



ENCROACHMENT PERMIT APPLICATION

CITY OF MONTCLAIR ENGINEERING DIVISION

City of Montclair, 5111 Benito Street, P.O. Box 2308, Montclair, CA 91763
Engineering Division Office (909) 625-9442 Fax (909) 621-1584 www.cityofmontclair.org
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Note: If encroachment permit is granted, the City may revoke it at any time and all encroaching facilities shall be removed

Property
Owner
Information

Name: _____
Address: _____
Address City State Zip
Contact Info: _____
Phone Number Cell Phone Number Email Address

Type of
Encroachment

I would like to apply for an Encroachment Permit for the purpose of constructing in the City right-of-way.

Block Wall Fence Ornamental Iron Fence Combination Fence
 Signage Other (if other please describe) _____

Trees

Does the location of the encroachment have trees within six (6) feet?

Yes No

Existing
Sidewalk

Does the location of the encroachment have a sidewalk?

Yes No

Property Type

Corner Lot Property Interior Lot Property

Name of Applicant (Print)

Signature of Applicant

Date



City of Montclair Engineering Division Encroachment Permit General Information & Application Procedure

Within the residential and commercial areas of the City of Montclair, the property line is generally 5 to 15 feet (distance varies throughout the City) behind the curb face. The area between the sidewalk (or curb if no sidewalk exists) and the property line is part of the City right-of-way. The City of Montclair Engineering Division authorizes by issuance of an Encroachment Permit the placement of private infrastructure, including fences, on or in the City right-of-way.

1. The APPLICANT is required to submit an Encroachment Permit Application Form to the Engineering Division. A sketch or drawing of the property layout and encroachment location is required with the application. (Refer to attached sample encroachment property layout examples).
2. Generally, within two (2) business days after the receipt of a completed application, Engineering Division staff will visually inspect the property and determine if an Encroachment Permit can be issued. The APPLICANT does not have to be present for this inspection.

The purpose of the visual inspection is to verify existing conditions and to check for existing fire hydrants, water meters, streetlights, traffic signs, trees, junction boxes or other structures or obstructions requiring special conditions for the Encroachment Permit.

3. The APPLICANT will be notified by phone with the contact information provided in the application when the Encroachment Permit has been issued. Processed Encroachment Permits can be picked up at the Engineering Division front desk during regular City Hall business hours, 7 am through 5:30 pm Monday through Thursday.
4. The Encroachment Permit fee is \$35.00.

Note A: A Building Permit is required for all fences. Building Permits can be obtained from the City's Building Department during regular counter hours, 7 am to 9 am and 4 pm to 5:30 pm Monday through Thursday. An Encroachment Permit from the Engineering Division is required before a Building Permit can be issued.

Note B: Section 11.38.050 of the Montclair Municipal Code, administered by the Planning Division, regulates architectural, material, height and safety (corner cut off/sightline) requirements for fences, hedges and walls. All fences are required to meet the Section 11.38.050 requirements. Planning Department staff is available during regular counter hours, 7 am to 9 am and 4 pm to 5:30 pm Monday through Thursday, to help clarify any questions about this section of the Municipal Code. (Refer to the attached excerpt of section 11.38.050 of the Montclair Municipal Code for specific conditions).



