

# CITY OF SANTEE

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## ENCROACHMENT PERMIT STANDARD REQUIREMENTS



January 2026

Standard Requirements for the performance of  
Encroachment Permits and construction in  
City of Santee Right-of-Way

City of Santee | Department of Engineering  
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## TABLE OF CONTENTS

I.	OVERVIEW .....	1
II.	DEFINITIONS .....	1
III.	GENERAL CONDITIONS .....	1
IV.	WORK HOURS, CITY RECOGNIZED HOLIDAYS AND MORATORIUMS.....	3
V.	ASPHALT CONCRETE PAVING.....	4
VI.	CONCRETE CURBS, GUTTERS, SIDEWALKS, DRIVEWAYS AND CURB RAMPS.....	4
VII.	ELECTRICAL .....	6
VIII.	EMERGENCIES.....	7
IX.	IRRIGATION .....	7
X.	INSPECTION.....	7
XI.	LANDSCAPE PLANTING .....	8
XII.	MAINTENANCE.....	8
XIII.	NOISE .....	8
XIV.	NOTIFICATIONS AND NOTICES.....	9
XV.	PAINT AND PROTECTIVE COATINGS .....	9
XVI.	PROTECTION AND RESTORATION OF EXISTING FACILITIES .....	10
XVII.	QUALITY CONTROL AND THIRD-PARTY TESTING .....	10
XVIII.	SAFETY .....	11
XIX.	STORM WATER POLLUTION PREVENTION AND BEST MANAGEMENT PRACTICES.....	12
XX.	STRIPING AND SIGNAGE .....	12
XXI.	SUBMITTALS.....	12
XXII.	SURVEY MONUMENTS AND PROPERTY MARKERS.....	13
XXIII.	TRAFFIC CONTROL .....	13
XXIV.	TRENCHING AND EXCAVATIONS.....	14
XXV.	TRENCH RESURFACING .....	15
XXVI.	UTILITY FACILITIES.....	15
XXVII.	SPECIAL CONDITIONS.....	17

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**I. OVERVIEW**

The Encroachment Permit Standard Requirements and Conditions shall apply to all work being performed in City of Santee right-of-way or City owned facilities. Where applicable and for project specific locations, additional requirements as provided in the Special Conditions shall apply to the Permit. Should conflicting requirements be identified between these Standard Permit Requirements, Special Conditions and Approved Drawings for the Permit, the Director of Engineering shall determine which applicable requirement shall apply to the Permit.

**II. DEFINITIONS**

City: City of Santee, California

Inspector: City of Santee inspector, engineer or designee working on behalf of the Director of Engineering of the City of Santee.

Permit: The encroachment permit issued and approved by the City of Santee including all Standard Requirements, Special Conditions, drawings, plans, reports, studies or other standards stated on the Permit or in compliance with local, State and Federal Law.

Permittee: The Applicant from which the Encroachment Permit is issued to. Utility agencies are required to be the Permittee for all utility encroachment permits as the owner and operator of such utility facilities.

Work: Any labor, materials, equipment tools, professional services or incidentals that are used in performance of competing the work required for the Permit.

**III. GENERAL CONDITIONS**

1. Encroachment Permits for utility facilities shall be applied for and issued to the utility owner and operator and not a third-party representative, contractor or consultant working on the utility's behalf.
2. If the Permit expires, is revoked by the Director of Engineering, vacated or abandoned, the Permittee will, immediately and to the satisfaction of the Director of Engineering, restore the public right-of-way to the equivalent or better condition than it was on the date that the Permit was issued.
3. The Permit may be suspended due to non-compliance of the Permit conditions and fines may be assessed by the City to the Permittee in accordance with the City's Municipal Code.
4. The City and any officer or employee thereof shall be saved harmless by the permittee from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any placement, change or renewal of an encroachment under the terms of this application and the permit or permits which may be granted in response thereto, and that all of the liabilities are assumed by the permittee.
5. If any encroachment for which a permit is issued interferes with a subsequent improvement, grading or realignment of the public right-of-way by the City or other City project, then the permittee and their successors or assigns will at their own expense remove such encroachment or relocate it at a location designated by the Director of Engineering, unless prior rights exist.
6. A copy of the Permit shall be available for review on site at all times during the work and upon request. The Permittee shall ensure that copies of the Permit have been provided to all contractors,

- subcontractors, consultants, or other businesses performing work for the Permit prior to the start of the Work and ensure all workers have been made aware of the Permit requirements.
7. The Permittee and any contractor, subcontractor, consultant working on the Permittee/s behalf or workers and equipment used for the work shall be completed in compliance with all local, State and Federal requirements including but not limited to; San Diego County Air Pollution Control District, San Diego County Department of Environmental Health, Cal/OSHA, San Diego Regional Water Control Board.
  8. All contractors or subcontractors shall have a valid contractor's license issued by the State of California Contractors State Licensing Board and hold the appropriate license or certifications required for the type of work being performed. All contractors, subcontractors, consultants or other businesses performing work pursuant to the Permit must apply for and obtain a City of Santee Business License unless otherwise exempted by local, State or Federal law or regulation.
  9. Permits issued are nontransferable. Permittee shall commence the proposed work within sixty (60) days after the granting of the Permit and thereafter prosecute the work in a continuous diligent and workmanlike manner to completion withing the timeline stated on the Permit.
  10. The Location of any equipment or materials stored within the right-of-way shall be approved by the City. The Permittee shall obtain written permission from all property owners prior to the placement of any equipment, vehicles or storage of materials on private property for use for the work. A Temporary Use Permit (TUP) from the Department of Planning and Building will be required for use of private property for construction purposes. Any existing facilities damaged as a result of temporary storage purposes shall be restored to its condition prior to the work or better as approved by the City or the property owner.
  11. All Permittee mark outs for construction and utility mark outs shall be removed upon completion of work by the Permittee pursuant to Santee Municipal Code Section 8.04.040. For linear projects in excess of 250 feet, mark outs shall be removed when work is completed for every 250 feet along the work area to return the right-of-way to its pre-construction condition. Mark outs on asphalt concrete may be "blacked out" with traffic rated paint or asphalt seal coat materials per the City of Santee Approved Materials list or as approved by the City. Mark outs on concrete surfaces shall be removed entirely to the satisfaction of the City. Removal by pressure washing, sand blasting, bead blasting, etc. shall be completed without damaging existing facilities and have all residual water and debris removed by vacuum and legally disposed of. Best Management Practices (BMP's) shall be in place to prevent residual water and debris from entering a drainage system or water course.
  12. For any work, including traffic control, within the right-of-way of Caltrans, the San Diego Metropolitan Transit System (MTS), City of San Diego, City of El Cajon or County of San Diego, a separate encroachment permit shall be obtained from the appropriate authority having jurisdiction.
  13. Pursuant to Santee Municipal Code Section 8.04.060, no utilities may be abandoned in the right-of-way. Permittee shall remove all unused or excess utilities within the right-of-way or other City owned property.
  14. Water for construction shall be obtained from Padre Dam Municipal Water District by obtaining a construction water meter and paying all associated fees.
  15. The Permittee shall ensure that portable restroom facilities are provided for all persons working on the permitted work. All portable restroom facilities shall be locked at the end of each day, have secondary containment, be maintained to prevent odors and a clean sanitized appearance. The location of any portable restroom facility shall be approved by the City.

