

# Requirements for Traffic Control Encroachment Permit (**1-2** days of work)



Encroachment permit required per City Municipal Code:

14.08.020 Excavations, fills, obstructions.

No person shall permanently or temporarily encroach upon, block, or otherwise interfere with the intended use of a highway, or dig up, pile up, remove or break the earth, soil, stone, pavement or other surface of, or otherwise cause to be made any excavation, or construct, place upon, maintain or leave any material or any obstruction or impediment to travel in or upon a highway, or install or maintain or cause to be installed or maintained any tank, pipe, conduit, duct, tunnel, sign or any other installation of any nature, across, upon, in or under any highway unless he or she shall have first obtained an encroachment permit to do so. (Ord. 249 § 14, 2013)

To apply for permit:

1. Completed encroachment permit application
2. Insurance certificate and endorsement (two pages)
  - a. See attached City insurance coverage requirements
3. Traffic control diagram
  - a. OK to use 2019 WATCH (Work Area Traffic Control Handbook) for right lane, bike lane, sidewalk closures (**submit diagram w/application**)
4. **Permit fee will be determined after review is complete**
  - a. Payment must be check, **cash or credit cards**
5. Google map indicating work area
  - a. Circle or highlight work area on map

Email permit application and documents to [pwpermits@lakeforestca.gov](mailto:pwpermits@lakeforestca.gov) or drop off at 1<sup>st</sup> floor Public Works counter at Lake Forest City Hall **100 Civic Center Drive Lake Forest, Ca. 92630**

Encroachment permits are not issued over the counter. **Please allow 5-10 business days for processing.**

**ENCROACHMENT PERMIT**

City of Lake Forest/Department of Public Works  
 100 Civic Center Drive  
 Lake Forest, California 92630  
 (949) 461-3487 Fax: (949) 461-3512  
 Email permit requests to:  
 pwppermits@lakeforestca.gov



PERMIT NO.: \_\_\_\_\_

ISSUE DATE.: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**APPLICATION FOR WORK IN THE PUBLIC RIGHT OF WAY  
 TO EXCAVATE, FILL, OBSTRUCT, OR CONSTRUCT ON PUBLIC PROPERTY AND AGREEMENT TO HOLD THE CITY OF LAKE  
 FOREST HARMLESS**

Work Location: \_\_\_\_\_ Development No./Project: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_ Address of Applicant: \_\_\_\_\_  
 Name of Contractor: \_\_\_\_\_ Contractor's Phone: \_\_\_\_\_  
 Address of Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 \_\_\_\_\_ Contractor's License: \_\_\_\_\_

**APPLICATION IS HEREBY MADE TO PERFORM THE FOLLOWING WORK**

TYPE OF WORK (check applicable):	Excavation	Sidewalk/Driveway Replacement	Paving	Other
	Traffic Control/Lane Closure	Storm Drain Entry	Stockpile/Storage	
REQUIRED SUBMITTALS:	Insurance Certificate and Endorsements (both general liability and workers comp)		2 sets of Approved Plan	

Work Scheduled to Begin: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Title of Approved Plan: \_\_\_\_\_

Indicate In Specific Detail Work To Be Done:


*I AGREE TO COMPLY WITH THE STANDARD CONDITIONS AND/OR SPECIAL PROVISIONS ATTACHED TO THIS APPLICATION AND WITH ALL CITY ORDINANCES, RESOLUTIONS, STANDARDS AND SPECIFICATIONS CURRENTLY IN FORCE, AND TO PAY FOR REMOVAL AND PROPER PLACEMENT OF ANY ITEM INSTALLED UNDER THIS PERMIT WHICH DOES NOT COMPLY WITH THE ABOVE. IN ADDITION, I AGREE TO PAY FOR THE REPAIR AND/OR REPLACEMENT OF ANY CITY FACILITY OR IMPROVEMENT WHICH MAY BE CUT OR DAMAGED AS A RESULT OF ANY WORK UNDERTAKEN PURSUANT TO THIS PERMIT.*

**\*\*NOTIFY PUBLIC WORKS INSPECTOR 48 HOURS PRIOR TO BEGINNING WORK AT (949) 461-3494\*\***

**\*\*UNDERGROUND SERVICE ALERT (Call 811) has been contacted and has provided Inquiry ID Number \_\_\_\_\_**

Applicant (Print Name) \_\_\_\_\_

Phone Number \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_

Department of Public Works/Engineering Division

Date

<b>PERMIT FEES</b>	<b>INSPECTION RECORD</b>
Issuance Fee:	I certify that the work allowed in the public right-of-way has been constructed according to the conditions, specifications and plans of this permit and I hereby accept the work in this manner.
Inspection Fee:	
Deposit	
PENALTY:	
<b>TOTAL:</b>	Inspector's Signature: _____
CASH CHECK #:	Date: _____
<b>BOND INFORMATION</b>	
Surety Type & No. :	Comments:
Surety Amount:	

Copies to:     City File                       Finance                       Permittee                       Inspector

# CITY OF LAKE FOREST

## INSURANCE REQUIREMENTS

When performing work within the City right-of-way, permittee shall provide the City with verification of combined single limit insurance with a minimum amount of one million dollars (\$1,000,000.00) for public liability and property damage from an insurance company satisfactory to the City. The insurance certificate shall name the City of Lake Forest as additional insured along with the permittee. The insurance certificate must contain a clause requiring the insurance company to give the City thirty (30) days written notice prior to any change in insurance coverage. Property coverage shall contain a standard subrogation clause. Evidence of workers' compensation insurance must also be given.

