

# ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

## IMPORTANT INFORMATION

- Encroachment Permit applications are only accepted online through the Permit Portal (Accela): <http://aca.accela.com/alameda>
- The Applicant is the entity performing the work in the public right of way.
- It is the Applicant's responsibility to submit a complete application. A partial application will not be evaluated.

NOTE: The Applicant's name or name of the entity on the Encroachment Permit application must match the name on the Indemnity and Hold Harmless Agreement and the name of the insured on the insurance certificate.

The certificate of insurance must have a separate page entitled "Additional Insured" with the following language:

"The City of Alameda, its Council, Officers, Employees, Volunteers, Boards and Commissions"

The dates of coverage on the insurance certificate must cover the period during which the work will be performed.

## HOW TO APPLY

- A. Review the submittal requirements and gather documents, see Section E below.
- B. Register for a Permit Portal (Accela) account. Please review instructions on [How to Register For An Account](#).
- C. Contractors are required to have a current City of Alameda Business License. You can apply or renew online at the [Finance Department Business License](#).
- D. Apply for a Public Works Encroachment Permit at <http://aca.accela.com/alameda>
  1. Sign in to Permit Portal (Accela)
  2. Click the Public Works tab
  3. Create your application

- E. **REQUIRED SUBMITTALS:** A complete application will contain the following 5 items. Your application will **NOT** be accepted without all 5 items uploaded as part your application:
1. Traffic Control Plan including pedestrian control, see guidance on page 5
  2. Site Plan identifying all the work occurring in the public right-of-way, see Site Plan Guidance information sheet on page 9
  3. [Indemnity and Hold Harmless Agreement](#) – filled out, signed and dated. *You must upload a signed copy as part of your application.*
  4. [Insurance Agreement](#) – filled out, signed and dated. *You must upload a signed copy as part of your application.*
  5. Insurance Documents: Insurance requirements are found in the Insurance Agreement; see sample certificate and sample endorsements on pages 12 and 13. A complete submittal for Insurance Documents will include:
    - i. Certificate of Liability Insurance
    - ii. Endorsement to the Policy – This is a separate page naming the City of Alameda as an additional insured.

If any of the above required submittal items do not apply to your encroachment application, upload a file with the reason why the document is not required.

- F. Application confirmation: Applicant will receive an email confirmation with the permit application number. After receiving your application, a Public Works staff member will assess permit fees and provide you with instructions for fee payment. You can always check the status of your permit on the Permit Portal.
- G. Resubmittals: Applicant will receive an email notification of any resubmittal and/or corrections that are needed to the application. Resubmittals must be uploaded online to your permit application.

## **FEES AND REVIEW TIME**

- Permit fees will be assessed by Public Works staff.
- Application review will begin upon receipt of fee payment and the application has been deemed complete.
- Each review cycle is typically 10 business days. The number of review cycles needed will vary based on the quality of your application and submittals. Application for work at multiple locations or complex traffic control plans will require additional staff review time.
- All permit fees are subject to the current Master Fee Schedule as adopted by City Council.
- Permit fees are non-refundable.
- Permit applications and permits will expire after a year of inactivity.

## ENCROACHMENT PERMIT RULES AND REGULATIONS

The following are permit rules and regulations which the Applicant will be required to certify that they have read, understood, and shall comply with as part of the encroachment permit application submission:

1. **Definition:** This permit is issued pursuant to Chapter 22 of the Alameda Municipal Code (AMC).
2. **Acceptance of Provisions:** Commencing any work under this permit shall constitute an acceptance by the Applicant to comply with all local ordinances and state laws relating to building construction and any conditions attached to this permit. All work involved is to be done in accordance with City of Alameda Standard Plans and City practices, all to the satisfaction of the City Engineer.
3. **Indemnity and Hold Harmless Requirements:** Please see Indemnity and Hold Harmless Agreement.
4. **Insurance and Additional Insured Endorsement Requirements:** Please see Insurance Agreement.
5. **Underground Service Alert (USA):** All utilities within the work area shall be located and marked by Underground Service Alert (USA) prior to commencing excavation, trenching, micro-tunneling, or boring operations. Call 811 or 1-800-642-2444, minimum of 2 working days prior to any excavation. All USA and survey marks are to be removed at completion of work to the satisfaction of the Public Works Inspector.
6. **Required Inspections:** Applicant shall notify the Public Works Inspector (510)747-7930, minimum 2 business days prior to beginning of any work within the City's right-of-way. Applicant shall request inspection for trenching, backfill, concrete, asphalt, striping, storm and sewer pipe installation, traffic/pedestrian detours, urban runoff, and final inspection. All concrete forms shall be inspected prior to placement of concrete. Compaction tests are at the discretion of the City Inspector and/or City Engineer. Do not conceal or cover any construction areas until the work is inspected by the Public Works Department. Failure to obtain Public Works inspections prior to completion of work may result in rejection of said work and is subject to additional inspection costs per the City of Alameda Master Fee Schedule.
7. **Public Notification:** All property owners and businesses within the immediate vicinity of the proposed work area must be notified in writing at least 5 days prior to the start of construction. All public notifications must include a brief description of the work, contractor information, including company name, license number, contact person's name, and phone number, for citizens to report their concerns while work is in progress. Applicant shall document all notifications and shall furnish documentation at the City's request.
8. **Trash Notification:** If the proposed traffic control and/or work will impact weekly trash collection, contact Marc Green at [mgreen@alamedaca.gov](mailto:mgreen@alamedaca.gov) at least 3 business days in advance of work.
9. **Permits from Other Agencies:** Applicant must obtain consent from any other public or private agencies or individuals required to complete such work. Such consent may be required to be obtained prior to issuance of an encroachment permit from the City. If this provision is not complied with, this permit shall be void.
10. **Hours of Work:** Work shall only be conducted between hours of 7:00 AM and 7:00 PM, Monday through Friday. Uninterrupted traffic circulation within the public right-of-way is mandatory during the commute hours of 7:30 AM to 9:00 AM and 3:30 PM to 7:00 PM. Use of construction machinery shall not occur prior to 8:00 AM. Work outside these hours may be authorized in writing based on City staff availability. No construction activity in the public right-of-way shall be permitted on Saturdays, Sundays or City holidays.
11. **Traffic Control:** If construction work encroaches within the public right-of-way, the applicant must submit a site specific traffic control plan for City review and approval. Any subsequent modifications to the approved traffic control plans are subject to review and approval by the City Engineer. All warning safety devices and use of flaggers shall conform to the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and/or Caltrans Standard Plans. Public safety must be given consideration when developing traffic control plans. See Traffic Control Plan Guidance for requirements, general notes and