**IV. WORK HOURS, CITY RECOGNIZED HOLIDAYS AND MORATORIUMS**

1. Work hours and working days shall be performed as stated below unless otherwise shown on the approved Traffic Control Plans.

Residential Streets: 8:00am to 4:30pm - Monday through Friday

All Other Streets: 8:30am to 3:30pm - Monday through Friday

2. No work is permitted during City of Santee observed holidays or other prohibited workdays as listed below:

**City Observed Holidays**

New Year’s Day  
 Martin Luther King Day  
 Presidents Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veteran’s Day  
 Thanksgiving Day  
 Day After Thanksgiving Day  
 Holiday Closure

**Day or Period**

January 1<sup>st</sup>  
 3<sup>rd</sup> Monday in January  
 3<sup>rd</sup> Monday in February  
 Last Monday in May  
 July 4<sup>th</sup>  
 1<sup>st</sup> Monday in September  
 November 11<sup>th</sup>  
 4<sup>th</sup> Thursday in November  
 4<sup>th</sup> Friday in November  
 Christmas Eve through New Years Day

**Halloween Nightwork Prohibition**

October 31<sup>st</sup> from 4:00 p.m. to 10:00 p.m.

**Primary and General Elections**

No roadwork is permitted on the Sunday preceding an election through Election Day that will impact major roadways or polling locations.

**Year End Street Work Moratorium**

To reduce traffic impacts during the year-end shopping season, no construction, utility, or maintenance work that requires lane closures is permitted beginning the Monday prior to Thanksgiving Day through New Year's Day on the following street segments pursuant to Municipal Code Section 08.04.030:

**Street Name**

Carlton Hills Blvd:  
 Cuyamaca Street:  
 Mission Gorge Road  
 Olive Lane:  
 Riverview Parkway:  
 Town Center Parkway:

Willowgrove Avenue to Mission Gorge Road  
 Town Center Parkway to Prospect Avenue  
 State Route 125 to Magnolia Avenue  
 Prospect Avenue to Mission Gorge Road  
 Entire Length of Street  
 Entire Length of Street

**Trench Cut Moratorium**

Trenching into any street which has been newly constructed, reconstructed or resurfaced in 5 years is prohibited unless approved by the Director of Engineering and repaired in accordance with Santee

Municipal Code Section 8.04.020. Permittee shall contact the Department of Engineering for the current list of moratorium streets.

3. For work required to be completed during nighttime hours, the Permittee shall provide 72-hours advance notice via the online inspection portal for inspection. Night work is not permitted on Friday, Saturday or Sunday unless otherwise approved by the City. Work hours for night work shall be from 9:00 p.m. to 6:00 a.m. unless otherwise shown on the approved traffic control plans.

## **V. ASPHALT CONCRETE PAVING**

1. Permittee shall request, via the online inspection portal, an asphalt pre-paving meeting with the City 2 working days in advance of paving operations with the City prior to the placement of asphalt concrete or trench resurfacing. The Permittee's inspections requests for asphalt concrete paving without a pre-pave meeting or having an approved asphalt concrete submittals may be cancelled by the City until they have been completed.
2. Asphalt concrete restorations for concrete work adjacent to City streets (for the replacement of curbs and gutters only), shall be restored in accordance with the City of Santee Standard Drawing "Slot Trench Resurfacing" Drawing Number PW-03.
3. Cold mix may be used as temporary patching and shall only be used for a maximum of 30 calendar days. Permittee shall maintain cold mix until permanent asphalt is placed. Cold mix shall be placed a minimum of 2-inches thick and shall be compacted for vehicle and pedestrian traffic. Cold mix shall be placed and maintained true to grade and cross section. When a 10-foot straightedge is laid on the surface of cold mix, the finish surface shall not vary from the edge of the straight edge by more than 1/4-inch.
4. Final asphalt concrete paving shall be completed within 30 days after placement of asphalt concrete base material to ensure all trench resurfacing restorations and street restorations are completed 60 days from initial disturbance.
5. All asphalt concrete paving and trench resurfacing shall meet the density and smoothness requirements as per Greenbook Section 306-13.6. Asphalt patching that does not meet this specification is subject to removal and replacement at the Permittee's expense. Permittee shall have a 10-foot grade beam onsite during paving operations to ensure smoothness is achieved during the work.
6. Asphalt concrete patching shall be placed by a paving machine for patches greater than 200 SF per day or by a prior approved method by the City.
7. Seam sealing of the perimeter of asphalt concrete patches is required unless otherwise approved by the City. Seam sealing shall be 3-inches to 6-inches maximum in width with SS-1H tack coat asphalt emulsion.
8. Sand/rock dust blotter shall not be used or spread on asphalt concrete or seam seals.

