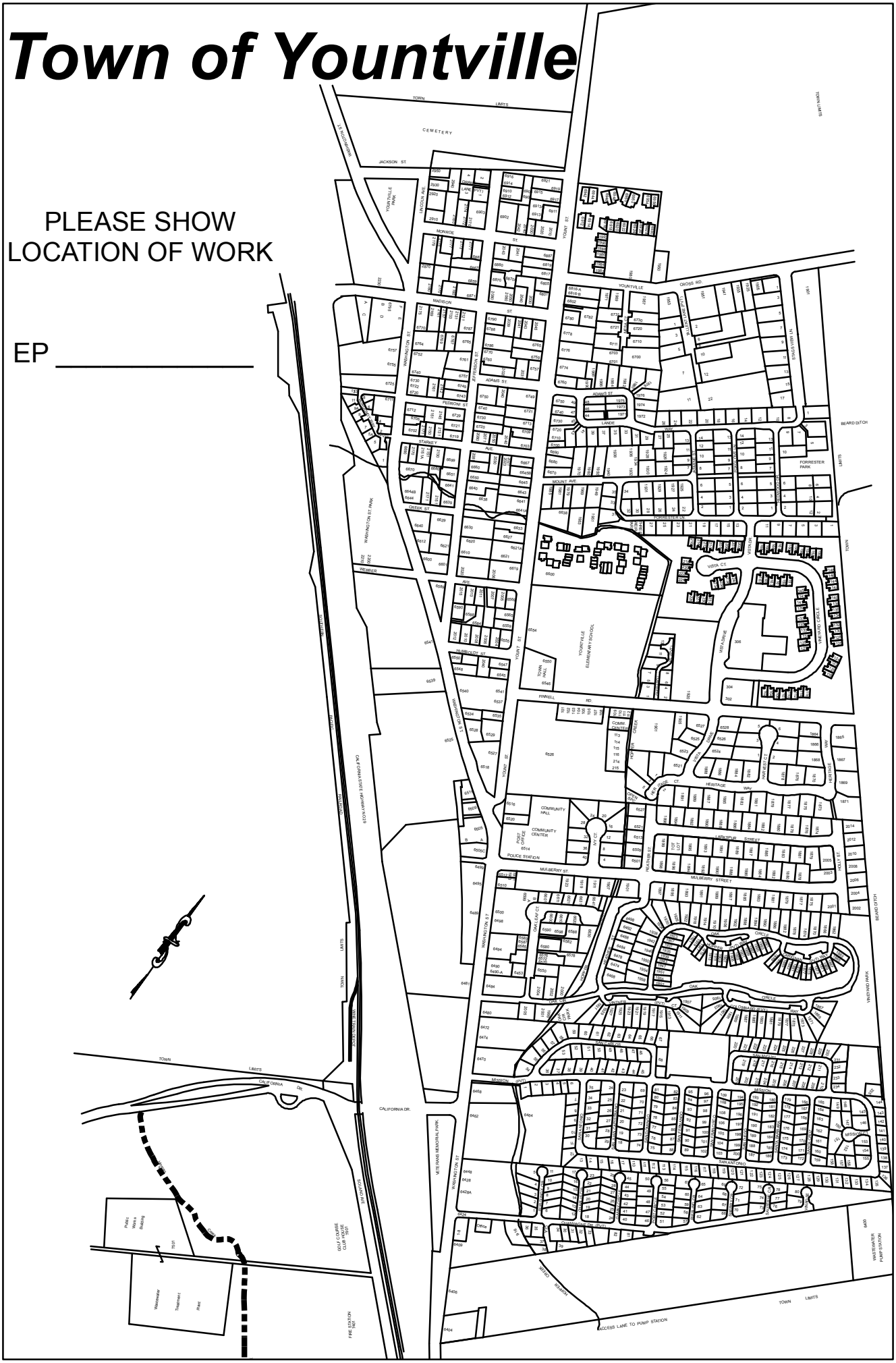
Town of Yountville

PLEASE SHOW
LOCATION OF WORK

EP _____



TOWN OF YOUNTVILLE
ENCROACHMENT PERMIT

PERMIT NO. _____
Application NO. _____

Town Hall
6550 Yount Street
Yountville, CA. 94599

(707) 944-8851 (General Information)
(707) 948-2631 (Inspection)