CONSTRUCTION PERMIT APPLICATION

CITY OF MONTCLAIR ENGINEERING DIVISION

General Requirements	<ul style="list-style-type: none"> • A State of California "Class A Contractors License" is required for all work in the City right-of-way (street curb to street curb); • A minimum of two million dollars per occurrence is the minimum acceptable amount of liability insurance coverage for any work in the City right-of-way (street curb to street curb); • All work shall be done in accordance with City of Montclair Specifications and Standards (which may be obtained from the City website at www.ci.montclair.ca.us or from the Engineering Division); • Underground Service Alert of Southern California shall be notified no less than 48-hours in advance of any digging, toll free at 1-800-227-2600; • A CAL OSHA Excavation Permit is required for any work that requires an excavation; • A City of Montclair Business License is required for all Contractors and Subcontractors; • Submit a list of Subcontractors to this application (if applicable); • Adhere to any conditions listed within the Construction Permit.
Insurance Requirements	<ul style="list-style-type: none"> • A CERTIFICATE OF INSURANCE is required with this Construction Permit application. • The general liability insurance shall name the City of Montclair as an additional insured, and there must be a "30 day written cancellation clause". The name of the certificate of insurance holder must be identical to the name of the permit applicant. This general liability insurance policy must include: <ul style="list-style-type: none"> • Public Liability-Bodily Injury (non-auto) \$1,000,000 each person; \$2,000,000 each accident; • Public Liability-Property Damage (non-auto) \$500,000 each accident; \$1,000,000 aggregate; • Contractor's Protective-Bodily Injury \$1,000,000 each person; \$2,000,000 each accident; • Contractor's Protective-Property Damage \$500,000 each accident; \$1,000,000 aggregate; • Automobile-Bodily Injury \$1,000,000 each person; \$2,000,000 each accident; • Automobile-Property Damage \$500,000 each accident. • A copy of Certificate of Workers' Compensation insurance as required by the State of California.
Traffic Control Requirements	<ul style="list-style-type: none"> • A TRAFFIC CONTROL PLAN with a completed STREET LANE / CLOSURE APPLICATION & PERMIT is required with this Construction Permit application (if applicable). Any and all work that is done in the City right-of-way (street curb to street curb) requires a Traffic Control Plan approved by the City. • All work in the City right-of-way requiring a Traffic Control Plan must be done in accordance with the most recent edition of the Work Area Traffic Control Handbook (WATCH) published by BNI, P.O. Box 3031, Terminal Annex, Los Angeles, CA 90051.
NPDES Requirements	<ul style="list-style-type: none"> • Work within City right-of-way shall be conducted in compliance with all applicable requirements of the National Pollution Discharge Elimination System (NPDES) and Section 9.24 of the Montclair Municipal Code (related to the City Storm Drain System). For more information contact the City's NPDES Coordinator at (909) 625-9470.
Permit Application Instructions	<ul style="list-style-type: none"> • Completed Construction Permit applications and the associated documentation may be dropped off in person or mailed to the Engineering Division at the City of Montclair at 5111 Benito Street, P.O. Box 2308, Montclair, CA 91763 or alternatively, may be faxed to (909) 621-1584 to the attention of the ENGINEERING DIVISION PERMIT PROCESSING. Engineering Division counter hours are 7 a.m. to 6 p.m. Monday through Thursday.
Permit Processing Time	<ul style="list-style-type: none"> • Allow a minimum of ten (10) full working days for permit processing. The applicant will be contacted (at the contact number provided) when the Construction Permit has been issued and is ready to be picked up at the Engineering Division counter.
Applicable Fees	<ul style="list-style-type: none"> • Refer to the Engineering Division's Fee Schedule for the Construction Permit fee and the associated Inspection fee (which may be obtained from the City website at www.ci.montclair.ca.us or from the Engineering Division).

I, the applicant, have read and do understand all of the above conditions:

Name of Applicant (Print)

Signature of Applicant

Date



CONSTRUCTION PERMIT APPLICATION

CITY OF MONTCLAIR ENGINEERING DIVISION

City of Montclair 5111 Benito Street, P.O. Box 2308, Montclair, CA 91763
Engineering Division Office (909) 625-9440 Fax (909) 621-1584 www.ci.montclair.ca.us

Location of Work

Job Address: _____
Address (and/or Tract Number or Cross Streets)

Right-of-way work in the street and/or Right-of-way work in the parkway including sidewalk