## **VI. CONCRETE CURBS, GUTTERS, SIDEWALKS, DRIVEWAYS AND CURB RAMPS**

1. The Permittee is required to request, via the City's online inspection portal, a concrete pre-pour meeting 2 working days in advance with the City prior to the placement of concrete. Inspections requested for concrete work scheduled without a pre-pour meeting may be cancelled by the City.
2. Concrete curb, gutter and sidewalk removals shall be sawcut at the nearest joint, edge or score mark as detailed in the attached San Diego County Regional Standard Drawing Number G-11 and

associated drawings. Any disturbed or damaged concrete shall be replaced joint to joint. Monolithic pours are not permitted for curb, gutter and sidewalk work unless approved by the City. Neat pouring concrete curbs and gutters or the placement of concrete against asphalt concrete without the use of formwork is not permitted.

3. All wood forms shall be a minimum of 1-1/2 inches thick and shall be free from warping and shall be straight. Forms used for concrete curves or radius shall be not less than 3/4 inch thick and have vertical and horizontal bending capabilities to provide a neat form meeting the line and grade shown on the approved drawings unless otherwise approved by the City. Wood stakes less than 1x2 inches (common size) shall not be used to support concrete formwork. Plastic protection caps shall be placed on all exposed stakes that will remain in place.
4. Any excavation into sidewalk panels shall be temporarily restored at the end of each workday with temporary cold mix asphalt, 2 inches thick compacted to provide a firm, solid surface unless otherwise approved by the City. Any loose material shall be swept clean each working day or as required to maintain a clean site. Sidewalks are required to be poured within 5 working days of removal.
5. Any open excavations that are permitted overnight, delineators and construction fencing shall be provided by the Permittee to secure the area. Permittee is required to maintain all related safety measures. No open excavations are permitted on Saturday, Sunday or a City Holiday, unless otherwise approved by the City. Wood is not permitted to cover any open excavations unless otherwise approved by the City.
6. Temporary cold mix asphalt concrete shall be placed immediately after the removal of concrete forms and shall be maintained by the Permittee until permanent asphalt concrete pavement has been placed.
7. Expansion joint felt filler shall be used at concrete structures, per San Diego County Regional Standard Drawing Number G-09 and between all private improvements such as retaining walls or concrete. Plastic expansion joint material, plastic sheeting or other non-approved expansion joint filler materials are not permitted.
8. Concrete sidewalks/pedestrian ramps shall remain closed to pedestrian traffic for 24 hours prior to opening to pedestrian traffic to allow for curing prior to opening to pedestrian traffic. Delineators and construction fencing shall be used to protect the concrete until they are opened to pedestrian traffic. The Permittee is required to maintain the delineators and construction fencing during the curing of the concrete.
9. Where existing concrete cross gutters are to be replaced, new cross gutters shall contain No. 4 reinforcing steel bars placed at 16-inches on center both ways and shall be doweled & epoxy bonded 6-inches deep into adjacent cross gutters. Delineators and construction fencing shall be used to protect the concrete until it is opened to vehicular traffic. Permittee is required to maintain the delineators during the curing of the concrete. Concrete shall be 560-C-3250.
10. Sidewalks which meet or adjoin concrete drainage structures shall contain dowel sleeves and epoxy doweled into the structure 3-inches deep. Dowel sleeves shall be placed 12-inches long, 16-inches on center, with a minimum of 3 dowel sleeves per structure side.
11. Sidewalks to be replaced that contain a water meter box shall be replaced with a composite water meter box. Permittee shall coordinate the delivery or pick up of the water meter box with Padre Dam Municipal Water District by calling (619) 448-4551. Concrete for sidewalks shall be 520-C-2500 or 560-C-3250.
12. Any portion of concrete removal within the limits of a pedestrian ramp shall have the entire pedestrian ramp replaced, including curb and gutter to the nearest sidewalk joint. Concrete for

pedestrian ramps shall be 560-C-3250.

13. Truncated domes shall be provided at all curb ramps and where shown on the approved drawings for driveways or alleyways. Truncated domes shall be 2-part, replaceable type, 36 x 48 inches in size and Federal yellow in color.
14. Driveways in commercial areas shall be in accordance with City of Santee Drawing Number PW-38. Concrete for commercial and residential driveways shall be 560-C-3250.
15. Concrete driveways and cross gutters shall remain closed to traffic for a minimum of 7 calendar days to provide adequate curing prior to opening to vehicular traffic. Delineators and construction fencing shall be used to protect the concrete until it is opened to vehicular traffic. Permittee is required to maintain the delineators and construction fencing during the curing of the concrete.
16. All newly placed concrete shall be protected by the Permittee during curing. Any damage to the concrete shall be subject to removal or repairs as required by the City.
17. The stamping of concrete curbs, gutters and sidewalks with contractor names or symbols is prohibited. Any concrete which is stamped is subject to removal and replacement.

