Examples: vacuuming slurry; sand bagging street gutter; diverting flow to soil area.)

Concrete, cement and mortar handling and disposal - What practices will be used to prevent washout from concrete mixers from entering the street and storm drains? (Examples: establishing designated washout area with flow into soil or containment ponds; filter and divert water into sanitary sewer.)

Dewatering Operations – *sediment-laden water from excavation sites must be filtered prior to discharge to the storm drains.* How will excavation water be treated?

Employee training – How will all employees be informed of these required practices?



CITY OF DALY CITY
DEPARTMENT OF PUBLIC WORKS
PERMIT FOR WORK WITHIN THE CITY STREET RIGHT-OF-WAY

GENERAL CONDITIONS OF APPROVAL

- I. **Authority:** This Encroachment Permit is issued in accordance with Chapter 12 of the Daly City Municipal Code.
2. **Effective Date:** This permit shall become effective when the City Engineer or his/her authorized Representative and the Permittee have signed it. A copy shall be furnished to Permittee.
3. **Limitations:** This permit does not constitute a lease, deed or grant of an easement, or of a fee interest by the City. It is not transferable or assignable, and is revocable at any time at the option of the City. The use authorized by this permit is limited solely to the purposes set forth herein and, except as expressly herein provided. Construction, excavation or installation of structures without specific written City approvals is not authorized. The City reserves the right to alter, add and delete from the work authorized required under this permit.
4. **Work Details:** Permittee's proposed work within City's right-of-way shall be in accordance with the drawing bearing the City's signed approval. This drawing is attached hereto as Exhibit "A" and is hereby made a part of this permit.
5. **Fees and Deposits:** Permittee will pay the fees, deposits and other securities to the City as shown on this permit before the permit is issued. Permittee shall also apply for and obtain a City Business License for his business operations within the City of Daly City.
6. **Notice Prior to Starting Work:** Before starting work under the Encroachment Permit, the Permittee shall notify the Engineering Inspection Section representative two (2) working days prior to initial start of work. When work has been interrupted for more than five (5) days, an additional two (2) working days of the notification is required before restarting work. Unless otherwise specified, all work shall be performed on weekdays and during normal working hours of the Department's representative.
7. **Protection of the City's Structures or Property:** Permittee shall be responsible and liable for any and all damages to City's structures or property, due directly or indirectly to Permittee's occupation and use of City lands pursuant to this permit, and shall promptly pay any just claim therefor. Permittee shall assume the defense of and indemnify and save harmless the City, its officers, and employees from all claims, loss liens, damage, injury and liability of every kind, nature and description, directly or indirectly arising from Permittee's occupation and use of City lands pursuant to this permit.
8. **Indemnification and Hold Harmless:** Permittee shall indemnify and hold harmless the City, its officers and employees against any and all suits, claims or actions arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, caused by an act or omission of Permittee or its employees, contractors or agents, arising from the performance of work under this permit. Permittee further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses arising therefor incurred in connection therewith; and if any officials, or employees, Permittee shall, at its expense, satisfy and discharge same.
9. **Public Liability and Property Damage Insurance:** Permittee agrees to maintain in force during the existence of this permit, at its cost and expense, general liability insurance, including coverage for contractual liability. The policy or policies of said insurance shall name as additional insureds, the City of Daly City and its officers, agents and employees. Said policy or policies shall insure said persons against loss or liability for damages for bodily injury, death or property damage occasioned by reason of the operations of permittee in, on and about the property permitted to be occupied or used, with minimum liability limits as follows:
 - \$1,000,000 each occurrence combined single limit for bodily injury and property damage;

- A copy of said insurance policy or policies shall be furnished to the City Engineer of the City of Daly City, upon the execution of this permit and shall contain a provision that written notice of cancellation or of any material change thereof shall be delivered to the City thirty (30) days in advance of the effective date thereof;
 - A permit number or lease agreement number be shown on the certificate;
 - Thereafter and during the term of this permit, Permittee shall furnish to the City Engineer, an annual renewal of said policy or policies in the form of a duly executed certificate to the effect that the insurance coverage furnished to City is being maintained by Permittee. Such policies or certificates shall be issued by a company or companies approved in writing by the City's City Attorney. Permittee shall increase the aforesaid limits upon the written demand of City provided that said increases are reasonable and justifiable by City;
 - In lieu of the above, Permittee may self-insure all or any portion of the above amounts. However, Permittee shall require its contractors performing work pursuant to this permit to carry insurance, naming the City as an additional insured, as specified above, and provide proof of insurance to City in the manner provided above.
10. **As-Built Records:** Permittee shall provide City with As-Built drawings within thirty (30) days after the work completion and before refundable deposit is released.
11. **Revocation:** Encroachment Permits are revocable on (5) day's notice, except as otherwise provided for public corporation, franchise holders and utilities. These General Provisions, Utility Maintenance Provisions, and any Encroachment Permit issued hereunder are revocable or subject to modification or abrogation at any time, without prejudice, however, to prior rights, including those evidenced by joint use agreements, franchise rights reserved rights, or any other agreements for operating purposes in City streets.
12. **Responsible Party:** No party other than the named Permittee or their agent is authorized to work under any permit.
13. **Acceptance of Provisions:** It is understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
14. **Standards of Construction:** All work performed within the street shall conform to recognized standards of construction and the current City Standard Specifications, Standard Plans and Caltrans Manual on High and Low Risk Facilities Within Street Rights-Of-Way and any Special Provisions relating thereto. "City of Daly City General Conditions, Standard Specifications and Drawings" can be obtained from the Department of Public Works/Engineering Division for the price of \$55.00, if obtained at this office, and \$60.00, if requested by mail (phone # 650-991-8064).
15. **Inspection and Approval by the Department:** All work shall be subject to monitoring inspection and approval by the City Engineer. The Permittee shall request a final inspection and acceptance of the work. Permittee shall not accept and release his Contractor for the work authorized or required by this permit before securing the approval of the City.
16. **Keep Permit on the Work Site:** The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer on demand. **WORK MAYBE SUSPENDED IF PERMIT IS NOT AT JOB SITE.**
17. **Other Required Permits:** The party or parties to whom a permit is issued shall, whenever by law, secure the written authorization for any work that must be approved by the Public Utilities Commission (PUC) of the State of California, CAL-OSHA, or any other agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate the City permit. Permittee and its contractor shall obtain a City business license before beginning any work.
18. **Provisions for Pedestrians:** Where facilities exist, a minimum sidewalk and bike path width of four feet (4') shall be maintained at all times for safe passage through the work area. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic. At locations where adjacent alternate walkways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure at the nearest crosswalk or intersection to divert pedestrians across the street.