samples. All signs are to be installed on temporary barricades or their own posts/platforms. It is prohibited to attach or affix signs to City infrastructure including but not limited to streetlights, traffic signal or sign posts.

12. **Parking Restrictions**: If the encroachment work requires parking restrictions, use of City of Alameda issued "No Parking" signs is required. "No Parking" signs must show the day, date and times of restricted parking. "No Parking" signs shall be placed on affected streets at least 48 hours prior to commencement of work. For any work scheduled on a Monday, "No Parking" signs must be placed by the end of the day the prior Thursday. In order to enforce the signs, Alameda Police must verify the "No Parking" signs at least 48 hours in advance. Applicant shall call Alameda Police Department (510) 337-8340 to schedule verification of "No Parking" sign posting. Failure to meet these permit conditions will render the "No Parking" signs invalid and will result in parking control officers being unable to respond to a tow request.
13. **Urban Runoff Clean Water Program**: Applicant shall implement and maintain measures to keep sediment, washwaters, equipment maintenance products, and other construction related material/debris from entering the storm drainage system. Dumping or discharge into the City's storm drainage system, including the street, is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work. Contractor is required to protect inlets. Failure to comply is subject to an initial \$250.00 fine per violation, per day, escalating per Alameda Municipal Code Section 1-7.
14. **Hauling Provisions**: For projects valued at less than \$100,000: 1) Applicant shall not hire any contractor or business entity to place a dumpster or haul Construction and Demolition (C&D) debris other than the City's franchised waste hauler, Alameda County Industries (ACI); 2) Applicant may choose to haul self-haul C&D material in a fixed bodied truck – no trailers. For projects valued at over \$100,000: 1) Applicant may use one of the City's Permitted Haulers to place a dumpster and haul material; 2) Applicant may choose to haul self-haul C&D material in a fixed bodied truck – no trailers. Any waste that is not C&D must be hauled by ACI.
15. **Construction Staging**: Storage of construction materials and equipment within the public right-of-way, including the street and sidewalk areas is not permitted at any time, unless specially approved by the City Engineer. Streets shall be swept and kept clean after daily work.
16. **Pavement, Traffic Striping & Detectors**: Whenever the Applicant disturbs the surface of any public property for any purpose, applicant shall restore that property to the condition that existed prior to that disturbance in accordance with City Standard Plans. Additionally, traffic striping & marking, signal detectors, curb, gutter and other concrete improvements, damaged as a result of construction shall be replaced to the satisfaction of the City Engineer or designated representative. Installation and maintenance of temporary striping and pavement markers is required while work is ongoing.
17. **Site Restoration**: Upon completion of the work all existing improvements within the project area (e.g. landscaping, irrigation, utilities, paths, area drainage, etc.) shall be completely restored to prior condition within five (5) working days of installation. Any damage within the public right of way shall be replaced at the permittee's expense to the satisfaction of the City Engineer or his designated agent.
18. **Maintenance and Repair**: Applicant shall promptly make any and all repairs to the public right-of-way if required by the City Engineer or designee. The applicant is responsible for the materials and workmanship of this encroachment for a period of one year after acceptance by the City.
19. **Alameda Point Marsh Crust**: Applicant that excavate into the marsh crust/subtidal zone shall be responsible for abiding by the requirements of Alameda Municipal Code Section 13-56 Marsh Crust Ordinance and by the Alameda Point Site Management Plan (SMP), dated December 3, 2022 and revised September 30, 2022, prepared by Terraphase Engineering. The SMP is available at <https://www.amedaca.gov/Departments/Alameda-Point>. Applicant is aware that their operation may need a separate Marsh Crust Permit issued by the Building Department.
20. **Archeological Sensitivity**: Archeological and cultural resources exist throughout the City of Alameda. If archeological remains are encountered during construction, construction shall be immediately halted, an archeologists consulted at the applicant's expense and the Planning Department notified. Additional measures may be required to protect archeological remains as required by the Planning Director.
21. **Display of Permit**: This permit shall be kept at the site of work. Upon request, the permit must be shown to any representative of the City Engineer or law enforcement officer.
22. **Fees**: Permit fees are determined based on the Applicant's scope of work. Permit fees must be paid prior to issuance of the permit. This permit is subject to the current Master Fee Schedule as adopted by the City Council. The City may assess additional fees for application review and/or inspections. All permit fees are non-refundable.
23. **Permit Inactivity**: Permits and permit applications will expire after 1 year of inactivity.