## **VII. ELECTRICAL**

1. Electrical conduits shall be installed at a minimum depth of 30-inches below finish grade. All conduits shall be installed with warning tape not less than 12-inches above the top of conduit. Minimum conduit size shall be 1" in diameter
2. All conduits shall be air blown clean of any dirt, debris, water or other foreign materials. Conduits shall not be air blown into cabinets, meter pedestals, light standards or any energized electrical device. Upon being blown clean, conduits shall be verified free of any obstructions by use of flexible mandrels prior to the pulling of electrical conductors or cables.
3. Conduit ends shall contain end bell fittings at all pull boxes, electrical meter pedestals, and cabinets. End bell fittings shall be in place prior to the pulling of conductors or cables. Conduits shall be sealed with duct sealant to prevent the entry of foreign material.
4. Electrical pull boxes shall contain 6 inches of crushed rock with the top of conduit not less than 6-inches below the bottom of the pull box cover.
5. Pull box covers shall contain integral identification as "Electrical", "Traffic Signal" or "Street Lighting" as applicable.
6. Pull boxes which are damaged, severely worn and located in concrete sidewalks to be replaced as part of the work shall be replaced. Permittee shall notify the City of any damaged pull boxes prior to their removal and replacement.
7. Traffic signal and communication pull boxes shall be grouted 2-inches thick at the bottom and contain a 1" diameter PVC drain weep hole into gravel base to maintain a clean area for cables and identification tags.
8. All electrical splices shall be made with butt splices, soldered with heat shrink tubing.
9. Electrical cabinets and meter pedestals shall be sealed at the base to prevent the intrusion of water or foreign debris with polyurethane sealants.
10. All electrical connections, circuit breakers or other means of disconnect shall contain waterproof labels for easy identification.
11. All material used for electrical work shall be in accordance with the City's Approved Materials List unless otherwise approved.

## **VIII. EMERGENCIES**

1. For all health or safety emergencies, the Permittee shall contact emergency services by dialing 911.
2. The Permittee and any excavator shall immediately call 911 emergency services upon discovering or causing damage to a gas or hazardous liquid pipeline resulting in the escape of any flammable, toxic or corrosive gas or liquids or high voltage electrical facilities and perform the following requirements:
  - a. Contact the Operator of the damaged facility by contacting DIG ALERT by dialing 811 if the operator's emergency number is unknown.
  - b. Contact the City of Santee Engineering Department (619) 258-4100 x 167 during normal working hours or the City of Santee 24-hour duty phone (619) 666-4739 outside normal working hours.
  - c. The Permittee shall immediately cease all work and operating equipment and vehicles, clear the work site and provide a clear area for emergency services and the damaged utility operator to inspect and make immediate repairs.

## **IX. IRRIGATION**

1. Irrigation controllers for private property shall not be located in the right-of-way, including locations where private property owners are responsible for landscape maintenance along the right-of-way adjacent to the property.
2. All irrigation materials for City landscape irrigation shall be in accordance with the City's Approved Materials List.
3. Irrigation mainlines shall be installed 18 to 24 inches deep with lateral line installed at least 12 inches deep measured from the top of pipe. Irrigation mainlines shall include warning tape placed 12 inches above the top of pipe.
4. Irrigation sprays, rotors, or drip lines shall be adjusted to not spray onto sidewalks, walkways or other above ground facilities. Irrigation shall be operated to ensure adequate irrigation for landscape plantings in the right-of-way without overwatering resulting in nuisance water or flooding in the right-of-way or adjacent properties.
5. Any installation or modification to recycled water irrigation shall be approved by the Padre Dam Municipal Water District and County Department of Environmental Health.

## **X. INSPECTION**

1. The permittee shall schedule a pre-construction meeting, via the City's inspection portal a minimum of 2 working days prior to commencement of any work for the Permit.
1. Requests for inspection shall be made on City's inspection portal at [www.Santeeportal.org](http://www.Santeeportal.org) not less than 24 hours before commencing any work in connection with the permit.
2. Request for nightwork inspection must be made 3 working days prior to the scheduled work. Night work or inspections are not permitted on Friday, Saturday, Sunday or City holidays, unless prior approval is obtained from the City Engineer.
3. The Permittee shall use qualified contractors, subcontractors, consultants, surveyors and 3<sup>rd</sup> party testing in the performance with the permitted work. The Permittee shall provide qualified oversight for the work to ensure compliance with the Permit is met. The City Inspectors' responsibility is to ensure conformance to the approved Permit requirements only and not to manage the Permittee's

operations of the work.

4. Any work performed without inspection may be subject to removal and replacement as determined by the City Engineer.

## **XI. LANDSCAPE PLANTING**

1. Trees which are damaged in the right-of-way or City property shall be replaced with 36" box tree matching the species of the damaged tree unless otherwise approved by the City. Trees shall include 3 tree stakes and two tree ties per stake in accordance to the City's approved materials list.
2. Trees limbs, branches or roots which require trimming and/or pruning shall be completed by a certified arborist unless otherwise approved by the City.
3. Root barriers shall be provided along all curbs, gutters, sidewalks, and retaining walls 10 feet in each direction measured from the center of tree trunk. Root barriers shall be in accordance with the City's Approved Material List.
4. Mulch shall be placed at least 2-inches thick, measured in its compacted form and match existing mulch. Mulch shall be free of any trash, metals or other non-organic ground materials.
5. Turf grass shall be restored with sod turf to match the existing turf grass species.
6. Areas to receive landscape plantings, including hydroseeding shall have all rocks removed which are larger than 1-inch in size and soils amended to a horticultural suitability in accordance to an agronomist's recommendations unless otherwise approved by the City.

## **XII. MAINTENANCE**

1. The Permittee shall maintain the work site, equipment staging areas and adjacent properties in a neat, clean appearance free of dust, dirt, debris, graffiti or other materials used in the performance of the work.
2. Curbs, gutters, sidewalks and walkways shall be swept on a daily basis to maintain a clean walkway and to prevent potential slip hazards.
3. Dust control shall be provided at all times during the work to prevent dust or other airborne materials from coming in contact with workers, the public or adjacent property. Accumulated dust onto adjacent property shall be removed when identified and upon notice by the City or private property owners.
4. Mechanical broom street sweepers should be used to clean streets of dirt and debris from the work with the use of water sprayers to reduce dust during sweeping operations. Sweeping and use of mechanical sweepers on a continual basis on street striping may damage striping and require repair or replacement and the end of the work.
5. When pouring concrete, protective measures shall be in place to prevent spatter onto adjacent facilities. Concrete spatter shall be removed immediately upon notice to prevent staining or damage to existing facilities during its removal.
6. Drip pans shall be used under all parked equipment to protect surfaces from any oils, grease or other contaminants. Water trucks and trailers shall not drip or leak water onto the work areas.

