



CITY OF RIDGECREST

Encroachment Permit

Public Works Department
100 W. California Ave.
Ridgecrest, CA 93555
(760) 499-5088
Imolina@ridgecrest-ca.gov

City use Only
Permit No.: _____
Date: _____
Paid On: _____

Applicant Information

Applicant		
Names(s):	Business Name:	
Mailing Address:		
City:	State:	Zip:
Phone:	Email:	

Contractor Information

Contractor		
Owner(s):	Business Name:	
Contractor's License No:	Exp. Date:	
Mailing Address:		
City:	State:	Zip:
Phone:	Email:	

ENCROACHMENT INFORMATION

Project Information		
Start Date:	Completion Date:	
Address:		
City:	State:	Zip:

Project Description [Scope of Work]

Excavation in Public Right-of-Way required? Yes No

If yes, explain: _____

Will any excavation be over 5' deep? Yes No

If yes, explain: _____

[Check as many as applicable to the proposed project]

Above Ground Utility	Underground Utility	Installation/Repair/Replace	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Water	<input type="checkbox"/> Electrical	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Telephone	<input type="checkbox"/> Sewer	<input type="checkbox"/> Telephone	<input type="checkbox"/> Driveway
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Gas	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Street
<input type="checkbox"/> Other	<input type="checkbox"/> Other		<input type="checkbox"/> Curb and Gutter
<input type="checkbox"/> Roadway is currently under pavement moratorium			<input type="checkbox"/> Other

Will Traffic be blocked? Yes No

If yes, provide Traffic Control Plans: _____

REQUIRED INFORMATION

The following items must be on file with the City prior to issuance of a permit.

USA Ticket No. [permit will not be valid until USA Ticket No. is provided]
USA Ticket No: _____

Insurance Requirements

If construction will be performed by the Homeowner, the following will be required:

- Proof of Homeowner's Liability Coverage, Address Insured, and Policy Number

If construction will be performed by a Contractor, the following will be required:

- Certificate of Liability Insurance
- Proof of Business License and Contractor's License

Include the following with your application

- Attach complete Plans and Specifications [3 sets].
 - Approved plans or a sketch drawn to scale of the proposed work showing all Dimensions, Property Lines, Existing Improvements, and Proposed Improvements.
- Traffic Control Plans.
 - Must follow CAMUTCD Standards

AUTHORIZED SIGNATURES

Applicant(s) [or Owner(s) authorized agent] hereby acknowledges that he/she has read the contents of this application, is familiar with and will abide by the City of Ridgecrest Standards, Specifications, Drawings, and Ordinances. Failure to do so may result in postponement or cancellation of the work and the Applicant will be responsible for any cost associated therewith.

Permit(s) will not be issued until the applicant provides current insurance and proof of a City business license. The undersigned does hereby agree to indemnify and uphold the City of Ridgecrest free and harmless from liability.

Print Name: _____ Date: _____

Signature: _____ Owner Owner's Agent

CITY USE ONLY	
Check all that apply	
<input type="checkbox"/> Completed Application	
<input type="checkbox"/> Completed Construction Plans [3 sets]	
<input type="checkbox"/> Traffic Control Plan	
<input type="checkbox"/> Vicinity Map	
<input type="checkbox"/> Copies of Insurance, Business License, and Contractor's License	
<input type="checkbox"/> Additional City Requirements:	

To begin Work:	Work Inspected:	Work Completed:
Date:	Date:	Date:

