

UTILITY ENCROACHMENT PERMIT APPLICATION PACKAGE

TENAJA COMMUNITY SERVICES DISTRICT

32395-B CLINTON KEITH

SUITE 10

WILDOMAR, CA 92595

PHONE 951-678-9778

FAX 951-678-7655

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web site: www.tenajacsd.org

email: tenajacsd@earthlink.net

Last updated: May 2007

ENCROACHMENT PERMIT

TENAJA COMMUNITY SERVICES DISTRICT

What is an encroachment permit?

An encroachment permit is written permission to excavate or otherwise encroach within the right-of-way of roads maintained by the District.

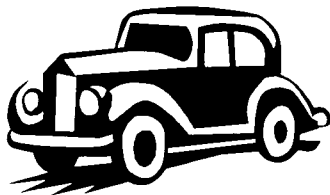
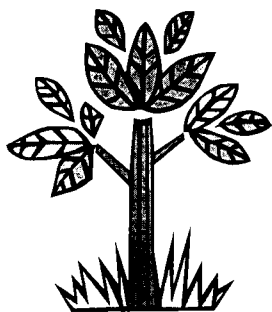
When are they needed?

Permits must be obtained for excavations, tree planting and removal, driveway installation, fence construction, placement of any structures, construction of street improvements and drainage facilities, or generally for any type of work conducted within the road right-of-way.

The intent of the Encroachment Permits is to help ensure consistent and fair management of the process of maintaining control of Tenaja Community Services District's roads/streets as defined in Ordinance #4.

What is the right-of-way?

The road right-of-way is the **full** width of land controlled by the District, upon which the traveled way is constructed, and which usually extends considerably beyond the edge of pavement (or traveled way) to the boundaries of the adjacent private properties. The right-of-ways usually appear on parcel or tract maps and are dedicated to Riverside County.



Right-of-Way

What is the purpose of an encroachment permit?

Encroachment permits provide a means of regulating incursions into public rights-of-way to safeguard the public interest and to enhance continuing safety and convenience for the traveling public.

What is the process for obtaining an encroachment permit?

An application describing the proposed work must be completed. Construction plans must accompany the application, together with a bond or other financial security to assure compliance with the terms of the permit. Application forms are available from the District office.

TCS D UTILITY ENCROACHMENT PERMIT INFORMATION

The Tenaja Community Services District issues all permits for work to be performed within District maintained rights-of-way. The following is intended, as an aid in obtaining the permits most often required:

ALL PERMITS require that the District be furnished with the following items.

1. District application signed by the owner of record.
2. Plans showing the proposed encroachment and location.
3. Assessor's Parcel Number.

Additionally the following information and fees are required. Please note that in all cases, fees MUST be paid and the permit issued prior to any construction.

FEES:

1. Permit Fee is \$300.00.
2. Inspection fees will be billed at actual Cost. A deposit of \$2500.00 must be submitted before work begins. Cost for inspection is \$55.00 per hour with a 4-hour min.
3. No work can be done in the right-of-way without District approval and /or inspection on job site. A **48-hour notice** is required before any work can be scheduled. Rescheduling due to lack of performance will be billed to application at a rate of \$220.00.
4. The District and/or the inspector must approve all Traffic control. The District may issue a stop order for Lack of Traffic control and safety measures.

CONTRACTOR REQUIREMENTS:

1. Contractor's Name, address, and License number (must be A, C-12, or C-34).
2. Contractor's Certificate of Insurance and 20-10-85 endorsement naming the District as "additional insured" in the following limits:
 - a) General Liability - \$1,000,000 minimum

PLANS & SERVICE INSTALLATION REQUIREMENTS:

1. Plans must be Submitted and comply with TCS D Ordinance No. 4 for approval, prior to commencement of any work.
2. Pavement shall be replaced with 3" AC on 6" of Class II base. Compaction must be 95%. A soil report must be submitted.
3. Trench under pavement and 1' extension on each side, shall be slurried with 1-sack mix to 9" below existing pavement.
4. Entire ditch including under paved area and 2' on each side of paved area, shall be compacted to 95%.
5. All striping, signage and pavement reflectors will be replaced.
6. All traffic control is the sole responsibility of utility or utility contractor putting in utilities.

NOTE: One permit may cover both electrical and telephone installations if joint trench is used.