Street Name(s): _____ **Cross Street(s)** _____
_____ _____

APPLICANT TO COMPLETE THIS AREA ONLY

Check Type of Activity:

- ☐ Excavation
- ☐ Tree Trimming/Removal
- ☐ Utility
- ☐ Driveway
- ☐ Sidewalk
- ☐ _____

Issue Date: _____

Permit Expiration Date: _____

Permit Fee $ _____ **Receipt Number** _____

Surety Check # _____ **Amount $** _____

Applicant: _____ **Telephone** _____

Mailing Address: _____ **Applicant Email:** _____

Project Name: _____ **USA Tag Number:** _____

Work Site Address: _____

Requested Start Date: _____ **Projected Duration or Completion Date:** _____

Describe the work, attach sketch/plans, and attach traffic control plan _____

_____

Contractor's Name: _____ **Contractor's Lic. No.** _____

Mailing Address: _____ **Telephone** _____

Contractor Email: _____

Bonding Co. _____ **Bond #** _____ **Bond Exp.** _____

Insurance Co. _____ **Policy #** _____ **Policy Exp.** _____

Please read and initial:

***Require general liability insurance, workers compensation insurance, contractor's license information, and Town of Yountville business license must be on file with the Public Works Department to process this application. Insurance shall name the town as additional insured: _____**

***Traffic control plans are required when the work or activity impacts a sidewalk, shoulder, vehicle lane, or bike lane within the public street right of way. Traffic, bicycle, and pedestrian control plans must conform to the current California Manual of Uniform Traffic Control Devices. Traffic Control Plans shall be submitted for approval by the Town a minimum of five business days prior to the start of work. The California Manual of Uniform Traffic Control Devices is available through the Caltrans website at http://www.dot.ca.gov/trafficops/camutcd/ : _____**

***Construction operations shall be limited to 9 AM to 6 PM Monday through Friday per Ordinance 415-13 unless given special permission by the Town. No work on Washington Street permitted on Fridays from April 1-November 1: _____**

***All USA markings shall be made with chalk and fully removed when they are no longer needed; painting over of USA markings is not acceptable: _____**

***Permittee agrees to accept all responsibility for loss or damage to any person or entity and to indemnify, hold harmless, and defend and release the Town of Yountville, its officers, agents, and employees from and against any and all liability actions, claims, damages, costs, or expenses of any kind which may be asserted by any person or entity, including Permittee, arising out of or in connection with the willful act or negligence of Permittee performing the work associated with the Encroachment Permit, whether or not there is concurrent negligence on the part of the Town, but excluding liability due to the sole active negligence or sole willful misconduct of the Town: _____**

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH AND SUBJECT TO THIS PERMIT'S TERMS AND CONDITIONS, THE STATE VEHICLE CODE, FOR AN ENCROACHMENT PERMIT, THE STATE STREETS AND HIGHWAYS CODE, FOR A GRADING PERMIT, THE UNIFORM BUILDING CODE, YOUNTVILLE MUNICIPAL CODE SECTION 12.04.050, AND IS SUBJECT TO INSPECTION AND APPROVAL.

Print Name:_____

Permittee Signature:_____Date:_____

This permit is to be strictly construed and no work other than that specifically mentioned below is authorized hereby. Whenever the Town Engineer or Public Works Supervisor/Manager concludes persons performing encroachment work are not complying with the provisions of this permit, the Town Engineer or Public Supervisor/Manager Works may revoke permit. Subject to all the terms, conditions and restrictions written hereon or attached hereto.

