CITY OF SOUTH PASADENA

Public Works Department

1414 Mission Street - South Pasadena - Ca. 91030 - (626) 403-7240

Southwest Hills Zone
ENCROACHMENT / STREET USE PERMIT

Permit Number: _____

Permit Fees: Encroachment Basic / Dumpster: $425.00

Surety Bond/Deposits: (as required) $_____

Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

City Bus. Lic. No.: _____ State Lic. No.: _____

START: _____ (Date and Time) **END:** _____ (Date and Time)

Location: _____

Description: _____

_____

Bins and Roll-Off Containers

Please Note:

The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal. As such, if your construction or demolition project necessitates the use of a container you MUST use Athens Services. Please contact Athens Services at (626) 336-6100. No other refuse services are permitted.

The contents of your container will be processed at a material recovery facility and all viable recyclables will be recovered and diverted from landfills.

The Applicant Agrees To The Following Standard Conditions When This Permit Is Issued:

1. No work shall be done on public property until a permit has been issued.
2. The Public Works/Engineering Department shall be contacted at least 24 hours prior to the start of the encroachment in the City Right-Of-Way (street and/or parkway). If the encroachment begins on a Monday or holiday, Public Works shall be contacted at least one business day prior.
3. Two lanes of traffic shall be maintained at all times unless two flagmen are conducting traffic control. An approved traffic control plan may be required.
4. Whenever two-directional traffic is reduced to less than eighteen (18) feet, a flagman will be required. Traffic control shall conform to the Work Area Traffic Control Handbook (W.A.T.C.H. Manual).
5. Materials shall be placed only in front of the site or as permitted by the City Engineer.
6. Dirt or materials left in the public right-of-way will be removed by the Street Division without notice.
7. Approved lighted barricades are required day and night on a trench which does not have a patch, or on any materials or equipment which are temporarily stored in the public right-of-way or as directed by the City.
8. Materials and method of construction shall conform to applicable sections of the "Greenbook" Standards and to any additional conditions as may be attached specifically to the project by the City Engineer.
9. A certificate of General Liability Insurance naming the City of South Pasadena as the Additional Insured shall be required prior to issuance of a permit. The policy shall be for at least $1 million.
10. This permit has an allowable time limit of _____ days (maximum 30 days) and may be extended by the Public Works Department.

Southwest Hills zone expanded requirements for encroachment permits include:

1. Southwest Hill zone encompasses Hill Drive, Hanscom Drive, Peterson Ave., Illinois Drive, and a segment of Harriman Ave. Also, future streets including the remaining segment of Harriman Ave., Randolph Avenue, Hulbert Avenue, Elkins Street, and Moffatt Street.
2. A temporary office, if needed, shall be fronting the construction site.
3. Roadway clearance of 16 feet is required unless the street is temporarily closed.
4. If a temporary street closure is warranted, the residents in the Southwest Hills area shall be notified at least 48 hours prior to the temporary street closure by mailing and posting as approved by the Public Works Department. Street closures are only permitted between 8:30 a.m. and 2:00 p.m., as stated in the City's Ordinance No. 2153.
5. No more than two trucks and one piece of equipment shall be in the public street at any one time. A maximum of two construction-related (commercial-licensed) vehicles is allowed at a single site at any time.
6. Small equipment and trash bins shall be moved and adjusted in such a manner to allow trucks and large equipment to maintain the required roadway clearance at all times.
7. Delivery of materials or equipment shall maintain the required roadway clearance and be handled as follows:
   a. Delivery equipment shall be "manned" at all times, or parked in such a way to maintain roadway clearance.
   b. Lumber will be removed and stacked by hand.
   c. Stage materials in front of the job site to allow for the required roadway clearance.
   d. Where feasible, cantilevered decks should be used for storage of construction materials.
   e. Temporary bins (low boy) shall be "roll off" style (Athens).
   f. A construction water runoff plan is required per City N.P.D.E.S. permit requirements.
8. Any time there is equipment or trucks at the job site which occupy the public roadway, there will be at least two (2) flagmen for traffic control purposes, at locations specified by Public Works, if roadway clearance of 16 feet at all times is not feasible.
9. The maximum encroachment area in the public right-of-way is 20 feet by 10 feet in size. The area boundaries shall be painted on the street and a "Temporary No Parking" sign shall be posted as directed by the Public Works Department.
10. Owner/Contractor is fully responsible for clean up of any spill (cement, dirt, debris, etc.) related to the project within the City right-of-way.

11. Additional special requirements on vehicles, parking, construction hours, noise, etc. shall be fully complied with as stated in the City's Ordinance Nos. 2153, 2154, and 2155.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

** For Office Use Only **

Approved or Denied (circle one) By: _____ Date: _____

Initial Inspection By: _____ Date: _____

Comments: _____

Final Inspection By: _____

Comments: _____