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1. The certificate holder shall be the City of Lake Forest, 100 Civic Center Drive, Lake Forest, California 92630.
2. Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

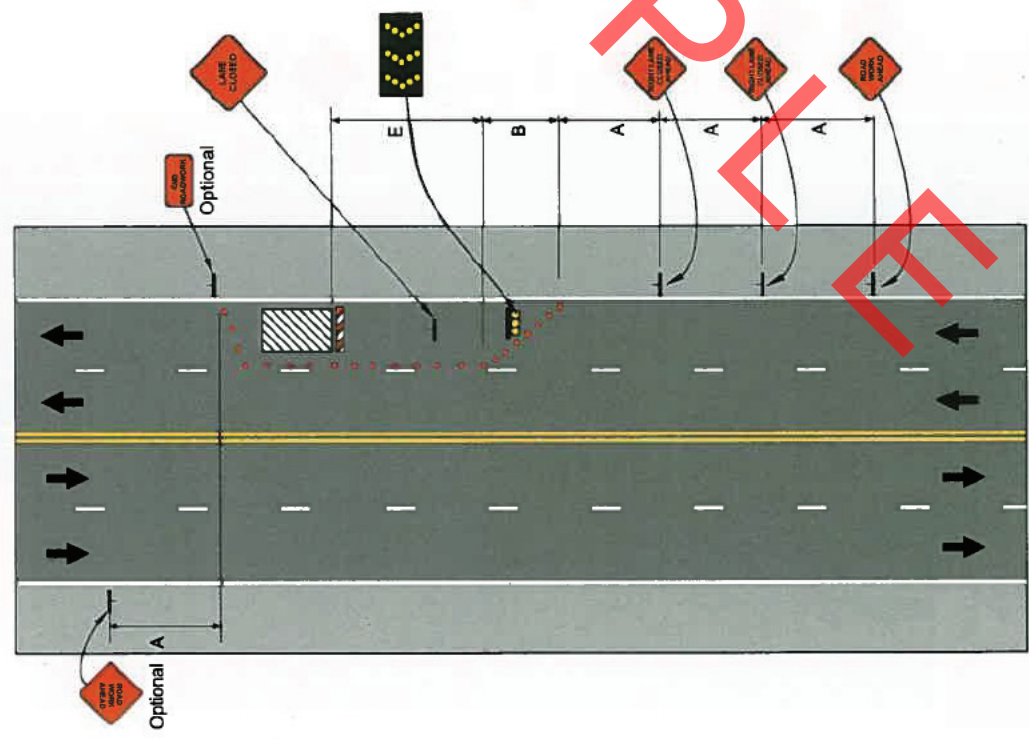
Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

3. Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.
4. The certificate shall show the expiration date of the policy. Words such as "until cancelled" are acceptable.
5. The certificate may be an exact copy or duplicate. However, it must be originally "wet" signed by the insurance agency. Faxed copies are acceptable directly from the insurance company, but originals must be received within three (3) days.
6. The certificate shall include a valid policy of workers' compensation insurance in a form approved by the Insurance Commissioner, or, workers' compensation may be submitted on a separate form.
7. If the permittee does not employ persons directly, it is acceptable to execute a waiver form.

Should any further clarification be necessary, please contact the City of Lake Forest at (949) 461-3480.