# TRAFFIC CONTROL PLAN GUIDANCE

A Traffic Control Plan (TCP) is a required submittal for your Encroachment Permit. All TCPs and any subsequent modifications are subject to review and approval by the City Engineer. An Encroachment Permit is required for any work within the public right-of-way. The public right-of-way includes but is not limited to: roadway, sidewalk, bike lanes, medians, etc. TCPs shall reflect all modes of transit including motor vehicles, pedestrians, bicyclists, and other modes of transportation.

## TRAFFIC CONTROL PLAN REQUIREMENTS

All TCPs shall adhere to the following requirements:

1. TCPs shall be site specific and shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD), State Standard Plans, and City Standard Plans.
2. Submitted TCP shall meet all of the requirements listed in this guidance. If the City determines that ANY of the requirements of this checklist are missing, the application shall be deemed incomplete and returned for revision and resubmittal.
3. TCPs shall be prepared by individuals experienced in preparing TCPs. The City will require a minimum of ten (10) business days for each review cycle. The review period begins after a complete application is submitted and stamped "received" by City. If a TCP fails to meet the requirements after two (2) review cycles, subsequent TCP submittals shall be prepared and stamped by a State of California registered Civil or Traffic Engineer.

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## DETAILS THAT SHOULD APPEAR ON ALL TRAFFIC CONTROL PLANS:

### General Information:

- TCP shall be electronically drawn on 8.5" x 11" minimum to 11" x 17" paper only. Photocopied sections of the CA MUTCD or any other manual will not be accepted. All TCP's shall be site specific and thoroughly detailed. Hand drawn sketches may be acceptable on a case by case basis. TCPs shall be legible using either ink or computer generated graphics.
- City of Alameda TCP General Notes are included on the plans.
- Indicate contractors name, address, and telephone number. Provide name and telephone number of the 24-hour contact person representing the contractor.
- For impacts to public transit, Contractor shall coordinate with the respective transit agencies, including but not limited to: AC Transit, San Francisco Bay Ferry, etc. Contractor shall document all coordination and shall furnish documentation at the City's request.

### Hours of Operations

- Indicate planned work hours. No lane closures are allowed between 7:00 AM and 9:00 AM, and 3:30 PM and 7:00 PM Monday through Friday. Lane closures outside of these hours require written approval by the City Engineer.

### Construction Activity

- Include details of construction activity and equipment being used as part of construction to assist in reviewing the adequacy of the proposed TCP.
- Indicate the exact location and dimensions of construction work zone. Show all streets in the work zone to ensure proper orientation. Include a) north arrow and b) indicate true scale or Not To Scale.
- If work is performed in phases, submit a separate TCP for each phase.

### Traffic Control Devices

- Show all existing traffic signals and traffic control signs, existing striping, pavement markings, crosswalks and bike lanes. Include full roadway widths, individual lane widths, bike lane widths, and median dimensions. Show and indicate existing curbs, gutters, sidewalks, driveways, intersections, parking meters, and bus stops in the construction work zone including areas affected by taper transitions.
- Indicate posted speed limits.
- Indicate locations of each proposed construction sign, barricades, cones, and any other temporary traffic control devices. Include the CA MUTCD sign number, sign size, sign description, orientation and its location on the TCP.
- Show size, height and location of all channelizing devices, warning lights, flag trees, portable barriers, etc.
- Label all taper lengths and widths, delineator spacing and sign spacing.
- For each flashing arrow board or changeable message sign, include its size, panel display, and location on the TCP.
- All proposed traffic control devices shall meet the standards specified by the CA MUTCD.
- All conflicting signs, striping and/or pavement markings shall be covered or removed during construction and shall be restored when work is complete.

### Pedestrian and Bicycle Safety

- Show all pedestrian and bicyclist entry, paths, and exits on the TCP. Signs and barricades are required to direct pedestrians and bicyclists safely around the construction work zone and shall be shown on the TCP.
- If a detour is required for pedestrians, bicyclists, motor vehicles, and/or other modes of transportation, the TCP shall include mode specific detour information.

### Parking Restrictions

- Clearly indicate areas where temporary “No Parking” restrictions are needed.
- City of Alameda “No Parking” signs must be posted at least 48 hours prior to construction.
- In order to enforce “No Parking” signs, Alameda Police Department must verify “No Parking” sign posting at least 48 hours in advance. Contact the Alameda Police Department at (510)337-8340.
- Contractor is responsible for installing and maintaining “No Parking” signage.
- All signs must be removed within 8 hours of posted ending time of restricted parking.

#### **NOTE:**

1. The above guidance is a compliment, **not a substitute**, to the traffic control plan requirements outlined in the California Manual on Uniform Traffic Control Devices. Please refer to this manual as needed in the development of TCPs.
2. Approval of TCP is required by the City Engineer before any TCP can be implemented.
3. Should the Public Works Inspector find potential hazards towards traffic and/or pedestrian safety, the Inspector can require the contractor to modify the TCP.

## **TRAFFIC CONTROL PLAN GENERAL NOTES**

The following general notes are to be included as part of the traffic control plan.

