



Contra Costa County Public Works Department

APPLICATION AND PERMIT CENTER

RIGHT OF ENTRY / JOINT-USE PERMIT

Permit to do work in accordance with the special requirements shown or listed herein. **Read this Permit carefully. Keep this Permit at the work site.**

Shaded Areas are for Office Use Only

Rev 2/8/18

Permit Expires _____ If your work is not completed by this date, you must acquire a new permit.	Permit Number RE- _____
Permit \$ _____ Inspection \$ _____ Bond \$ _____ Receipt No.: _____	<input type="checkbox"/> Small <input type="checkbox"/> Large <input type="checkbox"/> Utility <input type="checkbox"/> SPRW Area: _____ TBM: _____ USA No.: _____ Fed Tax Id No.: _____
_____ Phone No.: _____ _____ Fax No.: _____ _____ Phone No.: _____	ITEMS ATTACHED OR REFERRED TO HEREIN AND MADE PART HEREOF: <input type="checkbox"/> General Permit Conditions <input type="checkbox"/> Preserving Survey Monumentation <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Release, Hold Harmless <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Other: _____

Section A

Permittee _____

Address _____

City/State/Zip _____

Contact Person _____

Section B

Contractor _____ License No.: _____ Phone No.: _____

Address _____ Fax No.: _____

City/State/Zip _____ Contact Person _____ Phone No.: _____

Section C

Project Description: _____

Location or Site Address _____ APN _____

Start Date _____ Projected Completion Date _____

ALL WORK MUST BE INSPECTED. ARRANGE for an INSPECTION by phoning _____ at least two working days before you begin work. WORK DONE WITHOUT NOTIFICATION IS SUBJECT TO REJECTION AND/OR A PENALTY OF \$100.

Section D

Property Owner _____

Construction Entity & Funding Source _____ Maintenance Entity & Funding Source _____

Section E

The Permittee agrees to save, indemnify and hold harmless the County of Contra Costa, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the County, its officers, employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permits.

Signature of Permittee _____ Date _____

Print Name _____ Title _____

Robert B. Hendry III, for Brian M. Balbas, Public Works Director, Contra Costa County _____ Date _____

Office Use Only Below This Line

Work Completed

Expired

Apply Penalty – No Inspection Requested

Inspector _____

Date _____

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RIGHT OF ENTRY / JOINT-USE PERMIT GENERAL CONDITIONS

I. GENERAL PERMIT CONDITIONS

1. **ALL WORK MUST BE INSPECTED.** – The inspector will answer all questions. Work done without inspection may have to be removed and reconstructed.
2. THE INSPECTOR may modify this permit to meet field conditions.
3. INSPECTION CHARGES – Will be billed to whomever takes out the permit. Any exceptions must be resolved before the permit is issued. Permits will not be signed off as complete until all the review and inspection charges are paid in full.
4. TO ARRANGE for a REFUND of fee or bond deposits, schedule a final inspection by phoning your inspector. Refunds will be made **90 days** from the date work is accepted. A signed off permit from another agency or utility company does **not** guarantee the work performed under this permit is completed satisfactorily. Contact your inspector for a final inspection.
5. PROTECTION - Provide and maintain enough barricades, lights, signs, cones, flaggers and other safety measures to protect the public and the users of the facility in accordance with the California Manual on Uniform Traffic Control Devices. (Current Edition).
6. STANDARDS - Work shall be in accordance with the County Standard Specifications and Standard Drawings or as directed by the inspector.
7. UTILITIES - Utility relocations are the responsibility of the Permittee.
8. UNDERGROUND SERVICE ALERT (USA) – USA must be contacted prior to excavating in a County right of way. USA's telephone number is 800-227-2600. **No excavation is permitted without a current USA number.** Any work found in progress without a valid USA number will be shut down and the right of way cleared.
9. SURVEY MONUMENTS SHALL BE PROTECTED. Any survey monuments or property corners removed, or disturbed, shall be replaced using surveying practices acceptable to the County Surveyor, who can be contacted at (925) 313-2314
10. USE OF THE PROPERTY – Permittee shall make sure that the work performed under this permit will not interfere with the normal use of the property by others. When working on the grounds of the public property, keep at least a 6' wide passage for pedestrians and a 8' wide passage for bicycles at all times. When working on a parking area or access road, keep at least one 10' traffic lane open to traffic, at all other times, two 10' wide lanes shall be open.
11. If there are other permitted facilities on, under or above the property, the applicant's facilities shall not interfere with existing facilities and uses; the permittee shall notify existing users of the intent to gain entry onto the public property.
12. In addition to this Right of Entry Permit, an encroachment permit may be required from the East Bay Regional Park District for work or access to the Iron Horse Trail Corridor. Contact the East Bay Regional Park District at (510) 635-0135 extension 2562 for more information.
13. Property Ownership. Permittee hereby understands that Contra Costa County owns that property (Property) described in Section C. on this Right of Entry / Joint-Use Permit. Permittee further understands that portions of the Property may have been conveyed through easement agreements, or other conveyances, to other entities for the placement of underground utilities, pipelines, conduits, et cetera. Permittee is hereby given the right to enter onto the Property subject to Permittee's strict adherence to the conditions described in this Right of Entry / Joint-Use Permit.

