



RANCHO PALOS VERDES

CHECKLIST FOR ENCROACHMENT PERMIT

(Work performed by a State Licensed Contractor)

The following items are to be submitted by the Contractor prior to the issuance of the Permit:

- _____ Permission of Homeowner (if applicable)
- _____ City Business License Number (**current year**)
- _____ Certificate of Insurance – Comprehensive General Liability - \$2M
(**current with WET SIGNATURE required**)
- _____ Additional Insured Endorsement for the **City of Rancho Palos Verdes** required
(**ATTACH endorsement policy**)
- _____ Worker's Compensation Insurance (**current**)
- _____ State of California Contractor's License Certificate/Card (**current**)
- _____ Signed N.P.D.E.S. Compliance Certification (**see attached forms**)
- _____ Signed Hold Harmless Agreement (**see attached form**)

Call Dig Alert (1-800-227-2600) Underground Service Alert of Southern California 2 Working Days **before** beginning any work.

Call the City of Rancho Palos Verdes 48 working hours **prior** to Inspection request and/or Final Inspection at (310) 544-5252.



CITY OF RANCHO PALOS VERDES
DEPARTMENT OF PUBLIC WORKS
REVOCABLE ENCROACHMENT PERMIT

30940 Hawthorne Blvd., Rancho Palos Verdes 90275
(310) 544-5252 (Ph) (310) 544-5292 (Fax)

Area

Permit No.

Location of Work _____

APPLICANT TO FILL IN (PLEASE PRINT)

Permittee/Owner _____
Address _____
City _____ Zip Code _____
Telephone No. _____
E Mail Address _____

☐ same as Permittee/Owner
Contractor _____
Address _____
City _____ Zip Code _____
Telephone No. _____
E Mail Address _____

DESCRIPTION OF WORK

- | | | | | | |
|--|--|---|--|---|-----------------------------------|
| ☐ Asphalt Work | ☐ Cellular | ☐ Curb Core | ☐ Curb & Gutter | ☐ Driveway Approach | ☐ Dumpster |
| ☐ Haul Route | ☐ Mailbox | ☐ Material/Equipment Staging | ☐ Parkway Improvement | ☐ Sewer line/lateral | ☐ Sidewalk |
| ☐ Special Event | ☐ Trench/Excavation | ☐ Utility Work | ☐ Other _____ | | |

- APPLICANTS MUST ADHERE TO ALL CITY STANDARDS INCLUDING BUT NOT LIMITED TO THOSE ON REVERSE SIDE
- MUST NOTIFY ALL AFFECTED RESIDENTS AND CITY INSPECTOR 72-HOUR PRIOR TO START OF ANY WORK

(COPY OF PERMIT MUST BE KEPT ON THE JOB SITE AT ALL TIMES)

I, the undersigned permittee hereby certify and agree to the following:

That I or the entity on whose behalf this Permit is given, hold a currently valid California Contractor's License and a City of Rancho Palos Verdes Business License.

That I have received, read and understand and I agree to perform all work in accordance with the permit (backside included), the document titled "Instructions for Encroachment Permit," American Public Works Association (A.P.W.A.) Standard Specifications for Public Works Construction, applicable Standards Plans, current California MUTCD manual and the City Municipal Code.

That in consideration of the granting of this permit, the City of Rancho Palos Verdes, City wherein the permit work is to be performed and any of their 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 the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the Right of Way by the general public, it must be removed or relocated, as designated by the Director of Public Works at the expense of the permittee/owner or his successor in interest.

- **MOCK UP DISPLAY AND DUMPSTER PERMITS VALID FOR 30 DAYS ONLY – expires _____**
(Non-skid plates required for dumpsters over 6% grade)
- **MOCK UP CONSTRUCTION PERMITS VALID FOR 10 DAYS ONLY – expires _____**

ALL OTHER PERMITS ARE VALID FOR A PERIOD OF 90 CALENDAR DAYS AFTER THE APPROVAL DATE SHOWN BELOW.

By: _____
Permittee/Contractor Signature Date

ITEMS TO VERIFY and PERMIT FEES - (CITY Use Only)

- | | | |
|---|-----------------------------|-----------------|
| ☐ City Business License No. _____ | Base Permit Fee | \$ _____ (RW) |
| ☐ Contractor License No. _____
(Attach CA State online verification) | Traffic Engineer Plan Check | \$ _____ T4/TD# |
| ☐ Certificate of Insurance with Additional Insured
Endorsement (Wet Signature Required) | Improvement Plan Check Fee | \$ _____ T4/TD# |
| ☐ Worker's Comp. Insurance | Inspection Fee | \$ _____ T4/TD# |
| ☐ Signed N.P.D.E.S. Compliance Certification | Special Event Fee | \$ _____ T4/TD# |
| ☐ Signed Hold Harmless | County Sewer Saddle Fee | \$ _____ (RW) |
| ☐ NPDES & BMP Guidelines given to Permittee | TOTAL FEE | \$ _____ |

Approved: _____
(Not valid unless approved by Department) Date

Permit Completed: _____
Inspector Date

GENERAL REQUIREMENTS

- Encroachment Permit may require a minimum of **10 working days for FIRST submittal** for Excavation, Haul Routes and/or Traffic Control Plans
- All Mock-ups shall be installed **at least two weeks prior** to any Public Hearing related to the proposed construction.

Call "DIG ALERT" at 1-800-227-2600 at least 72 hours prior to any construction.

- **All disturbed areas including, but not limited to, vegetation, trees, shrubs, landscaping, fences, sidewalks, driveways, curb & gutter, asphalt, pavement markings, traffic signs, street lights, traffic signals, and utilities, shall be restored to its original condition or better, as determined by the Public Works Director, and meet current Standards and Specifications for Public Works Construction.**
- All work, unless otherwise specified, shall be done in accordance with the current edition of the **STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION**.
- Any staging of materials in the City Rights of Way requires prior approval.
- Haul Routes must be approved **48 Hours** prior to coming into the City.
- The Permittee/Contractor must follow the latest National Pollutant Discharge Elimination System (NPDES) & Best Management Practices (BMP's) guidelines.
- Before work on any sewer line begins, a permit must be issued by the City of Rancho Palos Verdes Building and Safety Division in addition to this permit. For information on sewer permits call (310) 544-5244 and ask for Building and Safety.
- When permittee tunnels under existing curbs, gutters and sidewalks, the excavated trench shall be back filled with cement grout as described in the Standard Specifications.
- A.C. Pavement shall be saw-cut beyond edge of trench as specified by APWA Standards.
- Asphalt shall be placed in one-inch lifts or as directed by Department of Public Works Staff.
- When compaction or material tests are required, all costs are to be borne by the permittee.
- A one-sack sand slurry mixture may be required for compaction where excavation interferes with traffic flow or where work is within the roadway portion of an intersection.
- All excavations must be back filled or plated at the end of the workday. The City reserves the right to require the permittee to plate open trenches in lieu of back filling.
- Permanent pavement repairs shall be made within 25 calendar days after excavation work is completed. Inspector's approval is required before permanent repairs are made.
- Tree trunks shall be cut to within 4" of curb height. All tree trunks and roots shall be ground to a depth of 18" below grade by a mechanical stump grinder to the satisfaction of the Department of Public Work staff. All wood chips shall be removed, holes filled and compacted with topsoil.

TRAFFIC CONTROL STANDARD REQUIREMENTS

- Traffic controls throughout permit construction shall conform to the current State of California **MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) FOR USE IN PERFORMANCE OF WORK UPON HIGHWAYS**. Permittee shall provide and maintain all such signs, lights, and devices. All barricades in use after sunset must have portable flashers.
- Traffic may be restricted only between the hours of 9:00 a.m. and 3:00 p.m. and subject to review of the Traffic Engineer.
- One lane of traffic in each direction shall be maintained at all times on all major and secondary highways.
- Pedestrian walkways must be maintained with safety fencing or barrier separation for adjacent excavation.
- The cost of any damage to traffic signal control devices shall be the permittee's responsibility and it shall be brought to the immediate attention of the inspector. The Permittee/Contractor shall be responsible for the replacement cost of any inductive loops in the ground (wire sensors for traffic signals) that are in conflict with or damaged by construction.