## **XIII. NOISE**

1. The Permittee, its contractors or subcontractors shall keep all noise related to the work to a minimum to reduce impacts to adjacent property owners, residents and businesses.

2. The Permittee shall not operate any single or combination of powered construction equipment at any construction site on Mondays through Saturdays except between the hours of 7:00 a.m. and 7:00 p.m., unless expressly approved by the Director of Planning and Building or the Director of Engineering, as applicable.
3. No construction equipment is permitted to be started, idled, moved or operated at any location before 7:00 a.m. or after 7:00 p.m. on Mondays through Saturdays and at all times on Sundays and City Holidays. Specific exemptions may be authorized by the Director of Engineering, as applicable.
4. Construction equipment with a manufacturer's noise rating of 85 dBAL max or greater, may only operate at a specific location for 10 consecutive workdays. If work involving such equipment involves more than 10 consecutive workdays, a notice must be provided to all property owners and residents within 300 feet of the site no later than 10 days before the start of construction. The notice must be approved by the City and describe the project, the expected duration, and provide a point of contact to resolve noise complaints.

#### **XIV. NOTIFICATIONS AND NOTICES**

1. The Permittee shall provide written notice to all adjacent property owners and each affected business or residents of the work at least 5 calendar days prior to the start of work to properly inform affected persons of the actual work being performed.
2. Notifications shall be provided to the Santee School District, Santee Fire Department and any School or Fire Station within 1 mile of the permitted work area to provide advance notice of the work.
3. The Permittee shall notify property owners and residing tenants a minimum of 5 calendar days prior to any driveway closures during the performance of the work.
4. The notice shall provide the following information:
  - Permittee's Name:
  - Permittee's Contact Information:
  - Contractor's Name:
  - Contractor's Contact Information:
  - Description of the work being performed:  
*(Examples: Trenching, Electrical, Gas, Water, Sewer, Storm Drain, Street Improvements, Overhead Utility Work, Sidewalks, Curbs, Gutters, Pedestrian Ramp, Asphalt Paving, etc.)*
  - Work Hours and Workdays:
  - Start Date and End Date for the Permitted Work:
5. Should the work be delayed from the original schedule provided on the original notice, the Permittee shall re-notice the work area with updated project schedule and any other changes to the work.
6. The Permittee shall immediately notify the owner/operator of an underground or above ground utility facility upon discovering or causing damage including all breaks, leaks, nicks, dents, gouges, grooves, or other damage to subsurface installation lines, conduits, coatings, or cathodic protection.

#### **XV. PAINT AND PROTECTIVE COATINGS**

1. All surfaced to be field painted shall be prepared in accordance with the Society for Protective Coatings Standards, SP1, SP2 and SP3 unless otherwise approved by the City.
2. Protective measures shall be taken to protect existing improvements from material related to the surface preparation and painting of facilities in the right-of-way.

3. All items to be painted shall receive a coat of primer and 2 coats of paint in accordance with the paint manufacturers' requirements.
4. Anti-graffiti coatings shall be placed on all vertical concrete and masonry walls, veneer stone, stucco walls located in the right-of-way, to facilitate the removal of graffiti or other markings.

#### **XVI. PROTECTION AND RESTORATION OF EXISTING FACILITIES**

1. The Permittee shall be responsible for protecting all existing facilities from damage during the performance of the work and be responsible for their repair to the satisfaction of the City.
2. Prior to the start of work, the Permittee shall photo document the work area to demonstrate the pre-existing work condition for evaluation at the end of the work prior to permit final inspection.
3. The Permittee shall immediately restore any City facility damaged as part of the work and have all repairs completed within 60 calendar days of damage or notice by the City, and not at the end of the Permittee's planned work schedule.
4. The Permittee shall immediately provide notice to the City and private property owners of any damage related to the work and complete all repairs to the satisfaction of the City and the property owner.
5. Failure by Permittee to complete timely repairs to City or Private property may result in the Permit being revoked by the City as the sole discretion of the City Engineer.
6. No equipment, vehicles or trucks shall be parked on sidewalks, landscape areas or other non-vehicular areas to protect existing facilities from damage caused by tires, equipment or excessive loads.
7. All equipment, vehicles, and trucks used for the work shall be in compliance with the size, weight and loads pursuant to the State of California Department of Transportation "Caltrans" and California Vehicle Code. The Permittee shall be responsible for any damages to City facilities resulting from exceeding the size, and weight and loads for equipment, vehicles and trucks used for the work.
8. Scheduled asphalt concrete paving, slurry seal, concrete or storm drain work which has a forecasted rain event of 30 percent or greater shall be postponed preventing damage to the work and to prevent potential flooding or other hazards.
9. Any temporary survey markings, survey pins, or other devices used for survey control shall be removed at the end of the work. Any existing concrete facility with temporary survey pins or markers shall be repaired joint-to-joint to its original condition without any scribes, drill holes, pins or other markers.