City Employee Signature: _____

PERMIT TYPES & FEES

Subject to all Terms, Conditions, and Restrictions

Type of permit	Amount	Total Amount
<input type="checkbox"/> Admin. Application	\$ 95	\$
<input type="checkbox"/> Time Extensions [Additional 6 months]	\$ 85	\$
<input type="checkbox"/> Reinspection	\$ 85	\$
<input type="checkbox"/> Street Cut Trenching	\$ 200+.10/LF	\$
<input type="checkbox"/> Trench Cut [Longitudinal, Inspection, and Moratorium Street]	\$ 1,000 for 1 st 100 LF, \$100 for each additional 150 LF, per street	\$
<input type="checkbox"/> Trench Cut [Traverse, Inspection, and Moratorium Street]	\$ 295 per, no road closure. \$500 per, w/road closure. \$100 each additional street	\$
<input type="checkbox"/> Utility Planned Work	\$ 300	\$
<input type="checkbox"/> Utility Emergency Repair	\$ 40	\$
<input type="checkbox"/> Sidewalk Repair	\$ 295 [up to 100 LF, \$50 each additional 25 LF]	\$
<input type="checkbox"/> Sidewalk Repair [Code Violation]	\$ 200	\$
<input type="checkbox"/> Curb, Gutter, and(or) Sidewalk Install	\$ 400 [up to 100 LF, \$75 each additional 25 LF]	\$
<input type="checkbox"/> Staking of Curb and Gutter	\$ 9.25 per LF first 55'; \$2.75/ LF each additional foot thereafter.	\$
<input type="checkbox"/> Residential Driveway	\$ 295	\$
<input type="checkbox"/> Commercial Driveway	\$ 400	\$
<input type="checkbox"/> Traffic Control Plan	\$ 300 Basic, \$500 min. for advance w/ detours	\$
<input type="checkbox"/> Sign/ Banners	\$ 300	\$
Total		\$

INFORMATION

1. **Definition:** The term “encroachment” is used in this permit as defined in California Streets and Highways Code Section 1450. The term “grantor” shall mean the City of Ridgecrest (the “City”)
2. **Notice Prior to Starting Work:** Prior to commencing any work authorized herein, Grantee shall give 48 hours’ notice to the Engineering Department. If work is discontinued for a period of twenty-four (24) hours, excluding weekends or holidays, twenty-four (24) hours’ notice shall be given before restarting work.
3. **Keep Permit on the Work:** This permit shall be kept at the site of the work and upon request must be shown to any representative of Grantor or any Law Enforcement Officer.
4. **Hours of Operation:** Construction activity in the public right of way shall be performed between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday; except as may be specified in the approved permit.
5. **Permittee shall provide:** Fences, barricades, warning and directional signals, flares, lights Watchmen, or flagmen to protect and insure the public safety in compliance with all local, state, and federal safety regulations, or as may be additionally required by the Public Works Director or his designee. All work shall be performed in a good and workmanlike manner and scheduled to cause minimum interference with traffic and minimum inconvenience to the public.
6. **Permittee shall prosecute:** with diligence and expedite all work and shall complete such work as soon as practicable, as and not later than the completion date specified on the permit. Permittee shall call upon the Superintendent of Streets or designee to inspect backfill and repaving. The Public Works Director or his designee may require complete re-excavation and re-backfill for failure to call for inspection. The Public Works Director or his designee may require a backfill compaction test at the cost of the permittee.
7. **The Public Works Director:** or his designee may revoke or modify the permit for public safety reasons. Notice of revocation or modification shall be delivered in person or by registered mail to the address of the applicant as shown on the permit. The time required for the removal or modification of the permitted encroachment shall be specified in the notice. The Public Works Director or his designee may remove the encroachment and charge the cost of removal to the permittee if after notice as provided in this section, permittee fails to remove the permitted Encroachment within the time period specified in the permit.
8. **Permittee:** shall save and hold City, its officer, agents, employees, and volunteers free and harmless from any and all costs, liability, and damages, including attorney fees, arising out of any act or omission to act, including any negligent act or omission to act, by permittee, its officers, agents, employees, or volunteers pursuant to this permit.
9. **The Application:** shall be accompanied by a certificate of insurance showing a policy of public liability and property damage insurance against liability for personal injury including accidental death, and for property damage, which may arise out of the exercise of the rights granted by the permit, in not less than the following amounts:

INFORMATION CONTINUED

For Major Projects

*Public liability insurance in an amount not less than One Million Dollars (\$1,000,000) for injury or death to any one person and Two Million Dollars (\$2,000,000) for injury or death arising from any one accident or occurrence; and

*Property damage insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000)

The policy of insurance shall contain a contractual liability endorsement covering the liability assumed by the permittee a statement the policy will not be canceled except after ten days written notice that the Superintendent of Streets and an endorsement naming the City, its officers, agents, employees, and volunteers as additional or co-insureds.

10. **All underground facilities**: shall be of the quality and installed in a manner and with a depth of coverage which may be prescribed or required by law or by Standard Specifications of the City. Permittee shall not interfere with existing public utility facilities or clearance space requirements. Permittee shall make the necessary arrangements for City inspection and the signature of the inspector upon completion of the work.
11. **Clean Up Right of Way**: Upon completion of the work, all brush, timber, scraps, and other material shall be entirely removed and the right of way left in a condition satisfactory to Grantor. Grantee shall dispose of all construction and demolition materials and other refuse through the City's authorized hauler.
12. **Standards of Construction**: All work shall conform to recognize the City of Ridgecrest's Engineering Design Standards and Details. Found on the City of Ridgecrest Website or a copy can be picked up at the city.
13. **Supervision of Grantor**: All work to be done shall be subject to the supervision and satisfaction of the Grantor.
14. **Tunneling**: No tunneling is permitted except as may be specified in the approved permit.