Type of Work Within The Right-of-Way Proposed*

*check all that apply

- | | | | | |
|--|---|--|--|------------------------------------|
| <input type="checkbox"/> Street Improvements | <input type="checkbox"/> Drive Approach | <input type="checkbox"/> Grading | <input type="checkbox"/> Cable TV | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Sewer Connection | <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Edison | <input type="checkbox"/> Water | <input type="checkbox"/> Striping |
| <input type="checkbox"/> Sewer Improvements | <input type="checkbox"/> Curb Only | <input type="checkbox"/> Verizon | <input type="checkbox"/> Other Utilities | <input type="checkbox"/> Trenching |
| <input type="checkbox"/> Drainage Improvements | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Other (if other, please describe) | | |

Description of Work

Job Cost

Job Cost: _____ (include a construction cost estimate / breakdown for large jobs)

Applicant

Contractor Developer Property Owner / Utility Company

Property Owner/Utility Company Information

Name/Comp.: _____

Address: _____
Address City State Zip

Contact Info: _____
Home/Business Phone Number Cell Phone Number Email Address

Contractor Information

Company: _____

Address: _____
Address City State Zip

Contact Info: _____
Business Phone Number Cell Phone Number Email Address

State Contractors License Number: _____

City Business License Number: _____

Other Application Requirements

- Include with your Application a copy of your Insurance Certificate (Required).
- Include with your Application a sketch of the work to be done or City-approved improvement plans.
- Include with your Application a site and job specific Traffic Control Plan (if applicable).
- Include with your Application a completed Street/Lane Closure Application and Permit (if applicable).
- Include with your Application a copy of your CalOSHA Excavation Permit (if applicable).
- Include with your Application a copy of an approved erosion and sediment control plan (if applicable).
- If a Water Quality Management Plan has been approved for this project, attach a copy of the cover sheet.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



STREET/LANE CLOSURE APPLICATION & PERMIT

CITY OF MONTCLAIR ENGINEERING DIVISION

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Attach Traffic Control Plan to this Street/Lane Closure Application & Permit (Required).

Traffic Control Requirements

A site and job specific TRAFFIC CONTROL PLAN is required with this STREET/LANE CLOSURE APPLICATION & PERMIT. All work that is done in the City right-of-way (street curb to street curb) requires a Traffic Control Plan and this Street/Lane Closure Application & Permit approved by the City.

All work in the City right-of-way requiring a Traffic Control Plan and Street/Lane Closure Application & Permit must be done in accordance with the most recent edition of the Manual Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration (FHWA).

Applicant

Type: Contractor Developer Other

Name: _____

Address: _____
Address City State Zip

Contact Info: _____
Phone Number Cell Phone Number Email Address

Date and Time of Street or Lane Closure

Proposed Dates: _____
Start Date Completion Date

Proposed Hours: _____ Duration: _____

Description of Work: _____

Requested Street or Lane Closures

No. 1

Street Type: 2-Lane Street Multi-Lane Street

Closure Requested: Full Street One Lane Multi-Lane

Closure Time Requested: Daytime Only Overnight Only Full Day and Night

Direction: North South East West

Street: _____

Between: _____
Cross Street and Cross Street

No. 2

Street Type: 2-Lane Street Multi-Lane Street

Closure Requested: Full Street One Lane Multi-Lane

Closure Time Requested: Daytime Only Overnight Only Full Day and Night

Direction: North South East West

Street: _____

Between: _____
Cross Street and Cross Street



STREET/LANE CLOSURE APPLICATION & PERMIT

CITY OF MONTCLAIR ENGINEERING DIVISION

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Emergency
Contacts
(24 Hour)

<p>No. 1</p> <p>Name: _____</p> <p>Address: _____ <i>Address City State Zip</i></p> <p>Contact Info: _____ <i>Phone Number Cell Phone Number Email Address</i></p>
<p>No. 2</p> <p>Name: _____</p> <p>Address: _____ <i>Address City State Zip</i></p> <p>Contact Info: _____ <i>Phone Number Cell Phone Number Email Address</i></p>

General
Conditions

- The Permittee shall maintain a safe path of travel for motorists and pedestrians at all times.
- City streets shall not be closed or vehicular and/or pedestrian traffic thereon restricted in any way without an approved Traffic Control Plan and a Street/Lane Closure Permit Application & Permit, a copy of which shall be kept at the work site by the Permittee and presented to City staff upon request.
- The Permittee is responsible for replacing striping, legends, signs, or any other existing devices belonging to the City of Montclair which are by any means damaged or rendered ineffective. Replacement shall be per City Standards.
- Except for emergency situations, no work shall encroach into the travel lane of any street before 9:00 a.m. or after 4:00 p.m. or a time to be determined by the City of Montclair on a site by site basis.
- The Permittee shall clean the right-of-way and street at end of each working shift as needed.
- The Permittee shall remove all utility paint markings (USA marks) from asphalt and concrete at end of job.