DUMPSTER REQUIREMENTS – (MUST OBTAIN CONTAINER FROM LIST OF CURRENT APPROVED VENDORS)

- Keep the street clean from debris at all times.
- Do not block/obstruct traffic motorist line of sight in any direction.
- Dumpster shall not infringe on any driveway approach, Fire Hydrant, Emergency facility, or utility cabinet.
- **Dumpsters must have cones, delineators, reflectors and reflectorized tape at corners.**

CURB AND GUTTER, DRIVEWAY APPROACH, SIDEWALK and CURB CORE REQUIREMENTS.

- City's trench standards shall be used.
- Remove any/all markings following construction.
- Remove and Replace curb and gutter at the edge of the asphalt and haul materials to a recycling center. Provide Load Ticket to the Inspector. (Do not cut Asphalt in the street unless directed to do so by the Department of Public Works staff).
- Install monolithic section of curb and gutter.
- Must remove and replace Concrete Score line to Score line or as directed by the City staff.
- Install a minimum of 6-inch thick 3,250-PSI Concrete on drivable surfaces and a minimum of 4 inch thick in other places.
- Follow American Public Works Association (APWA) standards for Curb Core (Standards available at the City of Rancho Palos Verdes/Department of Public Works).

Contact the City of Rancho Palos Verdes Department of Public Works for questions (310) 544-5252
City Hall Hours: Monday – Thursday 7:30 AM – 5:30PM and Fridays 7:30AM – 4:30PM
Closed Daily from 12:00PM – 1:00PM. www.rpvca.gov

CERTIFICATE OF INSURANCE

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	POLICY NUMBER POLICY EFFECTIVE DATE POLICY EXPIRATION DATE PRODUCER CERTIFICATE HOLDER
INSURED	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
GENERAL LIABILITY	COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE \$
	CLAIMS MADE				AGGREGATE \$
					MEDICAL (per person) \$
					PERSONAL & ADJ. INJURY \$
	GENERAL AGGREGATE				AGGREGATE \$
	PRODUCTS - COMPOUND				\$
AUTOMOBILE LIABILITY	ANY AUTO				COMBINED SINGLE LIMIT \$
	ALL OWNED AUTOS				BODILY INJURY (per person) \$
	SCHEDULED AUTOS				BODILY INJURY (per accident) \$
	HIRED AUTOS				PROPERTY DAMAGE (per accident) \$
	NON-OWNED AUTOMOBILE				\$
UMBRELLA LIAB.	EXCESS LIAB.				EACH OCCURRENCE \$
					AGGREGATE \$
	REDUCTIBLE				\$
	RETENTION \$				\$
EMPLOYERS' COMPENSATION AND EMPLOYERS' LIABILITY	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/REMEMBER EXCLUSION (mandatory by ISO)				E.L. EACH ACCIDENT \$
	IF yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Rancho Palos Verdes, its officials, employees, and agents are named Additional Insured per CG attached.

CERTIFICATE HOLDER City of Rancho Palos Verdes 30940 Hawthorne Blvd Rancho Palos Verdes, CA 90275	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
City of Rancho Palos Verdes, its officials, employees and agents	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS -- SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
City of Rancho Palos Verdes, its officials, employees and agents	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. **Section II -- Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SAMPLE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

The City of Rancho Palos Verdes It's officials, employees and agents
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**Worker's Compensation
Certificate of Insurance**

WHEREAS, the City of Rancho Palos Verdes has required certain insurance to be provided by:

NOW THEREFORE, the undersigned insurance company does hereby certify that it has issued the policy or policies described below to the following named insured and that the same are in force at this time.

1. This certificate is issued to:

City of Rancho Palos Verdes
City Hall
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275 - 5391

2. The insured under such policy or policies are:
-

3. Worker's Compensation Policy or Policies in a form approved by the Insurance Commissioner of California covering all operations of the named insured as follows:

<u>Policy Number</u>	<u>Effective Date</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Said policy or policies shall not be canceled, nor shall there be any reduction in coverage or limits of liability unless and until thirty days' written notice thereof has been served upon the City Clerk of the City of Rancho Palos Verdes.
-
-

By: _____
Its Authorized Representative

**NATIONAL POLLUTION DISCHARGE
ELIMINATION SYSTEM
REQUIREMENTS**



RANCHO PALOS VERDES

National Pollutant Discharge Elimination System Requirements for Permits in the Public Right of Way

The Federal clean Water Act and the City of Palos Verdes' NPDES Permit require all construction projects within the Rancho Palos Verdes jurisdiction reduce the amount of pollutants leaving their site and reaching the ocean to the maximum extent practicable. To achieve this goal, contractors must implement appropriate storm water and urban runoff control measures also known as Best Management Practices or BMPs.

All contractors must complete the attached form OC-1, unless specifically exempted (see item 1 on form OC-1). You must also circle the appropriate construction activities on the "Contractor/Developer Information checklist to obtain the correct BMP pamphlet.

Contractor's having projects with over 2 acres of disturbed area must also prepare a Local (or full) Storm Water Pollution Prevention Plan. Projects ongoing during the winter months will also require a Wet Weather Erosion Control Plan.



It is your responsibility to read, fully understand, submit the appropriate documents and implement BMPs pertaining to your project. Attached is a list of BMPs to be used, or you can use the Best Management Practices Handbook, California Stormwater Quality Taskforce, Sacramento, California 1993. for additional information.

BMP pamphlets and additional information materials are available at both the Building and Public Works counters. A list of firms providing training to the construction industry is attached.

General Requirements

- A) The CONTRACTOR shall not discharge or permit to be discharged to any street, channel, river, storm drain or any appurtenances thereof, any non-rain water or other liquid from the project site or from operations pertaining to the project site without first securing a valid National Pollutant Discharge Elimination System (NPDES) Permit unless the discharge is specifically listed as exempt or conditionally exempt in the most current list issued by the Regional Water Quality Control Board, Los Angeles Region.

The Contractor shall implement all necessary Best Management Practices to ensure that any conditionally exempt discharge meets all current requirements of the Regional Board and the City.

The City may, at its option, prohibit or restrict any discharge if polluting, unsafe or nuisance conditions are being created.

- B) The CONTRACTOR shall reduce the discharge of pollutants in storm water runoff to the maximum extent practicable by the effective implementation of appropriate Best Management Practices including but not limited to:
1. Spills and leaks must be cleaned up immediately.
 2. Vehicles and equipment must be refueled in a designated area.
 3. Vehicles and equipment must be washed at an appropriate off site facility or in a designated area not draining to the street or storm drain system.
 4. Exposed piles of soil, debris and construction materials must be covered with plastic sheeting if rain is predicted.
 5. Do not store or deposit materials on surfaces that drain to streets, storm drains or channels.
 6. Catch basins within and downstream of the project area must be protected from runoff containing excessive sediment.
 7. Employees and subcontractors must be trained about the causes of storm water pollution and preventative measures.

- C) For Sites involving less than 2 acres of disturbed area a Contractor's Certification must be prepared. For sites with at least 2 acres of disturbed area, but less than 5 acres, a Local SWPPP must be prepared. For sites with more than 5 acres of disturbed area, a SWPPP must be prepared and the CONTRACTOR must provide evidence to the City that a Notice of Intent (NOI) has been submitted to the appropriate State agency. Storm Water certifications, plans and supporting information must be submitted to and approved by the City prior to performing any operation which will disturb soil (including but not limited to: excavation, grading, demolition, land clearing, pavement removal).

The preparation, submittal and adherence to all Storm Water Pollution Prevention Plans (Certification, LSWPP & SWPPP), Wet Weather Erosion Control Plans (WWECP) is the responsibility of the CONTRACTOR.

