



CITY OF ELK GROVE PUBLIC WORKS

ENCROACHMENT PERMIT

8401 Laguna Palms Way | Elk Grove, CA 95758 | Phone (916) 627-3320 | Email pwpermits@elkgrove.gov

www.elkgrove.gov

Permit Type	
Permit Number	
Permit Issued Date	
Permit Exp Date	

APPLICANT INFORMATION

APPLICANT
COMPANY NAME

ADDRESS
PHONE NUMBER
EMAIL ADDRESS

CONTRACTOR INFORMATION

APPLICANT
COMPANY NAME
ADDRESS
PHONE NUMBER
EMAIL ADDRESS

CONTRACTOR LICENSE
NO.

PROJECT INFORMATION

LOCATION OF WORK/PROJECT (CLOSEST ADDRESS):
APPLICANT'S JOB/WORK ORDER:
PROPOSED START DATE:
PROPOSED END DATE:
ESTIMATED TIME OF WORK (DAYS):
DESCRIPTION OF WORK:

IS THE WORK IN THE RIGHT-OF-WAY?

IS THIS PART OF A CITY CAPITAL IMPROVEMENT PROJECT?

IF YES, WHAT IS THE CIP NUMBER?

IS THIS PART OF A DEVELOPMENT PROJECT?

TYPE OF SURFACE CUT:

ESTIMATED COST OF RESTORATION:

CUSTOMER SERVICE PHONE NUMBER:

GENERAL PROVISIONS

ACCEPTANCE OF PROVISIONS: It is understood and agreed by the Applicant any work performed under this Permit shall constitute an acceptance of all the general and specific conditions hereof.

APPLYING FOR A PERMIT:

MAJOR & MINOR PERMITS: This Encroachment Permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Title 12.08 of the City of Elk Grove Municipal Code (EGMC). An Encroachment Permit is required any time work is being performed on any street, road, highway, drainage feature, or other public right-of-way (PROW) in accordance with the EGMC Chapter 12.08.

ANNUAL PERMITS: The Annual Encroachment Permit is for emergency repairs only. An emergency repair is defined in Section 7-8.03 of the City of Elk Grove Construction Specifications. If emergency work is to occur, the Applicant shall notify the City within 24 hours utilizing the case study portal on Cityworks PLL.

WHERE TO SUBMIT APPLICATIONS: Only complete submittals will be accepted. Applications may be submitted electronically through Cityworks PLL. Deposit fees shall be paid prior to Permit processing or Permit review.

PROJECT PLANS/EXHIBIT: Submit one (1) set of detailed Plans/Exhibits. Show existing utilities and right-of-way, all based on offset from the road's centerline (CL). Also show the centerline, lip of gutter or back of curb.

TRAFFIC CONTROL PLAN: Any encroachment into a traffic lane, shoulder, sidewalk, or bicycle lane requires a Traffic Control Plan (TCP) subject to approval by the City. Encroachment includes but is not limited to, actual work performed, storing, parking and/or use of vehicles, equipment and/or materials. TCPs shall comply with the current edition of the California Manual on Uniform Traffic Control Devices (MUTCD). TCPs may be revoked or suspended at any time due to traffic safety or traffic efficiency concerns, as determined by the City. Public Works requires that any removed or disturbed traffic markings and striping shall be replaced in kind prior to completion of work.

WATER POLLUTION CONTROL PLAN (WPCP) AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP): The Applicant shall take necessary measures to prevent any non-storm water discharge (pollutants) from entering the storm drain conveyance system. This shall include use of Best Management Practices (BMPs) as necessary. Construction Projects disturbing one acre or more will be required to submit a Notice of Intent (NOI) and SWPPP. WPCPs are for projects disturbing less than one acre. All storm water plans shall be submitted and approved prior to issuance of Permit.

CONSTRUCTION:

NOTIFICATION REQUIREMENTS: This permit is for work within the public right-of-way (PROW) only. The applicant is responsible for coordinating and obtaining all other permits, permission, rights, etc., necessary for work beyond the limits covered under this permit.

STORAGE OF EQUIPMENT OR MATERIALS WITHIN THE RIGHT-OF-WAY: No equipment or materials shall be parked or stored within any traffic lane or within the public right-of-way at any time of day or night, including holidays and weekends, without written consent from the Department of Transportation.

INSPECTION: Before starting work, the Applicant shall notify the City of Elk Grove through Cityworks PLL case study.