Encroachment Permit Penalties: per "Ridgecrest Municipal Code, Streets Section 14-2.38 Penalties"

The first offense is a double fee for having work be in the process of completion or already completed without having an encroachment permit. The second offense is to stop work immediately, double fee fine, and post a bond at 125% the value of the work. The third offense is a suspension of performing work within the City's Jurisdiction for up to 1 year determined by the City Engineer. The fourth offense would then be a misdemeanor.

CITY OF RIDGECREST - ENCROACHMENT PERMIT CONDITIONS

The City of Ridgecrest requires that all street cuts meet the following conditions for restoration of utility, match up paving or other excavations in city streets, sidewalks, curbs, gutters, etc.

At a minimum, 48 Hour advanced notice is required prior to construction activities. Please notify Luis Molina, 760-499-5088, lmolina@ridgecrest-ca.gov, 48 hours prior to construction. Thereafter inspections are required prior to placement of the permanent restoration (*i.e.* forms, patching, etc.)

A detailed traffic control plan, consistent with CAMUTCD (Current Standard), is required prior to issuance of an Encroachment Permit. Applicant must notify emergency response personnel 48 hours prior to construction if any road will be closed (Fire Station 74&77, Liberty Ambulance, Ridgecrest Police Department, City Transit, USPS, and Waste Management).

All road closures require approval from the Ridgecrest Public Works Department prior to construction.

1. Saw cut pavement in a neat rectangular section. Circular cuts are required for utility valve/vault/box etc.
2. Any trench failure and undermining of street surface asphalt and/or curb, gutter and sidewalk will require an additional saw cut and removal of asphalt and base and/or concrete improvements to firm and stable subgrade material.
3. Concrete improvements removed shall be replaced in-kind. Said replacement shall be made from adjacent construction joints/weakened plane joints. See City of Ridgecrest Engineering Design Standards for more detail. If more than three (3) panels are removed, interior sidewalk replacements must be reconstructed to current ADA compliance. Said replacements require approval from the City of Ridgecrest Public Works Department prior to construction. At a minimum f'c (compressive strength) shall be 2500 psi or shall follow City of Ridgecrest Engineering Standards for cross gutters, spandrels, drive approaches etc.
 - Utility Boxes within sidewalk panels shall be reconstructed to match existing cross slopes (*i.e.* the boxes shall be installed to match the existing sidewalk slopes).
 - Any work within an existing curb ramp will require the complete removal of said ramp and reconstruction to current ADA standards, consistent with Caltrans standard drawing A88A.
 - Any work within an existing drive approach and/or drive throat will require complete removal and reconstruction of said approach to current ADA standards. Said work shall follow City of Ridgecrest standard drawing ST-9, ST-10, ST-11, or ST-12.
4. Trench restoration materials will require 95% relative compaction (R.C.), for the top 1-foot (as measures from bottom of asphalt or aggregate base section if present), and 90% R.C. for depths below the 1-foot.
5. Trench restoration materials proctor laboratory test(s) and in place compaction density testing with report(s) will be required from a qualified soils engineering firm. The number and frequency of in place compaction density tests will be at the discretion of the City of Ridgecrest Inspector. At a minimum tests will be required in 1-foot lift.

CITY OF RIDGECREST - ENCROACHMENT PERMIT CONDITIONS

6. A detailed aggregate base depth in accordance to street functional class can be found below. A minimum of six (6) inches of Class II aggregate base is required. Additionally, if an existing aggregate base section is in place said section shall be matched. The more stringent requirement shall apply.