- D) The CONTRACTOR shall exercise every reasonable precaution to protect streams, rivers, bays and ponds from pollution with sediment, fuels, oils and other harmful materials and shall conduct and schedule its operation so as to avoid or minimize muddying and silting of streets, storm drains, streams, rivers, bays and ponds.
- E) The CONTRACTOR shall inspect all construction site structural BMPs for proper operation before and after every rainfall with 0.25 inches or more of predicted or actual precipitation at regular intervals (in accordance with the Los Angeles County Municipal Development Construction Model Program) during any extended rainfall event. Necessary repairs and maintenance must be performed as soon as feasible.

**Los Angeles County Department of Public Works
Stormwater Management Training for Contractors – Consultants List**

The following companies have experience in stormwater management and are interested in providing stormwater management training for contractors. They are listed in alphabetical order; no prioritization or ranking of firms is implied. This information is being provided as a service by the Los Angeles County Department of Public Works. Please contact any or all of the following companies directly to negotiate training for your company.

Blymer Engineers, Inc.

Sue Black, Vice President Environmental Services
1829 Clement Avenue
Alameda, California 94501
Phone: (800) 753-3773
Fax: (510) 865-2594

Geoff Brosseau

Environmental Consultant
518 Central Avenue
Menlo Park, California 94025-2807
Phone: (415) 322-3070
Fax: (415) 322-5147

Custom Environmental Services

Rosalie A. Skefich, Chemical Engineer
233 Forest Drive
Santa Barbara, California 93117-1108
Phone: (805) 968-2112
Fax: (805) 968-2137

Environmental Science & Engineering, Inc.

Karl Brewley, Project Scientist
17390 Brookhurst Street, Suite 110
Fountain Valley, California 92708
Phone: (714) 964-8722
Fax: (714) 962-3383

John L. Hunter and Associates, Inc.

Sheila Kennedy
13310 Firestone Boulevard, Suite A2
Santa Fe Springs, California 90670
Phone: (562) 802-7880
Fax: (562) 802-2297

Kennedy/Jenks Consultants

Rudolf Ohlemutz
1000 Hill Road, Suite 200
Ventura, California 93003
Phone: (805) 658-0607
Fax: (805) 650-1522

Simons, Li & Associates, Inc.

Novin Rashedi, Senior Hydrologist
3150 Bristol Street, Suite 500
Costa Mesa, California 92626
Phone: (714) 513-1280
Fax: (714) 513-1278

John Tettermer & Associates, Ltd.

John Wolter
3151 Airway Avenue, Suite Q-1
Costa Mesa, California 92626
Phone: (714) 434-9080
Fax: (714) 434-6120

Larry Walker Associates

Mack Walker, Vice President
509 4th Street
Davis, California 95616
Phone: (916) 753-6400
Fax: (916) 753-7030



RANCHO PALOS VERDES

Contractor's Certification

Form
OC-1

CONSTRUCTION
Public Right of Way

The National Pollutant Discharge Elimination System (NPDES) is the portion of the Clean Water Act that applies to the protection of receiving waters. Under permits from the Los Angeles Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. Complete the following applicable sections:

1 If your project is: Interior work, tenant improvement, electrical, mechanical or emergency construction: **Do not complete this form.**

2a If your project will have less than 2 acres of disturbed area (not total project area) complete this section

Disturbed area includes: demolition, land clearing, grading, excavation, etc.

OWNER NAME _____

SITE NAME _____

OWNER ADDRESS _____

SITE ADDRESS _____

CONTRACTOR NAME

CONTRACTOR ADDRESS

To meet the requirements of the Los Angeles County Municipal Storm Water Permit (CAS614001), Minimum requirements for sediment control, erosion control and construction activities control to be implemented on each project site. Minimum requirements include:

SEDIMENT CONTROL: Eroded sediments from areas disturbed by construction and from stockpiles of soil shall be retained on site to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.

This will be accomplished by (check all that apply): ☐ Sand bags
☐ Silt Fence

☐ Work will be conducted only between
May 15 and September 30

☐ Other (describe) _____

CONSTRUCTION MATERIALS CONTROL: Construction related materials, wastes, spills or residues shall be retained on site to minimize transport from the site to streets, drainage facilities or adjoining properties by wind or runoff. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to remove sediment and pollutants.

This will be accomplished by (check all that apply): ☐ Following the BMP pamphlets' guidelines
☐ Following the "Blueprint for a Clean Ocean" guidelines

☐ Other (describe): _____

2b If your project has between 1/4 and 2 acres of disturbed area, submit a site plan showing the size and location of the Best Management Plans that will be implemented on site.

3 If your project has over 2 acres, but less than 5 acres of disturbed area, submit a Local Storm Water Pollution Prevention Plan.

4 If your project has 5 acres or more of disturbed area submit: (1) a copy of the Notice of Intent Letter from the State showing your WDID Number and (2) submit a copy of your SWPPP. (Contact the State Regional Water Quality Control Board at 1-213-576-6600 for questions.

I hereby certify that I have read, understand and will comply with the requirements indicated above:

Contractor or Authorized Representative Signature

Title

Name (printed)

Date

Additional information may be required based upon a review of the submittal.

STORM WATER RUNOFF POLLUTION PREVENTION



RANCHO PALOS VERDES

CONTRACTOR / DEVELOPER INFORMATION CHECKLIST

Project Address	
Applicant Name	

City to provide these BMP pamphlets If your project will include any of the following activities, check the box.	Roadwork and Paving	Painting	Landscaping, Gardening and Pest Control	General Construction and Site Supervision	Heavy Equipment & Earth-Moving Activities	Home Repair and Remodeling	Fresh Concrete and Mortar Application	Automotive Maintenance and Car Care
Road construction ☐	☒			☒	☒		☒	
Driveway construction ☐	☒			☒	☒		☒	
Roadway seal coating ☐	☒			☒	☒			
Heavy equipment operation ☐				☒	☒			☒
Cement truck operation ☐				☒	☒			☒
Asphalt and concrete saw cutting ☐	☒			☒		☒		
Asphalt and concrete removal ☐	☒			☒		☒		
Excavation ☐				☒	☒			
Materials stockpiling ☐				☒				
Grading ☐				☒	☒			
Painting ☐		☒		☒		☒		
Drywall, plaster, paper hanging, flooring, etc. ☐		☒		☒		☒		
Paint removal ☐		☒		☒		☒		
Landscaping and gardening ☐			☒	☒		☒		
Pest control ☐			☒	☒		☒		
Equipment maintenance ☐				☒				☒
Vehicle maintenance ☐				☒				☒
Equipment and vehicle washing ☐				☒				☒
Roofing ☐				☒		☒		
Equipment fueling ☐				☒				☒
Vehicle fueling ☐				☒				☒
Concrete or Masonry work ☐				☒			☒	
Demolition ☐				☒		☒		

Applicant's signature

Date

STATEMENT OF UNDERSTANDING

As the _____ of the project, I have reviewed the *Best Management Practices Handbooks, California Storm Water Quality Task Force, Sacramento, CA.* and have proposed the implementation of the Best Management Practices (BMPs) applicable, to effectively minimize the negative impacts of this project's construction activities on the surrounding water quality. The selected BMPs will be installed, monitored and maintained to ensure their effectiveness. The BMPs that I have not chosen for implementation are redundant or deemed not applicable to the proposed construction activities. If at any time, site conditions and/ or the County official warrant reevaluation and revisions of the chosen BMPs, the appropriate changes will be made without unnecessary delay. I am aware that failure to properly implement and maintain, while under construction, the BMPs necessary to prevent the discharge of pollutants from this project could result in significant penalties and/or delays.