PUBLIC OUTREACH: Applicant shall notify affected residents and businesses prior to commencement of work as determined by City Inspector. Door hangers or flyers shall be distributed three (3) days prior to commencement of work. In residential neighborhoods, door hangers shall be distributed seven (7) days prior to work or as determined by the City Inspector at the preconstruction meeting.

TRANSIT REQUIREMENTS: Transit shall be contacted at least 5 business days prior to the start of work if it will impact bus routes or stop locations. Contact Sacramento Regional Transit District (SacRT) at (916) 687-3030 for bus stop closure or route changes. Applicant is responsible for coordination with all outside agencies prior to submitting the Encroachment Permit application. Public outreach for drainage easements solely within private property is not required.

PERMIT EXPIRATION: Permit shall expire ninety (90) days from Permit issuance. Permits with active construction occurring beyond 90 days may be extended at the City's discretion. An additional deposit may be required.

MATERIAL SUBMITTALS: Material submittals, including certificates of compliance, for any materials being installed in PROW shall be submitted and approved prior to issuance of Permit. All work and materials shall be in accordance with the current edition of the City of Elk Grove "Standard Construction Specifications."

ADDITIONAL REQUIREMENTS: Additional project specific information may be required during the application process, pre-construction meeting or inspection process, such as a schedule prior to beginning work for any project lasting more than 5 working days.

TREES: Unless specifically approved on the face of this Permit, the removal or trimming of a tree(s) requires a separate tree permit pursuant to EGMC Title 19.12. Please call the Planning Division at (916) 478-2265.

INSURANCE REQUIREMENTS: General Liability insurance with \$1M per occurrence/\$1M aggregate. Provide separate endorsement naming the City of Elk Grove and each of its officers, officials, employees, agents, and volunteers named as additional insured. For more information, please contact Risk Management at (916) 478-2250.

PROCESSING TIME: It may take up to ten (10) working days to process an Encroachment Permit and to schedule a pre-construction meeting for a new project. Each subsequent submittal for applications with missing information may take up to ten (10) more working days per submittal to process. Encroachment permits for drainage easements may take more than ten (10) working days to process depending on the project scope; the applicant will receive regular communication on the permit processing time.

PRE-CONSTRUCTION:

PERMIT ACTIVATION: A pre-construction meeting is required prior to commencing work. The Applicant shall contact the City Inspector to set up a meeting to review the scope of the project. Work may begin only AFTER the City Inspector issues the permit after the pre-construction meeting. Work

shall start 30 days from the date of issuance, per EGMC 12.08.120. If work does not commence within 30 days, the permit shall be cancelled, and the applicant shall reapply for a new permit. A request for an extension must be requested at least ten (10) days prior to expiration date. Request for an extension may be considered if delays are unavoidable without fault of the applicant. Extensions may be granted at the sole discretion of the Director.

IMPROVEMENT STANDARDS AND CONSTRUCTION SPECIFICATIONS: All construction and materials shall comply with the current edition of the City of Elk Grove Improvement Standards, Standard Construction Specifications and Drawings, EGMC, Conditions of Approval, the ADA, and all applicable laws. See: <http://www.elkgrovecity.org/standards>

TRAFFIC CONTROL: Any work in the public right-of-way that impacts traffic requires a City-approved Traffic Control Plan (TCP). Encroachment includes, but is not limited to, working, storing equipment, materials, or vehicles in the area. TCPs must be submitted at least ten (10) working days before starting work. They must be site-specific unless limited to residential streets. Plans must reflect actual work area and be signed and dated by the preparer. Maintain vehicular, pedestrian, and bicycle access at all times. Ensure safe passage and access for emergency services.

HOURS OF WORK: No work shall be done between 6 p.m. and 7 a.m., or on weekends/holidays, unless approved by the City. No traffic lane closures are permitted during peak hours (7–9 a.m. and 3–6 p.m.) without written City approval. School zone and special event restrictions may also apply.

TRAFFIC CONTROL PLAN REPRESENTATION: Plans must show actual workspace, all travel lanes, sidewalks, driveways, relevant road features, and traffic signage. Include buffers, tapers, and spacing charts per MUTCD guidelines. The minimum lane width in control zones is 10 feet.

TRAFFIC CONTROL DEVICES: Devices must comply with MUTCD and be maintained. Displaced or removed devices must be promptly corrected. Do not install metal objects (manholes, casings, etc.) within 72 inches of detector loops. Disrupted traffic signal systems must be restored within 8 hours.

ROAD OR LANE CLOSURES: Allowed only with approved TCP. Roads with 40+ mph limits require CMS boards. Submit Detour Plans in advance. Notify emergency services, school district, transit, and waste services before closing roads.