Traffic Control
Requirements

- The Permittee is responsible for providing proper and continuous traffic control.
- All traffic control shall be in compliance with the current edition of the Manual Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration (FHWA).
- Must have an approved Traffic Control Plan and hauling route.
- A battery-powered flashing arrow board and two (2) advanced warning signs are required when closing a lane, per Manual on Uniform Traffic Control Devices (MUTCD) and City Standards. Flaggers are to be used if requested by City personnel.
- On divided highways, supplemental advance warning signs shall be placed on the divider.
- Where traffic is diverted to the left of an existing double yellow centerline, into a painted median, or into a left turn lane, delineators shall be utilized beyond the work area to return traffic to normal lanes.
- Temporary striping will be required under the following conditions:
 1. Where traffic is to be diverted to the left of an existing double yellow centerline for two or more consecutive nights.
 2. When the work area is adjacent to an intersection and results in a transition within the intersection.
 3. When the traffic lane is continuously obstructed for more than one week on any street that has two or more lanes in a single direction.
 4. In any other unusual situations where traffic and physical conditions, such as speed or restricted visibility, require special treatment.
- Failure to comply and maintain required construction signing, delineation, and barricading will result in an order to immediately cease all work and remove equipment from the public street.



STREET/LANE CLOSURE APPLICATION & PERMIT

CITY OF MONTCLAIR ENGINEERING DIVISION

Minimum Recommended Delineator and Sign Placement Spacing					
	Posted Traffic Speed	Taper Length (Each Lane)	Delineator Spacing		Sign Spacing (Advance of Taper & Between Signs)
			(Transitions)	(Tangent)	
Traffic Control Devices	25 MPH	150 FT	25 FT	50 FT	150 FT
	30 MPH	200 FT	30 FT	60 FT	200 FT
	35 MPH	250 FT	35 FT	70 FT	250 FT
	40 MPH	350 FT	40 FT	80 FT	350 FT
	45 MPH	550 FT	45 FT	90 FT	550 FT
	50 MPH	600 FT	50 FT	100 FT	600 FT
	55 MPH	700 FT	50 FT	100 FT	700 FT

Flagger Control

- Competent and Certified Flaggers are required:
 1. Where work or equipment intermittently block a traffic lane.
 2. Where two directions of traffic will be using one lane (one flagger is required for each direction of traffic).
 3. Where the absence of a flagger would create an undesirable situation for the public and/or workers.

Permittee Notification Requirements

- The Permittee shall post signs giving advanced notification of any street or lane/closure as requested by the City.
 1. For full street closures, advanced notice signs shall be placed a minimum of seven (7) days in advance of full closure.
 2. For partial closures, signs shall be placed a minimum of three (3) days in advance of partial closure.
- When permitted operations require restricted parking, the Permittee shall notify the Public Works Inspector for approval. Temporary "No Parking" signs require 72 hour advance posting for legal enforcement. Once the signs are installed, the Permittee shall notify the Public Works Inspector.

Pedestrian Traffic

- Where sidewalks are closed by construction, an alternative walkway shall be provided, preferably within the parkway if available. Where it is necessary to divert pedestrians into the parking lane of a street, barricading or delineation shall be provided to separate the pedestrian walkway from the adjacent traffic lane. At no time shall pedestrians be diverted into a portion of the street used for vehicular traffic.
- At locations where adjacent alternate walkways cannot be provided, the Permittee shall place appropriate signing and delineation directing pedestrians to the nearest and safest path of travel including street crossings.

