



ONLINE ENCROACHMENT PERMIT APPLICATION

Town of Hillsborough Public Works Department
1600 Floribunda Ave | Hillsborough, CA | 94010
(650) 375-7444 main | (650) 548-0859 fax
pw@hillsborough.net | www.hillsborough.net

Instructions:

- For all permit applications, complete and sign this form and attach with your permit application.
- For PG&E, AT&T, and Comcast permit applications, on Step 1 of the eTrakit Online Portal:
 - Under Permit Type Information, include your company's internal project number at the beginning of the "Short Description"
 - Under Location,
 - if the scope of work is for a specific private property address (i.e. gas tie-in, service upgrade, etc.), select that address
 - if the scope of work is not directly related to property address (i.e. gas main leak, aerial fiber installation, etc.), select "1320 La Honda Road" and provide the nearest address in the "Short Description" under Permit Type Information.

1) Project Applicant (Primary Contact)

Name: _____ Phone: _____
Email: _____ Company: _____

2) Location(s) of Work

☐ Address or ☐ Nearest Address: _____

APN: _____ Project Number: _____

Check all items that apply:

- | | |
|--|-------------------------------------|
| ☐ Single | ☐ Easements |
| ☐ Public Right-of-Way | ☐ Near Creek |
| ☐ Multiple Streets | |

3) Description of Work:

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4) Provide the following measurements:

Driveway Apron: _____ LF
Rolled Gutter: _____ LF
Trench: _____ LF
Bell Hole / Excavation Pit: _____ LF x _____ LF (Length x Width)

5) Street Opening or Type of Installation Permit (Check all items that apply):

- | | | |
|---|---|---|
| ☐ CATV | ☐ Geotech Work | ☐ Street – Full Road Closure |
| ☐ Curb and Gutter | ☐ Parking Strip | ☐ Street – Partial Closure |
| ☐ Directional Boring | ☐ Potholing | ☐ Telephone |
| ☐ Driveway/Apron | ☐ Sanitary Sewer Lateral | ☐ Tree Work |
| ☐ Electric | ☐ Storm Drain | ☐ Trenching |
| ☐ Gas Line/Leak | ☐ Street Paving | ☐ Other (explain below) |

6) Encroachment Permit Standards

All encroachment permits are subject to the following standards.

Methods and Materials

- The applicant shall submit a plan and a profile showing location, grade elevation and trench details of proposed work to be constructed and the location and method by which the proposed work is to be connected to any existing Hillsborough utility. The plan submittal shall be reviewed and approved by the engineering department prior to issuance of the permit.
- All work within the public right-of-way shall be installed per the Town of Hillsborough Standard Details available on the Town website unless otherwise approved by the City Engineer or his/her designee.
- Backfill shall be imported material of a type specified by the Town Standard Details and shall be compacted to a minimum of 95% relative compaction, unless otherwise approved by the City Engineer or his/her designee.
- New pavement section shall match the existing thickness, but not less than 4" AC over 8" Class 2 AB.
- Jackhammering of the paved surface of any street is not allowed. All trenches must be saw-cut prior to excavation.
- T-Cuts are required and shall be a minimum of 12 inches on all sides of the trench, all saw cuts (including tails) must be sealed.
- Contractors shall email **the Public Works Inspector at aocon@hillsborough.net with the encroachment permit number, scope of work or inspection type, and requested inspection date and time at least 24 hours in advance to schedule an inspection** for all work including but not limited to; bedding, utilities, cover, compaction, patching, paving, parking strips, forms, etc.
- The permittee must conduct video inspection of all sewer mains, laterals and storm drains within the area of each directional boring project.
- No equipment or materials shall be stored in the public right-of-way without written authorization from the Director of Public Works.

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Licenses and Liabilities

- A Class A contracting license is required when working in the public right-of-way unless otherwise approved by the City Engineer or his/her designee. (Extreme care shall be exercised).
- All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit, including but not limited to California Fish and Wildlife, Regional Water Quality Control Board (RWQCB), Army Corp of Engineers, CALTRANS, local cities and counties, etc.
- All costs of repairing any and all infrastructure damaged within the right-of-way shall be paid for by the owner/applicant and should be reported immediately to the Town Inspector.
- Bond deposit(s) shall not be returned until the final inspection by the Public Works Department has been completed.
- Applicant shall hold the Town, its employees and representatives harmless and assume all liability for claim(s) which may arise by or because of this permit.

Traffic and Safety

- Any open holes / trenches in the street or on the shoulder shall be covered with steel plates or as required by the Town Inspector. All excavations shall be covered at the end of each day.
- Work in the right-of-way shall be conducted between the hours of 8:00am – 5:00pm, Monday through Friday, unless written authorization is obtained from the Director of Public Works 48 hours prior to the start of work.
- The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) 1 800 642-2444 for all digging proposed in the right-of-way 48 hours prior to the commencement of any excavation.
- Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted and approved for all work done in the public right-of-way.
- All signs, cones, barricades and traffic control devices must be clearly marked with contractor's/subcontractor's name. Provisions for two-way traffic shall be maintained at all times using flagmen as necessary.
- All works shall comply with OSHA standards. Excavations of 5 feet or deeper shall conform to CAL/OSHA Standards for shoring.
- During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage to CALTRANS standards.
- Barricades with flashers shall be on-site prior to excavation.

☐ I acknowledge that I have read and do hereby accept the terms and conditions contained in the above Encroachment Permit Standards.

5) SIGNATURE (APPLICANT OR AUTHORIZED AGENT)

Signature: _____ Date: _____

Printed Name: _____