



Encroachment Permit Submittal Requirements to Public Works

June 2008

Purpose: An Encroachment Permit is required any time work is being performed within the public right of way in accordance with Elk Grove Municipal Code Chapter 12.08 "Construction in Streets."

Submittal Requirements:

- ✓ Encroachment Permit Application
- ✓ Three (3) Sets of **Detailed** Plans
- ✓ Two (2) Sets of Traffic Control Plans
- ✓ Water Prevention Control Plan (WPCP)
- ✓ Storm Water Pollution Prevention Plan (SWPPP), if applicable
- ✓ Right of Entry Agreement for Private Property Owners, if applicable
- ✓ General Permit Deposit \$250
- ✓ Annual Permit \$47
- ✓ Trench Cut Restoration Fees (determined by formula)

Improvement Standards and Construction Specifications: Standard documents are on the City of Elk Grove website <http://www.egpublicworks.org> or a CD and/or a hard copy can be purchased at the Public Works front counter for a fee. All construction and material shall be in accordance with the City of Elk Grove Standards, Specifications, City Ordinances, and Conditions of Approval.

Traffic Control Plan: Any encroachment into a traffic lane, shoulder, sidewalk or bicycle lane requires a Traffic Control Plan. Encroachment includes but is not limited to, actual work, work equipment/materials, and work vehicles. Traffic Control Plans shall comply with the current edition of the California Manual on Uniform Traffic Control Devices (MUTCD). Due to traffic safety or traffic efficiency concerns, **Traffic Control Plans may be revoked or suspended at anytime.**

Water Prevention Control Plan (WPCP) and Storm Water Pollution Prevention Plan (SWPPP): WPCPs are for projects disturbing less than 1 acre and SWPPPs are for projects disturbing more than 1 acre. Plans shall be accepted prior to issuance of permit.

Permit Fees: Permit fees are based on the Public Works Fee Schedule in accordance with Elk Grove Municipal Code Chapter 12.08.

Trench Cut Restoration Fees: Restoration fees will be required if the right of way is excavated in accordance with Elk Grove Municipal Code Chapter 12.09. Pre-payment of fee estimation is due prior to issuance of permit.

Permit Activation: A pre-construction meeting is required prior to commencing work and the City Inspector will contact

you to set-up a meeting to review the scope of the project. Work may begin only **AFTER** the City Inspector issues the permit and the pre-construction meeting has occurred.

Processing Time: It may take up to ten (10) business days to process permit and to schedule a pre-construction meeting for a new project.

Roadway Closures and Major Thoroughfares: Allow at least ten (10) business days for roadway notification to be advertised in newspaper. Written notification from local police and fire departments is required for roadway closures and at any other time Emergency Service response is significantly impacted.

Permit Expiration: Permit will expire in ninety (90) days of permit issuance as set forth on the permit.

Annual Permits: The Annual Permit is for maintenance and emergency work. Maintenance work is defined as maintaining landscape median or corridor, maintaining existing underground service connections, installing minor underground service connections, and repair of breaks or malfunctions in underground conduit or pipes. Emergency work is defined in the Construction Specifications, Section 7-8.03.

Daily Cut Sheets shall be faxed to (916) 691-9741 and (916) 478-4121 prior to commencing work under the Annual Permit. If emergency work, Permittee shall notify the City within 24-hours.

Guarantee: If the pavement or the surface of the public right of way over any excavation should become depressed or broken at any time within one year after the excavation has been completed, the Permittee shall repair and/or resurface work to the satisfaction of the City to eliminate all such reconstruction failures.

Pavement Moratorium: The City of Elk Grove has placed a three-year moratorium on newly constructed streets and on streets that have received an asphalt overlay.

Neighborhood Outreach: Door Hangers shall be hung in residential neighborhoods three (3) days prior to commencing work as determined by City Inspector.

Additional Requirements: Additional project specific information may be required during the application process, pre-construction meeting or inspection process.

Where to Submit Applications: City of Elk Grove, 8401 Laguna Palms Way, Public Works front counter.

Questions: If you have any questions, please call (916) 478-3638 or visit our website at www.elkgrovecity.org.