



CAPISTRANO BAY DISTRICT

35000 Beach Road Capistrano Beach, CA 92624 Phone: (949) 496-6576 Fax: (949) 487-9224 email: cbd@capobay.org

CAPISTRANO BAY DISTRICT ENCROACHMENT PERMIT

APPLICANT TO FILL OUT TOP PORTION OF PERMIT

Job Address _____ (Street only) Owner Phone _____

Owner Name _____ Contractor Phone _____

Mail Address _____ Contractor License _____

City, State, Zip _____

Contractor Name _____

Work Description _____

Permit conditions: No work shall be performed without the full knowledge of the District Manager. No work shall be covered without first being inspected. Call 496-6576 for inspections. Permit is not valid without Dig Alert ID No. Call Underground Service Alert, 800-227-2600.

Owner Signature	Date	Print Name
Effective Date	Permit No.	Comments:
Insurance Certificate:		
Company _____		
Policy No. _____		
Security Deposit: Amt. _____		
Cashier Check No. _____		1st Inspection
Security Excess Returned:		Signature _____ Date _____
Date _____		
Amt. _____		Final
		Signature _____ Date _____



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STANDARD ENCROACHMENT PERMIT CONDITIONS

Effective October 1, 2003

The following standard conditions to be part of Encroachment Permit No. _____

1. No access or work shall be performed within the District right-of-way without the full knowledge of the District Manager who shall be **given not less than 48 hours advance notice of the initiation of permitted use at (949) 496-6576.**

Permittee or the contractor shall provide or cause to be provided a certification of workers compensation coverage and general liability insurance in the amount of \$1,000,000 naming the Capistrano Bay District as additional insured. Permittee must also post a \$1000 security deposit in the form of a cashiers check, payable to the Capistrano Bay District (see items 18 & 22). This must be provided prior to issuance of a permit. *Security deposit may be held for up to 30 days after completion of work.*

2. Underground Service Alert (USA 1-800-227-2600) must be notified prior to any excavation or concrete removals. The Manager may revoke any permit started without a "Dig Alert" number.
3. All work within the street shall be flagged and barricaded to the satisfaction of the District Manager and no less than one-way traffic shall be maintained at all times.
4. No work shall begin before 7:00 a.m. or continue after 5:00 p.m. on Beach Road. Absolutely no work is permitted on Sunday or holidays. Any deviation from this work plan, detail or schedule must be approved by the District Manager.
5. Applicant agrees that it shall be his responsibility to provide the contractor, subcontractor, or any other agent responsible for construction of the permitted use within District right-of-way, with a copy of the Encroachment Permit and conditions.
6. Permitted use shall be constructed in accordance with the District specifications and shall be subject to inspection and approval by the District Manager. Certification for all materials and work, including compaction tests, shall be furnished by the applicant upon request by the District Manager. Any required compaction testing shall be paid for by the permittee.
7. Sand bags must be on site for storm drain protection prior to any work.
8. All excavations must be backfilled or properly protected at the end of each working day. Metal trench plates are acceptable cover for open excavation and shall not be allowed to remain in traffic lanes more than **5 consecutive working days**, temporary asphalt shall be

used to eliminate vertical edges. All street excavations must be covered with asphalt or other type of smooth, non-erodible surface at the end of each working day and maintained in a clean and neat manner at all times. Pedestrian access must be maintained on a smooth, non-erodible surface at all times.

9. Applicant shall properly place warning signs or delineators on the right-of-way around opened areas.
10. If after backfilling of an excavation the permittee fails or refuses to resurface or repair that portion of the surface of the road damaged in conjunction with this permit in any manner whatsoever, the District Manager shall do such repairs and the permittee shall be charged with the cost thereof computed by the District Manager.
11. All native material backfill shall be compacted to a relative density of at least 90% of the maximum density. The top 6" shall be compacted to 95%.
12. All asphalt repairs shall be as follows; final pavement repair shall be complete within ten (10) working days from the initial excavation. Trenches within 18" of any concrete structure shall require removal and replacement of asphalt pavement up to the structure. Pavement and base repairs shall be 12" wider than the excavation and all dimensions.
 - A. Final pavement repair shall be 1" greater asphalt and 1" greater aggregate base than existing road construction but in no case less than 3" AC over 6" AB.
 - B. Trenches backfilled with two sack cement slurry may be surface cold planed and paved as per item A.
13. Two sack cement sand slurry mix is required as backfill when tunneling under any concrete structure, or on all lateral excavations unless directed to do otherwise by the District Manager. Slurry seal may be required 25 feet from either side of the centerline of trench.
14. Concrete removal shall be made to the nearest score joint or saw cut, if said joint is less than 4 feet from work limits. In no case shall any curb removal/re-placement be less than 8 lineal feet. All final repairs shall be complete within five working days of initial removal. Safe pedestrian access must be maintained at all times.
15. All concrete work shall be transit mixed, **type V cement**, and conforming to the Standard Specifications for Public Works Construction, latest edition, Section 201, and approved by the District Manager.
16. The roadway shall be free of all obstructions and completely open to traffic at the end of each working day. No equipment or materials may be left in the District right-of-way overnight without specific permission from the Capistrano Bay District.
17. When excavations are made in a parkway area, it shall be returned to its pre-existing condition.