#### **XVII. QUALITY CONTROL AND THIRD-PARTY TESTING**

1. The Permittee shall be responsible for ensuring quality control is made during the performance of the work, including survey control, location, line, grades, slope and alignment of the work to meet the Permit requirements, approved drawings. The Permittee should use licensed land surveyors to ensure facilities installed as part of the Permit are installed at the locations shown on the approved drawings, within the right-of-way or easements held by the Permittee, and not on private property.
2. The Permittee shall retain copies of all material tickets for the Permitted work and provide to the City's representative upon request to demonstrate compliance with the required materials used for the work.
3. The Permittee shall have a State of California licensed 3<sup>rd</sup> party geotechnical testing firm on site during all trench backfill, aggregate base and asphalt concrete paving operations to observe the

work being performed and to perform compaction testing. Compaction of trench backfill, aggregate base and asphalt concrete base shall meet or exceed the requirements stated in the Greenbook, latest edition and at a minimum, shall meet the relative compaction listed below unless higher compaction is required by the geotechnical testing firm:

Trench Backfill (Native soil):	90 Percent
Trench Backfill (Native soil, final 12-inches in streets):	95 Percent
Trench Backfill (Decomposed Granite)	95 Percent
Aggregate Base:	95 Percent
Asphalt Concrete:	95 Percent

4. Testing firm shall provide a certificate of insurance to the City providing Professional Liability (Errors and Omissions) coverage with a minimum coverage of \$2,000,000 per occurrence and \$5,000,000 aggregate. Policy shall name the City of Santee, its City Council, and each member thereof, its officers, employees and agents as Additional Insured under the policy. At all times during the performance of the work under the Permit and for 60 months following the date of the completion of work, the testing firm shall maintain Professional Liability insurance, in a form and with insurance companies accepted by the City, and in the amount indicated herein.
5. Compaction testing for asphalt concrete and aggregate bases shall be required on patches greater than 200 SF or a combined total of 200 SF of total daily asphalt patching and every 50 linear feet along trench lines. Trench bedding and backfill shall have compaction testing performed each working day with a minimum of 4 tests performed and every 50 linear along the trench at varying backfill lift locations to ensure the entire depth of trench bedding, pipe/conduit zone, and trench backfill has been compacted. Testing firms' observations shall be made to ensure pipe/conduit haunches are being compacted by the Permittee. Trench backfill shall be placed in lift thickness as approved by geotechnical testing firm, however, shall not be placed in lifts greater than 24 inches regardless of what type of equipment or mechanical means are used for the compaction work.
6. The testing firm shall provide written documentation of all testing to the City inspector within 1 week of the completion of work requiring compaction testing. Test reports shall provide the date, time, work performed, location, station, depth, material types observed or compacted, pipe haunch compaction methods, and the test results showing the required relative compaction, relative compaction achieved and moisture content. Trench bedding, trench backfill, aggregate base and asphalt concrete paving completed without the benefit of inspection and/or compaction testing is subject to removal. Failure to provide written documentation of trench backfill observation and compaction testing may subject the work to removal. Final compaction reports shall be submitted to the City via the City's inspection portal prior to finalizing the permit and acceptance of the work. Compaction testing results that do not meet or exceed the Greenbook, latest edition, shall be removed at the Permittee's expense.

## **XVIII. SAFETY**

1. The Permittee shall ensure a safe working site is provided during the performance of the work in accordance with all local, State and Federal requirements to ensure the protection of all workers during the performance of the work.
2. The Permittee shall ensure that Personal Protective Equipment (PPE) is provided for all workers in performance of the work including but not limited to; hard hats, safety vests, gloves, eye wear, protective footwear and other devices as required for the type of work being performed.
3. The Permittee shall ensure compliance with all safety requirements including but not limited to, confined space, fall protection, scaffolding, electrical, traffic control. hoisting and rigging, trench

shoring, equipment operation, hazardous material management and related construction safety practices during the performance of the work.

4. The Permittee shall perform regular safety inspections to maintain compliance and ensure worker safety including focuses on equipment safety, site conditions and adherence to safety protocols for the protection of workers.

## **XIX. STORM WATER POLLUTION PREVENTION AND BEST MANAGEMENT PRACTICES**

1. The Permittee shall ensure that best management practices (BMP's) are implemented to prevent pollution from entering the City's storm drain systems or waterways. BMP's shall be installed in accordance to the California Storm Water Best Management Practices Handbook, latest edition and/or the Caltrans BMP Factsheets. All sites 1 acre or larger shall comply with the State Construction General Permit and have a Storm Water Pollution Prevention Plan (SWPPP) prepared by a Qualified Storm Water Pollution Plan Developer (QSD).
2. All BMP's must be in place prior to the Permittee starting work and inspected during the work to ensure they are in working order. Upon completion of the work, the Permittee shall remove all BMP's, inspect the work area including storm drain inlets and catch basins, and be responsible for removing any material or debris accumulated from the work.
3. Permittee shall notify the City immediately upon any discharge to the City's storm drain system, drainage channel, creek, or the San Diego River by calling (619) 258-4100 x 167 during regular business hours or contact the Public Services Division 24-hour duty phone at (619) 666-4739 during non-business hours.

## **XX. STRIPING AND SIGNAGE**

1. All roadway striping, crosswalks, limit lines and pavement reflective markers damaged as a result of the work shall be replaced. This includes any striping damaged as a result of tracking of asphalt tack coats or asphalt concrete from trucking operations or repetitive hauls related to the work. At a minimum, striping replacement for all lane lines shall extend to a minimum of 50 feet from the limits of work. All stop bars and crosswalks shall be replaced to full lane width and all arrows and legends shall be fully replaced.
2. Permittee shall meet with City inspector to determine the limits of striping replacement prior to performing the striping work at least 2 working days in advance of the striping. Striping shall be replaced within 7-14 calendar days after asphalt work has been completed.
3. Striping materials shall match existing roadway striping. In most cases the striping material is extruded thermoplastic. Preformed thermoplastic striping that is adhesive or heat applied will not be accepted. Andy damaged raised pavement markers shall be replaced with all materials used in accordance to the City's Approved Materials List.
4. Any street signs or regulatory signs installed for the work or are damaged as a result of the work shall be installed on break-away signposts, per San Diego County Regional Standard Drawing M-45, with all materials used in accordance to the City's Approved Materials List. Street sign posts shall be installed 18-inches from the face of curb to provide clear space adjacent to traveled lanes.

