



REVOCABLE ENCROACHMENT PERMIT # _____
TOWN OF PORTOLA VALLEY – Public Works Dept.
765 Portola Road Portola Valley, CA 94028
(650) 851-1700 (ext. 216)

Project Address _____ APN# _____

Project Description _____

Proposed Start Date _____ Proposed End Date _____ Plans Submitted _____

Work to be done by (Contractor) _____ License: _____

Job Foreman _____ Job Phone #/Pager _____

24 Hr. Emergency Phone # _____

Address _____

Portola Valley Business License # _____

Ins. Co. _____ Policy # _____ Liability Limits _____

Applicant _____

Address _____

Home Phone # _____ Work Phone # _____

Owner (if different than Applicant) _____

Owner's Address _____

Home Phone # _____ Work Phone # _____

Inquiry ID # _____ (Required for any excavation in a Public Right of Way or Private Easement. For further information, contact the USA Regional Notification Center at 800/642-2444 at least two working days Prior to proposed start of excavation.)

NOTE: The work authorized by this permit shall be subject to all terms, conditions, and restrictions set forth herein. This permit consists of this page and the General/Special Conditions attached and made a part hereof and any drawings referenced above. The project, as specifically described, is to be strictly construed and no other activity shall be permitted. Any work performed that is not part of the permit shall be promptly removed at the expense of the Permittee. The Permittee and/or his, her or its contractor shall indemnify and save harmless the Town, its officers, agents, employees, and servants from all claims, suits or actions of every name, kind, and description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work authorized or required by this Permit or Permittee and/or his, her, or its contractor, their officers, agents, employees, and/or servants.

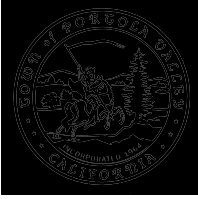
 Signature of Owner Signature of Applicant

Fee: \$ _____ Date Received: _____
 Deposit: \$ _____ Receipt #: _____
 Bond: \$ _____ Received by: _____

Permit Approved By:
 Public Works Director

Conditions of Approval: See General Conditions and Special Conditions 1 - 22 attached.

Date _____ Town Inspector _____



GENERAL CONDITIONS

1. STANDARDS OF CONSTRUCTION. All work shall conform to the Engineering Design Standards of the Town of Portola Valley, State of California, which are identical with the Standard Specifications, May 2006 of the State of California, Business and Transportation Agency, Department of Transportation.
2. SUPERVISION OF PUBLIC WORKS DIRECTOR. All the work shall be done subject to the supervision of and to the satisfaction of the Public Works Director.
3. FUTURE MOVING OF INSTALLATION. It is understood by the Permittee that whenever construction, reconstruction, maintenance, or any work on the street, road, highway, or other areas may be required, the installation provided for herein shall, upon request of the Town, be immediately removed by, and at the sole expense of, the Permittee.
4. EXPENSE OF INSPECTION. On work which requires the presence of an employee or agent of the Town as inspector, the salary, traveling expense, tests on materials, and other incidental expense of such inspection during the work shall be paid by the Permittee upon presentation of a bill.
5. LIABILITY FOR DAMAGES. The Permittee is responsible for all liability for personal injury or property damage which may arise out of work herein permitted or which may arise out of failure on the Permittee's part to perform his, her, or its obligations under this Permit in respect to maintenance. In the event any claim of such liability is made against the Town of Portola Valley or any agent, independent contractor, officer, or employee of the Town, the Permittee shall defend, indemnify, and hold them and each of them harmless from such claim. This Permit shall not be effective for any purpose unless and until the above-named Permittee files with the Town the following Certificates of Insurance: Public Liability in the amount of \$_____ and Property Damage in the amount of \$_____, with **"the Town and its officers, agents, independent contractors, and employees named as additional insured"**. The Permittee shall carry Workers' Compensation Insurance to cover all labor employed on work covered by this Permit.
6. MAKING REPAIRS. If the Public Works Director shall so elect, repairs to paving and other improvements which have been disturbed shall be made by the Town and the expenses therefore shall be borne by the Permittee. The Public Works Director shall require a deposit before starting repairs in an amount sufficient to cover the estimated cost. The Public Works Director will give reasonable notice of his election to make such repairs. If the Public Works Director does not so elect, the Permittee shall make such repairs in accordance with the Town's construction standards. In every case, the Permittee shall restore any portion of the street, road, highway, or other area which has been excavated or otherwise disturbed to its former condition or to the minimum standards as set forth in the Town's Standard Specifications, except where the Public Works Director elects to make repairs as provided in this paragraph and except where provision to the contrary is made in this Permit.
7. CARE OF DRAINAGE. If the work authorized by this Permit interferes with the established drainage or erosion control, corrective improvements shall be made by the Permittee to provide for it as may be directed by the Public Works Director. Job sites shall be protected from erosion at the end of each workday during the rainy season. Protection shall include, but not be limited to, backfilling trenches, tarping stockpiles and installing silt fences or straw bales as necessary.
8. MAINTENANCE. The Permittee agrees, by the acceptance of this Permit, to exercise reasonable care to maintain properly any encroachment placed in the street, road, highway, or other areas, and to exercise reasonable care in inspecting for and immediately repairing and making good any injury to any portion of the street, road, highway, or other areas which occurs as a result of the maintenance of the encroachment in the street, road, highway, or other areas, or as a result of the work done under this Permit, including any and all injury to the street, road, highway, or other areas which would not have occurred had such work not been done or such encroachment not been placed there.