### **GENERAL NOTES**

1. The site specific Traffic Control Plan (TCP) shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD), State Standard Plans and City Standard Plans.
2. The City, through its designated employees reserves the right to initiate field changes to ensure public safety. This includes the implementation of additional traffic control measures while construction is in progress to address unforeseen field conditions.
3. Notify the Public Works Inspector, minimum 2 business days prior to beginning field implementation of an approved TCP.
4. All traffic control devices shall be removed from the public right-of-way when not in use, unless otherwise permitted by the City Engineer.
5. Lane closures shall be limited to 9:00 AM to 3:30 PM, Monday through Friday. Traffic control set up and break down shall not occur outside of these lane closure hours. These times may be more restricted if work is located in school zones.
6. All traffic control signs are to be installed on temporary barricades or their own posts/platforms. It is prohibited to attach or affix signs to City infrastructure including but not limited to streetlights, traffic signal or sign posts.
7. Trenches shall be backfilled or plated during non-working hours; this includes for trenches in bike lanes and sidewalks. If trench plates are used over open excavation, include "Steel Plates Ahead" warning sign.
8. A minimum eleven (11) foot travel lanes shall be maintained at all times.
9. Pedestrian and bicyclist controls shall be provided on the TCP.
10. Pedestrians and bicyclists shall have a safe route to walk or ride and shall be protected throughout the entire traffic control area. Pedestrian routes shall meet all ADA accessibility requirements.
11. Contractor shall provide adequate lighting for all pedestrian detours.
12. Existing construction site drainage shall not be hindered due to the project.
13. Contractor is fully responsible for the installation, maintenance, and removal of traffic control devices upon completion of work.
14. Only City of Alameda issued "No Parking" signs shall be used.
15. Temporary "No Parking" signs shall be posted at least 48 hours prior to commencement of work. For any work scheduled on a Monday, "No Parking" signs must be placed by the end of the day the prior Thursday. These signs shall be posted no more than 30 feet apart.
16. Contractor shall call Alameda Police Department (510) 337-8340 to schedule verification of "No Parking" sign posting. Contractor shall have signed paperwork from the Police officer on site at all times. Failure to receive Police verification will render the "No Parking" signs invalid and will result in parking control officers being unable to respond to a tow request.
17. Access to driveways and transit stops/terminals shall be maintained at all times, unless permitted otherwise.
18. If public transit is impacted in any way during construction, the Contractor is responsible for informing transit agencies and coordinating with them accordingly.
19. Any work that disturbs normal traffic signal operations, such as intersection detection shall be coordinated with Public Works fourteen (14) calendar days minimum prior to beginning of construction.
20. If the traffic signal loops are damaged during construction, contractor shall:
  - a. Immediately notify the Public Works inspector,

- b. Replace damaged loops per Caltrans Standard Specifications within 72 hours,
  - c. Schedule inspection of the loop installation with City traffic signal technician(s), and
  - d. Ensure traffic signal operations are fully restored as before and approved by City within 72 hours.
21. The contractor shall make immediate temporary repairs to any street light and/or traffic signal conduit(s) damaged during construction. Permanent repairs shall be made within five (5) working days and approved by City.
  22. Any segment of pavement striping or legend(s) removed or damaged during construction shall be fully removed and then replaced with new, like-material within 24 hours. No partial or fill-in stenciling is allowed.
  23. Any curb painting that is removed or damaged during construction shall be repainted for the full section of that curb painting. Coordinate with Public Works Maintenance Service Center staff for appropriate color code.
  24. Any permanent traffic sign that is damaged shall be replaced in kind.
  25. Any traffic sign post that is damaged (e.g. uni-strut, galvanized, wooden) shall be replaced in kind. Contractor shall have an active Underground Service Alert (USA) ticket prior to excavation for new pole installation.
  26. All certified flaggers shall be equipped with a hard hat, reflective vest, two-way radios, and "STOP/SLOW" paddle per the CA MUTCD.
  27. The contractor shall maintain all traffic control devices 24 hours per day 7 days per week, until completion of all work. Any traffic control devices used overnight in the public right-of-way must have flashing lights.
  28. All traffic control devices shall meet the standards specified by the current CA MUTCD.

--- END OF GENERAL NOTES ---

## SITE PLAN GUIDANCE

A Site Plan is required for most Encroachment Permits. The site plan depicts the proposed project location and its proximity to all necessary existing and proposed appurtenances including but not limited to: streets, sidewalks, utilities, property lines, easements, etc.

### SITE PLAN REQUIREMENTS

A site plan shows the overall proposed work for a project. The Site Plan is used to develop site specific traffic control plans, which typically occur in phases.

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### DETAILS THAT SHOULD APPEAR ON ALL SITE PLANS:

#### General Information:

- Site plans shall be drawn to scale on 8.5" x 11" minimum to 11" x 17" paper only.
- North arrow and scale of drawing.
- Property lines
- Name, location and widths of all existing travelled ways, including street, sidewalk, driveways, roadway striping, crosswalks and any features that are located in the right of way.
- Location of any utilities
- Location and dimensions of all existing channels

#### Construction Activity

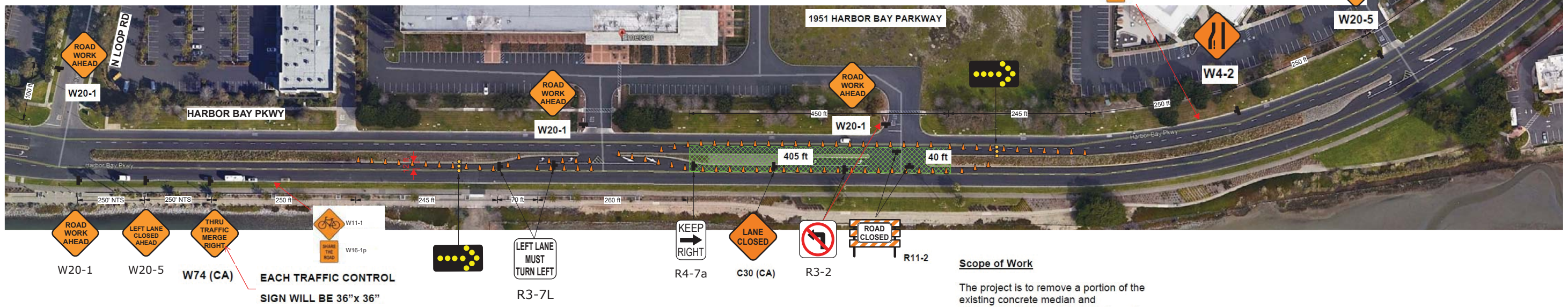
- Include details of the construction activity and proposed work areas.
- Indicate the exact location and dimensions of the proposed area of work. Show all streets in the proposed work areas to ensure proper orientation. Include a) north arrow and b) indicate true scale or Not To Scale.
- Existing conditions
- Proposed work and final conditions.