TENAJA COMMUNITY SERVICES DISTRICT
32395-B Clinton Keith #10
Wildomar, CA 92595
(951) 678-9778

PERMIT APPLICATION

I hereby apply for a permit to construct the following:

(Utility)

Property Owners Name: _____

Mailing Address: _____

City, State, and Zip: _____

Daytime Phone Number _____ Other phone Number _____

Assessor's Parcel Number _____

I (We) agree to abide by all requirements set forth in my permit and this application, and I (We) agree to the following:

- Indemnify, defend and save the District, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any work undertaken under the permit granted pursuant to this application.
- Notify the District in writing at least 48 hours in advance of the time when work will be started, and upon completion of the work, immediately notify the District in writing of such completion.
- Inspection shall be made by TCSD for finish grade approval prior to placement of surfacing (if required).
- If TCSD is not notified, any work performed is subject to immediate removal at my expense, and my deposit will be forfeited.
- Remove or relocate an encroachment installed or maintained under this permit, upon written notice from the District.
- Accept full responsibility for complying with Federal, State, and County environmental laws receiving any necessary environmental clearances and/or permits, prior to commencing any work as authorized by this permit.
- To keep and maintain the entire area in a safe and serviceable condition in accordance with standards adopted from time to time by the Tenaja Community Service District. If, upon service of notice to perform, the Permittee fails to comply, the District may cause the maintenance to be performed at the Permittee's or their Successor(s) expense.

This Permit is subject to summary cancellation by the District if the permittee or their successor(s) fail to strictly comply with any term or condition hereof.

I (We) acknowledge receipt of a copy of this application and agree to said terms.

Property owner signature

Date

Property owner signature

Date

IMPORTANT NOTICE:

Just filling out the Permit Application and receiving a Clearance letter from the District does NOT imply you have an encroachment permit.

There are several items that must be submitted before the permit is issued.

I have read the permit application and acknowledge all requirements. I will not begin any work in the Right-of-way until actual permit is issued.

Signed

Dated

CHECK OFF LIST FOR UTILITY TRENCHES

ITEMS RECEIVED AND ATTACHED	RECEIVED YES X	INCOMPLETE PERMIT NOT VALID UNTIL COMPLETED
Application signed by owner of record		
Assessor's Parcel Number listed on application		
Compaction test/soils report (if slurry - compaction test not required)		
Deposit check \$2800.00 (Contractor may provide you with the necessary Bonding requirements)		
Contractors information and insurance documents- as required/Job location must be included on insurance documents		
Plans showing location nearest existing utility location, lot line, type of utility to assess (water, telephone, electric) and where utilities will be accessed from		
Trenching locations, including depth and any joint trenches		

Exhibit "B"

The undersigned acknowledges that if all the following items are not completed, the \$2,500.00 deposit will be forfeited.

_____ No Work will begin until Encroachment Permit is obtained.

_____ Construction per plan and profile attached to Encroachment permit

_____ 48 hour notice prior to Construction. Staff will give you a Personal Identification Number (PIN) to verify notice was received and authorized.

_____ Compaction report, test results must be submitted before final surfacing

_____ This driveway for this encroachment permit will be completed within 120 days of Certificate of Occupancy.

_____ Permit will expire after 180 days, no refunds will be given after 180 days.

_____ District must be notified 72 hours prior to blasting or dynamiting within the right-of-way areas.

Signed _____ Dated _____

Further Notice:

Should any corrective measures be needed during or after construction, the cost will deducted from the subject deposit. Corrective measures include but are not limited to mud removal, water flow lines being re-graded, sand bags, warning signage and extra inspections.

Signed: _____ Dated _____

ORDINANCE NO. 2
TENAJA COMMUNITY SERVICES DISTRICT

ORDINANCE OF THE TENAJA COMMUNITY SERVICES DISTRICT
EXERCISING AUTHORITY REQUIRING UNDERGROUNDING OF
ELECTRIC AND COMMUNICATIONS FACILITIES

THE BOARD OF DIRECTORS OF THE TENAJA COMMUNITY SERVICES DISTRICT
HEREBY ORDAINS AS FOLLOWS:

Section 1. Recitals.

a. Section 61060 of the Government Code provides that community services districts may exercise the power to require the undergrounding of existing overhead electric and communications facilities pursuant to Section 5896.1 et seq. of the California Streets and Highways code.

b. The Board of Directors hereby finds and determines that such existing overhead electric and communications facilities shall be placed underground. All new facilities will be underground unless specifically waived by the District.

c. Existing overhead and communication facilities in the Tenaja Community Services District that may converted to underground locations pursuant to the procedures set forth in Section 5896.1 et seq. of the California Street and Highways Code. All financial burdens concerning utility installations shall be borne by the property owners benefited.

Section 2. Utility Installations

a. Please reference Exhibit A.

This ordinance shall be effective thirty (30) days after its adoption.

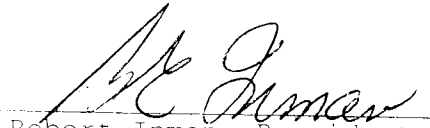
Passed, approved and adopted this 20th day of April, 2007, by the following vote, to wit:

Ayes: Directors: Inman, Earnhart and Linsley

Noes: Directors: None


Absent: Directors: Natale

Abstain: Directors: None


Robert Inman, President

(seal)

ATTEST:


Arlene J. Miller, Secretary

final