9. CROSSING ROADWAY. On all primary roads or at locations directed by the Public Works Director, service and other small diameter pipes shall be jacked or otherwise forced underneath pavement without disturbing same. Service pipes will not be permitted inside of metal culvert pipes used as drainage structures.

10. TUNNELING. No Tunneling will be permitted except on major work as may be specifically set forth in the Special Conditions and approved by Public Works Director.

11. TRENCHING. All trenching shall be performed in accordance with Town Trench Details 705 and 706.

12. AGGREGATE PATHWAYS. Whenever an aggregate pathway (trail) is trenched or excavated, the top six inches of pathway shall be replaced with Stevens Creek Quarry Crusher Fines compacted to a relative density of ninety-five percent (95%). All damaged header boards shall be repaired/replaced to the satisfaction of the Public Works Director.

13. PIPES ALONG ROADWAY. Pipes and utilities paralleling the pavement shall be located at the distance from traveled way and at such depth as specifically directed in the Special Conditions. No tree roots two inches or more in diameter shall be cut. Material shall be removed from around root systems so as to avoid damage thereto. Roots shall be protected with burlap wrapping while exposed.

14. PAVEMENT CUTS AND PATCHING. All excavations on existing A.C. pavement shall be saw-cut **with no exception.** Any required pavement cuts on surfaces that have been paved or overlaid within the past five years will require that the full width of the paved road be fog sealed or slurry sealed, to be determined by the Public Works Director, for the length of the pavement cut. The surface treatment shall meet all requirements of the Public Works Director. See Town "Pavement Patching Details 407".

15. TESTING AND INSPECTION. Any and all testing and/or inspections shall be conducted according to the "Testing and Inspection Schedule & Requirements for Construction Projects", attached hereto as Exhibit A.

15.1 Contractor shall be responsible for the cost of any and all Town inspections and/or testing.

15.2 Other: _____

16. NOTIFICATION.

16.1 Resident Notification. **Two working days prior** to the work proposed with this Permit, the Contractor shall deliver written notification to each property owner immediately along the road whose driveway access may be disrupted. The notification shall include information regarding how the property owner's access will be restricted, the date(s) that the work will occur, the length of time that access will be restricted, and the name and telephone number of the Contractor and Project Foreman. The proposed notification form to be used shall be provided to the Public Works Director for review and approval prior to the first working day.

16.2 Road Restrictions or Closures. The Contractor is required to notify the Town's Department of Public Works, the Woodside Fire Department, and the San Mateo County Sheriff a **minimum of 48 hours in advance** of any planned lane restrictions or closures, indicating hours and duration. Any lane restrictions or closures must first be approved by the Public Works Director.

17. TRAFFIC CONTROL. The Contractor is responsible for providing all traffic control and any temporary lane delineation. Traffic control shall include, but not be limited to, signing, barricades, flagging, and pilot cars as necessary to provide the safe flow of traffic through the work area.

18. WORK HOURS. Construction shall be limited to the Town's approved work hours of 8:00 a.m. to 5:30 p.m., Monday through Friday. No work shall be permitted on Saturdays, Sundays, or holidays, except with prior approval from the Public Works Director.

19. MUD TRACKING. All roads shall be kept clean and clear of mud and debris. Roads shall be cleaned of any mud or debris before the end of each workday.

20. REVOCABILITY. This Permit may be revoked by the Public Works Director at any time for any reason, including without limitation, failure to carry the required insurance, failure to pay Town expenses, failure to comply with the terms and conditions of the Permit, or the necessity for Town work to be performed in the same area.

21. TERMINATION DATE. This Permit shall terminate no later than _____. 201_____

22. SPECIAL CONDITIONS.

DATED: _____
Public Works Director

DATED: _____
Applicant / Permittee

DATED: _____
Owner (when applicable)