



Department of Public Works

City of Newman

Encroachment Permit

- ☐ Paid (Attach Receipt)
- ☐ Exempt
- ☐ TRAFFIC CONTROL REQUIRED
(Contact Emergency Services)

P.O. Box 787 ♦ 938 Fresno Street ♦ Newman, CA, 95360

www.cityofnewman.gov

Phone/ (209) 862-3725 Fax/ (209) 862-3199

APPLICATION

Please Note: (Please allow three (3) working days to process this application. Upon City approval, you will have the right to perform work in the city right-of-way.)

Application Date: _____ **Permit No:** _____ **Expiration Date:** _____

Description of work to be performed: _____

Permit Purpose: ☐ **Install** ☐ **Repair** ☐ **Replace** ☐ **Abandon**
Permit Type: ☐ Curb Cut/ Excavation/ Trenching ☐ Sewer Connection ☐ Tree Work
 ☐ Driveway Approach ☐ Street Cut/ Excavation/ Trenching ☐ Install Monitoring Well
 ☐ Street Painting ☐ Water Connection
 ☐ Additional Inspections
 ☐ Other: _____

Work scheduled to begin on: _____ **and completed by:** _____

Job Location / Address: _____

PROPERTY OWNER'S INFORMATION

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Mailing Address if different from above: _____

Business Name: _____ **Phone:** _____

Contact: _____ **Email:** _____

Address: _____

Mailing Address if different from above: _____

State Contractor's License No.: _____ **Class:** _____ **Exp. Date:** _____

Workers Comp. Policy No.: _____ **Carrier:** _____

City Business License No.: _____

CONTRACTOR'S INFORMATION

NOTES: _____

Outcome _____ **By:** _____ **Date:** _____

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APPLICANT'S AGREEMENT
(PLEASE REVIEW AND SIGN BELOW)

The contractor is required to submit to the City a certificate of liability insurance with at least \$1,000,000 in coverage (per occurrence) and an Endorsement to your policy naming the City of Newman (including its officers, agents, and employees) as additional insured. An ISO Form CG2010 is **REQUIRED** along with the certificate. In addition to the insurance requirement, the contract must post a bond with the City of Newman if monitoring wells are being installed in the City right-of-way. The bonds must be valid for the monitoring wells are in service.

The applicant shall prepare traffic control plans and follow traffic control procedures in accordance with Caltrans Manual for projects, which require work in public right-of-ways.

The applicant further agrees that he or she shall take all necessary safety precautions reasonably required in performing any work pursuant to any permit granted by the City of Newman, and specifically agrees to comply with any and all safety standards and rules that have been established by the State of California or the Federal Government.

The applicant further agrees that in consideration of the granting of any permit issued pursuant to this application that he shall indemnify and hold the City of Newman harmless from any and all liability for damages resulting from the negligence of the applicant, its agents, employees, subcontractors, or assigns, including damages, fees of attorneys, and other expenses which the City of Newman may sustain or incur as a consequence of the negligence of the applicant, its agents, employees, subcontractors or assigns.

This permit is only valid for the party named above for the specific scope of work listed above. Applicant must contact the Newman Building Department at (209) 862-1506 to obtain the appropriate permits(s) for any work on private property. This permit is valid for 30 days from the date of Public Works Approval. Work may not commence until all conditions of approval have been satisfied.

Inspections by Public Works staff will be billed at the corresponding fee per inspection and require a 24-hour notice. The cost for inspections by the City's Engineer will be billed to the applicant and require a 48-hour notice. **Any jobs that encroach on a city street, including partial blockage or closure of streets, will require a traffic control plan and a designated date work will begin.**

***Please note: Due to Phase II storm water regulations, all contractors are required to supply wash out stations for cement or gunite materials being used at all job sites.**

A pre-inspection walk thru may be scheduled with the contractor and the Public Works Inspector prior to work beginning.

Should you have any questions, contact Public Works at (209) 862-4448.