19. **Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of the Manual of Traffic Controls issued by Caltrans Traffic Control Systems. Nothing in the permit is intended, as to third parties, to impose on Permittee any duty, standard of care, greater than or different than the duty or standard of care imposed by law. All traffic control plans, including lane closure charts, shall be reviewed and approved by the City prior to implementation. There shall not be traffic interruptions between 4:00 p.m. to 9:00 a.m. and during weekends. During construction operation, at least one lane of traffic in each direction shall be left open at all times.
20. **Work Hours:** Hours of operation shall be 8 a.m. to 5 p.m., Mondays through Fridays only. There shall be no start-up of machines or equipment before 7:30 a.m., nor shall there be any cleaning or servicing of machines or equipment past 6 p.m., Mondays through Fridays. There shall be no noise generating activity between 5:30 p.m. and 7:30 a.m. each day and on Saturdays and Sundays. Exceptions to these restrictions may be granted by the City Engineer for one of the following reasons:
- a) Emergency work.
 - b) Work during inclement weather.
21. **Minimum Interference with Traffic:** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. The Permittee is authorized to place properly attired flagger(s) to stop and warn conventional highway traffic. Traffic shall not be unreasonably delayed. Flagging procedures shall be in conformance with the instructions to Flaggers pamphlet and/or Manual of Traffic Controls for Construction and Maintenance Work Zones issued by Caltrans.
22. **No Parking Signs:** No Parking signs may be posted only for the day(s) of actual work through the length of the no parking zone. No Parking signs shall be removed on day(s) when parking restriction is not required. **No Parking signs must be posted at least 48 hours in advance of the effective time.**
23. **Storage of Equipment and Materials:** The Permittee shall install temporary railing (Type K) between any lane carrying public traffic and any obstacle, material stored, or equipment parked within twelve feet (12') of the lane. Utilities subject to the provisions of Section 22512 of the California Vehicle Code (CVC).
24. **Care of Drainage:** If the work contemplated in any Encroachment Permit shall interfere with the established drainage, ample provision shall be made by the Permittee to provide for it as may be directed by the City Engineer.
25. **Making Repairs:** In every case, the Permittee shall be responsible for restoring to its former condition, as nearly as may be possible, any portion of the City street facility which has been excavated or otherwise disturbed by Permittee. The Permittee shall maintain the surface over facilities placed under any permit. If the highway is not restored as herein provided for, or if the City elects to make repairs, Permittee agrees by acceptance of permit to bear the cost thereof.
26. **Clean Up Right-of-Way:** Permittee shall, at all times, keep City's lands in good and sightly condition, so far as the same may be affected by Permittee's operation hereunder. Upon completion of the work, all brush, timber, scraps, material, etc. shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started.
27. **Cost of Work:** Unless otherwise stated on the permit or other separate written agreement, all costs incurred for work within the right-of-way pursuant to this permit shall be borne by the Permittee, and Permittee hereby waives all claims for indemnification or contribution from the State for such work.
28. **Warranty:** All improvements, construction, reconstruction, repairs and other work performed within the City's right-of-way shall be warranted to be free from defects for a minimum period of one year after the City's final inspection and acceptance. Permittee shall undertake necessary corrective work and repairs within ten (10) working days of receipt of City's notice of defective work and shall complete repairs and corrective work diligently.
29. **Hazardous Materials:** Permittee shall be responsible for proper containment and disposition of any hazardous material found by Permittee's operation. Permittee shall notify the City and the County Department of Public Health

immediately upon discovery of any suspected hazardous material and shall undertake necessary protective work to safeguard public health and welfare.

- 30. **Liquidated Damages:** Permittee shall be liable to pay liquidated damages at \$250.00 for each one-half hour period or a fraction thereof of the work performed during the work hour limitation period.
- 31. **Trenching Footage:** Maximum length of trench shall be limited to 250 feet. Up to 500 feet of lane closure to set up traffic control devices will be allowed. Additional trenching will be allowed only after the previous trench area is properly backfilled and paved.
- 32. **Additional Requirements:**
 - a) No storage of equipment or construction material shall be permitted on City streets.
 - b) If the subject project conflicts with other City work in the area, the City's contractor shall have the right to the site in case of a conflict.
 - c) Effective dust control measures approved by the City Engineer shall be used 24 hours a day. Streets shall be swept clear of dirt and debris at the end of each working day.

ACKNOWLEDGEMENT

As the applicant, or representative thereof, I, the undersigned, understand and acknowledge that I and/or any person, company, and/or entity associated with any work aforementioned, is bound to any and all conditions, terms, and policies set forth by the City of Daly City and commit to performing all work with regard to this permit as per established City of Daly City - **City General Conditions, Standard Specifications and Drawings, including General Conditions of Approval, as well as all applicable City of Daly City Municipal and California State Codes.**

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

TITLE: _____

- END DOCUMENT -