Signature: _____

Print name: _____

Date: _____

Project Description: _____

Project Address: _____

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
AND WAIVER OF SUBROGATION AND CONTRIBUTION**

Contract/Agreement/License/Permit No. or description: _____

Indemnitor(s) (list all names): _____

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless the _____ and its elected officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the "Agreement") or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against an Indemnitee shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorneys fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code § 2782(a) or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code § 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

"Indemnitor"

Name _____

Name _____

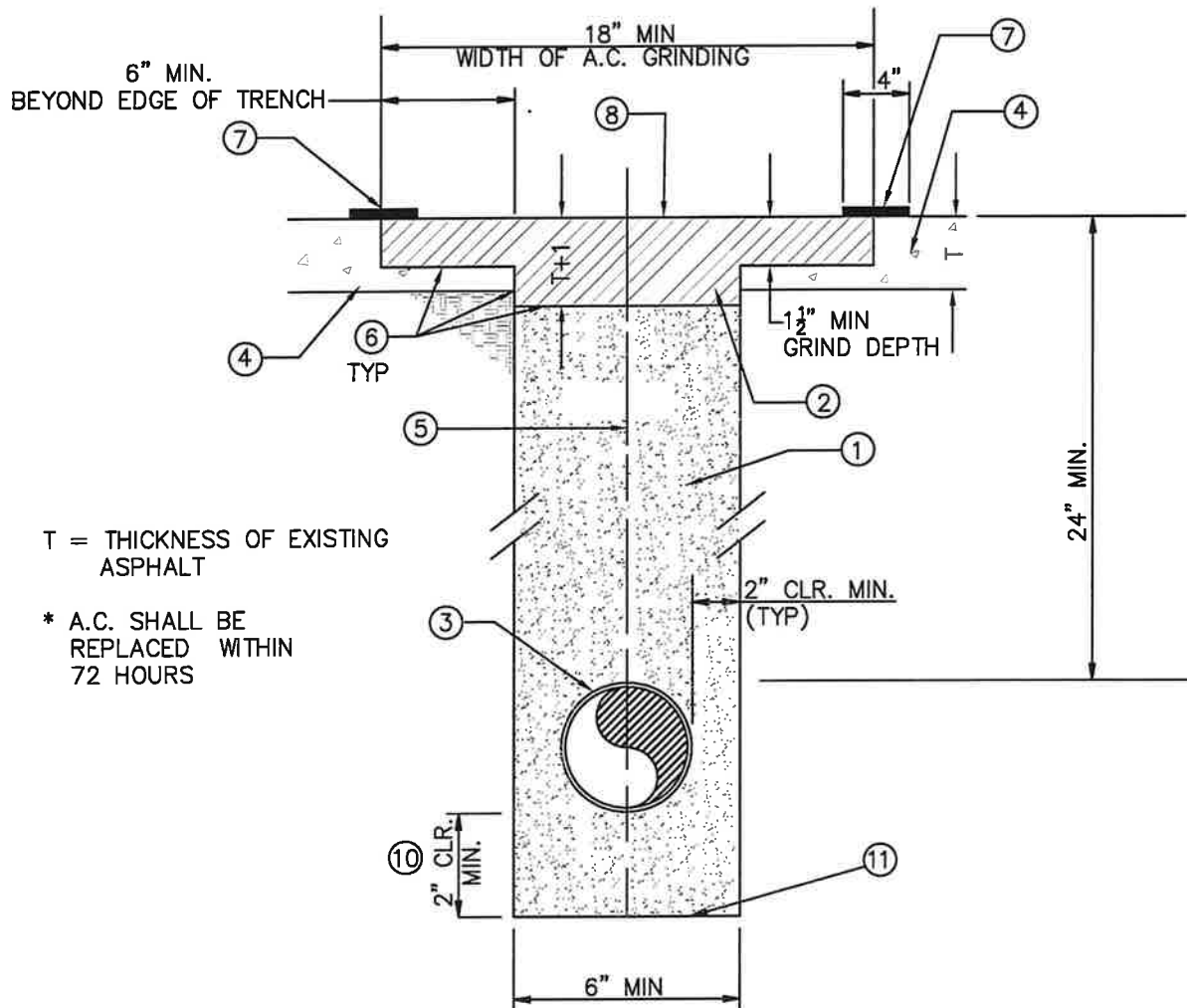
By: _____

Its

By: _____

Its

PERMIT PLANS & SPECIFICATIONS



NOTES:

- ① 1 SACK SLURRY BACKFILL OR A.P.W.A. CLASS 100-E-100 CONCRETE MIX. ALLOW MIN. 24 HRS. BEFORE PLACING A.C.
- ② A.P.W.A. CLASS D2-PG 64-10 A.C. (1/2" MIX) *
- ③ LOCATION OF CONDUITS AND CABLES. MULTIPLE CONDUITS SHALL BE BUNDLED AND TIED.
- ④ EXISTING A.C. PAVEMENT
- ⑤ SYMMETRICAL ABOUT CENTERLINE OF TRENCH
- ⑥ TACKCOAT, GRADE SS-1h EMULSIFIED ASPHALT AT 0.15 GALLONS PER SQUARE YARD.
- ⑦ SPRAY GARDE SS-1h EMULSIFIED ASPHALT AT 0.15 GALLONS PER SQUARE YARD, 4" WIDE, CENTERED ON A.C. SEAM LINE
- ⑧ SURFACE TREATMENT TO MATCH EXISTING PAVEMENT (E.G. SLURRY, ETC.).
- ⑨ WHEN THE EDGE OF THE GRIND LINE IS WITHIN 12" OF EDGE OF PAVEMENT, CURB OR GUTTER, ANY STRUCTURE, OR AN ADJACENT TRENCH PATCH, GRINDING SHALL BE EXTENDED TO SAID LINE.
- ⑩ CONDUITS SHALL BE SUPPORTED AT 4' ON CENTER TO ALLOW FOR FULL ENCASEMENT OF CONDUITS WITH SLURRY. (SAND PLACED ON BOTTOM OF TRENCH COMPACTED TO 95% R.C. MAY BE SUBSTITUTED)
- ⑪ BOTTOM OF TRENCH SHALL BE COMPACTED TO 95% R.C.

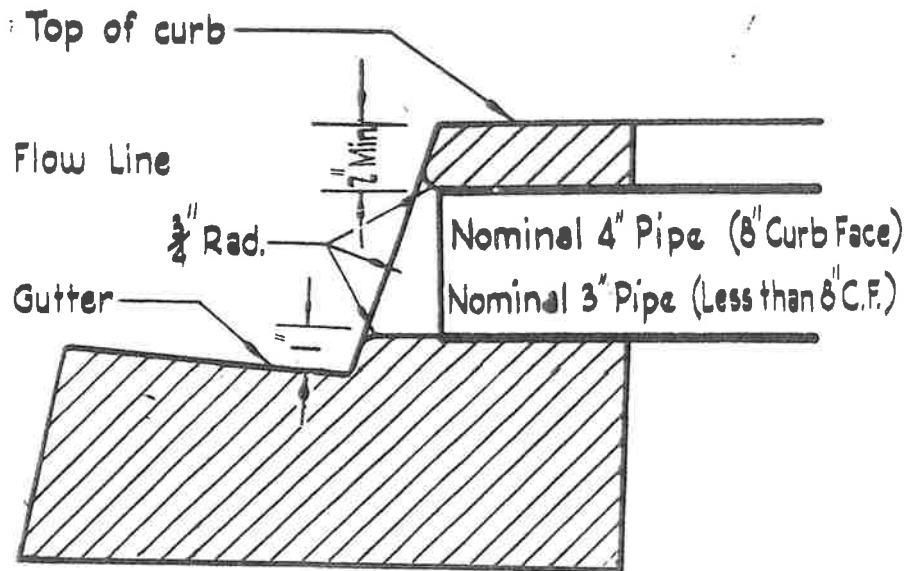
CITY OF RANCHO PALOS VERDES

NARROW UTILITY TRENCH SLURRY
BACKFILL & ASPHALT RESURFACING

STANDARD PLAN

SHEET 1 OF 1

LOS ANGELES COUNTY ROAD DEPARTMENT CURB DRAIN STANDARD



CROSS SECTION

NOTE 1: A minimum separation of ten (10') feet is required between adjacent drains on the same property.