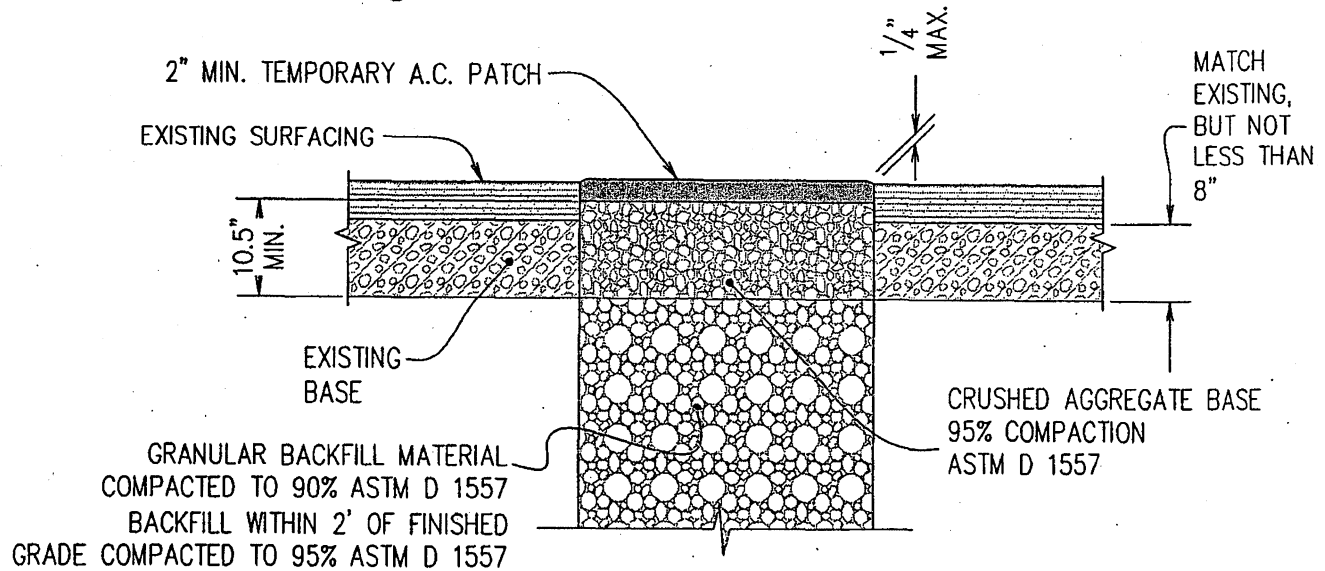
18. This permit may be immediately revoked for reasons in the best interest of the District or of violation of permit conditions upon notice given by the District Manager. In the event of such revocation, applicant shall immediately cease all operations and restore District right-of-way as directed by the District Manager. After notification, District may take full possession of the area as appropriate. The District will recover from the security deposit all costs involved in the event restoration of District property or removal of any items installed by the applicant are necessary by the District.
19. The permit may become void in the event the use permitted is not started within thirty (30) calendar days from the date of issuance or in the event the permitted use is abandoned for a period exceeding thirty (30) calendar days after construction has begun. In such event, it will be necessary to obtain a new permit and pay additional fees. Upon commencement of work, all operations, including cleanup and restoration of District right-of-way, shall be completed within thirty (30) calendar days. No emergency permits will be issued unless it is a real emergency. Emergency work not started within 24 hours from verbal authorization shall become VOID.
20. All excavated material shall be cast away from the improved portion of the road. Excavated material cannot be stockpiled on the road and the right-of-way shall be left in neat and orderly condition.
21. All roadside drainage shall be restored to a true grade and the intake and outlet ends of all culverts shall be left free from all excess materials and debris.
22. If it becomes necessary to repair any excavation due to settlement or any cause due to the permitted work, the permittee shall make repairs upon request or pay to the Capistrano Bay District costs incurred for said repairs. These costs may be withheld from the posted security deposit.
23. All approaches to private driveways shall be kept open to access at all times, unless otherwise approved by the District Manager.
24. Permittee shall prevent dust or other materials from becoming a nuisance or annoyance.
25. Repairs to damaged District facilities shall be made functional immediately and complete and final repairs to be completed within 5 calendar days.

