



TOWN OF LOS GATOS
ENCROACHMENT PERMIT INFORMATION

ATTACHMENT A
STANDARD ENCROACHMENT CONDITIONS

- 1) All work shall be performed in conformance with the following:
 - a) TOWN OF LOS GATOS ENGINEERING DESIGN STANDARDS AND SPECIFICATIONS (unless specifically stated otherwise on the plans)
 - b) These plans and details

- 2) No work may be started on-site without an approved Encroachment Permit issued by the Town of Los Gatos, Parks Public Works Department located at 41 Miles Avenue, Los Gatos, CA 95030. A Town Encroachment Permit is required for any work within the public right-of-way. A State Encroachment Permit is required for any work within State right-of-way (if applicable). The Permittee and/or Contractor shall be responsible coordinating inspection performed by other governmental agencies.

- 3) A Pre-Job meeting shall be held with the Town Engineering Inspector from the Parks and Public Works Department prior to any work being done. The Contractor shall call the Inspections Line at (408) 399-5771 at least forty-eight (48) hours prior to any grading or onsite work. This meeting should include:
 - a) A discussion of the project conditions of approval, working hours, site maintenance and other construction matters;
 - b) Acknowledgement in writing that Contractor and Applicant have read and understand the project conditions of approval, and will make certain that all project sub-contractors have read and understand them prior to commencing work and that a copy of the project conditions of approval will be posted on site at all times during construction.

- 4) Approval of plans does not release the Applicant and Contractor of the responsibility for the correction of mistakes, errors, or omissions contained therein. If, during the course of construction of the improvements, public interest and safety requires a modification or departure from the Town Specifications or these improvement plans, the Town Engineer shall have full authority to require such modification or departure and to specify the manner in which the same is to be made.

- 5) Approval of this plan applies only to the improvements as indicated on the plans. This approval does not confer any rights of entry to either public property (unless specifically covered by a current Encroachment Permit) or the private property of others and does not constitute approval of any other improvements.

- 6) It shall be the responsibility of the Applicant or Contractor to identify, locate and protect all underground facilities. The Applicant or Contractor shall notify USA (Underground Service



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Alert) at 1-800-227-2600 a minimum of forty-eight (48) hours but not more than fourteen (14) days prior to commencing all work.

- 7) All work shall be performed in such a manner as to comply with the standards established by the Air Quality Management District for airborne particulates.
- 8) The Contractor shall comply with all local, state and federal laws, codes, rules and regulations governing the work identified on these plans. These shall include, without limitation, safety and health rules and regulations established by or pursuant to the Occupational Safety and Health Act or any other applicable public authority.
- 9) The Contractor shall provide qualified supervision on the job site at all times during construction.
- 10) Contractor shall exercise all necessary caution to avoid damage to any existing trees, surface improvements, drainage, water, sewer, electrical or telecommunication facilities whether or not above ground or underground. Contractor shall bear full responsibility for any damage thereto.
- 11) Horizontal and vertical controls shall be set and certified by a licensed surveyor or registered civil engineer qualified to practice land surveying.
- 12) During construction, all applicable work (subgrade, paving, etc.) shall be inspected by the Applicant's soils engineer. The engineer shall be notified at least forty-eight (48) hours before beginning such work. The engineer shall be on-site to verify conditions as required in his report. Should any changes to the report recommendations be necessary, Town approval shall be obtained prior to any associated work.
- 13) The results of the construction observation and testing should be documented in an "as-built" letter/report prepared by the Applicants' soils engineer and submitted for the Town's review and acceptance before final release of any occupancy permit is granted.
- 14) All private and public streets accessing Project Site shall be kept open and in a safe, drive-able condition throughout construction. If temporary closure is needed, then formal written notice to the adjacent neighbors and the Town of Los Gatos Parks and Public Works Department shall be provided at least one (1) week in advance of closure and no closure shall be granted without the express written approval of the Town. No material or equipment shall be stored in the public or private right-of-way.
- 15) No construction vehicles, trucks, equipment and/or worker vehicles shall be allowed to park on any portion of any public street(s) without written approval from the Town Engineer.



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- 16) The contractor shall install and maintain fences, barriers, lights and signs that are necessary to give adequate warning and/protection to the public at all times.
- 17) It is the responsibility of the Applicant or Contractor to make sure that all dirt tracked into the public right-of-way is cleaned up on a daily basis. Mud, silt, concrete and other construction debris SHALL NOT wash into the Town's storm drains.
- 18) Good housekeeping practices shall be observed at all times during the course of construction. The storing of goods and/or materials on the sidewalk and/or the street will not be allowed unless a special permit is issued by the Engineering Division. The adjacent public right-of-way shall be kept clear of all job related dirt and debris at the end of the day. Failure to maintain the public right-of-way according to this condition may result in the Town performing the required maintenance at the Applicant, Contractor, and/or Developer's expense.
- 19) All work shall be undertaken in accordance with conditions and requirements of the project Storm Water Pollution Control Plan and/or Storm Water Pollution Prevention Plan, the Town of Los Gatos Storm Water Quality Management Program, National Pollutant Discharge Elimination System (NPDES) and any other permits/requirements issued by the State of California Regional Water Quality Control Board. Plans (including all updates) shall be onsite at all times. No direct storm water discharges from the Project Site will be allowed onto Town streets or onto the public storm drain system without treatment by an approved storm water pollution prevention device. Maintenance of the private storm water pollution prevention devices shall be the sole responsibility of the owner. Discharges or connection without treatment by an approved and adequately operating storm water pollution prevention device shall be considered a violation of the above referenced permit and the Town of Los Gatos Stormwater Ordinance.
- 20) The Applicant shall repair or replace all existing improvements not designated for removal that are damaged or removed because of the Applicant or Contractor's operations. Improvements such as, but not limited to: curbs, gutters, sidewalks, driveways, signs, pavements, raised pavement markers, thermoplastic pavement markings, etc. shall be repaired and replaced to a condition equals to or better than the original condition. Existing improvement to be repaired or replaced shall be at the direction of the Engineering Construction Inspector, and shall comply with all Title 24 Disabled Access provisions. The Applicant shall request a walk-through with the Engineering Construction Inspector before the start of construction to verify existing conditions.