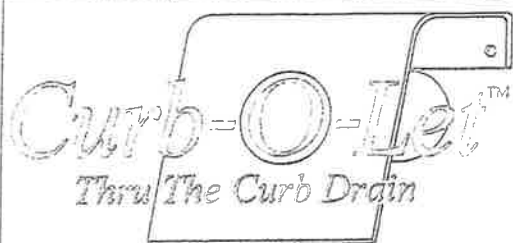
NOTE 2: If a greater volume of water flow is desired, either
a) Substitute oval transite pipe for the round pipe; the vertical height of the oval pipe shall not exceed four (4) inches; or,
b) Construct a Modified Number 12 Box Culvert.

NOTE 3: If a pipe drain is installed through a curb with less than a nominal eight (8) inch face, the flow line of the pipe shall be at the same elevation as the flow line of the gutter. Such pipe shall not exceed three (3) inch nominal diameter.

NOTE 4: County Class "B" ($5\frac{1}{2}$ Sack/yd., $\frac{3}{4}$ " maximum aggregate), concrete shall be used for repouring the curb.

NOTE 5: For inspection Call: (310) 544-5252

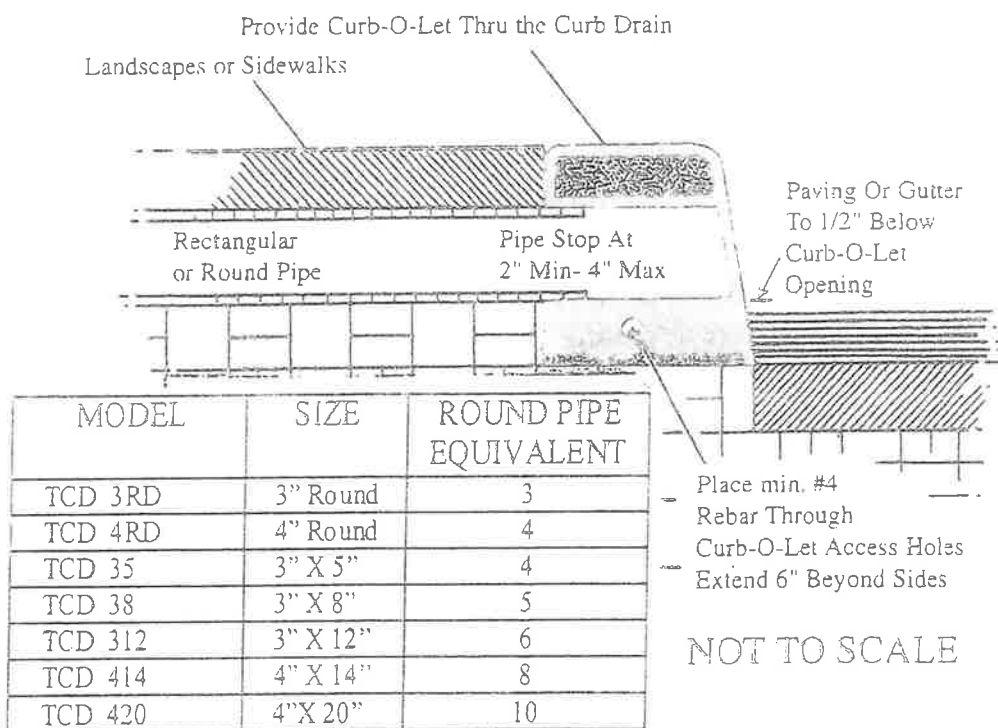
Or City of Rancho Palos Verdes approved Equivalent



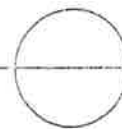
Architects and Engineers Curb-O-Let Thru the Curb Drain Specifications & Cut Sheet

Visit our website at: <http://www.curboletproduct.com>

Install As Per Manufacturer's Recommendations



Curb-O-Let Thru The Curb Drain



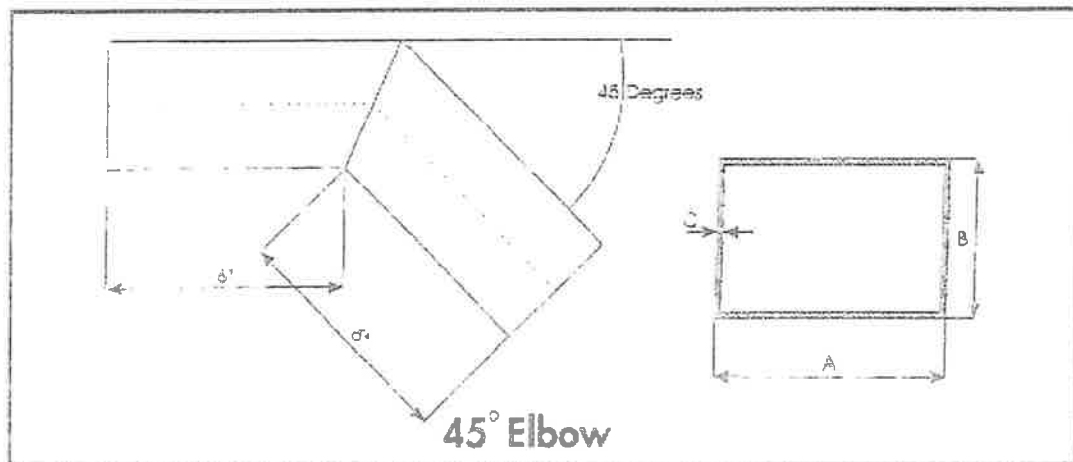
Permission is granted to copy this page.

(714) 903-2468
(562) 867-4557
Fax (562) 920-1994



Rectangular Steel Pipe and Fittings Product List:

Product #	Size	Round Equivalent	Round Transverse Area
CP - SP 455	3" x 5"	4"Ø	13.06 Sq. In.
CP - SP 458	3" x 8"	5"Ø	20.02 Sq. In.
CP - SP 4512	3" x 12"	6"Ø	30.52 Sq. In.
CP - SP 4514	4" x 14"	8"Ø	50.75 Sq. In.
CP - SP 4517	3" x 17"	8"Ø	50.75 Sq. In.
CP - SP 4522	4" x 22"	10"Ø	78.54 Sq. In.



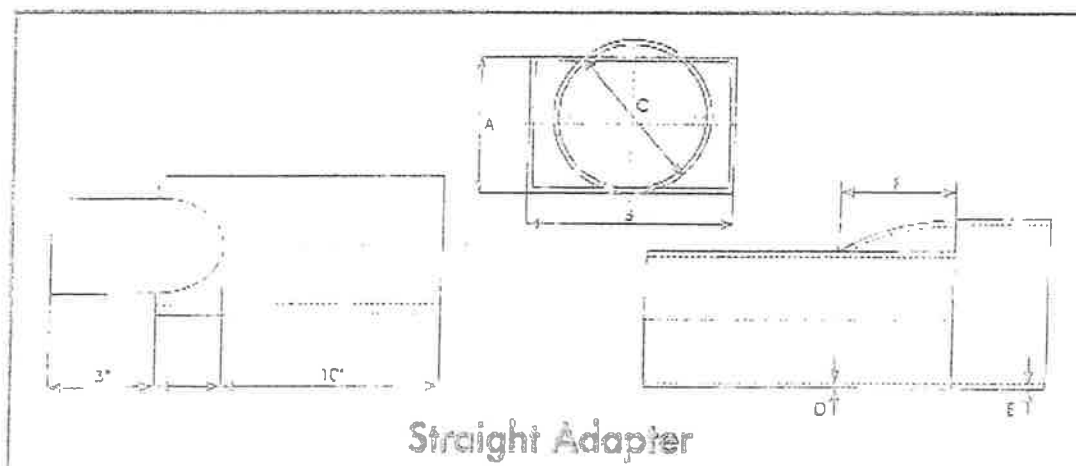
Product Specification

Product #	A	B	C
CP - SP 455	3"	5"	1/8"
CP - SP 458	3"	8"	3/16"
CP - SP 4512	3"	12"	3/16"
CP - SP 4514	4"	14 3/8"	3/16"
CP - SP 4517	3"	17 3/8"	3/16"
CP - SP 4522	4"	21 3/4"	3/16"



