



**City of Santa Clarita  
Development Services Division**

**ENCROACHMENT PERMIT REQUIREMENTS**

**A. General**

1. Encroachment permits are required for all work or placement of objects within the public right-of-way. Permits help protect the public and the contractor from unsafe conditions, ensure proper placement of materials in the right-of-way, prevent conflicts of underground facilities, protect against damage to existing facilities, guarantee the work will be done in accordance with all applicable standards and specifications, and establish quality control inspections. Any person working within the public right-of-way must obtain a permit from the City of Santa Clarita, (“City”), and maintain a copy of the permit on site at all times during construction. Failure to obtain an encroachment permit is a misdemeanor and will be assessed a penalty fee. (SCMC 13.06.010)
2. The applicant shall comply with the requirements of California Government Code 4216, (“Dig Alert” phone # 811), California Government Code 7110, the *Standard Specifications for Public Works Construction* and other design and construction standards required by the City.
3. The holder of an encroachment permit, or any agent or employee working for said permit holder, shall obtain all necessary information as to the existence and location of all existing surface and underground facilities prior to any excavation. (SCMC 13.06.120 and 13.06.140) The applicant shall protect the City against any damage caused to such structures. (SCMC 13.06.190) The encroachment permit holder shall be responsible for any loss incurred as a result of the work performed under the permit. (SCMC 13.06.130)
4. If the City must take immediate action to ensure safety to the public or repair City property due to the encroachment permit work, the City shall cause the repairs to be made, and the encroachment permit holder shall reimburse the City for all costs. (SCMC 13.06.230) In the event that damage occurs to property not under the jurisdiction of the City, the permittee shall be required to make repairs to the satisfaction of the facility owner.

**B. Requirements for Securing an Encroachment Permit**

1. Encroachment permit applications may be obtained at:
  - a. City of Santa Clarita, City Hall  
Planning & Engineering Counter, Suite 302  
23920 Valencia Boulevard  
Santa Clarita, CA 91355
  - b. On the City’s website at:  
<http://www.santa-clarita.com/cityhall/pw/development/forms/Misc/EncroachmentPermitApplication.pdf>
  - c. By calling the City’s Engineering Permit Hotline at (661) 286-4123.
2. A property owner, developer or contractor, (“applicant”) shall obtain an encroachment permit for work being performed within the public right-of-way. By signing the encroachment permit application, the applicant accepts all responsibility for work associated

with that permit. (SCMC 13.08.030)

3. Prior to the issuance of an encroachment permit, the applicant shall satisfy the following requirements:
  - a. The applicant shall be familiar with the type of work or activity to occur within the public right-of-way or secure the assistance of a qualified agent or contractor to represent the applicant.
  - b. The applicant shall be prepared to discuss the type of work to occur within the public right-of-way with the City's Engineering staff at City Hall, Planning & Engineering Counter, Suite 302.
  - c. As determined necessary by the City, the applicant may be required to submit an encroachment permit plan prepared by a qualified engineer. The plan shall clearly describe the scope of work in sufficient detail to show the horizontal and vertical placement of proposed facilities, proximity to existing utility lines, safety measures needed to safeguard the public and methods of protection of public and private facilities from damage during and after construction.(SCMC 13.16.020)
  - d. Three (3) sets of plans must be submitted with an encroachment permit application for work including, but not limited to, general construction, tract or parcel map developments or public utilities.
  - e. A copy of the applicant's Contractor's License and Certificate of Insurance, with an endorsement naming the City as additionally insured, must be submitted with each permit application. (SCMC 13.06.190)

### **C. Encroachment Requirements**

1. All work within the public right-of-way shall be performed in accordance with the latest edition (including addendums) of the *Standard Specifications for Public Works Construction* or according to the plans and specifications referred to in the permit and, in addition, to any special requirements and specifications which are made a part of the permit. All work shall be completed to the satisfaction of the City Engineer or his representatives. (SCMC 13.06.070)
2. All work within the public right-of-way that does not impact travel lanes shall be performed Monday through Saturday between the hours of 7:00 a.m. and 4:30 p.m. Additional limitations may be imposed by the City as circumstances dictate. (SCMC 13.08.050)
3. The encroachment permit holder shall notify the City of Santa Clarita Public Works Inspection Division at least twenty-four (24) hours prior to the start of work at (661) 255-4942.
4. All forms for concrete work shall be inspected one (1) hour prior to pour. Should the City inspector find work in progress prior to notification by the applicant and/or a permit is not on site during construction, the Public Works Inspector will issue a Stop Work Order until all permit requirements have been met.
5. As required by law, the permit holder shall notify Underground Service Alert (USA) of Southern California (a.k.a. DigAlert) at (phone # 811) at least forty-eight (48) hours prior to the start of work. The USA number must be attached to, or noted on, the permit. (GC 4216)
6. Upon completion of the work, the applicant shall remove all USA markings.