# SAMPLE TRAFFIC CONTROL PLAN #1

## GENERAL NOTES

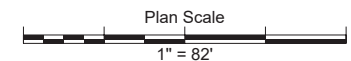
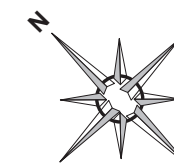
- The site specific Traffic Control Plan (TCP) shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD), State Standard Plans and City Standard Plans.
- The City, through its designated employees reserves the right to initiate field changes to ensure public safety. This includes the implementation of additional traffic control measures while construction is in progress to address unforeseen field conditions.
- Notify the Public Works Inspector, minimum 2 business days prior to beginning field implementation of an approved TCP.
- All traffic control devices shall be removed from the public right-of-way when not in use, unless otherwise permitted by the City Engineer.
- Lane closures shall be limited to 9:00 AM to 3:30 PM, Monday through Friday. Traffic control set up and break down shall not occur outside of these lane closure hours. These times may be more restricted if work is located in school zones.
- Trenches shall be backfilled or plated during non-working hours; this includes for trenches in bike lanes and sidewalks. If trench plates are used over open excavation, include "Steel Plates Ahead" warning sign.
- A minimum eleven (11) foot travel lanes shall be maintained at all times.
- Pedestrian and bicyclist controls shall be provided on the TCP.
- Pedestrians and bicyclists shall have a safe route to walk or ride and shall be protected throughout the entire traffic control area. Pedestrian routes shall meet all ADA accessibility requirements.
- Contractor shall provide adequate lighting for all pedestrian detours.
- Existing construction site drainage shall not be hindered due to the project.
- Contractor is fully responsible for the installation, maintenance, and removal of traffic control devices upon completion of work.
- Only City of Alameda issued "No Parking" signs shall be used.
- Temporary "No Parking" signs shall be posted at least 48 hours prior to commencement of work. For any work scheduled on a Monday, "No Parking" signs must be placed by the end of the day the prior Thursday. These signs shall be posted no more than 30 feet apart.
- Contractor shall call Alameda Police Department (510) 337-8340 to schedule verification of "No Parking" sign posting. Contractor shall have signed paperwork from the Police officer on site at all times. Failure to receive Police verification will render the "No Parking" signs invalid and will result in parking control officers being unable to respond to a tow request.

- Access to driveways and transit stops/terminals shall be maintained at all times, unless permitted otherwise.
- If public transit is impacted in any way during construction, the Contractor is responsible for informing transit agencies and coordinating with them accordingly.
- Any work that disturbs normal traffic signal operations, such as intersection detection shall be coordinated with Public Works fourteen (14) calendar days minimum prior to beginning of construction.
- If the traffic signal loops are damaged during construction, contractor shall:
  - Immediately notify the Public Works inspector,
  - Replace damaged loops per Caltrans Standard Specifications within 72 hours,
  - Schedule inspection of the loop installation with City traffic signal technician(s), and
  - Ensure traffic signal operations are fully restored as before and approved by City within 72 hours.
- The contractor shall make immediate temporary repairs to any street light and/or traffic signal conduit(s) damaged during construction. Permanent repairs shall be made within five (5) working days and approved by City.
- Any segment of pavement striping or legend(s) removed or damaged during construction shall be fully removed and then replaced with new, like-material within 24 hours. No partial or fill-in stenciling is allowed.
- Any curb painting that is removed or damaged during construction shall be repainted for the full section of that curb painting. Coordinate with Public Works Maintenance Service Center staff for appropriate color code.
- Any permanent traffic sign that is damaged shall be replaced in kind.
- Any traffic sign post that is damaged (e.g. uni-strut, galvanized, wooden) shall be replaced in kind. Contractor shall have an active Underground Service Alert (USA) ticket prior to excavation for new pole installation.
- All certified flaggers shall be equipped with a hard hat, reflective vest, two-way radios, and "STOP/SLOW" paddle per the CA MUTCD.
- The contractor shall maintain all traffic control devices 24 hours per day 7 days per week, until completion of all work. Any traffic control devices used overnight in the public right-of-way must have flashing lights.
- All traffic control devices shall meet the standards specified by the current CA MUTCD.



### Scope of Work

The project is to remove a portion of the existing concrete median and landscaping in the public right-of-way to allow for a new left-turn pocket on Harbor Bay Parkway into a driveway for the property at 1951 Harbor Bay Parkway.