II. SPECIAL REQUIREMENTS - TRENCH CUTS (See County Standard Specifications for Detailed Requirements).

1. TRENCH EXCAVATION – Trench excavation and backfill requirements shall follow County Standard Plan No. CU01i. Prior to the start of the work covered under this encroachment permit:
 - a. Any deviation proposed from the backfill material or asphalt concrete specified on the Standard Plan shall be approved by the Public Works Department's M&T Lab.
 - b. Any deviation proposed from the trench excavation specified on the Standard Plan shall be approved by the Public Works Department's construction inspector.
2. The Permittee shall not excavate trenches in advance of pipe placement. No more trench shall be excavated than can be finished, including pipe placement, backfill and temporary paving on the same day. Shoring shall comply with current CAL-OSHA safety orders.
3. For trench backfill in other road right-of-way areas, the trench backfill shall consist of existing material or suitable backfill material as approved by the inspector. The trench backfill shall have a minimum relative compaction of 90 percent.

No jetting is allowed under any paved roadway or within a distance of 4' from the edge of existing pavement. Backfill shall be compacted by impact, vibration or any combination of these. Jetting will be allowed only when more than four feet from the pavement and when the backfill and trench are suitable for jetting and shall be supplemented with mechanical compaction to obtain required relative compaction.

4. TEMPORARY PAVING - Temporary paving (or permanent paving) shall be placed at the end of each work day and shall have a minimum thickness of 1.5" of ½-inch, Type A asphalt concrete. The permittee shall maintain the temporary trench paving until the permanent paving is performed.
5. TRENCH IN UNPAVED AREAS: Trenching in unpaved areas shall conform with the provisions of this section except that backfill with native material will be allowed starting 1' from the top of culvert or pipe or underground structure. The surface of the trench and surrounding areas shall be restored to its former state. Lawn areas shall be replaced with new sod of the same seed material. Landscaped areas shall be restored with plants such that the coverage will be reestablished within one year. Permittee shall submit a planting list to the County for review and approval before this permit is issued. Care shall be used to protect the area adjacent to the trench. Excavated material shall not be placed on the area adjacent to the trench unless specifically allowed by the inspector in writing prior to excavation.

RIGHT OF ENTRY / JOINT-USE PERMIT INSTRUCTION SHEET

Section A – Permittee Information

The Permittee is the Individual or Group initiating the work. The Permittee is the party who will be responsible for guaranteeing project compliance with County Standards as well as all of the permit conditions attached to the permit. The Permittee is the party responsible for all County costs related to the permit. Enter the Permittee name, address and telephone/facsimile information and the name and phone number of a contact person for the Permittee in Section A of the permit form.

Section B – Contractor Information

Section B only needs to be completed if a contractor is hired to construct the project. Enter the name of the contracted company, the company address, telephone/facsimile and the contractor's license number and the name and phone number of a contact person for the contracted company in Section B of the permit form.

Section C – Permitted Activity

Enter the project description in Section C of the permit form. Include details pertaining to facilities to be installed, repaired or removed, and the length or size of any excavation within County property. Enter the site location by address and/or distance to nearest cross street. Enter the Assessors Parcel Number for the property (if applicable). Enter the start date for the project and the projected completion date. The projected completion date should be based on the actual number of working days required to complete the project on County property. **The actual expiration date assigned by the County may differ from your projected completion date.**

Section D – Property Owner

For joint use projects of County property, the actual County Department that owns the subject property must be listed. Contact the Real Property Division of the County Public Works Department at (925) 313-2000 for assistance determining the actual property owner. Enter the entity responsible for construction funding. The maintenance entity is the person, group, association etc. that will be maintaining all the facilities, trees, plants and shrubs constructed and/or planted in accordance with this permit. Enter the maintenance funding source for the project in Section D.

Section E – Signature Block

Carefully read the indemnification language in Section E and sign the permit form. Print your name and enter your title in relation to the listed Permittee and/or contractor. Enter the date the permit was signed. Return the completed Right of Entry Joint Use Permit form to the Application and Permit Center, 30 Muir Road, Martinez, CA 94553 Attention Joint Use Coordinator

For landscaping on County property, include a site plan showing existing facilities and the species and number of all trees, plants and shrubs to be planted and/or removed and the location of all the plantings in relation to the existing facilities at the site. Also include a site map to help locate the project.

Required Application Exhibits For Construction Projects:

1. Description of the proposed improvements and vicinity map.
2. **Three (3) copies of plans must be attached to the application, which shall include the following information:**
 - A. A site map of the parcel on which the proposed work will be located, together with the parcel designation as it appears on the deed of title i.e., lot or parcel number, tract number, subdivision name and unit and owners' names of adjacent parcels.
 - B. Plans should be drawn to scale, with the scale and North arrow indicated.
 - C. All abbreviations/acronyms shall be defined on the plans.
 - D. The location of the proposed work or structures in reference to property and/or right of way lines. One reference or measurement will usually not be sufficient or acceptable.
 - E. Plans shall show all existing improvements.
 - F. All streets and/or watercourse shall be labeled with their names.
 - G. The complete and detailed dimensions of all proposed work, structures or facilities. Standard Plans of the Public Works Department may be designated by the correct drawing references.
 - H. All information of a technical or engineering nature that may be necessary or required for the proper accomplishment of the proposed work. Soil investigations, test of materials, and other engineering investigations, which may be required, are to be obtained by the Applicant at his/her own expense
3. The **County of Contra Costa** and the **Contra Costa Flood Control and Water Conservation District** or the **Contra Costa County Redevelopment Agency** (*where applicable*), their officers, employees and agents shall be named as additional insureds in the Commercial General and Automobile Liability insurance policies for the purpose and duration of the permit. See attachment 1A for detailed instructions and insurance requirements.

County Signature

The permit is not valid, and the Permittee is not authorized to enter onto County property, or commence work until the permit is signed by an authorized County representative.