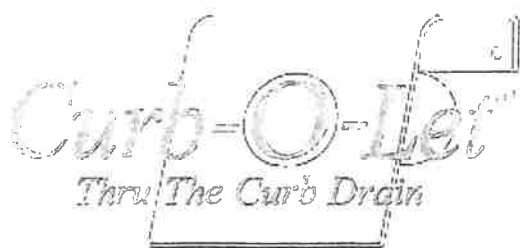
Rectangular Steel Pipe and Fittings Product List:

Product #	Size	Round Equivalent	Round Transverse Area
CP - SPA 05	3" x 5"	4"Ø	13.06 Sq. In.
CP - SPA 08	3" x 8"	5"Ø	20.02 Sq. In.
CP - SPA 12	3" x 12"	6"Ø	30.52 Sq. In.
CP - SPA 14	4" x 14"	8"Ø	50.75 Sq. In.
CP - SPA 17	3" x 17"	8"Ø	50.75 Sq. In.
CP - SPA 22	4" x 22"	10"Ø	78.54 Sq. In.



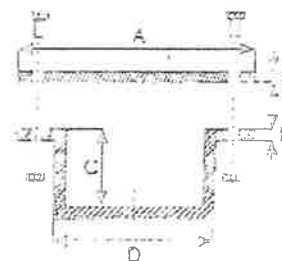
Product Specification

Product #	A	B	C	D	E	F
CP - SPA 05	3"	5"	4 3/8"	1/8"	3/16"	2"
CP - SPA 08	3"	8"	5 3/8"	3/16"	3/16"	4"
CP - SPA 12	3"	12"	6 3/8"	3/16"	3/16"	6"
CP - SPA 14	4"	14 3/8"	8 3/8"	3/16"	3/16"	8"
CP - SPA 17	3"	17 3/8"	8 3/8"	3/16"	3/16"	8"
CP - SPA 22	4"	21 3/4"	10 3/8"	3/16"	3/16"	10"



Rectangular Steel Pipe and Fittings Product List:

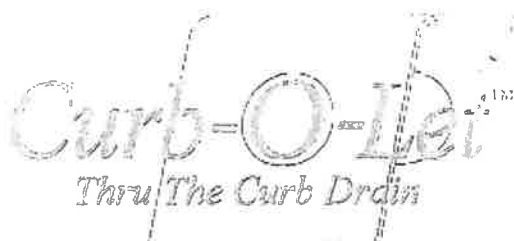
Product #	Size	Round Equivalent
CP - SPC 05-2	3" x 5"	4"0
CP - SPC 08-2	3" x 8"	5"0
CP - SPC 12-2	3" x 12"	6"0
CP - SPC 14-2	6" x 14"	8"0
CP - SPC 17-2	3" x 17"	8"0
CP - SPC 22-2	4" x 22"	10"0



Mechanical Coupling

Product Specification

Product #	A	B	C	D	E
CP - SP 05-2	4"	8 3/4"	3 1/8"	3 1/2"	3/8"
CP - SP 08-2	4"	11 3/4"	3 3/8"	8 1/2"	3/8"
CP - SP 12-2	4"	15 3/4"	3 3/8"	12 1/2"	3/8"
CP - SP 14-2	4"	18 1/8"	4 3/8"	14 3/4"	3/8"
CP - SP 17-2	3"	17 1/8"	3 3/8"	15 1/2"	3/8"
CP - SP 22-2	4"	22 1/2"	4 3/8"	22 1/2"	3/8"



Rectangular Steel Pipe and Fittings Product List:

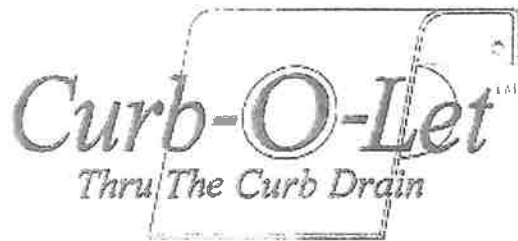
Product #	Size	Round Equivalent
CP - SPC 05	3" x 5"	4"Ø
CP - SPC 08	3" x 8"	5"Ø
CP - SPC 12	3" x 12"	6"Ø
CP - SPC 14	4" x 14"	8"Ø
CP - SPC 17	3" x 17"	8"Ø



Hub Coupling

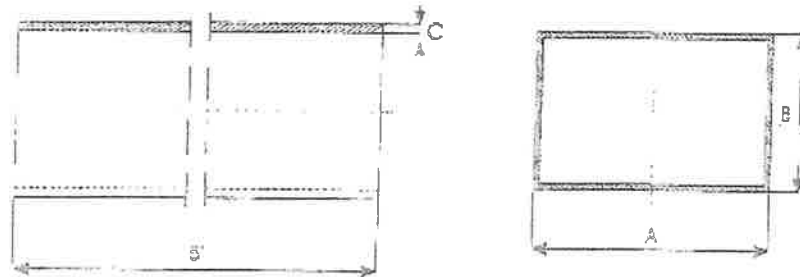
Product Specification

Product #	A	B	C
CP - SP 05	5 3/4"	3 3/4"	1/8"
CP - SP 08	8 3/4"	2 3/4"	3/16"
CP - SP 12	12 3/4"	3 3/4"	3/16"
CP - SP 14	15 1/8"	4 3/4"	3/16"
CP - SP 17	17 3/8"	3 3/4"	3/16"



Rectangular Steel Pipe and Fittings Product List:

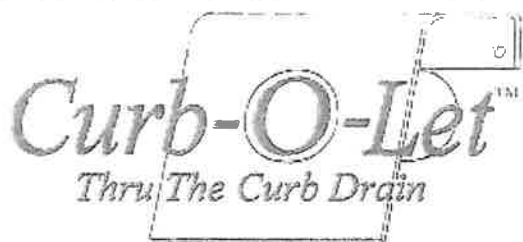
Product #	Size	Round Equivalent	Round Transverse Area
CP - SP 305	3" x 5" x 5'	4"Ø	13.06 Sq. In.
CP - SP 308	3" x 8" x 5'	5"Ø	20.02 Sq. In.
CP - SP 312	3" x 12" x 5'	6"Ø	30.52 Sq. In.
CP - SP 317	3" x 17" x 5'	8"Ø	50.75 Sq. In.
CP - SP 414	4" x 14" x 5'	8"Ø	50.75 Sq. In.
CP - SP 422	4" x 22" x 5'	10"Ø	78.54 Sq. In.



