



CITY OF NORCO

HORSETOWN USA

ENCROACHMENT PERMIT APPLICATION

CONTRACTOR TO COMPLETE
NUMBERED ITEMS

PERMIT NO. _____

1) Location of Work: _____

Subject to the provisions of the Norco Municipal Code and all the applicable laws, rules, and regulations of the City of Norco or any other public agency, a Permit is hereby granted to:

Contractor _____ Owner _____

Address _____ Address _____

Phone _____ Phone _____

2) Contractor's City Business License No. _____ Expiration Date: _____

3) Contractor's State of California License No. _____ Class: _____

4) Description of Work: The City Engineer hereby authorizes the Permittee to do the following work including backfilling, compaction, surfacing and/or as outlined in the description of work below:

5) Proposed Work Start Date: _____

APPLICANT AGREES TO COMPLY WITH REGULATIONS LISTED WITHIN THIS APPLICATION BY SIGNING THIS FORM.

6) Signature of Applicant: _____ Date: _____

BELOW ITEMS TO BE FILLED OUT BY CITY OF NORCO

Permit Expiration Date: _____

- Do not block pedestrian/equestrian trail
- Traffic Control per WATCH Manual
- Traffic Control Per Traffic Control Plan

- Public Works Inspection Required
- Trench repair per City Std. 155
- Trench repair per City Std. _____

This permit is issued subject to the following conditions:

- ◆ Permit must be kept at the site of the work and be shown, on demand, to any authorized representative of the City of Norco or any law enforcement officer.
- ◆ Permit shall authorize work to be performed only as to such portion on the right of way over which the City of Norco has jurisdiction.



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- ◆ All work shall be performed in accordance with the provisions of this Permit and all applicable laws, rules and regulations of the City and any other public agency and to the satisfaction of the City.
- ◆ This permit is non-transferable.
- ◆ No trenches shall be left open overnight.
- ◆ The City may cancel the permit if the work authorized therein is not commenced within thirty (30) days of the issuance of the permit and thereafter, in the opinion of the City, is not diligently prosecuted to completion. Cancellation may be effected by given written notice thereof, by sending the same to the applicant by ordinary mail to the address shown on the application.
- ◆ The City may, either at the time of the issuance of the permit or at any time thereafter until the completion of the work, prescribe such additional conditions as he may deem necessary for the protection of the right of way or for the prevention of undue interference with traffic or to assure the safety of persons using the right of way.
- ◆ The permittee shall defend, indemnify, and hold harmless the City of Norco and all its agents, officers, employees, and officials against all liabilities, judgments, costs and expenses which may in any manner arise from, or are a consequence of, the issuances of this permit or any work performed under this permit.
- ◆ **PERMITTEE SHALL GIVE TWENTY-FOUR (24) HOURS NOTICE WHEN REQUESTING PRE-JOB INSPECTION OR ANY SUBSEQUENT INSPECTIONS. INSPECTOR CONTACT INFORMATION IS LISTED BELOW.**
- ◆ **INSPECTIONS WILL ONLY BE CONDUCTED MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 9 AM TO 2 PM. PERMITTEE MAY REQUEST A SPECIFIC DATE FOR AN INPSECTION BUT THE INSPECTOR SHALL DETERMINE ALL INSPECTION DATES BASED ON AVAILABILITY.**
- ◆ **INSPECTOR RESERVES THE RIGHT TO CANCEL AND RESCHEDULE ANY APPOINTMENT AS NEEDED.**

Receipt is hereby acknowledgement of payment of the following amounts:

Inspection Fee: \$_____

By:_____

Date:_____

INSPECTOR CONTACT INFORMATION:



**REGULATIONS GOVERNING PERMIT ISSUED SUBJECT TO THE PROVISIONS OF THE
MUNICIPAL CODE OF THE CITY OF NORCO**

COMPLIANCE WITH TERMS OF PERMIT REQUIRED:

A permittee shall not make or cause to be made any excavation, or construct, place upon, maintain, or leave any obstruction or impediment to travel or pile or place any material in or upon any highway or install or maintain or cause to be installed or maintained any tank, pipe, conduit, duct, or tunnel in, upon, or under the surface of any highway, at any location or in any manner other than that described in the application as approved by the City Engineer, or contrary to the terms of the permit or of any provisions of this permit.

TRAFFIC TO BE KEPT OPEN:

Trenching for installation across any intersecting roadway open to traffic shall be progressive. Not more than ½ of the width of a traveled way shall be disturbed at one time and the remaining width shall be kept open to traffic by bridging or backfilling.

LOCATION OF PIPES AND CONDUITS:

All pipes and conduits laid parallel to the roadway shall be placed at least five (5) feet from the edge of the pavement or graded traveled roadway, unless otherwise authorized in writing by the City Engineer. The shallowest portion of any pipe line or other facility shall be installed not less than thirty (30) inches below the roadway surface.

WORK REGULATIONS:

In backfilling there shall be no flooding of the trench within the upper twenty-four (24) inches. All loose backfill shall be dampened and well tamped with a pneumatic tamper or in any other workmanlike manner satisfactory to the City Engineer, to obtain 90% relative compaction.