### LEGEND

	Flashing Arrow Board		Truck Entrance Route
	Flashing Arrow Board (Plan View)		Truck Exit Route
	Portable Flashing Beacon		Crash Cushion
	Type I Barricade		Concrete K-Rail Barrier
	Type III Barricade		Water Filled Barrier
	Type III Barricade (Plan View)		Not To Scale
	28" Traffic Cone		Tow-Away/No Stopping
	Temporary Delineator		Police Officer
	Work Area		Flagger
	Sign and Stand		Equipment
			Pipe to be installed

Table 6F-10(CA) Maximum Spacing of Channelizing Devices

Speed (mph)	Taper (feet)	Tangent (feet)	Conic** (feet)
20	20	40	10
25	25	50	12
30	30	60	15
35	35	70	17
40	40	80	20
45	45	90	22
50	50	100	25
55	50	100	25
60	50	100	25
65	50	100	25
70	50	100	25
75	50	100	25

Table 6C-3(CA) Taper Length Criteria for Temporary Traffic Control Zones (for 12 foot Offset Width)

Speed S (mph)	Minimum Taper Length** for Width of Offset 12 feet (ft)			
	Merging (ft)	Shifting (ft)	Shoulder (ft)	Down Stream (ft)
20	100	60	40	50
25	125	63	42	50
30	150	66	44	50
35	175	69	46	50
40	200	72	48	50
45	225	75	50	50
50	250	78	52	50
55	275	81	54	50
60	300	84	56	50
65	325	87	58	50
70	350	90	60	50
75	375	93	62	50

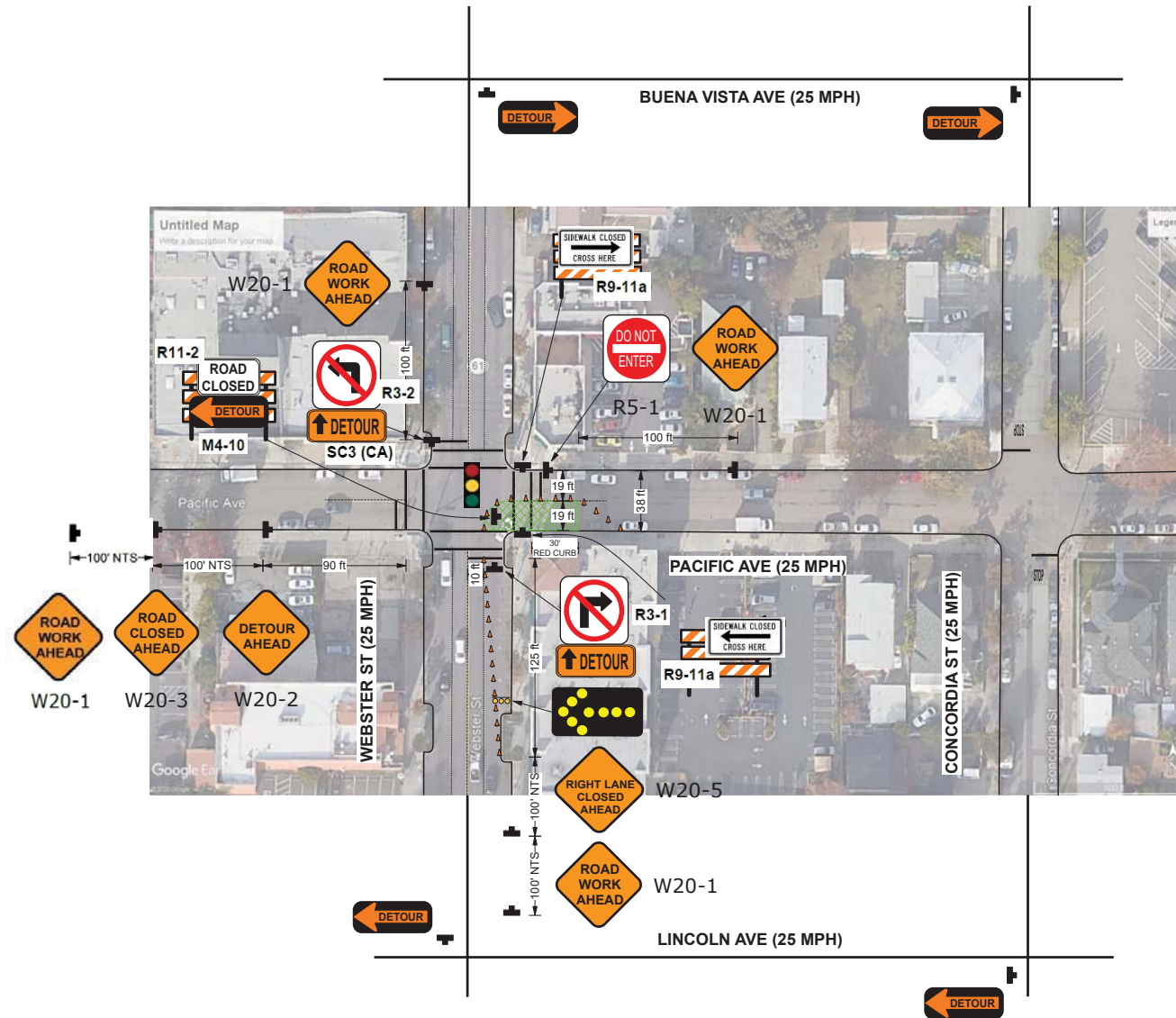
Table 6C-1. Recommended Advance Warning Sign Minimum Spacing

Road Type	Distance Between Signs*		
	A	B	C
Urban Interstates (35 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (40 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (45 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (50 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (55 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (60 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (65 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (70 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (75 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (80 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (85 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (90 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (95 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (100 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (105 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (110 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (115 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (120 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (125 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (130 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (135 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (140 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (145 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (150 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (155 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (160 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (165 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (170 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (175 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (180 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (185 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (190 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (195 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (200 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (205 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (210 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (215 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (220 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (225 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (230 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (235 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (240 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (245 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (250 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (255 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (260 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (265 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (270 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (275 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (280 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (285 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (290 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (295 mph or less)	100 feet	100 feet	100 feet
Urban Interstates (300 mph or less)	100 feet	100 feet	100 feet

\* Maximum channelizing device spacing for all speeds on one-lane/two-way tapers is 20 feet. Maximum channelizing device spacing for all speeds on downstream tapers is 30 feet. All other tapers are as shown. \*\* Use on intermediate and short-term projects for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizing devices. \*\*\* Maximum downstream taper length is 100 feet. See Section 6C.08.