## **XXI. SUBMITTALS**

1. The Permittee shall provide material submittals to the City for review and approval for all material used for the construction of, or restoration of City of Santee owned facilities. Submittals shall be provided to the City 7 calendar days prior to installation to provide adequate time for review and approval prior to the start of work.

2. Submittal items shall include but not be limited to; aggregate, aggregate bases, asphalt concrete, asphalt seal coats, tack coats, pavement reinforcement fabric, roadway striping, raised pavement markers, concrete, expansion joint fillers, reinforcing steel, manhole frames and covers, storm drain pipelines, precast concrete structures, inlet markers, pull boxes, electrical, landscape planting, landscape irrigation, street lighting and traffic signals.
3. Any materials installed for the restoration of City right-of-way or City owned property without prior review and approval and failing to meet the City's requirements may be subject to removal and replacement.
4. See City of Santee Approved Material List for pre-approved materials to be used in the City right-of-way.

## **XXII. SURVEY MONUMENTS AND PROPERTY MARKERS**

1. The Permittee is responsible for protecting and/or resetting all existing property markers which are damaged as a result of any work associated with this permit in accordance with Section 12.04.270 of the City of Santee Municipal Code (ord. 403 § 2, 2000). Replacement shall be done by a Licensed Land Surveyor or a Licensed Civil Engineer who may perform surveying.
2. Street Survey Monuments shall be constructed and repaired per the San Diego Regional Standard Drawing M-10A. Riser Ring adjustments by welding is not permitted.
3. A Corner Record shall be filed with the Office of the County Surveyor following restoration of the property marker, or street survey monument. One copy of the final filed Corner Record approval by the County Surveyor shall be provided to the City of Santee, Engineering Department for permanent records.

## **XXIII. TRAFFIC CONTROL**

1. All lane closures, sidewalk closures, driveway closures, pedestrian ramp closures, crosswalk closures and related traffic control devices shall be shown on the approved traffic control plans. No additional lane closures or other closures shall be permitted unless otherwise approved by the City.
2. Traffic control plans shall be submitted and approved by the City for all work in the right-of-way. All work shall conform to the California Manual on Uniform Traffic Control Devices.
3. All traffic control devices shall be in working order, visible and free of any graffiti or other markings.
4. All traffic control devices, including cones, delineators, signs, etc., shall be removed when they are no longer in use and shall not be stored within the right-of-way outside of working hours unless otherwise approved.
5. Type 1 barricades with amber colored flashing beacons shall be placed around the perimeter of all equipment, dumpsters, storage containers or other items when stored in the right-of-way as approved by the City.
6. A flagger with paddles shall be used at all times when a vehicle, truck or equipment used on the work protrudes into a traveled lane or walkway during the work.
7. Traffic control signs shall not be placed in such a manner to block bike lanes, sidewalks, or traveled lanes unless such facilities are closed to pedestrian and vehicular traffic as shown in the Traffic Control Plans.
8. Temporary tab pavement markers shall be used when traffic striping or reflective pavement markings are removed or damaged during the work. Markers shall be placed every 24-feet along lane lines and every 5-feet for limit lines or crosswalks. Yellow lane lines shall have 2-way type

markers and 2 markers placed side by side for double yellow lines. The Permittee shall inspect and replace missing or damaged temporary pavement on a regular basis until final striping markings has been completed.

9. The Permittee shall coordinate any work with traffic control that impacts bus stops with the Metropolitan Transit System (MTS) by calling (619) 557-4555.
10. The Permittee shall coordinate any work whose traffic control impacts trash services by contacting Waste Management by calling (619) 596-5100 to ensure trash services are maintained during the work.
11. The Permittee shall coordinate any work with traffic control that impacts ramps, traffic signals or other State-owned parcels or right-of-way with the California Department of Transportation (Caltrans) and relating to California State Routes SR 52, SR-125 and SR-67.

#### **XXIV. TRENCHING AND EXCAVATIONS**

1. The Permittee shall notify the Underground Service Alert (USA) of Southern California by dialing 811 or online at [www.digalert.org](http://www.digalert.org) a minimum of 2 working days in advance of any excavation. Excavations shall not begin until a response has been received from all known members within the delineated boundary.
2. The Permittee shall perform utility potholing to locate all identified underground utilities by hand digging or vacuum equipment to determine their location prior to excavating with heavy equipment or other machinery to protect underground utilities from damage.
3. The Permittee or any contractor performing excavations 5 feet or deeper which a person is required to descend shall have a Project Permit or Annual Permit from Cal/OSHA prior to the commencement of any trenching and excavation work.
4. All excavated areas shall be safe and secure for vehicle and pedestrian traffic. Trenches and excavations shall be properly shored to adequately support trench walls and any loadings applied by traffic loads or underground utility facilities.
5. All trench plates used for work on major streets, collector streets and any street with a speed limit of 35 mph or greater shall be recessed and non-skid type. Trench plates within 100 feet of a signalized intersection shall be recessed, non-skid type. Trench plates shall not exceed 50 feet in length along trench lines or exceed 5 calendar days in place unless otherwise approved by the City. Trench plates shall be pinned when the steel plates are not recessed or on sloped streets. Temporary cold mix asphalt concrete shall be used to provide a smooth transition from the street to the trench plate. Wood wedges and/or welded joints shall be used to keep the plates flush and from rattling resulting in excessive noise.
6. The Permittee shall provide 2 inch thick, compacted temporary cold mix asphalt concrete over trenches within all streets, driveways, sidewalks or walkways. Cold mix shall be placed flush with the street and shall be maintained by the Permittee until trench resurfacing has been completed. Additional cold mix may be required as directed by the City to maintain a smooth walking or driving surface. Additional cold mix asphalt concrete shall be placed within 24 hours of notice from the City.
7. Horizontal directional drilling or jack and boring work shall require a pre-boring field meeting 2 working days in advance of the work. The meeting shall outline the launch and receiving pits, the path of boring and planned boring depths to determine if any utilities, landscaping or irrigation may be encountered and to determine the restorations that will be required prior to work. The Permittee shall be responsible for all damages to existing facilities, utilities, and restorations to

landscaping and irrigation damaged as a result of all boring work.

