

**Public Right-of Way Encroachment and Grading Permit Revisions/Additions
City of El Monte Public Works Department (Engineering Division)
July 2021**

Page Number	Revisions/Additions
I	All items listed below are REQUIRED to complete permit packet submission.
I	Traffic Control Plan for <u>Major and Minor</u> Arterial requires licensed California Traffic Engineer's Stamp (see attached list on page IV).
I	Call the City of El Monte 48 working hours prior to Inspection request and/or final inspection at (626)580-2058. (<u>Inspection Hours: Monday - Thursday 7am - 4pm</u>).
I	Please allow 3 - 4 weeks, from the date of permit packet acceptance, for review and approval.
VI	3. All pavement restoration shall be completed within ten (10) working days and is subject to the City Inspector's approval.
IX	Trench Resurfacing Detail Plan
X	Trench Resurfacing Detail Intersection
1	Public Right of Way Encroachment and Grading Permit Application (<u>Effective July 2021</u>)
1	Permittee shall indicate <u>Estimated Start Date</u> of work.
1	Permittee shall indicate <u>Scope of Work</u> .
1	Added <u>permit expiration date</u> (to be filled up by Engineering staff).
2	HOURS OF WORK: No work shall be performed and no equipment shall be present on the site where between the hours of 5:00 P.M. and 8:00 A.M. Work hours are from 8:00 A.M. to 5:00 P.M. Monday – Thursday. Overtime (Friday, weekend or night) work requests shall be made at least 2 weeks in advance prior to start of construction and is subject to the City Engineer's approval.
2	PRECONSTRUCTION MEETING: Permittee shall hold a preconstruction meeting, <u>at least 48 hours in advance</u> , prior to the start of construction with Public Works Inspector at (626) 580-2058. The developer/general contractor/ permittee shall be responsible for arranging the preconstruction meeting and make timely requests for inspections (<u>Standard Permit Terms and Conditions No. 12.</u>)
2	PERMIT VALIDITY & EXTENSIONS: Permits will be valid for no more than 3 months after approval of the permit by the Engineering division. Permittee shall only have one-time permit extension and it must be requested prior to permit expiration date. New permit application and additional fees are required thereafter.
2	Any construction performed prior to permit issuance without obtaining a permit, an expired permit, or failure to close a permit will result in a <u>penalty of twice the amount of the original permit fee</u> .

2	Notify all affected residents/businesses on both sides of _____ from _____ to _____, at least 2 weeks in advance of proposed work. Public notices must be submitted to Engineering Division for review and approval.
3	No work shall be permitted on residential, minor and major arterials under construction moratorium. Refer to moratorium map and street list on City's website under Public Works Engineering Directory.
3	No work shall be permitted on major arterials during holiday period (Tuesday before Thanksgiving to January 2). See Holiday Moratorium Map on Page V.
3	All work shall be subject to the City's inspection. Notify the Public Works Department 48 hours in advance of the proposed work by contacting the Engineering Division at (626)580-2058.
3	Permittee shall request a final inspection and acceptance of the work within three (3) working days from the completion of work.
3	Removal and replacement of the P.C.C. (concrete) street sections shall be from <u>joint to joint</u> . All work shall be performed to the satisfaction of the City Engineer.
4	The City Engineer or his designee may either at the time of the issuance of the permit or at any time thereafter until the completion of the work, prescribe such additional conditions as may be deemed reasonably necessary for the protection of the highway or the prevention of undue interference with traffic, or to assure the safety of persons using the highway, or to improve the public right-of-way.
8	17. <u>WATER CONTROL</u> : All SWPPP materials, sandbags, straw waddles, etc. shall be inside the fence line and not in the public right of way.