



Town of Hillsborough Public Works Department Encroachment Permit Standards

Methods and Materials

- The applicant shall submit a plan and a profile showing location, grade elevation and trench details of proposed work to be constructed and the location and method by which the proposed work is to be connected to any existing Hillsborough utility. The plan submittal shall be reviewed and approved by the engineering department prior to issuance of the permit.
- All work within the public right-of-way shall be installed per the Town of Hillsborough Standard Details available on the Town website unless otherwise approved by the City Engineer or his/her designee.
- Backfill shall be imported material of a type specified by the Town Standard Details and shall be compacted to a minimum of 95% relative compaction, unless otherwise approved by the City Engineer or his/her designee.
- New pavement section shall match the existing thickness, but not less than 4" AC over 8" Class 2 AB.
- Jackhammering of the paved surface of any street is not allowed. All trenches must be saw-cut prior to excavation.
- T-Cuts are required and shall be a minimum of 12 inches on all sides of the trench, all saw cuts (including tails) must be sealed.
- Contractors shall call the Public Works Department at 650-375-7444 to schedule an inspection at least 24 hours in advance for all work including but not limited to; bedding, utilities, cover, compaction, patching, paving, parking strips, forms, etc.
- The permittee must conduct video inspection of all sewer mains, laterals and storm drains within the area of each directional boring project.
- No equipment or materials shall be stored in the public right-of-way without written authorization from the Director of Public Works.

Licenses and Liabilities

- A Class A contracting license is required when working in the public right-of-way unless otherwise approved by the City Engineer or his/her designee. (Extreme care shall be exercised).
- All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit, including but not limited to California Fish and Wildlife, Regional Water Quality Control Board (RWQCB), Army Corp of Engineers, CALTRANS, local cities and counties, etc.
- All costs of repairing any and all infrastructure damaged within the right-of-way shall be paid for by the owner/applicant and should be reported immediately to the Town Inspector.
- Bond deposit(s) shall not be returned until the final inspection by the Public Works Department has been completed.
- Applicant shall hold the Town, its employees and representatives harmless and assume all liability for claim(s) which may arise by or because of this permit.

Traffic and Safety

- Any open holes / trenches in the street or on the shoulder shall be covered with steel plates or as required by the Town Inspector. All excavations shall be covered at the end of each day.
- Work in the right-of-way shall be conducted between the hours of 8:00am – 5:00pm, Monday through Friday, unless written authorization is obtained from the Director of Public Works 48 hours prior to the start of work.
- The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) 1 800 642-2444 for all digging proposed in the right-of-way 48 hours prior to the commencement of any excavation.
- Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted and approved for all work done in the public right-of-way.
- All signs, cones, barricades and traffic control devices must be clearly marked with contractor's/subcontractor's name. Provisions for two-way traffic shall be maintained at all times using flagmen as necessary.
- All works shall comply with OSHA standards. Excavations of 5 feet or deeper shall conform to CAL/OSHA Standards for shoring.
- During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage to CALTRANS standards.
- Barricades with flashers shall be on-site prior to excavation.