Signature

Date

Signature of Contractor

Date



**Encroachment
Permit**

TO BE COMPLETED BY CITY PERSONNEL

CONDITIONS OF CITY APPROVAL

1. Call Underground Service Alert (U.S.A.) @ 1-800-642-2444 at least 48 hours **BEFORE** digging in City right-of-way.
2. Shoring is required for trenches 5 ft. or deeper.
3. All work, including Compaction, shall be completed to City standards.
4. Any damage to public or private property or any damage to facilities in public right-of-way is the responsibility of the contractor to correct.
5. If the scope of work results in any significant impact to existing homes or businesses, the contractor may be required to pass out fliers to that effect.
6. A Pre-Construction meeting may be needed as determined by Public Works.
Is a pre-construction meeting needed? ☐ Yes ☐ No
7. If any water is needed from the city fire hydrants, a Hydrant Use Permit is required.
8. All work performed under this permit shall comply with the Phase II Storm Water Regulations and the City's storm water ordinance, including concrete washout area.
9. Upon approval of this application, a **Fee is due before work may be commenced.**
10. **Is a traffic control plan needed?** (Any jobs that encroach on a city street, including partial blockage or closure of streets, will require a traffic control plan and a designated date work will begin. Upon approval of encroachment permits, emergency services shall be notified and given the date work will begin.) ☐ Yes ☐ No
11. **Is the property free and clear of easements?** ☐ Yes ☐ No
12. Other: _____

Pre-Construction Meeting Completed

☐ Public Works Superintendent _____ Date _____

☐ Thomas Spankowski, P.W. Director _____ Date _____

CITY OF NEWMAN
Erosion and Sediment Control Plan (ESCP)
Worksheet for Small Construction Projects
General Instructions

What is this document for?

The City's Phase II MS4 NPDES General Permit issued by the State Water Board to the City, requires the City to develop and maintain a program to ensure that sediment and other pollutants from construction activities do not flow into the City's storm water drainage system and, subsequently, impact local receiving waters. The City's Permit requires the City to require the owner of any construction project having soil disturbance to submit an Erosion and Sediment Control Plan (ESCP). The ESCP must identify potential sources of erosion and sedimentation associated with the project and identify the control measures (best management practices or BMPs) used to prevent erosion and control sedimentation within the project. This document is a worksheet to assist owners of small projects to determine appropriate control measures for their project.

Who is required to complete this document?

All construction projects that have soil disturbance and pass through plan check or the City's permitting process must develop an ESCP. Projects having more than 1 acre of soil disturbance or those projects that are part of a larger common plan may be required to comply with the State Water Board's Construction General Permit (CGP), which requires the development of a Storm Water Pollution Prevention Plan (SWPPP). For these larger projects, the CGP-required SWPPP may be submitted in lieu of the ESCP. For all other projects (small projects) having less than 1 acre of soil disturbance or those that qualify for a waiver or exemption from the CGP, an ESCP must be submitted using this worksheet.

What is required in this document?

This worksheet requires basic project and contact information, as well as basic site information including location, status, approximate start and end dates and the area of soil disturbance.

The Best Management Practices (BMPs) that will be used during construction are also required to be identified.

A basic site map showing the project boundaries, adjacent streets, storm drain inlets, placement of BMPs, and where construction work will be occurring is required to be included.

BMPs, as defined on the EPA's website, is *"a term used to describe a type of water pollution control. Storm water BMPs are techniques, measures or structural controls used to manage the quantity and improve the quality of storm water runoff. The goal is to reduce or eliminate the contaminants collected by storm water as it moves into streams and rivers."*

For more details on BMPs please visit the California Storm Water Quality Association's website at:

www.casqa.org/resources/bmp-handbooks

or Caltrans's website at:

www.dot.ca.gov/hq/construc/stormwater/manuals.htm

PLEASE COMPLETE SECTIONS 1 THRU 5 OF THE ATTACHED WORKSHEET – FILL OUT COMPLETELY.



Erosion and Sediment Control Plan (ESCP)

Date Submitted: _____

SECTION 1 - PROJECT INFORMATION

- Project Type: _____
- Project Address: _____
- Does project require other permits or requirements?
If yes, (✓) check all that apply and provide proof.
NPDES General Construction Permit (NOI & SWPPP required)
NPDES Industrial General Permit
MS Phase II Permit (ESCP and/or Post Development Stds)
U.S. Army Corps 404 Permit (Clean Water Act)
State Water Board 401 Permit (Water Quality Certification)
Dept. of Fish & Game Section 1600 Agreement (Streambed Alteration)
Waste Discharge Requirements (non-federal State waters)
Irrigated Lands Regulatory Program (commercial Ag)
Low or Limited Threat NPDES Permit (de-watering groundwater)
- Anticipated Construction Start Date: _____
- Anticipated Construction End Date: _____
- Project Size (indicate sq. ft. or acres): _____
- Approx. Soil Disturbance (indicate sq. ft. or acres): _____
- # of Storm Drain Inlets within 250 ft. of soil disturbance: _____