8. Any trench excavation into sidewalk panels shall be temporarily restored at the end of each workday with temporary cold mix asphalt, 2 inches thick compacted to provide a firm, solid walking/driving surface. Any loose material shall be swept clean each working day or as required to maintain a clean site. Sidewalks are required to be replaced within 30 calendar days of removal. No open excavations are permitted on Saturday, Sunday or a City Holiday.
9. Cement slurry backfill shall only be placed in the right-of-way for the protection of underground conduits or pipelines facilities directly around or to a depth of 1-foot above an underground facility with all other trench backfill comprised of granular backfill materials or suitable soil. This requirement is to reduce the potential for blocking the natural transmission of ground waters, minor dissimilar settlement of trench and surrounding soils within the right of way resulting in long term reflective cracking of the trench line to City streets and unnecessary costs for trenching and excavations in City right of way in contact with cement slurry.
10. Cement slurry shall only be permitted for narrow trenches 6-inches or smaller in width. Cement slurry backfill shall not be placed in a manner to contact other underground facilities in City right-of-way unless otherwise approved by the City and utility owner.

## **XXV. TRENCH RESURFACING**

1. For residential streets, the limits of trench resurfacing shall be in accordance with the City's Standard Drawing PW-45 "Trench Resurfacing Areas Residential Street". Additional trench resurfacing requirements as identified herein shall also be adhered to.
2. For non-residential streets, the limits of trench resurfacing shall be extended to the nearest curb, gutter, lane line, bike lane line, or street centerline or beyond the limits of work as identified by the City to ensure asphalt joints are outside of vehicular and bicycle wheel traffic.
3. All trenches shall restore the streets to the nearest, curb, gutter, or lane line to ensure joints are not located in the wheel patch of vehicles or bicyclists.
4. Any work that requires trenching into City streets shall be resurfaced in accordance with the City's Standard Drawing No. PW-01 "Trench Resurfacing".
5. Narrow trenches less than 6 inches in width shall be resurfaced in accordance with the City's Standard Drawing PW-02 "Narrow Trench Resurfacing".
6. Patching of slot trenches for the replacement of concrete curb and gutters only, shall be resurfaced in accordance with the City's Standard Drawing PW-03 "Slot Trench Resurfacing".
7. Additional street resurfacing requirements may be required by the City for trenching into new streets or resurfaced streets within 5 years of resurfacing in accordance with the Santee Municipal Code Section 8.04.020, Trench Cut Moratorium.
8. In cases where the edge of trench is within 4 feet of any curb or gutter or existing trench, the trench shall be cold planned and resurfaced to the curb or gutter with surface course mix per the City of Santee Standard Drawings.
9. If the edge of trench resurfacing is within a bike lane, the trench resurfacing shall be extended to the full bike lane width to ensure asphalt concrete joints are outside of bicycle wheel traffic.
10. See "Asphalt Concrete" Section for further asphalt concrete paving requirements.

## **XXVI. UTILITY FACILITIES**

1. Underground utility hand holes or pull boxes shall not be placed within the existing sidewalks, future

sidewalk or driveway areas. For areas where the sidewalk encompasses the entire width of right-of-way, hand holes and pull boxes may be placed in the concrete sidewalk, however, must be located outside of the major path of travel as determined by the City. Utility facilities shall be installed flush matching the grade of the right-of-way to prevent any potential trip hazards or other hazards.

2. No underground or above ground facility shall be abandoned in place within the public right-of-way or within City owned properties. All facilities no longer in service shall be removed by the Permittee. Approval of the Encroachment Permit does not constitute approval by the City for the Permittee to abandon a facility in place if shown on the approved drawings. Abandonment of utilities are only permitted as part of a joint trench for a temporary basis until such time when both of the utility facilities are no longer in use, at such time the utility owners shall be responsible for their removal from the right-of-way.
3. Aboveground facilities should be located to provide a minimum of 18-inches clear horizontal space between the face of curb and the facility in compliance with the California Department of Transportation recommendations.
4. All underground facilities shall be installed not less than 18 inches below finish grade except for landscape irrigation lateral lines or sidewalk underdrains pipelines. Electrical facilities shall be installed at least 30 inches below finish grade.
5. Bollards or protection posts shall contain two, 3-inches tall retroreflective bands to provide visibility for pedestrians and motorists. Bollards shall be painted yellow when located in medians and painted white along street shoulders or sidewalk areas.
6. Underground facilities shall be installed with warning tape not less than 12 inches above the utility facility. Warning tape shall state the facility type and be colored in accordance with the American Public Work Association Uniform Color Code.
7. All underground facilities, pipelines or conduits to be installed in City right-of-way (if colored) shall have the facility colored in accordance with the American Public Works Association Uniform Color Code for universal use and understanding for the markings of subsurface facilities unless otherwise approved by the City. Facility types and colors are shown below:

<b>UTILITY TYPE</b>	<b>COLOR</b>
Communication Conduits	Orange or Grey
Electrical Conduits	Grey
Gas Lines	Yellow
Potable Water Lines	Blue
Potable Water Irrigation Lines	White
Recycled Water Lines	Purple
Sewer Line	Green
Drain Lines	Green or White

Black, grey or brown pipelines or conduit that contain a colored stripe in conformance with the American Public Works Association Uniform Color Code are permitted. Concrete storm drains or cement mortar lined water lines do not require coloring or colored markings as stated herein.

**XXVII. SPECIAL CONDITIONS**

The Permittee shall perform the following special conditions as required by the Director of Engineering as listed below:

1. (Special Conditions to be listed here or shown as “No special conditions required”.)