

**ENCROACHMENT PERMIT  
GENERAL CONDITIONS**

1. **PERMIT.** This permit is issued in accordance with the provisions of Title 13, Chapter 28, of the Roseville Municipal Code.
2. **ACCEPTANCE OF THE PROVISIONS.** It is understood and agreed by the Applicant that the doing of any work under this permit shall constitute acceptance of all the general conditions hereof.
3. **KEEP PERMIT AT WORK SITE.** This permit shall be kept at the site of the work and shall be shown to any representative of the Department of Public Works or any law enforcement office on demand.
4. **PROSECUTION OF WORK.** Any work authorized by this permit shall be performed in a workmanlike, diligent, and expeditious manner to the satisfaction of the Director.
5. **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 except for the specific work permitted.
6. **TRAFFIC CONTROL.** The MUTCD (Manual of Uniform Traffic Control Devices) with the MUTCD State Supplement (2003) Editions shall be used as a guide for construction/maintenance work in the City right-of-way. Permittee shall take adequate precautions for the protection of the public. Where necessary, barricades, red lights, warning signs, and flagman shall be maintained until the excavation is refilled, the obstruction removed and the roadway is safe for the use of the public. The Director may specify, as a condition of the issuance of the permit, the devices or measures to be used by the permittee, however, failure of the Director to specify the devices or measures to be used shall not relieve the permittee of his obligation hereunder. Highways shall not be closed or traffic lanes blocked unless specifically permitted on this permit, or without first obtaining permission from the City Engineer. When permission is obtained, applicant shall notify the City Police and Fire Departments 48 hours in advance of closing the road. Traffic control signs and devices, street name signs, and mailboxes shall be kept upright at all times. Any damaged or destroyed devices, signs, markings or mailboxes shall be replaced at the permittee's expense. Approved traffic control hours must be obtained by contacting a Public Works Inspector.
7. **STORAGE OF MATERIAL.** No material shall be stored within eight (8) feet from the edge of the pavement or traveled way or within the shoulder line where the shoulders are wider than eight feet unless specifically authorized on the permit. After the work has been completed all excess material, including excess excavation, shall be removed from the right-of-way, and the roadway shall be left in a neat and orderly condition. All concrete and asphaltic concrete rubble shall be hauled off immediately upon removal and shall not be placed within City right-of-way.
8. **TUNNELING.** No tunneling will be permitted except as may be specifically set forth on the face hereof.
9. **TRENCHING.** Trenching for installation across any roadway open to traffic shall be progressive. Not more than one-half 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 and backfilling.
10. **BONDING AND INSURANCE.** Permittee shall post a bond or other security and provide insurance, as required by Section 13.28.050 of the Roseville Municipal Code.
11. **BORING.** Service and other small diameter pipes shall be jacked and/or bored or otherwise forced underneath pavement without disturbing same. Pavement of roadway shall not be cut unless specifically permitted on the face hereof. Service pipes will not be permitted inside of culvert pipes used as drainage structures. The bore shall not be more than 2 inches larger than the outside diameter of the pipe or the pipe bells.
12. **BACKFILL.** Jetting is not permitted within the public right-of-way.
13. **DRAINAGE.** If the work herein contemplated interferes with established Drainage, ample provision shall be made by the applicant to provide Adequate drainage facilities as directed by City Engineer.
14. **DRIVEWAY.** All driveways, which are cut or trenched, shall be replaced in kind upon completion of backfill.
15. **UNDERGROUND UTILITIES.** Disregard of or damage to underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the Director. Any utility so damaged shall be immediately reported to the owner and the Director.
16. **CLEANUP.** All roadside drainage ditches shall be restored to a true grade and the inlet and outlet ends of all culverts shall be left free from all excess material and debris. All brush, timber scraps and material shall be entirely removed, all holes backfilled, compacted and trimmed to grade and the right-of-way left in as presentable a condition as before work started. Clay earth which adheres 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.
17. **FUTURE MOVING OF INSTALLATION.** It is understood by the permittee that the installation authorized herein shall, upon demand of the Director of Public Works be immediately relocated by, and at the sole expense of the permittee whenever construction, reconstruction or maintenance on the highway may require such relocation. The permittee shall commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.
18. **MAINTENANCE.** The permittee agrees, by the acceptance of this permit, to properly maintain any encroachment placed by it in the City right-of-way and to inspect and immediately repair and make good any injury to any portion of the right-of-way which occurs as a result of the maintenance of the encroachment in the highway or as a result of the work done under this permit, including any and all injury to the roadway which would not have occurred had such work not been done of such encroachment not placed herein.
19. **INDEMNITY.** Permittee shall defend, indemnify and hold harmless the City of Roseville, its officers, agents and employees, from any claim of damage of any type whatsoever, including without limitations, personal injury, death or property damage, arising out of or connected with the issuance of this permit or the construction or maintenance of the encroachment allowed by this permit.
20. **CONCRETE.** Existing concrete that is to be removed shall be saw cut or removed at the nearest expansion joint or score mark at the direction of the engineering inspector.
21. **ROADWAY WIDENING.** Where excavation adjacent to an existing roadway results in an elevation difference of 0.15 feet or more, the excavated area shall be filled with compacted ¾ inch aggregate base flush with said roadway and sloped down to no steeper than 4:1 prior to the end of each workday. Native fill may be used with approval of the City public works inspector.
22. **COMPACTION.** Compaction tests shall be provided as required by the City inspector at the permittee's expense.
23. **INTERRUPTION OF SERVICES.** Where existing services or access to a parcel will be interrupted, the permittee shall notify in writing all affected property owners or occupants a minimum of 48 hours in advance of said interruption. Commercial driveways must remain accessible during construction. At least one half of any commercial driveway shall remain accessible at all times, unless otherwise allowed by the permit. Working hours may be restricted by the City of Roseville as deemed necessary to lessen impacts to nearby businesses.
24. **STORM WATER DISCHARGE.** The State's General Permit for Stormwater Discharges Associated with Construction Activity (WQD 99-080-DWQ) requires the preparation of a Stormwater Pollution Prevention Plan (SWPPP) for sites with soil disturbances greater than or equal to one acre, or from sites smaller than one acre if the construction activity is part of a larger plan of development or sale that disturbs one acre or more. The applicant shall submit a complete SWPPP to the City's Public Works Department, Engineering Division, Development Section concurrent with the Improvement Plan review and approval process. Submittal of the SWPPP shall be a condition of the Improvement Plan, Grading and Encroachment Permit issuance. Construction activity shall not commence prior to the SWPPP acceptance and pre-construction meeting. See <http://www.roseville/departments/environmentalutilities/stormwater/> for more information.