<i>Street Functional Class</i>	<i>Aggregate Base Minimum Depth</i>
Arterial	13", Class II Aggregate Base
Secondary /Frontage	8", Class II Aggregate Base
Collector	10", Class II Aggregate Base
Residential/Alley	6", Class II Aggregate Base

- Subject to discretion of the Public Works Department
 - A Sand Slurry full depth restoration (above pipe zone) may be utilized in lieu of aggregate base as defined further in this document.
7. In lieu of the compaction testing and base material requirements, a cement and sand slurry mix (1-2 sack Typ min. in residential/alley and collector streets, and a 1 sack min. in secondary/frontage/arterial streets) to be approved by the Public Works Department, may be used as the full depth trench restoration materials above the pipe zone. PipeZone shall be from bottom of the trench to 1' max. above the pipe/utility being installed, said material can be either native or select sand.
8. A temporary asphalt surface is required to be placed immediately after each day of construction and maintained until the permanent asphalt restoration is completed. Steel plates may be utilized for a maximum of 4 days. Steel plates on major arterial and secondary streets shall be installed flush to existing asphalt (said work shall be accomplished by grinding existing asphalt so plates are restrained; collector/alley/residential streets at a minimum shall have cold mix placed on all sides to accomplish smooth transitions on and off the plates). The temporary asphalt surface material shall be a minimum depth of 2", compacted to a neat/smooth finish, and level with the existing asphalt surface.
9. Prior to the permanent asphalt restoration, the existing asphalt surrounding the edge of the trench shall be milled back a minimum of one foot (1') to a depth of 0.15'. The permanent asphalt restoration cross section shall be in a "T" shape configuration.
10. Asphalt restoration shall require full "T" surface and edge tack coat.
11. Asphalt restoration materials shall be reviewed by the Public Works Department prior to placement, at a minimum, asphalt shall be 1/2" Type A Hot Mix Asphalt with PG70-10 binder.
12. Asphalt restoration depth shall be the more stringent of the following: Match existing asphalt section, provide a minimum 4" section, or follow the classifications provided below (the more stringent shall apply):

<i>Street Functional Class</i>	<i>Asphalt Section Minimum Depth</i>
Arterial	6"
Secondary	6"
Collector	4"
Local Street & Cul-de-sac	4"
Frontage/Alley/Private	3"

- Subject to discretion of the Public Works Department

CITY OF RIDGECREST - ENCROACHMENT PERMIT CONDITIONS

13. The asphalt restoration shall be placed and compacted in 2 separate lifts min.
14. A Tensar GlasGrid 8501, or approved equal, asphalt geotextile shall be placed between the 2 lifts of asphalt for arterial, secondary, and frontage streets (subject to City of Ridgecrest Inspector discretion). Aperture of the geotextile is required to be the same size as the largest aggregate size in the HMA mix. The asphalt geotextile with tack coat shall be placed for the full width and length of the milled "T" section of asphalt and trench.
15. Where the trench or asphalt restoration width permits; the finish lift of asphalt shall be machine placed with a self-propelled heated screed paving machine. The finish lift shall be compacted with a self-propelled vibratory steel drum roller of sufficient tonnage to meet 92% relative compaction density of the asphalt. Deviations to surface asphalt restoration placement and compaction methods must be reviewed and approved by the Public Works Department.
16. Density testing of the asphalt with a written report shall be required, alternatively if a report is not prepared or supplied within 2 weeks of completion of work the contractor/owner/agency shall bear responsibility for maintaining the patch for **five (5) years.**
17. The final asphalt surface at the joint at the edge of milled surface shall be sealed with tack to aid with cohesion to the existing asphalt.
18. The acceptance or rejection of the finish product will be judged by the smoothness of the finish surface using a straight edge checking for sags or humps not to exceed 3/16 of an inch. Also to be judged will be the compaction testing results, ride quality, neat appearance, compliance to these conditions and the judgments will be at the discretion of the City of Ridgecrest Inspector.
19. Traffic control shall be kept in place for the duration of construction and final repair. Tunneling under cross gutters/spandrels is strictly prohibited unless accomplished utilizing boring technology.
20. Tunneling under curbs/gutters/sidewalks if utilized, shall at a minimum have a slurry backfill matching the street classifications listed above. The finished product shall be subject to the discretion of the City of Ridgecrest Inspector. Settlement and/or cracking determined to be caused by the construction shall be the sole responsibility of the agency/owner/contractor performing the work. The standard warranty period shall not apply to work of this nature. Please note if tunneling is utilized, the agency/owner/contractor shall warranty the work until the area of concern has been removed and replaced by the City of Ridgecrest or another agency. Determination of ownership shall be at the sole discretion of the City of Ridgecrest Public Works Department.
21. A current list of street moratoriums can be found here <https://ridgecrest-ca.gov/195/Engineering-Division> Only emergency work shall be performed on the streets within this list (See attached Map).