Plain End Pipe

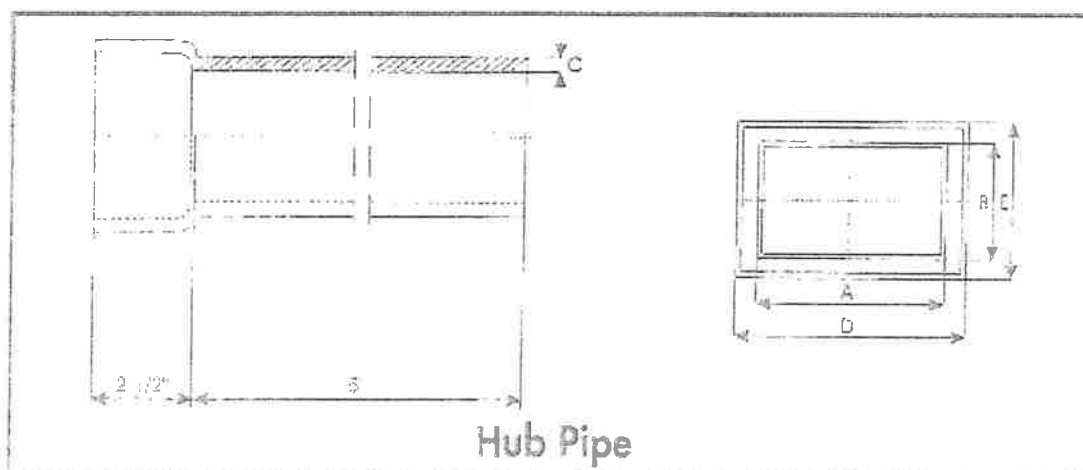
Product Specification

Product #	A	B	C
CP - SP 305	5"	3"	3/16"
CP - SP 308	8"	3"	3/16"
CP - SP 312	12"	3"	3/16"
CP - SP 317	17 3/8"	3"	3/16"
CP - SP 414	14 3/8"	4"	3/16"
CP - SP 422	21 3/4"	4"	3/16"



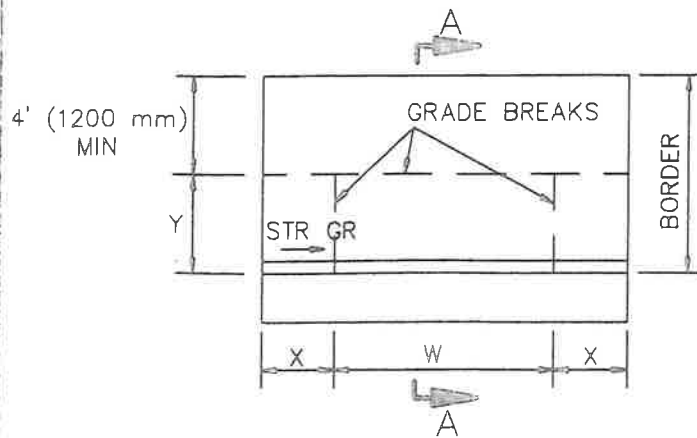
Rectangular Steel Pipe and Fittings Product List:

Product #	Size	Round Equivalent	Round Transverse Area
CP - SP 305 H	3" x 5" x 5'	4"Ø	13.06 Sq. In.
CP - SP 308 H	3" x 8" x 5'	5"Ø	20.02 Sq. In.
CP - SP 312 H	3" x 12" x 5'	6"Ø	30.52 Sq. In.
CP - SP 317 H	3" x 17" x 5'	8"Ø	50.75 Sq. In.
CP - SP 414 H	4" x 14" x 5'	8"Ø	50.75 Sq. In.

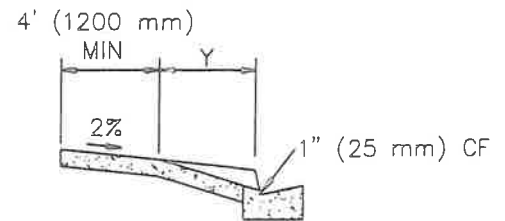


Product Specification

Product #	A	B	C	D	E
CP - SP 305 H	5"	3"	1/8"	5 3/4"	3 3/4"
CP - SP 308 H	8"	3"	3/16"	8 3/4"	3 3/4"
CP - SP 312 H	12"	3"	3/16"	12 3/4"	3 3/4"
CP - SP 317 H	17 3/8"	3"	3/16"	17 1/8"	3 3/4"
CP - SP 414 H	14 3/8"	4"	3/16"	15 1/8"	4 3/4"

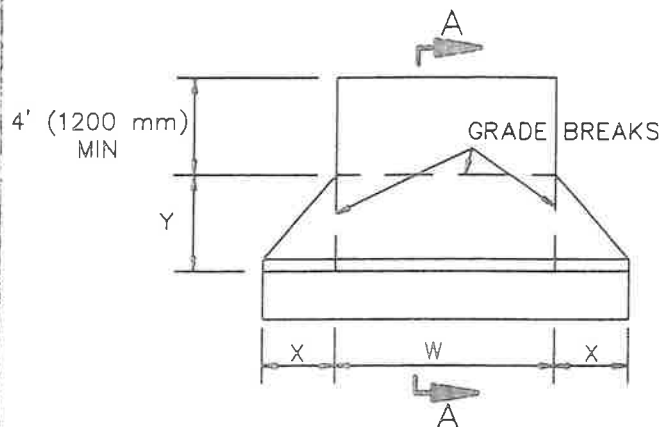


TYPE A

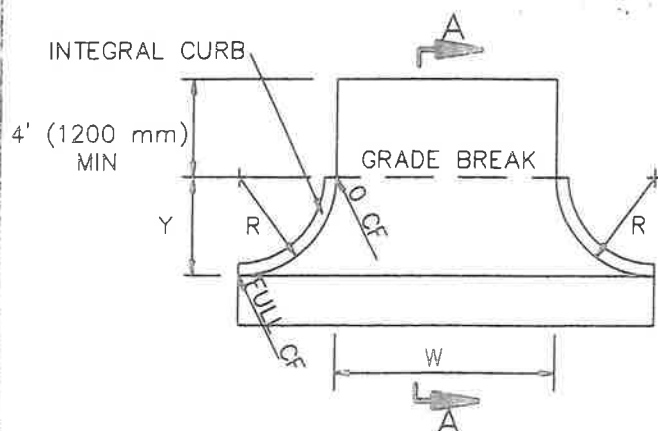


SECTION A-A

CURB FACE, inches (mm)	X, inches (mm)	Y, inches (mm)
6" (150) or less	3'-0" (900)	4'-0" (1200)
7" (175)	3'-6" (1050)	4'-9" (1425)
8" (200)	4'-0" (1200)	5'-8" (1700)
9" (225)	4'-6" (1350)	6'-6" (1950)
10" (250)	5'-0" (1500)	7'-3" (2175)
11" (275)	5'-6" (1650)	8'-0" (2400)
12" (300) or more	6'-0" (1800)	8'-9" (2625)



TYPE B



TYPE C

NOTES:

1. RESIDENTIAL DRIVEWAYS SHALL BE 4" (100 mm) THICK PCC.
2. COMMERCIAL DRIVEWAYS SHALL BE 6" (150 mm) THICK PCC.
3. WEAKENED PLANE JOINTS SHALL BE INSTALLED AT BOTH SIDES OF A DRIVEWAY AND AT 10' (3.0 m) INTERVALS.
4. CURB FOR TYPE C DRIVEWAY SHALL BE INTEGRAL AND MATCH ADJACENT CONSTRUCTION.
5. REFER TO LOCAL DEVELOPMENT REGULATIONS FOR AMERICANS WITH DISABILITIES ACCESS REQUIREMENTS AND MAXIMUM PERMITTED DRIVEWAY WIDTHS.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