<b>Contact</b> Contractor's Name: Company A Contractor's Address: 123 Main Street, Anywhere, CA 94501 Contractor's Telephone Number: (510) 123-4567 Contact Name: John Smith Contact Phone Number (24 hours): (510) 234-5678	<b>Date:</b> Location: ALAMEDA TCP: CMC Job #:	<b>Project:</b> Client job #:	<b>Client:</b>
	<b>Comments:</b> 1) WORK HOURS: 7:00 a.m to 4:00 p.m. 2) CONTRACTOR TO VERIFY EXISTING STRIPING IS ACCURATE PRIOR TO START OF WORK. 3) ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF CA MUTCD. 4) ALL TRAFFIC CONTROL DEVICES SHALL BE RETROREFLECTIVE IF SETUP DURING HOURS OF DARKNESS.		
<b>Equipment Used</b> List each equipment to be used			
<b>Posted Speed Limit</b> 35 MPH			

# SAMPLE TRAFFIC CONTROL PLAN #2



## GENERAL NOTES

- The site specific Traffic Control Plan (TCP) shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD), State Standard Plans and City Standard Plans.
- The City, through its designated employees reserves the right to initiate field changes to ensure public safety. This includes the implementation of additional traffic control measures while construction is in progress to address unforeseen field conditions.
- Notify the Public Works Inspector, minimum 2 business days prior to beginning field implementation of an approved TCP.
- All traffic control devices shall be removed from the public right-of-way when not in use, unless otherwise permitted by the City Engineer.
- Lane closures shall be limited to 9:00 AM to 3:30 PM, Monday through Friday. Traffic control set up and break down shall not occur outside of these lane closure hours. These times may be more restricted if work is located in school zones.
- Trenches shall be backfilled or plated during non-working hours; this includes for trenches in bike lanes and sidewalks. If trench plates are used over open excavation, include "Steel Plates Ahead" warning sign.
- A minimum eleven (11) foot travel lanes shall be maintained at all times.
- Pedestrian and bicyclist controls shall be provided on the TCP.
- Pedestrians and bicyclists shall have a safe route to walk or ride and shall be protected throughout the entire traffic control area. Pedestrian routes shall meet all ADA accessibility requirements.
- Contractor shall provide adequate lighting for all pedestrian detours.
- Existing construction site drainage shall not be hindered due to the project.
- Contractor is fully responsible for the installation, maintenance, and removal of traffic control devices upon completion of work.
- Only City of Alameda issued "No Parking" signs shall be used.
- Temporary "No Parking" signs shall be posted at least 48 hours prior to commencement of work. For any work scheduled on a Monday, "No Parking" signs must be placed by the end of the day the prior Thursday. These signs shall be posted no more than 30 feet apart.
- Contractor shall call Alameda Police Department (510) 337-8340 to schedule verification of "No Parking" sign posting. Contractor shall have signed paperwork from the Police officer on site at all times. Failure to receive Police verification will render the "No Parking" signs invalid and will result in parking control officers being unable to respond to a tow request.
- Access to driveways and transit stops/terminals shall be maintained at all times, unless permitted otherwise.
- If public transit is impacted in any way during construction, the Contractor is responsible for informing transit agencies and coordinating with them accordingly.
- Any work that disturbs normal traffic signal operations, such as intersection detection shall be coordinated with Public Works fourteen (14) calendar days minimum prior to beginning of construction.
- If the traffic signal loops are damaged during construction, contractor shall:
  - Immediately notify the Public Works inspector,
  - Replace damaged loops per Caltrans Standard Specifications within 72 hours,
  - Schedule inspection of the loop installation with City traffic signal technician(s), and
  - Ensure traffic signal operations are fully restored as before and approved by City within 72 hours.
- The contractor shall make immediate temporary repairs to any street light and/or traffic signal conduit(s) damaged during construction. Permanent repairs shall be made within five (5) working days and approved by City.
- Any segment of pavement striping or legend(s) removed or damaged during construction shall be fully removed and then replaced with new, like-material within 24 hours. No partial or fill-in stenciling is allowed.
- Any curb painting that is removed or damaged during construction shall be repainted for the full section of that curb painting. Coordinate with Public Works Maintenance Service Center staff for appropriate color code.
- Any permanent traffic sign that is damaged shall be replaced in kind.
- Any traffic sign post that is damaged (e.g. uni-strut, galvanized, wooden) shall be replaced in kind. Contractor shall have an active Underground Service Alert (USA) ticket prior to excavation for new pole installation.
- All certified flaggers shall be equipped with a hard hat, reflective vest, two-way radios, and "STOP/SLOW" paddle per the CA MUTCD.
- The contractor shall maintain all traffic control devices 24 hours per day 7 days per week, until completion of all work. Any traffic control devices used overnight in the public right-of-way must have flashing lights.
- All traffic control devices shall meet the standards specified by the current CA MUTCD.

### Legend

- Type III Barricade
- 28" Traffic Cone
- Delineator
- Pedestrian Barricade
- Work Area
- Sign and Stand
- Direction of Travel
- Concrete K-Rail
- Crash Cushion
- NTS Not To Scale
- TA/NS Tow-Away/No Stopping
- Parking Control Officer
- Flagger
- Type I Barricade
- Flashing Beacon
- (N) Sewer

Table 6F-101(CA). Maximum Spacing of Channelizing Devices

Speed (mph)	Maximum Channelizing Devices Spacing		
	Taper* (feet)	Tangent (feet)	Conflict** (feet)
20	20	40	10
25	25	50	12
30	30	60	15
35	35	70	17
40	40	80	20
45	45	90	22
50	50	100	25
55	50	100	25
60	50	100	25
65	50	100	25
70	50	100	25
75	50	100	25

\* Maximum channelizing device spacing for all speeds on one-lane/two-way tapers is 20 feet.  
 Maximum channelizing device spacing for all speeds on downstream tapers is 20 feet.  
 All other tapers are as shown.  
 \*\* Use on intermediate and short term projects for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizing devices.