7. Excavations shall be in compliance with Cal/OSHA standards. The Cal/OSHA number shall be attached to the permit. For questions or concerns, contact Cal/OSHA at (818) 901-5403.
8. Construction operations shall be conducted in a manner that causes as minimal inconvenience as possible to adjacent property owners. Convenient access to driveways, residences and structures along the area of the work shall be maintained at all times unless previously arranged in writing with the affected party. Temporary approaches to crossings or intersecting highways shall be pre-approved by the City and maintained in good condition. All business establishments or residences within three hundred (300) feet of the work shall be notified by least twenty-four (24) hours prior to the start of any work and shall have access during construction at all times.
9. The applicant is responsible to pay the costs for City inspection including any overtime costs incidental to the work. Inspection fees shall be paid by the applicant prior to encroachment permit issuance. (SCMC 13.10.100)
10. Utilities damaged by the applicant or his/her contractor must be repaired or replaced to the satisfaction of the owner of the facility at the applicant's or contractor's expense. (SCMC 13.06.130) Damage to landscaping shall be replaced as directed by the City Engineer if owned by the City, or the property owner if on private property.
11. The applicant shall notify the City's Landscape Maintenance District at (661) 286-4067 prior to the start of any work performed in a Landscape Maintenance District. (SCMC 13.08.060)
12. Stockpiling of material and debris spoils are not allowed in the public right-of-way unless specifically authorized by the City. Under no circumstances shall material stockpiles be left in the street or on sidewalks in the City right-of-way overnight. Traffic control devices shall be in place and maintained to provide adequate protection for vehicular and pedestrian traffic in accordance with the Caltrans *Work Area Traffic Control Handbook*, (*The "WATCH Manual"*), or as approved by the City Engineer. (SCMC 13.06.090)
13. No above ground obstruction shall be placed in a sidewalk that would reduce the width of the sidewalk to less than forty-eight (48) inches, exclusive of the top of curb. No above ground obstruction shall be located in a sidewalk less than six (6) feet in width when the sidewalk is adjacent to the curb. Compliance with ADA standards is required.
14. Traffic controls shall conform to the current *State of California, Manual of Traffic Controls for Construction and Maintenance Work Zones* and/or the *WATCH Manual*. Depending upon the scope of work, the City may require the applicant to submit a traffic control plan (prepared by a licensed engineer) for approval. (SCMC 13.06.090 and SCMC 13.16.020) If any damage to existing or temporary traffic control devices occurs, the applicant shall bring it to the immediate attention of the City Inspector. The applicant shall suspend all work until such time as the necessary repairs or replacement is completed. Public safety shall be the primary consideration at all times.
15. A minimum of one (1) twelve-foot (12') lane in each direction on local streets shall be provided for traffic unless otherwise approved by the City Engineer. No lanes shall be closed before 8:30 a.m. and all lanes shall be re-opened by 3:30 p.m., unless otherwise approved by the City Engineer. (SCMC 13.08.050) Multiple lane roads may require more than a single lane to remain open at any time unless otherwise approved by the city engineer
16. All trenches, open holes and excavations shall be filled, covered or plated with Caltrans approved non-skid steel plates and adequately barricaded at the end of each work day or whenever work is not in progress.