APPROVED:_____ ____/____/____
Town of Yountville

Attached: Map of Town Showing Work Site
Permittee Plans
Special Conditions
Traffic Control Diagrams
Standard Conditions
Standard Drawings

Cc: _____

_____

Binder

S:\Public Works\Encroachment Permit Log\Encroachment Permit Form.doc

Bond No.: _____
Principal _____
Effective Date: _____
Expiration Date: _____

BOND

TOWN OF YOUNTVILLE PUBLIC WORKS DEPARTMENT

Know All Men by These Presents:

WHEREAS, The hereinafter named principal has made or will make application to the TOWN ENGINEER OF THE TOWN OF YOUNTVILLE, of the State of California, for the issuance of a permit(s), in accordance with and subject to the provisions of Town of Yountville Code Chapter 12.04 and amendments or revisions thereof for the purpose of construction and/or repair of sanitary sewer lines and their appurtenances and the construction of any encroachment facility and restoration of the Town right-of-way or Town-maintained portion of the street damaged during the course of construction and/or repair of these sanitary sewer lines and their appurtenances and/or in the construction of any encroachment facility _____
on street _____; and

_____
_____
_____
_____

WHEREAS, said Town Engineer has determined and required that said applicant shall file a bond to the Town of Yountville conditioned for the proper compliance with the requirements of said Ordinances and the regulations thereunder of said Town Council and precedent to the taking effect of such permit(s), in the penal sum of _____
($_____) Dollars.

NOW, THEREFORE, the undersigned principal and _____
_____
_____
_____
_____

a corporation organized and existing under the laws of the State of _____ , and authorized to transact business in the State of California, as surety, are held and firmly bound in the whole sum of _____
($_____) Dollars, lawful money of the United States of America, unto the Town of Yountville and unto the Town Engineer of the Town of Yountville, and the several engineers, officers, and employees of said Town Engineer, each and all, both in his and their official and individual capacities, all hereinafter designated as the obligees herein, for the payment of which sum, well and

duly to be made, we hereby bind ourselves, our heirs, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of this obligation is such that if the said _____

_____

his, their, or its heirs, executors, administrators, successors, and assigns shall properly comply with the requirements of said Town of Yountville Code Chapter 12.04 and amendments or revisions thereof herein before referred to, and of the terms and conditions of said permit(s), for the purpose of construction and/or repair of sanitary sewer lines and their appurtenances and the construction of any encroachment facility and the restoration of the Town right-of-way or Town maintained portion of the street damaged during the course of construction and/or repair of these sanitary sewer lines and their appurtenances and/or in the construction of any encroachment facility issued by said Town Engineer of the Town of Yountville, and shall properly safeguard said work and the Town highway and all bridges and other structures thereon, and shall bear the entire expense of replacing the highway and every part thereof as in as good condition as before, then this obligation to be void, otherwise to be in full force and effect.

Unless otherwise stated herein, this bond shall cover any act or omission of the principal under the permit(s) above referred to done or omitted at any time between the date hereof and 30 days after written notice of the cancellation of this bond is received by the Town Engineer of the Town of Yountville from the surety.

IN WITNESS THEREOF, We have thereby set our hand and seals this _____ day of _____, 20____.