Table 6C-3(CA). Taper Length Criteria for Temporary Traffic Control Zones (for 12 feet Offset Width)

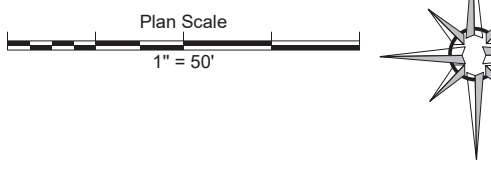
Speed S (mph)	Minimum Taper Length** for Width of Offset 12 feet (W)			
	Merging L (feet)	Shifting L/2 (feet)	Shoulder L/3 (feet)	Down Stream (feet)***
20	80	40	27	50
25	125	63	42	50
30	180	90	60	50
35	245	123	82	50
40	320	160	107	50
45	400	200	140	50
50	500	250	180	50
55	600	300	200	50
60	700	350	220	50
65	800	400	240	50
70	900	450	260	50
75	1000	500	280	50

\* - Posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph.  
 \*\* - For other offsets use the following merging taper length formula for L:  
 For speeds of 40 mph or less, L=WS/60  
 For speeds of 45 mph or more, L=WS  
 Where: L = taper length in feet  
 W = width of offset in feet  
 S = posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph  
 \*\*\* - Maximum downstream taper length is 100 feet. See Section 6C.08.

Table 6C-1. Recommended Advance Warning Sign Minimum Spacing

Road Type	Distance Between Signs**		
	A	B	C
Urban - more than 25 mph or less***	100 feet	100 feet	100 feet
Urban - more than 25 mph to 40 mph***	200 feet	200 feet	200 feet
Urban - more than 40 mph***	300 feet	300 feet	300 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,000 feet

\* - See MUTCD for details on sign placement.  
 \*\* - The column headings A, B, and C are the dimensions shown in Figures 6C-1 through 6C-4E. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)  
 \*\*\* - Posted speed limit, off-peak 85th-percentile speed prior to work starting, or other anticipated operating speed in mph.



## Scope of Work

The project is to perform a point repair on a sewer main by open cut on Pacific Avenue. Work in the public right-of-way will result in a detour to eastbound travelling vehicles on Pacific Avenue and detour pedestrians on the east side of Webster Street around the work zone.

## Equipment Used

List each equipment to be used

## Posted Speed Limit

25 MPH

**Contact**

Contractor's Name: Company A

Contractor's Address: 123 Main Street, Anywhere, CA 94501

Contractor's Telephone Number: (510) 123-4567

Contact Name: John Smith

Contact Phone Number (24 hours): (510) 234-5678

<b>Date:</b>	<b>Author:</b>	<b>Project:</b>
<b>Client:</b>	<b>REV:</b>	<b>Location:</b> ALAMEDA <b>TCP:</b>
<b>CMC Job #:</b>		
<b>Comments:</b>		
1) WORK HOURS: 9AM TO 3PM		
2) CONTRACTOR TO VERIFY EXISTING STRIPING IS ACCURATE PRIOR TO START OF WORK.		
3) ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF CA MUTCD.		
4) ALL TRAFFIC CONTROL DEVICES SHALL BE RETROREFLECTIVE IF SETUP DURING HOURS OF DARKNESS.		
5) MAINTAIN LOCAL ACCESS TO BUSINESSES AND RESIDENTS AT ALL TIME.		
6) THE CONTRACTOR SHALL NOT PREVENT OR DELAY THE OPERATION OF MASS TRANSIT VEHICLES AT ANY TIME.		
7) THE CONTRACTOR SHALL PERFORM THE APPROPRIATE MEASURES TO ENSURE THE SAFETY OF BICYCLISTS ON ALL STREET ON WHICH THERE IS CONSTRUCTION.		

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY)
PRODUCER	FAX	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>
YOUR NAME OR COMPANY NAME		
INSURED	INSURERS AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG \$ _____								
	Dates must include date(s) of permitted work												
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____				COMBINED SINGLE LIMIT (Ea accident) \$ <b>2,000,000</b> BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____								
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ _____ OTHER THAN EA ACC AGG \$ _____								
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ DEDUCTIBLE RETENTION \$ _____				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____ \$ _____								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">WC STATUTORY LIMITS</td> <td style="width: 50%;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ _____</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ _____</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ _____</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$ _____	E.L. DISEASE - EA EMPLOYEE	\$ _____	E.L. DISEASE - POLICY LIMIT	\$ _____
WC STATUTORY LIMITS	OTHER												
E.L. EACH ACCIDENT	\$ _____												
E.L. DISEASE - EA EMPLOYEE	\$ _____												
E.L. DISEASE - POLICY LIMIT	\$ _____												
	<b>OTHER</b>												

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b> City of Alameda, its council, officers, employees, volunteers, boards and commissions  2263 SANTA CLARA AVE ALAMEDA, CA 94501	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. _____ AUTHORIZED REPRESENTATIVE
---	---

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 11 01 96

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

1. Designation of Premises (Part Leased to You):
2. Name of Person or Organization (Additional Insured):

**The City of Alameda, its Council, Officers, Employees, Volunteers, Boards and Commissions**

3. Additional Premium: NONE

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.