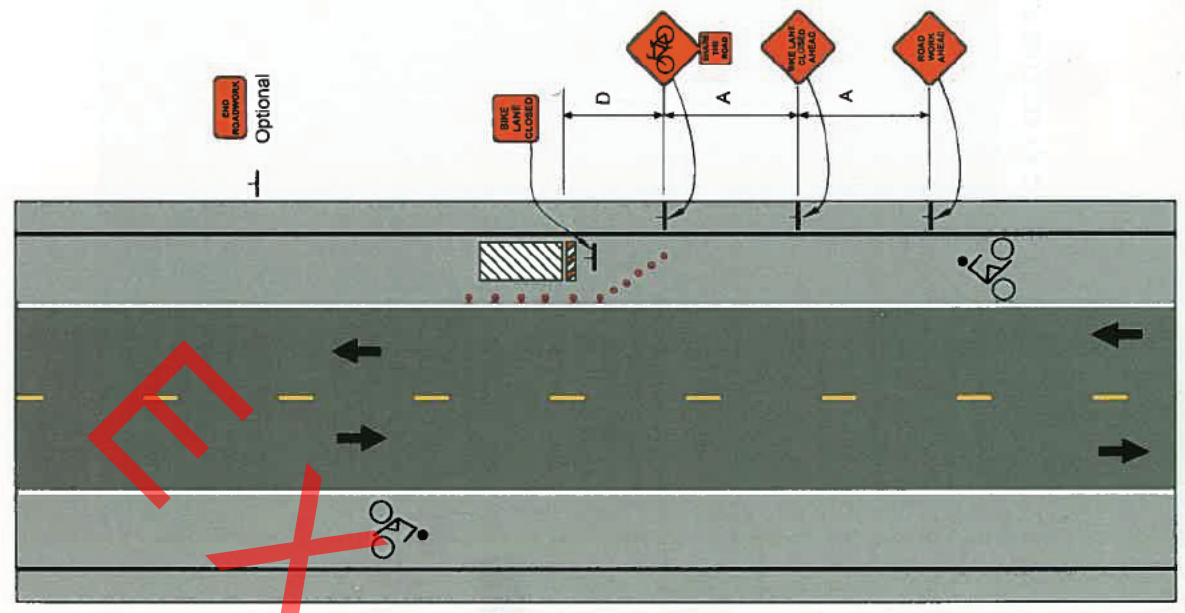
**FAX: (949) 461-3511**

### Mid Block Right Lane Closure



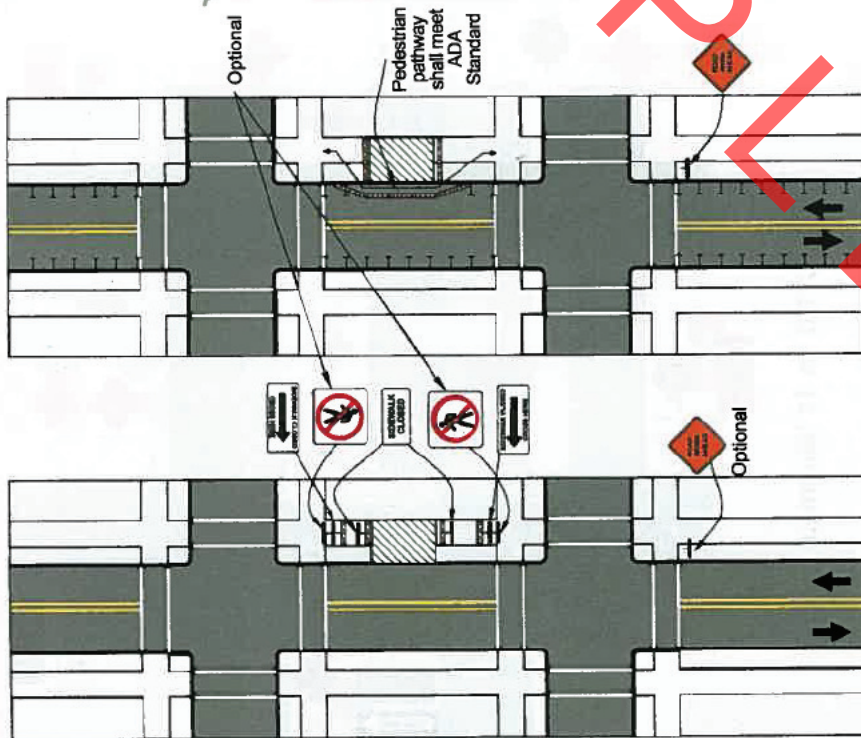
NOT TO SCALE

### Mid Block Bike Lane Closure



NOT TO SCALE

Sidewalk Detour or Diversion



NOT TO SCALE

NOT TO SCALE

MINIMUM RECOMMENDED CHANNELIZING DEVICE AND SIGN SPACING (1)

DIMENSION A SIGN SPACING (2)	DIMENSION B MINIMUM MERGING TAPER L	DIMENSION C MINIMUM SHIFTING TAPER 1/2 L	DIMENSION D MINIMUM SHOULDER TAPER 1/3 L	DIMENSION E BUFFER SPACE (3)	MAXIMUM CHANNELIZER SPACING (4)	MAXIMUM CHANNELIZER SPACING TANGENT (5)
25	100	125	63	42	25	↑
30	250	180	90	60	30	↑
35	250	245	123	82	35	↑
40	250	320	160	107	40	↑
45	350	540	270	180	45	↑
50	350	600	300	200	50	↑
55	500	660	330	220	50	↑
60	500	720	360	240	50	↑
65 (1)	500	780	390	260	50	↑

(1) Work on Freeways and Expressways with speeds of 65 mph or greater shall meet the Standard Plans and Standard Specifications of Caltrans.  
 (2) Posted Speed or observed operating speed (whichever is greater).  
 (3) Channelizer spacing shall be reduced in half at areas where work is taking place, on curves, or areas of head-on conflict.  
 (4) Buffer space may be inserted in low speed urban areas and should be inserted in high speed urban and rural areas.  
 (5) Sign spacing in rural areas should be 500 ft.