SECTION 2 - PROPERTY OWNER INFORMATION

- Name: _____
- Mailing Address: _____
- City/State/Zip: _____
- Email: _____
- Phone No.: _____

SECTION 3 - CONTRACTOR INFORMATION

- Company Name: _____
- Mailing Address: _____
- City/State/Zip: _____
- Email: _____
- Phone No.: _____

SECTION 4 - BEST MANAGEMENT PRACTICES

SECTION 4.1 - RUN-ON CONTROL BMP's. When surface flow of storm water runoff is allowed to pass through disturbed soils at an active construction project it can mobilize sediment and carry it into the municipality's storm drainage system and into the local receiving waters. This results in deposition of sediment in the municipal drainage system which causes more frequent maintenance and can cause flooding. The sediment is also harmful to the local waterways.

- Does storm water have the potential to run-on to the construction site? **Yes No**
- If yes, will storm water surface flow be diverted around any disturbed soil areas? **Yes No**
Show how it will be diverted on the Site Map. (Section 5 - Site Map)



SECTION 4.2 - EROSION CONTROL BMPs. The definition of erosion is the detachment of soil particles. These particles can become detached by rain, wind, or construction activity. Although construction by nature disturbs soil, it is vital to place a temporary or permanent covering over disturbed soil as soon as possible. Projects are not allowed to leave areas of exposed soil that do not have a cover. On the table below and on the site map show how you will prevent erosion at your project.

CASQA Fact Sheet	BMP Name	BMP Selected? (Check Box)	Describe the BMP to be implemented. If not used, state the reason why.	FOR OFFICE USE ONLY				
				Minimum Requirement (1)	BMP in Plan Narrative		BMP on Site Map (If not, explanation)	
					Yes	No	Yes	No
EC-1	Scheduling (work will be conducted during the dry season)			✓				
EC-2	Preservation of Existing Vegetation (existing vegetated areas will not be disturbed)			✓ ⁽³⁾				
EC-4	Area to be vegetated with landscaping, turf or hydroseeding			✓ ⁽³⁾				
EC-7	Temporary Erosion Control using an erosion control blanket or geotextile			✓ ⁽³⁾				
EC-6 & EC-8	Area covered with a temporary or permanent mulch including straw, wood, compost, hydromulch, or equivalent			✓ ⁽³⁾				
EC-16	Non-Vegetated Stabilization (covered with aggregate, paving, permanent structures/surfaces)			✓ ⁽³⁾				
WE-1	Wind Erosion Control (kept moist to prevent wind erosion)			✓				

SECTION 4.3 - TEMPORARY SEDIMENT CONTROL BMPs. Sediment control is accomplished by two ways. First, giving sediment every opportunity to settle out of storm water runoff while still on the project. Second, remove sediment from surfaces that have been carried or tracked off site before it enters the municipal drains. Each project must have effective perimeter sediment control. Drain inlets within 50 feet of the project must be protected. Any visible track out or sedimentation onto municipal property must be removed as soon as possible. **On the table below and on the site map show how you will control sediment at your project.**

CASQA Fact Sheet	BMP Name	BMP Selected? (Check Box)	Describe the BMP to be implemented. If not used, state the reason why.	FOR OFFICE USE ONLY				
				Minimum Require- ment (1)	BMP in Plan Narrative		BMP on Site Map (If not, explanation)	
					Yes	No	Yes	No
SE-1	Temporary Silt Fence			✓(4)				
SE-2 or SE-3	Sediment basin or trap (all or some of the storm water drains to a retention pond or basin where sediment can settle out)							
SE-5	Temporary Fiber Rolls / Straw Wattles			✓(4)				
SE-6 or SE-8	Temporary Gravel Bag Berm or Sand Bag Barrier			✓(4)				
SE-7	Street Sweeping (inspect roads and sidewalks daily and sweep as necessary)			✓				
MS4 Standard	Curb cutback (maintain a minimum of 4 inches of elevation difference between the disturbed soil and the top of the existing curb, sidewalk, or paved surface)			✓(4)				
SE-10	Temporary Drain Inlet Protection (mandatory for any DI's within 50 feet of the project)			✓				
SE-13	Compost Socks / Biofilter Bags							
MS4 Standard	Stabilized Construction Exit – Constructed with aggregate at the project owner's specification, but it must be effective in controlling trackout.			✓				
TC-2	Stabilized Construction Roadways							
WM-03	Stockpile Management (stockpiles that have not been actively used in the last 14 days must be covered with an erosion control blanket or plastic sheeting and contained with a fiber roll or gravel bag berm)							