FLAGGERS: Flaggers must be trained per Title 8 of the California Code of Regulations. Provide training documentation upon request.

SIGNS: Any relocated road signs must be reinstalled before project completion.

UTILITY COORDINATION: Applicant must coordinate with all utility companies in the project area to locate existing underground infrastructure. Notify Underground Service Alert (USA) at 811 or (800) 227-2600 at least two (2) working days in advance of excavation. Renew USA tickets every 14 calendar days as needed. USA does not locate non-pressurized sewer or drainage lines. The City of Elk Grove does not maintain water or sewer utilities. Any damage to underground utilities may result in permit revocation or denial of future permits. White-mark the excavation area prior to contacting USA. Protect USA markings during construction. All USA markings must be removed by the contractor within 30 days of project completion or when no longer needed. Acceptable removal methods must not damage surfaces. If markings remain after attempts to remove them, they must be covered with black sand and oil mix. If still visible on brick or concrete, replacement may be required. Failure to remove markings may result in City-performed removal and billing to the contractor.

CONCRETE: Do not tie into damaged concrete (cracked, raised, spalled). Remove and replace to the nearest structurally sound section.

REMOVAL OF USA MARKINGS: Do not use pressure washers. Instead, use tack coat (e.g., SS-1 or SS-1h) followed by black sand broadcast. Use a torch in cold weather. USA markings must be squared off with clean edges if within 26 feet of each other or on both sides of a street (i.e., if street width is 26 feet). The full width may require coverage if markings exist on both sides.

LIABILITY: By accepting the permit, the Applicant agrees to indemnify and hold harmless the City and its personnel from any and all claims, costs, damages, or liabilities arising from permit-related work.

TRENCHING: No more than half the width of a roadway may be open at once. Maintain traffic access at all times. On multi-lane roads or roads with speeds over 35 mph, steel plates must be recessed/inlaid. The Applicant must repair any pavement damage.

TUNNELING: Not permitted unless specifically authorized on the permit.

DIRECTIONAL BORING: Submit a bore profile before drilling. Minimum bore depth is 42 inches below pavement grade. Keep a log and guidance record on-site. After conduit installation, provide digital video of any crossed storm drain pipes using approved software (e.g., CUES). Deliver video, reports, and JPEG event images to the City on a USB drive within 72 hours.

PAVEMENT MORATORIUM: Refer to EGMC Title 12.09.120 for limitations on cutting into newly paved streets.

PROSECUTION OF WORK: All work must be done diligently, professionally, and to City satisfaction.

BACKFILL AND RESTORATION OF SURFACES: Follow City Standard Construction Specifications for backfilling and surface restoration.

MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES: Do not install metal objects within 72 inches of detector loops. Repair signal equipment within 8 hours of disruption. The City may repair and bill the Applicant.

MONUMENTS: Any survey monuments disturbed or removed must be replaced per Section 8771 of the California Business and Professions Code.

MAINTENANCE: Applicant agrees to properly maintain any permitted encroachments to industry standards. Failure to maintain may result in City repairs at Applicant's expense.

POST-CONSTRUCTION:

AS-BUILTS: Submit as-built drawings showing the location and details of work involving City-owned improvements. Required before project acceptance.

CLEAN UP: Remove all debris and construction waste. Sweep roads as needed. Restore ditches and culverts to original condition.

STRIPING AND PAVEMENT MARKINGS: Replace all removed or disturbed markings and striping at Applicant's sole expense.

REMOVAL OF USA MARKINGS: Do not pressure wash. Use tack coat and black sand. On gray/older streets, square off coverings if marks are within 26 feet. Cover the entire street width if markings are on both sides. Use torches in cold weather. Follow the 26' rule.

GUARANTEE: All work in the PROW is guaranteed for one year. Applicant must repair any settlement or failure during this time.

FUTURE MOVING OF INSTALLATION: Installations may need to be relocated at the City's request, at the Applicant's expense.

FINES, FEES & DEPOSIT:

FINES: \$2,500 for performing work in PROW without a permit. \$1,000 for failing to notify for inspection with a valid permit. Unauthorized work is subject to removal, fines, and penalties. See EGMC Title 12.08.160.

PERMIT FEES: Based on the current Public Works Fee Schedule. See the City's Finance Department at (916) 627-3205 or visit the City Finance Page.

TRENCH CUT RESTORATION FEES: Required per EGMC Title 12.09.030. Payment must be made before permit issuance. See: Pavement Management Program

PERFORMANCE DEPOSIT: Applicant must post a bond or security per EGMC Title 12.08.080.

EXAMPLE PERMIT