_____
PRINCIPAL AND APPLICANT

_____
BUSINESS ADDRESS

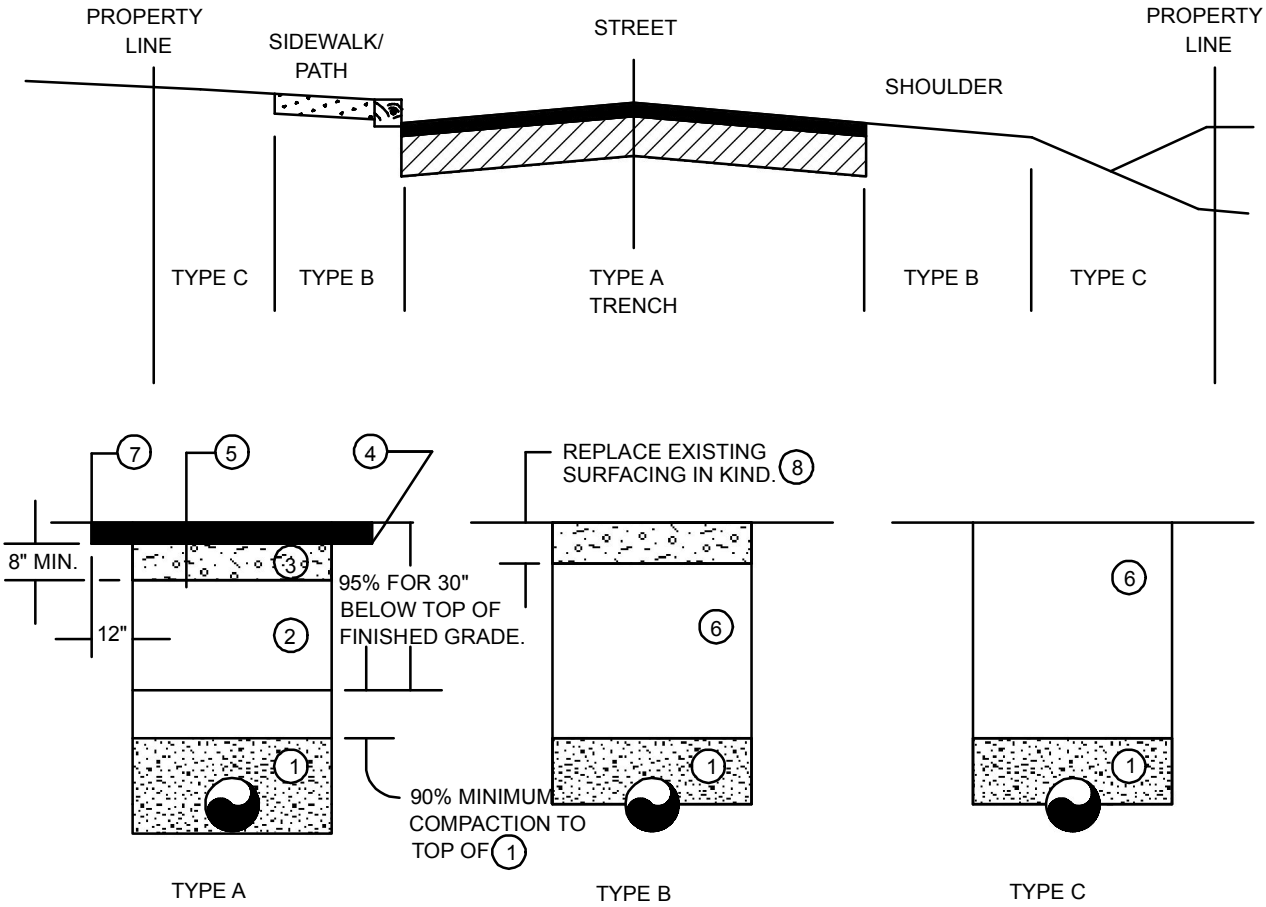
_____
SURETY

BY:_____
ATTORNEY IN FACT

BY:_____

EXHIBIT A

TOWN OF YOUNTVILLE
TRENCH BACKFILL AND PAVING DETAILS



NOTES:

1. BEDDING MATERIAL AS REQUIRED BY PERMIT CONDITIONS. SAND FOR WATER AND AB FOR SEWER AND STORMDRAIN
2. TRENCH BACKFILL MATERIAL SHALL HAVE A SAND EQUIVALENT OF 30 OR GREATER. (PEAGRAVEL SHALL NOT BE USED FOR TRENCH BACKFILL).
3. CLASS 2 AGGREGATE BASE (MINIMUM OF 95% RELATIVE COMPACTION). AGGREGATE BASE THICKNESS SHALL BE EQUAL TO THAT OF THE EXISTING ROADBASE, BUT IN NO CASE LESS THAN 8".
4. TACK COAT EXIST. A.C. WITH TYPE 1 EMULSIFIED ASPHALT.
5. TRENCH SHALL BE PAVED WITH ASPHALT CONCRETE WHOSE THICKNESS IS EQUAL TO THE THICKNESS OF THE EXISTING ROAD SURFACE, BUT IN NO CASE SHALL THICKNESS BE LESS THAN 3 INCHES.
6. REPLACE WITH NATIVE MATERIAL (3" MINUS, MINIMUM OF 85% RELATIVE COMPACTION). REPLACE OR RESTORE ANY LANDSCAPING OR SURFACING REMOVED.
7. ROADWAY PAVEMENT SHALL BE SAW CUT AND REMOVED FOR 12 INCHES EACH SIDE OF TRENCH.
8. SIDEWALK, PATH OR ROCK SHOULDER SHALL BE OF THE SAME THICKNESS AND MATERIAL OF THAT REMOVED BUT IN NO CASE LESS THAN TOWN STANDARDS.

NOTE: Any concrete roadway removed during excavation shall be replaced in kind and thickness.

PLOT DATE: 19-March-13

s:Public Works\Geographic Information System\GIS\Town Standards\Exhibit A Trench Detail

TOWN OF YOUNTVILLE ENCROACHMENT PERMIT

STANDARD CONDITIONS

Permit Number: ____ **Permittee Name: _____**

ENCROACHMENT CONSTRUCTION WITHIN THE TOWN RIGHT-OF-WAY

A. GENERAL

1. Encroachment - The term encroachment is used in this permit as defined in Section 1450, Sub. (b) of the Streets & Highways Code of the State of California. This permit is issued in accordance with and subject to the provisions of Town of Yountville Code, Chapter 12.04.

2. Engineer - The Engineer is the person holding the position of Town Engineer or personnel acting either directly or indirectly through the properly authorized agents, such agents acting as inspectors or otherwise.

3. Permittee – The Permittee is as named above and/or as named on the Encroachment Permit, and/or the Permittee's authorized agent(s), or the Permittee's contractor.

4. Acceptance of Provisions - It is understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of the provisions.

5. No Precedent Established - This permit is granted with the understanding that this action is not to be considered as establishing any precedent on the question of the expediency of permitting any certain kind of encroachment to be erected within the right-of-way of any Town street.

6. Start of Work - This permit is void unless the proper notification is given to the Engineer. Note: Twenty-four (24) hour prior notice is required before work may commence.

7. Control of Work - All work accomplished and all materials furnished under this permit shall be subject to the inspection and approval of the Engineer. Such inspection and approval of work and materials shall not relieve the Permittee of any obligations to complete the work as specified; and work and materials not meeting these requirements shall be made good, and unsuitable work and materials may be rejected notwithstanding that such work and materials have been previously inspected and approved by Engineer.

   The Engineer, at all times, shall have access to the work, and shall be furnished every reasonable facility for ascertaining that the methods, materials, and workmanship are in accordance with the requirements and intent of this permit.

The Engineer may reject defective work and shall require its repair, replacement, or removal by the Permittee at the Permittee's expense. The Permittee or Permittee's authorized agent shall be in charge of all phases of work while it is in progress, and shall receive and obey any such orders as the Engineer shall give.

Approval of all work shall be necessary at the completion of each of the following stages of work, and such approval must be obtained before subsequent stages of work may be commenced. The Engineer shall be notified at least one working day in advance before any of the following stages of work are commenced. Only that work which is done in the presence of the Engineer, or lacking such presence at this option, or done with the Engineer's knowledge, will be approved. In addition to the following, the Engineer may require additional notification on these and other stages of work.

Stage 1: Compaction and preparation of embankments, excavations and subgrade.

Stage 2:
a. Construction of forms for all concrete structures, including curbs and gutters and sidewalks.
b. Excavation for storm drains, culverts, and utilities.

Stage 3:
a. Placing of concrete in structures.
b. Placing of bedding materials, and bedding material over pipes
c. Placing of storm drains, culvert pipes, water or sewer mains and services.