Permittee has read, fully understands and by their signature below agrees to the permit conditions listed above.

Signature

Date

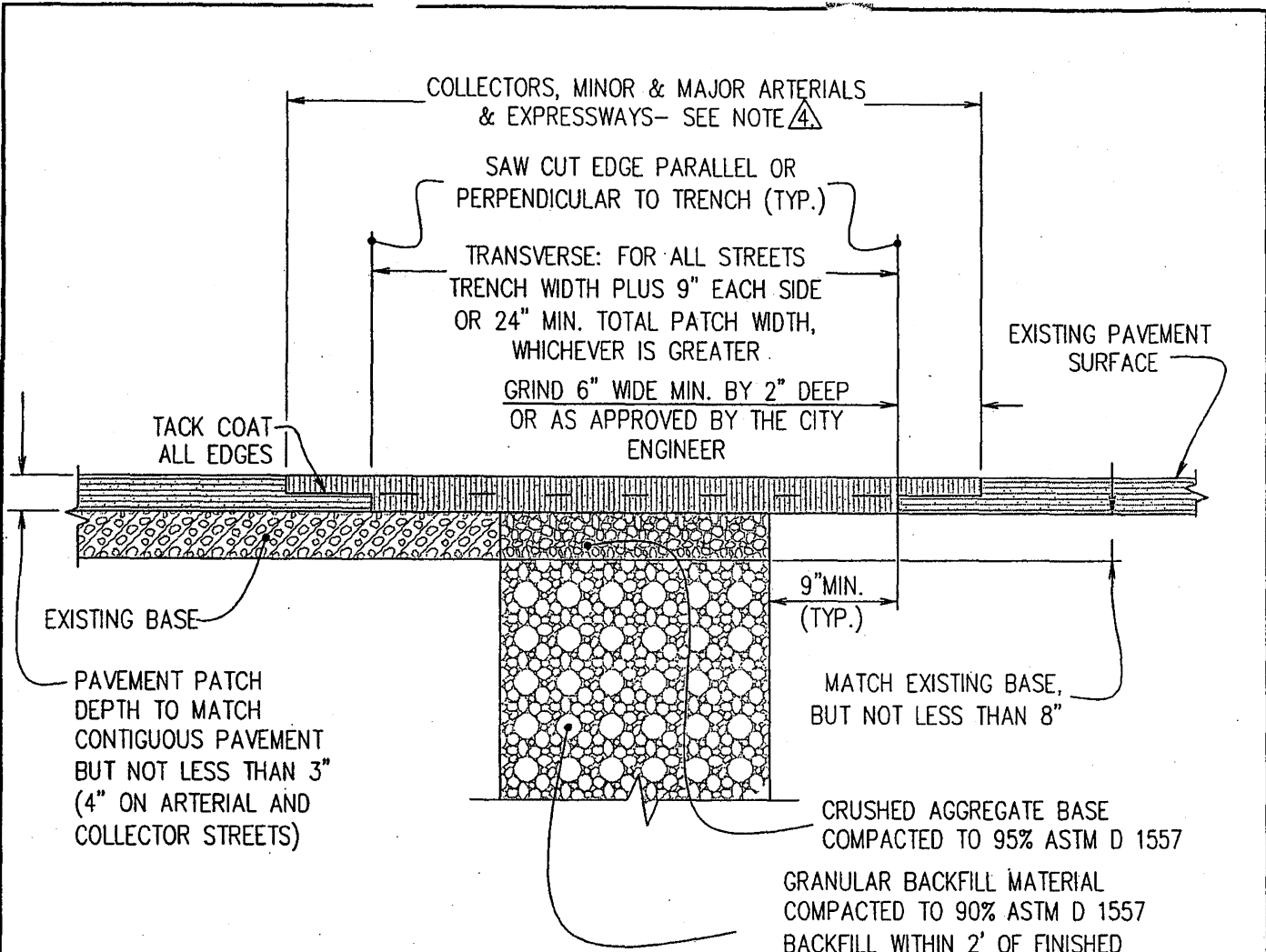
Printed Name



NOTES:

1. A PERMIT MUST BE OBTAINED FROM THE ENGINEER PRIOR TO COMMENCING WORK WITHIN ANY PUBLIC RIGHT-OF-WAY. 24 HOURS PRIOR TO TRENCH EXCAVATION, THE PERMITTEE MUST NOTIFY THE TOWN EXCAVATION PERMIT INSPECTOR.
2. UNDERGROUND SERVICE ALERT (USA) SHALL BE NOTIFIED A MINIMUM OF 2 WORKING DAYS PRIOR TO START OF WORK.
3. PRIOR TO EXCAVATION, THE OUTLINE OF THE TRENCH SHALL BE VERTICALLY CUT FULL DEPTH THROUGH THE EXISTING ASPHALT SURFACE WITH A SAW, OR AN ASPHALT SPADE OR EQUIPMENT APPROVED BY THE ENGINEER.
4. CARE SHALL BE EXERCISED TO PREVENT SLOUGHING AND OVERBREAK. IF THE TRENCH SLOUGHS, THE SURFACE SHALL BE WIDENED TO ELIMINATE THE UNDERMINED SECTION OF ASPHALT.
5. A TEMPORARY PATCH OF COLD MIX ASPHALT CONCRETE SHALL BE PLACED AND COMPACTED IMMEDIATELY AFTER COMPLETION OF UNDERGROUND WORK OR AT END OF THE WORKDAY, OR COVERED WITH PLATING AS APPROVED BY THE EXCAVATION PERMIT INSPECTOR OR APPLICABLE ENGINEER OF RECORD. IF NOT PATCHED WITHIN 24 HOURS AFTER BACKFILLING, THE TOWN MAY PATCH AND BACK-CHARGE THE PERMITTEE FOR ALL COSTS.
6. THE CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE OF THE TEMPORARY PATCH, AND IS RESPONSIBLE FOR PLACEMENT OF A PERMANENT PATCH WITHIN 30 DAYS OF COMPLETION OF THE UNDERGROUND WORK. SEE STANDARD DETAIL DRAWING No.127 & No.128 FOR PERMANENT BITUMINOUS PATCH SPECIFICATIONS, BUT NOT LATER THAN OCT. 15. SEE NOTE 12 ON DRAWING No. 127-B (PAGE 5).
7. COMPACTION OF BACKFILL, BASE AND A.C. TEMPORARY PATCH SHALL BE PERFORMED WITH APPROVED MECHANICAL TAMPERS. EQUIPMENT WHEEL ROLLING IS NOT PERMITTED.
8. ENTIRE AREA SHALL BE CLEANED DAILY OF ALL DIRT, DUST, DEBRIS, ETC. BEFORE LEAVING SITE. ANY SITE LEFT UNCLEAN WILL BE CLEANED BY THE TOWN AND ALL COSTS BACK-CHARGED TO THE PERMITTEE.
9. TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. PART VI AND THE CALTRANS TRAFFIC MANUAL CHAPTER 5. TRAFFIC CONTROL FOR CONSTRUCTION AND MAINTENANCE WORK ZONES, LATEST EDITION.

NO.	REVISION	DATE	TEMPORARY A.C. TRENCH PATCH		
			APPROVED BY: _____ DATE: _____		
STANDARD DETAILS PREPARED BY NICHOLS CONSULTING ENGINEERS			SECTION: 1	DRAWING NO. 126	PAGE 3



NOTES:

1. A PERMIT MUST BE OBTAINED FROM THE ENGINEER PRIOR TO CUTTING WITHIN ANY PUBLIC RIGHT-OF-WAY. 24 HOURS PRIOR TO TRENCH EXCAVATION, THE PERMITTEE MUST NOTIFY THE CITY EXCAVATION PERMIT INSPECTOR.
 2. ALL A.C. REPLACEMENT REQUIREMENTS ARE MINIMUM WIDTHS ONLY. THE ENGINEER MAY REQUIRE WIDER PATCH SECTIONS OR OTHERWISE ALTER THESE REQUIREMENTS.
 3. IF SAW CUT IS WITHIN 2 FEET OF AN EXISTING PAVEMENT EDGE OR EXISTING PAVEMENT PATCH, REMOVE EXISTING PAVEMENT TO THAT EDGE AND REPLACE ENTIRE SECTION.
- ⚠️ LONGITUDINAL TRENCH PATCH WIDTH:
IF SAW CUT EDGES FOR LONGITUDINAL OR TRANSVERSE EXCAVATIONS FALL WITHIN A TRAVEL LANE, SAW CUT SHALL BE EXTENDED TO, AND REMOVAL MADE TO EDGE OF THE TRAVEL LANE, OR THE FULL DEPTH PATCH SHALL BE MADE PER THE SPECIFICATIONS FOR TRANSVERSE PATCHES AND THE ENTIRE TRAVEL LANE ROTOMILLED TO A DEPTH OF TWO INCHES AND OVERLAYED WITH TWO INCHES OF BITUMINOUS PLANTMIX AS DIRECTED BY THE ENGINEER.
5. EDGE OF 4" ROCK WHEEL TRENCHES FOR CONDUIT SHALL BE LOCATED A MINIMUM OF 9" FROM GUTTER LIP AND SHALL BE PATCHED AS PER THE ABOVE DETAIL.

NO.	REVISION	DATE	PERMANENT BITUMINOUS "T CAP" PAVEMENT PATCH					
APPROVED BY:			DATE:					
STANDARD DETAILS PREPARED BY NICHOLS CONSULTING ENGINEERS			SECTION: 1	DRAWING NO. 127 A	PAGE 4			

6. AGGREGATE BASE SHALL BE PLACE PER DETAIL AND BITUMINOUS PAVEMENT SHALL BE D1-AR-4000 IN ACCORDANCE WITH "GREENBOOK" STANDARD PLANS FOR PUBLIC WORK CONSTRUCTION.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF LOOP DETECTORS, ADJUSTMENT OF UTILITIES AND SURVEY MONUMENTS TO GRADE, INSTALLATION OF TEMPORARY PAVEMENT MARKERS IF REQUIRED, AND REPLACEMENT OF ALL PERMANENT STRIPING AND MARKINGS DAMAGED OR OBLITERATED BY THE CONTRACTORS OPERATIONS.
8. FOR P.C.C. CURB REPLACEMENT, SAW CUT EXISTING PAVEMENT 18 INCHES MIN. FROM GUTTER LIP LINE, REMOVE AND REPLACE PAVEMENT TO SAW CUT EDGES. CONCRETE MAY BE POURED NEAT AGAINST EXISTING EDGE OF ASPHALT IF APPROVED BY CITY ENGINEER.
9. IF PATCH FAILURE OCCURS, THE PERMITEE WILL BE NOTIFIED OF SUCH DEFICIENCIES AND ALLOWED TO REMOVE, REPLACE, OR REMEDY HIS WORK. UPON FAILURE OF THE CONTRACTOR TO PROMPTLY COMPLY AND UNDER ORDER OF THE ENGINEER, PATCH FAILURES SHALL BE REMEDIED, REMOVED, AND REPLACED BY THE CITY AT PERMITEE'S SOLE EXPENSE.
10. PERMANENT PATCHING OF NON-BITUMINOUS SURFACES WILL CONSIST OF MATERIALS AND DIMENSIONS MATCHING OR EXCEEDING THE REQUIREMENTS OF THE ORIGINAL CONSTRUCTION AND MUST BE APPROVED BY THE CITY ENGINEER. FOR PORTLAND CEMENT CONCRETE (CLASS II, 5000 psi WITH FIBER & 6% AIR ENTRAINMENT), REMOVAL AND REPLACEMENT SHALL EXTEND TO AN EXISTING TOOLED OR SAWCUT JOINT IN ALL DIRECTIONS. SURFACE TEXTURE STAMPED PATTERN AND COLOR SHALL MATCH EXISTING.
11. TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF THE M.U.T.C.D. PART VI AND THE CALTRANS TRAFFIC MANUAL CHAPTER 5. TRAFFIC CONTROL FOR CONSTRUCTION AND MAINTENANCE WORK ZONES, LATEST EDITION.
12. ALL PATCHING COMPLETED BETWEEN OCTOBER 15 AND MAY 15 EACH YEAR MAY BE CONSIDERED TEMPORARY IF THE GROUND TEMPERATURE AND AIR TEMPERATURE IS NOT ABOVE 50° F.

NO.	REVISION	DATE	PERMANENT BITUMINOUS "T CAP" PAVEMENT PATCH		
APPROVED BY:			DATE:		
STANDARD DETAILS PREPARED BY NICHOLS CONSULTING ENGINEERS			SECTION: 1	DRAWING NO. 127-R	PAGE 5