17. On roadways with speed limits of forty (40) miles per hour or greater, the plates shall be recessed in accordance with Caltrans guidelines to provide a smooth flow of traffic without transition ramps.
18. In roadways with speed limits below forty (40) miles per hour, steel plates may be utilized for a period not to exceed forty-eight (48) hours without recessing provided an asphalt transition ramp is installed at a width not less than twelve inches (12") per one inch (1") of plate thickness (i.e., a 1½" plate requires an 18" transition). Should the work extend beyond the forty-eight (48) hour period, all plating shall be recessed as described above.
19. Repairs to asphalt concrete pavement shall be made with plant mix surfacing PG 64-10. Asphalt patches shall be a minimum of four inches (4") thick but not less than existing pavement, plus one inch (1") and placed on base material a minimum of eight inches (8") thick. All edges shall be treated with tack coat. Base course shall be three-quarter inch (¾") hot mix. The top course design shall be approved by the City Inspector for the location in question.
20. Underground cable TV and telephone shall have a minimum 18" of cover measured from the flow line of gutter on the low side of the street, all other utilities, except water and sewer pipes, shall be placed with a minimum of thirty inches (30") of cover measured from the flow line of the gutter on the low side of the street. Water and sewer pipes shall be placed with a minimum of forty-two inches (42") from the top of the pipe to the finished grade or as specified by the facility owner. (SCMC 13.18.040 and SCMC 13.18.041)
21. Developers who are constructing street improvements or are rehabilitating existing streets are subject to the same roadway criteria.

#### **D. Evening Construction Work With the Public Right-of-Way (Night Work)**

1. A contractor, developer or utility company may request to perform construction activities at night and the City may require work to be performed at night to avoid certain impacts to traffic and businesses. When night work is performed, considerations must be made for the area where the construction will take place, (residential, commercial or industrial), and the traffic volumes. Encroachment permit applicants must meet the following requirements prior to the City's approval of a permit for night work:
  - a. Signs are to be posted at each end of the project area stating the dates and times the night work will occur with a contact name and phone number to call with questions. Signs must be placed as early as possible, but in no instances shall notice be given less than seventy-two (72) hours prior to commencement of the work. (SCMC 13.06.090)
  - b. Door hangers or letters with contact information are to be hand circulated to each resident or business in the affected area with proof of distribution provided to the City Public Works Inspector seventy-two (72) hours prior to the start of work.
  - c. A traffic plan must be submitted to and approved by the City's Traffic and Transportation Planning Division prior to the start of the work.
2. Fees for City inspection services provided at night must be paid by 12:00 p.m. the day prior to the start of the work or as required by the City on multi-night projects. Inspection fees for night work are charged in 4 hour minimum increments at 1.5 times the hourly rate. (SCMC 13.10.100)

#### **E. Trench Backfill and Pavement Requirements**

1. All backfill material shall conform to the following:
  - a. Pipe zone. Provide one foot (1') of cover over the top of the pipe or conduit with sand or slurry.
  - b. Compaction tests are required at locations and depths as determined by the City Engineer or his representatives and shall be performed at applicant's expense. Compaction of trenches in pavement and traffic areas shall be performed in maximum 8" lifts and attain a minimum of ninety-percent (90%) of maximum dry density in the pipe zone and ninety-five-percent (95%) in the upper three feet (3') measured from the pavement subgrade. Compaction of materials in parkway and sidewalk areas shall be a minimum of ninety-percent (90%) of maximum dry density. (SCMC 13.08.050). Native material may be used as backfill material for trenches thirty inches (30") or greater in depth if the material is deemed suitable by the soils consultant. If acceptable native material is not available the contractor shall import appropriate material as determined by the City Engineer. Slurry may be used as an alternative backfill material.
  - c. The base section shall match existing or a minimum of eight inches (8") of crushed aggregate base, whichever is greater (Section 200-2.1 of the *Standard Specifications for Public Works Construction*). Base shall be thoroughly compacted in layers not to exceed four inches (4") in depth. Compaction tests may be required as determined by the City Inspector and shall be paid for by the applicant. A copy of the test results shall be given to the City Inspector. Densities shall meet the requirements of Sections 300-4-7 and 301-1.3 of the *Standard Specifications for Public Works Construction*.
  - d. All trenches crossing travel lanes or in intersections shall be slurry backfilled with a two-sack per cubic yard cement slurry from one foot (1') above pipe or conduit zone to within four inches (4") of finished pavement grade and then capped with C2 PG 64-10 asphalt concrete.
2. All pavement shall conform to the following:
  - a. Pavement for trench re-surfacing shall be one inch (1") greater in thickness than the existing pavement.
  - b. The asphalt pavement repair shall be compacted in lifts no greater than four inches (4") in depth. Compaction shall be a minimum of ninety-five-percent (95%) of maximum dry density.
3. Except for emergency situations, and at the discretion of the City Engineer, no encroachments will be permitted in a street for a period of five (5) years following new construction or on a street that has been reconstructed/overlaid. No encroachments will be permitted in a street for a period of two (2) years after slurry has been performed.(SCMC)13.18.035
4. Expanded Pavement Requirements. In the event that an encroachment is allowed in a street under section 4 above, the contractor is to repair the street per the following:
  - a. If only one lane is affected, pavement patch is to be a minimum of twenty feet (20') in length and extended to the nearest lane line.
  - b. If multiple lanes are affected, pavement patch is to be a minimum of twenty feet (20') in length and shall cover all affected lanes plus extended to next nearest lane line past the last affected lane.