Trenching Requirements

- Underground Service Alert of Southern California shall be notified no less than 48 hours in advance of any digging.
- Place "STEEL PLATES AHEAD" signs and maintain as needed.
- Plate bridging shall be non-skid and secured against movement and shall be installed to operate with minimum noise. Plates shall be recessed to the elevation of the contiguous pavement.

City Contacts:

Public Works Inspector Tel: (909) 625-9442 Fax: (909) 621-1584	Engineering Division Office Tel: (909) 625-9440 Fax: (909) 621-1584
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Extensions due to Change Conditions

- At the request of the Permittee due to unforeseen change conditions at the worksite, a Street/Lane Closure Application & Permit may be extended at the discretion of the Public Works Inspector. If approval for an extension is not granted, the Permittee must reapply with a revised Street/Lane Closure Application & Permit.

Traffic Control Plan Review

- Allow a minimum of ten (10) full working days for permit processing. The applicant will be contacted (at the contact number provided) when the Traffic Control Plan and Street/Lane Closure Permit has been approved by the City and issued. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**



STREET/LANE CLOSURE APPLICATION & PERMIT CITY OF MONTCLAIR ENGINEERING DIVISION

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The PERMITTEE shall defend, indemnify and save harmless THE CITY OF MONTCLAIR, its elected and appointed officials, officers, agents and employees from all liability from loss, damage, or injury to persons or property, including the payment by PERMITTEE of any and all legal costs and attorneys' fees, in any manner arising out of any negligent or intentional or willful acts or omissions of PERMITTEE in the performance of work permitted in this Construction Permit or any claim that PERMITTEE'S employees or agents are considered to be employees of THE CITY OF MONTCLAIR and/or entitled to any employee benefits from THE CITY OF MONTCLAIR, including but not limited to those available under CalPERS/PERL, including, but not limited to, all consequential damages to the maximum extent permitted by law.

I, the applicant, have read and do understand all of the above conditions:

_____ Name of Applicant (Print) _____ Signature of Applicant _____ Date

OFFICE USE ONLY

Special Permit Conditions: _____

Advance Notification Required: Not Required 3 Days Notice 7 Days Notice

Construction Permit Number: _____

Traffic Control Plan and Street/Lane Application & Permit Approved By: _____ Date: _____

Street/Lane Closure Permit Extension (if Applicable)

Date Permit Extension Requested: _____ Permit Extension Granted: Yes No

Permit Extension Provisions: _____

Permit Extension Approved By: _____ Date: _____

Traffic Street/Lane Closure Agency Notification List:	Montclair Engineering Div. 5111 Benito Street Montclair, CA 91763 Inspections (909) 625-9442 Fax (909) 621-1584	Montclair Public Works 10835 Monte Vista Avenue Montclair, CA 91763 Tel: (909) 625-9480 Fax: (909) 621-1584 Attn: Yard	Montclair Police Dept. 4870 Arrow Highway Montclair, CA 91763 Dispatch (909) 621-4771 Fax (909) 621-4413
	Montclair Fire Dept. 8901 Monte Vista Avenue Montclair, CA 91763 Tel: (909) 626-1217 Fax (909) 621-5261	Omnitrans 4748 Arrow Highway Montclair, CA 91763 Tel: (909) 624-7080 Fax: (909) 625-6583	American Medical Response 7925 Center Avenue Rancho Cucamonga, CA 91730 Tel: (909) 948-1714 Fax: (909) 945-5183
	Ontario - Montclair School District 1442B Bon View Avenue Ontario, CA 91761 Tel: (909) 459-2507 Transportation Fax: (909) 930-6771	Chaffey Joint Union H.S District 211 West Fifth Street Ontario, CA 91762 Transportation: (909) 988-8511 Fax: (909) 937-2513	Foothill Transit 100 S. Vincent Ave. Ste. 200 West Covina, CA 91790 Tel: (800) 743-3463 Fax: (626) 967-4608