DRIVEWAY APPROACHES

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN

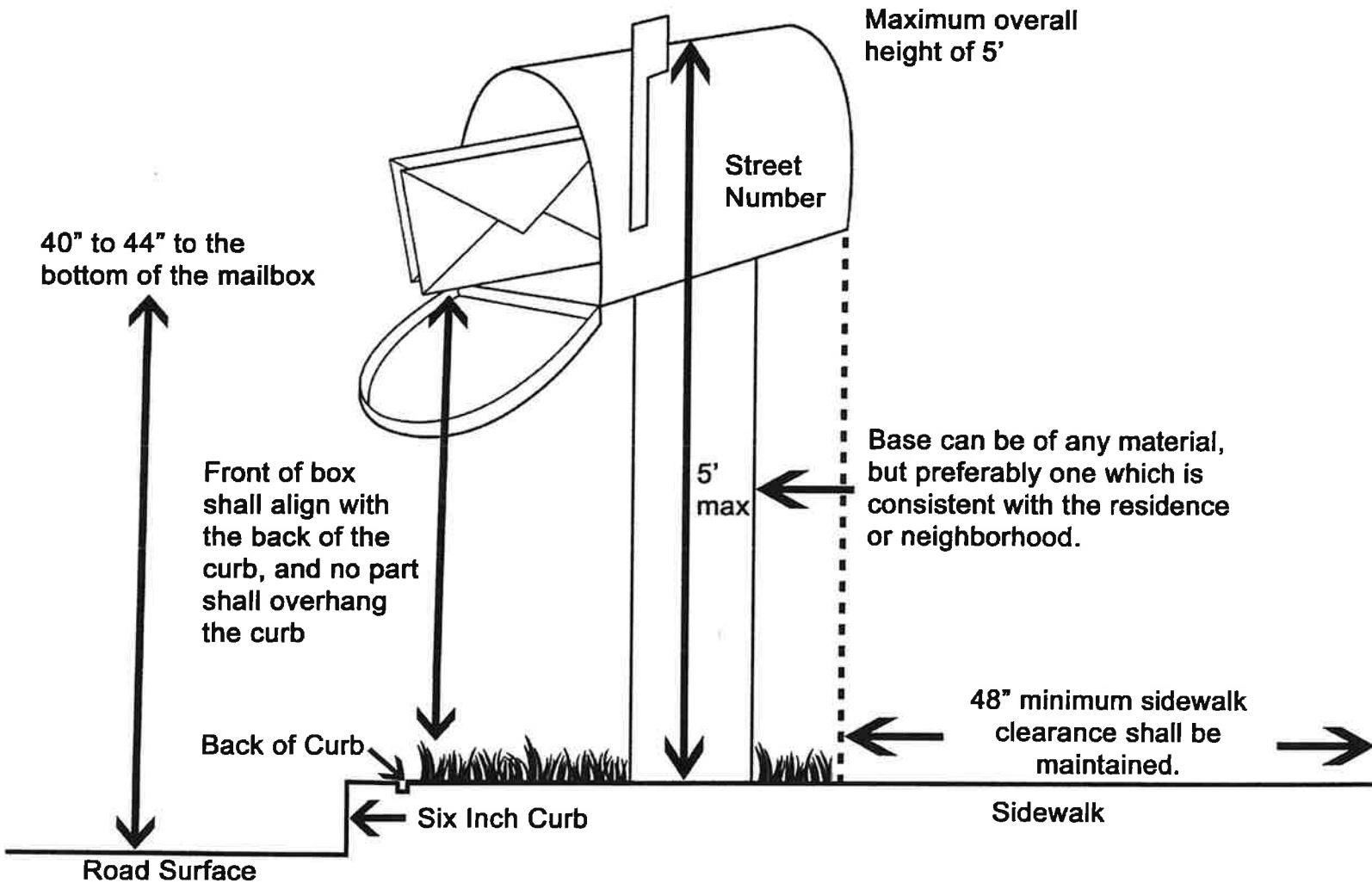
110-2

SHEET 1 OF 1



CITY OF RANCHO PALOS VERDES

MAILBOX STANDARD



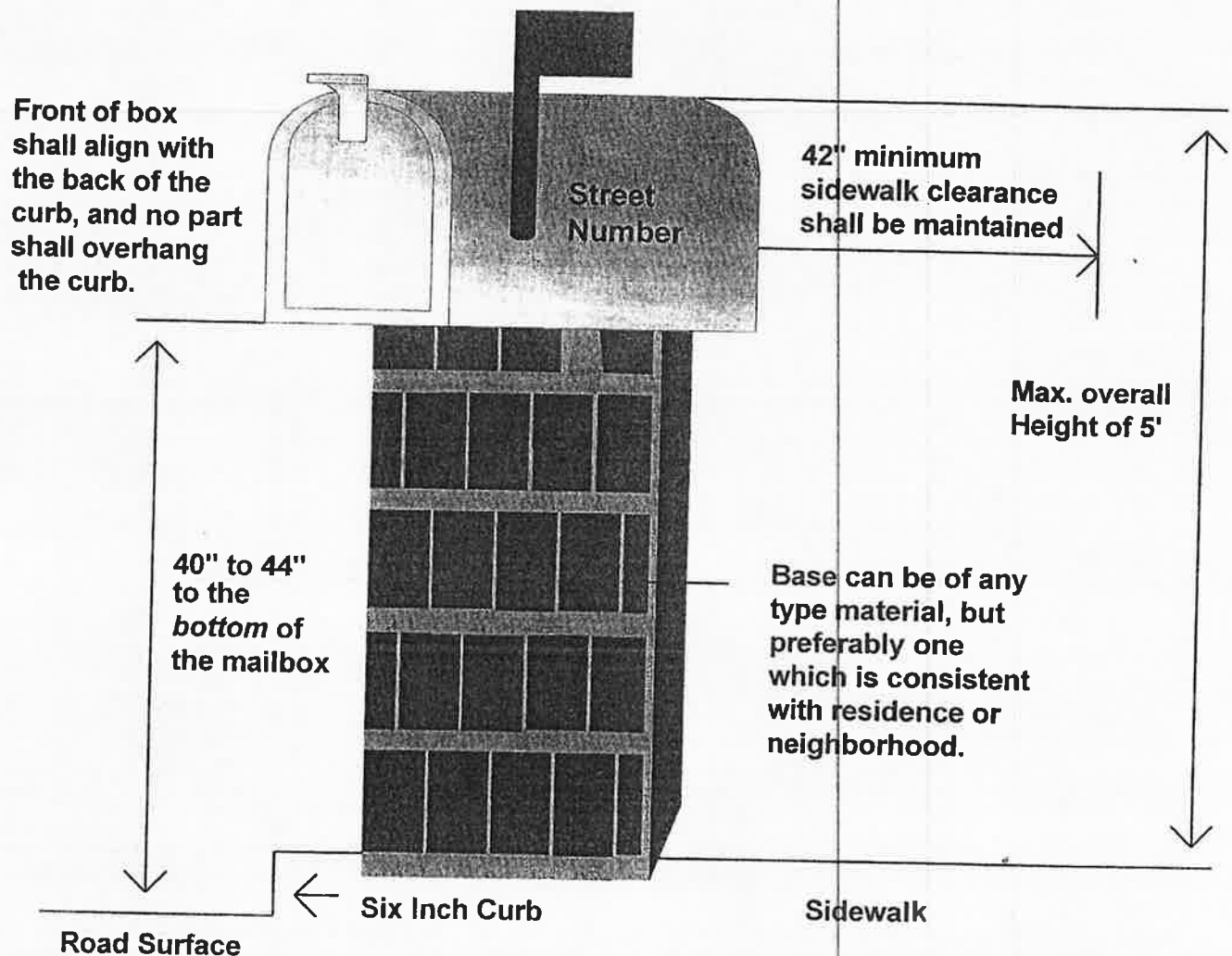
Notes:

- 1) The maximum overall height to the top of the box shall not exceed five (5) feet.
- 2) The maximum footprint for support structures shall be 24" by 24".
- 3) Larger structures or the addition of lighting will require Permits (Encroachment and/or Electrical) from the Public Works and/or Community Development (Planning and Building & Safety) Departments.
- 4) Landowners may wish to consult with the Public Works Department in situations where no curbs exist.

Community Development Department: (310) 544-5228 or planning@rpvca.gov
Public Works Department: (310) 544-5252 or publicworks@rpvca.gov

City of Rancho Palos Verdes

Mailbox Standard



- NOTES:**
- 1) The Maximum overall height to the top of the box shall not exceed five (5) feet.
 - 2) The maximum footprint for support structures shall be 24" by 24".
 - 3) Larger structures or the addition of lighting will require Encroachment Permits from the Public Works Department and/or Building & Safety Permits.
 - 4) Landowners may wish to consult with the Public Works Department in situations where no curbs exist.