- c. If within a residential tract, pavement patch is to be a minimum of twenty feet (20') in length and shall extend from curb line to curb line.

## **F. Removal Requirements**

1. Saw Cutting: The contractor must comply with N.P.D.E.S. regulations at all time. All water and grindings resulting from the saw cut operation shall be removed from the site by vacuum or other approved methods to prevent materials from entering the storm drain system. (SCMC 10.04.070)
2. Any concrete removed shall be saw cut and replaced score line to score line or full panel as directed by the City Engineer or his representatives. Concrete must be replaced to match existing color, finish and scoring. Permanent sidewalk, parkway, and pavement repairs shall be completed within thirty (30) days of installation of facilities covered under the permit.
3. Curb and Gutter Removal Replacement: Contractor shall saw cut curb and gutter at the nearest score line or natural joint and saw cut between the lip of gutter and existing asphalt. Where necessary, the contractor shall saw cut the between the back of curb and sidewalk. No saw cutting shall be done at the shiner unless approved by the City Inspector. If curb and gutter is removed without damage to the asphalt, the contractor may use the asphalt edge for the header plate or form. Under no circumstances shall concrete be placed against an uneven edge of pavement. Concrete shall be class 520-C-2500 concrete a minimum of six inches (6") thick.

## **G. Stormwater Permit Requirements**

1. The applicant or contractor shall utilize Best Management Practices (BMPs) to minimize to the Maximum Extent Practicable (MEP) pollutant discharge to the storm drain system. Stormwater BMPs shall be implemented for all work. BMPs must be installed and monitored to insure their effectiveness to protect all channels, catch basins, storm drains and other bodies of water from pollutants.(SCMC 10.04.070) The contractor shall conduct and schedule operations to eliminate infiltration of mud and silt into channels, drains and waterways.(SCMC 17.90.070)

## **H. Public Utility Encroachment Permits**

1. There are two types of permits for utility companies:
  - a. Annual Blanket Permits. This permit allows the performance of routine, non-invasive maintenance work while maintaining proper traffic control per *The WATCH Manual* within the public right-of-way.(SCMC 13.08.090)
  - b. Encroachment Permit. This permit allows utility companies to perform normal construction activities that will require inspections such as potholing for utilities, trench excavations, boring of utilities, installing telephone or cable lines, water lines, etc.
2. Permits must be obtained thirty (30) days prior to the start of any work. Notification to the City Inspector must be made twenty-four (24) hours prior to the start of any work. A copy of the permit must be given to the field crew and kept on site at all times. All work must be started and completed within thirty (30) days, unless otherwise stated on the permit.
3. Utility company encroachment permit billing process. Upon submittal of an application to the City, the encroachment permit will be forwarded to the City's Development Services Division. Encroachment permits will be activated twenty-four (24) hours following the date the applicant requests inspections services to commence. Applicants will be charged for each

inspection performed by a City Public Works Inspector at the project site. The City's Finance Division will provide monthly invoices for charges incurred. (SCMC 13.14.010)

**I. Heavy Equipment Transportation or Over-sized Load Permits**

1. Heavy equipment or trucks importing or exporting in excess of ten thousand (10,000) cubic yards of material require a designated haul route and shall be approved by the City's Planning and Traffic and Transportation Planning Divisions prior to hauling operations. Heavy equipment over-sized loads shall conform to the California Vehicle Code as to height, length, width and axle loads. Vehicles classified as a legal load can be moved in daylight hours. Any over-sized load must be moved at night and on designated roadways with a CHP/Sheriff and City Public Works Inspector escort through the City. Transportation permits may be obtained at the City of Santa Clarita, Planning & Engineering Counter, Suite 302.

**J. Highway Code Ordinance**

1. All information contained in this policy shall be in addition to those set forth in Highway Code Ordinance 89-20, Title 13, Division 1.