All excavated material shall be cast away from the improved portion of the highway. After the work has been completed all excess material, including excess excavation, shall be removed from the right of way and the roadway left in a neat and orderly condition.

All roadside drainage ditches, 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.

All approaches to private driveways and intersecting roads and streets shall be kept open to traffic at all times, unless otherwise approved by the City Engineer.

Clay and earth which adhere to the paved surface of the roadway shall be removed by hand scraping, washing, and sweeping, or by any other method which will leave a clean non-skid surface without impairing, injuring or loosening the surface.

All muck or mud resulting from water or any leaky condition will be removed and excavation backfilled with compactable material.



Permittee shall comply with any and all directives issued by the City Engineer in order to prevent dust or other material from becoming a nuisance or annoyance.

PROTECTION OF TRAVELING PUBLIC:

Traffic control devices shall be in place prior to start of work. Devices and layout shall conform to the latest edition of the *WORK AREA TRAFFIC CONTROL HANDBOOK (WATCH)* manual.

Permittee shall take adequate precautions for the protection of the traveling public. Barricades, lights and warning sign, together with flagmen where necessary shall be maintained until the excavation is refilled, the obstruction removed, and the roadway is safe for the use of the traveling public. The City Engineer may specify, as a condition of the issuance of the permit, the safety devices or measures to be used by the permittee, but the failure of the City Engineer to so specify the devices or measures to be used shall not relieve the permittee of the obligation hereunder.

COST OF FURTHER REPAIRS TO BE PAID BY PERMITTEE:

If at any time subsequent to the first repair of the surface of a highway damaged or destroyed by any excavation or obstruction in such highway, it becomes necessary again to repair such surface due to settlement of any other cause directly attributed to such excavation or obstruction, the permittee shall pay to the City the cost of such additional repairs made by the City Engineer. The cost shall be computed by the City Engineer.

RESTORATION OF HIGHWAY UPON COMPLETION OF WORK:

Immediately upon completion of the work necessitating the excavation or obstruction authorized by any permit issued pursuant to this permit, the permittee shall promptly and in a workmanlike manner refill the excavation or remove the obstruction to the satisfaction of the City Engineer.

If any permittee fails or refuses to refill any excavation which he had made or remove any obstruction which he has placed on any highway, the City Engineer may do so and the applicant shall promptly reimburse the City the cost thereof.

TEMPORARY PATCHING OF TRENCH IS REQUIRED ON LATERAL CUTS IN SURFACED STREETS IMMEDIATELY AFTER BACKFILLING:

After completion of the refilling and compacting of the backfill material in the excavation as specified and the removal of the obstruction, the permittee shall promptly replace with temporary or permanent patching material or repair any portion of the highway surface removed or damaged by the excavation, obstruction or construction operations to the satisfaction of the City Engineer, and as specified elsewhere herein, or the City Engineer may at his option elect to do the surfacing or repairing himself.

Where the pavement, except Portland Cement Concrete pavement, or surface has been removed by others, the permittee shall replace it with a standard repair of 4" AC over 6" AB or repair section shall be 1" AC and 1" AB greater than existing structural section, whichever is greater. Portland Cement surfacing shall



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be replaced with Portland Cement Concrete. AC shall conform to Standard Specification. AB shall conform to Standard Specifications; Seal, Tack and Prime coats required. Saw cutting of edges of trenches are required for all surfaces. Equivalent total of AC sections may be substituted with the approval of the City Engineer.

COST OF RESURFACING TO BE BORNE BY PERMITTEE:

If, after the refilling of an excavation the permittee fails or refuses to resurface or repair that portion of the surface of the highway damaged by him, or if the City Engineer has elected to do such resurfacing or repairing, the City Engineer shall do so and the permittee shall be charged with cost thereof, as computed by the City Engineer.

EFFECT OF FAILURE TO PAY COSTS OF DEFICIENCY:

If a permittee, upon demand, fails to pay any deficiency as provided, or shall fail to pay any other costs due the City hereunder for which no deposit has been made, the City may recover the same by an action in any court of competent jurisdiction. Until such deficiency or cost is paid in full, a permit hereunder shall not thereafter be issued to such permittee.

PERMITTEE SHALL PROVIDE ACCESS:

In the event that any work permitted by this permit prevents or hinders vehicular or pedestrian traffic to travel from the street to any property, whether public or private, then the permittee shall construct and maintain such structures as the City Engineer shall prescribe as will permit access to said property.

PERMITTEE SHALL SAVE CITY HARMLESS:

The permittee guarantees to save, indemnify and keep harmless the City of Norco and all its agents, officers, employees, and officials against all liabilities, judgments, costs and expenses which may in any a manner or from arise in consequence to the issuances of the permit or any work performed in consequence thereof.

COST OF ADDITIONAL INSPECTION TO BE BORNE BY PERMITTEE:

If in the estimation of the City Engineer, Permittee has caused additional inspection costs, the Permittee shall, upon demand, payment to the City the cost thereof computed by the City Engineer.