



CITY OF WEST HOLLYWOOD APPLICATION FOR ENCROACHMENT PERMIT

Date Issued: _____ Type: _____ Permit No. _____

APPLICANT INFORMATION (Responsible Party)

Name: _____

Address: _____

City/State/Zip: _____

Phone No.: _____ Emergency No. _____

APPLICANT'S DECLARATION

I hereby apply for a permit to encroach/work in the public right of way at the described location(s) subject to the provisions required by the Municipal Code, the attachments hereon specified, **and the provisions on the reverse side of this form.** It is agreed by the Applicant that the City of West Hollywood and any of its officers or employees thereof shall be saved harmless by the Applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and that all of said liability is hereby assumed by the Applicant. I understand that noncompliance with these or other permit conditions may be cause for permit revocation.

Signature: _____

Date: _____

Location/Limits: _____

Description of Work: _____

Start Date: _____ End Date: _____ Working Hours: _____

Extended hours permit required

Additional Requirements: _____

Temporary No Parking Sign Posting Requirements (check one):

- Residential area – 72 hours before the beginning of the tow period
 - Commercial area – 24 hours before the beginning of the tow period
- * Call parking enforcement to verify sign posting 323-650-6757

Traffic Control Plan Required (attach): Approval date _____

- Per Work Area Traffic Control Handbook (WATCH)
- Flagmen Pedestrian protection Full street closure

Permitted Waste Hauler: _____

Excavation: Depth _____ Width _____ Length _____

- One (1) sack slurry backfill required
- Restore sidewalk scoreline to scoreline
- Restore Pavement AC ARHM
- Steel plates, wood shimmed and pinned

Work truck/contractor parking in front of jobsite address only

Crane permit: _____

- Utility company Billboard HVAC Construction

Street Sweeping Exemption _____

Call 24 hours in advance for inspection: 323-848-6379

Fees:

To Be Billed No fee

Issuance _____

No Parking Signs _____ x \$ 5 = 0

Parking Meter _____ x \$ 20 x _____ days = 0

Inspection _____

Other _____

Total Amount \$ 0

PERMIT APPROVAL AND ACCEPTANCE OR WORK

In compliance with the above application and subject to all the terms, conditions, and restrictions written or printed on the face or the back of this form and attached hereto, as well as any additional documents required herein, permission is granted to encroach or perform work within public rights-of-way.

Approved by: _____

Date: _____

The work described herein was inspected and accepted by the City.

Inspected by: _____

Date: _____

STANDARD REQUIREMENTS FOR ENCROACHMENT PERMITS

1. Unless otherwise stated, all work shall conform to City standards, policies and codes, the “Standard Specifications for Public Works Construction” (hereinafter referred to as the “Greenbook”). Caltrans Standard Specifications, and the Highway Permit Ordinance Division 1 of Title 16.
2. A copy of this permit must be kept on the jobsite at all times.
3. An encroachment permit is required for any type of use in the Public right-of-way.
4. Unless otherwise authorized in writing, working hours are restricted to 8:00 AM – 5:00 PM Monday through Friday. No work will be authorized on any City-observed holidays. Requests to work weekends must comply with the Construction Period Mitigation Plan.
5. Applicant is responsible for repair of damages and clean-up of debris resulting from work authorized by this permit. Utilities shall be repaired or replaced to the satisfaction of their owner. City-owned property shall be repaired/replaced to the satisfaction of the City Engineer. Any concrete to be removed shall be saw cut and replaced as directed to match existing in color, finish, scoring and grade. All repairs shall be made within 30 days of installation of work authorized by this permit.
6. Applicant shall not be exempt from street sweeping restrictions unless authorized in writing.
7. Work done on major streets will require a Traffic Control Plan. Hours of work will be determined by the City Engineer or designated representative.
8. In most cases, one lane of traffic in each direction shall be maintained at all times on streets classified as major or secondary streets in the General Plan.
9. On major or secondary streets, traffic may be restricted only between the hours of 9:00 AM and 4:00 PM. On local streets, traffic may be restricted only between the hours of 8:00 AM and 5:00 PM. Any deviation from these hours will require approval by the City Engineer or designated representative.
10. Controls for vehicular and pedestrian traffic shall conform to the “Work Area Traffic Control Handbook” (WATCH Manual).
11. Applicant shall provide for pedestrian access to residences, businesses and buildings at all times
12. Any damage to City-owned property shall immediately be brought to the attention of the Inspector.
13. All required testing shall be paid for by applicant. The frequency and locations of tests shall be determined by the City Engineer or designated representative.
14. Applicant may be required to place a slurry seal on all or part of the street width where excavation has occurred.
15. Permanent pavement repairs shall be made within 30 days after excavation. Approval of the Inspector is required before permanent repairs are made.
16. All pipes shall be installed according to Section 306-1.2 of the Greenbook.
17. Where excavations cross curb and gutter or sidewalks which are to be removed, such improvements shall be removed prior to backfilling in that area.
18. Where excavations cross curb and gutter or sidewalks which are to remain in place, the excavation shall be backfilled with soil-cement per Section 301-3 of the Greenbook. Soil-cement shall consist of 1 sack of cement per cubic yard of soil.
19. All trenching and excavations shall conform to Section 306-1 of the Greenbook.
20. A shoring plan may be required to be approved by the City Engineer prior to issuance of this permit.
21. Prior to beginning work on any sewer line, Applicant must obtain a sewer permit from the City’s Division of Building and Safety in addition to this permit.
22. Applicant shall call UNDERGROUND SERVICE ALERT at 1 (800) 422-4133 at least 48 hours prior to any excavation.
23. All changes in plans and permit limits require approval by the City Engineer or designated representative.
24. Any survey markers destroyed or moved shall be reset by a licensed Surveyor or Registered Civil Engineer at the Applicant’s expense. Copies of all ties shall be supplied to the City Engineer prior to release of any sureties.
25. Permittee will be held responsible for maintaining and protecting the work until acceptance by the City Engineer or designated representative.
26. If, in the opinion of the City Engineer, any facility of encroachment authorized by this permit interferes with the future use of the roadway by the general public, the Applicant and Applicant’s successors or assigns will remove or relocate such facility or encroachment at Applicant’s expense to a location satisfactory to the City Engineer.
27. Non-compliance with these or other permit conditions may be cause for permit revocation.