SECTION 4.4 - NON-STORM WATER POLLUTION CONTROL BMPs. The City ordinances prohibit the discharge to its municipal drainage system of any wash water, unpermitted construction site dewatering, saw-cutting or grinding slurries, unpermitted hydrotest water, chlorinated swimming pool or fountain water, concrete or paint wash out, or spills of hazardous materials or other substances. **On the table below, list any of the activities that may apply to your project; and on the site map show the location of these activities.**

CASQA Fact Sheet	BMP Name	Activity Planned? Yes/No	Describe the BMP to be implemented. If not used, state the reason why.	FOR OFFICE USE ONLY				
				Minimum Require- ment (1)	BMP in Plan Narrative		BMP on Site Map (If not, explanation)	
					Yes	No	Yes	No
NS-3	Paving, Sealing, Saw-cutting, Coring, and Grinding Operations Waste Management			✓				
NS-7	Potable Water / Irrigation Testing and Discharge to the Municipal Drainage System			✓				
NS-8	Vehicle and Equipment Cleaning Waste Management			✓				
NS9 & WM-04	Vehicle and Equipment Fueling Waste Management			✓				
NS-10	Vehicle and Equipment Maintenance Waste Management			✓				
NS-12/13 & WM-08	Concrete, Stucco, Plaster, Tile, or Masonry Work Waste Management			✓				
WM-09	Temporary Sanitary Waste Facilities (port-a-potties)							
WM-01	Storage of Hazardous Materials on the Project Site (paints, solvents, acids, fuel, lubricants, etc.)			✓				

Footnotes

(1) Not all minimum requirements may be applicable to every project. Applicability to a specific project shall be determined by the QSD.

(2) Use of alternative BMPs must have QSD approval.

(3) Must use at least one of these control measures to establish effective cover of all areas of soil disturbance after 14 days of inactivity.

(4) Must use at least one of these control measures to maintain effective perimeter control where surface water may flow offsite.

The receiving water, the Stanislaus River, is listed on 303d list for sediment and does not have the beneficial uses of Cold, Spawn & Migratory.

SECTION 5 - SITE MAP

A basic site map showing the project boundaries, adjacent streets, storm drain inlets, placement of BMPs, and where construction work will be occurring is required to be included. **All BMPs checked and/or Activities Planned are required to be included on map.** Draw map below or attach another map.

CALL THE PUBLIC WORKS DEPT. AT (209)862-4448 AT LEAST 48 HOURS PRIOR TO STARTING ANY WORK AND FOR EACH INSPECTION REQUEST, INCLUDING FINAL INSPECTION.

SECTION 6 - FOR OFFICE USE ONLY

PLAN ASSESSMENT

INSPECTION INFORMATION

1. (✓) Check One ☐ Approved and no changes are needed. ☐ Approved with the following MINOR revisions: ☐ NOT approved. Requires the following corrections/revisions: 2. Reviewed By: <i>Name</i> <i>Date</i> 3. Certification: (✓) Check One ☐ QSD No. ☐ Working under QSD Supervision <i>Supervising QSD Name/No.:</i> IF NOT APPROVED, APPLICANT TO RETURN CORRECTED ESCP TO PUBLIC WORKS DEPARTMENT.	1. Pre-Construction Inspection required? ☐ Yes ☐ No <i>Inspected By</i> <i>Date</i> Inspection Dates/Notes
	3. Project Completion. All disturbed areas have been stabilized and all temporary erosion and sediment control measures that are no longer needed have been removed as required by local construction site storm water control ordinance? ☐ Yes ☐ No <i>Inspected By</i> <i>Date</i>