Stage 4: Backfilling of structures, pipes, and utilities.

Stage 5: Construction of roadside ditches and other drainage ways.

State 6: Placing and compacting base material.

If more than one course or type of base or subbase is to be used, approval shall be necessary for each course and/or type.

Stage 7: Placing of pavement or surfacing material.

Stage 8: Placing of signage, striping, or markings.

Stage 9: Final clean up.

8. Revoked Permit – This permit may be immediately revoked for reasons in the best interest of the Town, for violation of permit conditions or for the creation of a nuisance upon notice given by the Director of Public Works, Town Manager, or their authorized representative.
9. In the event of a permit revocation, applicant shall immediately cease all operations and restore Town right-of-way as directed by the town inspector or authorized representative. After notification, Town may take full possession of the area. Applicant shall pay to the

Town all costs incurred by the Town to restore the worksite to a safe condition in the event the contractor fails to do so in a timely manner.

10. Keep Permit on the Work Site - This permit shall be kept at the site of the work and must be shown to Engineer or any law enforcement officer on demand.

11. Standards - Work shall comply with the latest edition of the Standard Plans and Specifications of the State of California Department of Transportation, Town Code, Town Design and Construction Standards, and the requirements herein.

12. Future Moving of Installation - It is understood by the Permittee that whenever construction, reconstruction, or maintenance work in the Town right-of-way (ROW) may require the installation provided for herein to be moved, it shall, upon request of the Engineer, be immediately moved by and at the sole expense of the Permittee.

13. Ownership of Land under Yountville Town Streets - In many instances, the Town does not own the land which its streets traverse, its interest being limited to easement only. Therefore, this permit covers surface operations only at all locations where the Town has no subsurface rights and in such cases does not purport to authorize any excavation, laying of pipe lines, setting of poles, or other operations below the surface of the right-of-way. In all such cases, it is the responsibility of the Permittee to obtain the consent of the owner or owners of the underlying fee before undertaking any of the below-surface operations. (Note: Public Utility companies are afforded certain underground rights in the public road right-of-way by Section 790 of the Public Utilities Code.)

14. Storage of Material - No material shall be stored in the street or within eight (8) feet from the edge of traveled way, unless allowed by the Engineer. Materials in the right-of-way will be removed by the Town and back charged to the Permittee.

15. Clean Up Right-of-Way - Upon completion of the work, all brush, timber, scraps, temporary signage, and other material shall be entirely removed and the right-of-way in as presentable conditions as before work started. Sweeping or washing of loose soils from the roadway is required.

16. Maintenance - The Permittee agrees by the acceptance of this permit to exercise reasonable care to maintain public property during encroachment by Permittee. Reasonable care is exercised in inspecting for and immediately repairing and making good any injury to public owned property, including: street, curb, gutter, sidewalk, landscaping, irrigation, etc. An injury may occur as the result of the maintenance of the encroachment in the right-of-way or as a result of the work under this permit. This includes any and all injury to public property, which would not have occurred if such work had not been done or such encroachment had not been placed therein.

17. Making Repairs - If the Permittee does not repair, upon being directed to do so by the Engineer, existing street facilities within the time period the Engineer has specified, then the Town forces may perform the repair work and the cost thereof plus 100 percent for administration and overhead shall be paid by the Permittee within 30 days of Permittee's receipt of invoice of such repair cost.

18. Conflicting Construction - When construction of this encroachment falls within the limits of a Town of Yountville construction project, the Town of Yountville construction project has precedence. Work on this encroachment will have to be coordinated with the Town of Yountville construction project so as not to cause any conflict with the said project or this permit will be revoked.

19. PERMITTEE TO PAY DEFICIENCY: If any deposit is insufficient to pay all fees and costs herein provided, the permittee shall, upon demand, pay to the Town of Yountville the amount equal to the deficiency.

B. LIABILITY AND BONDING

1. Liability for Damages - The Permittee is responsible for all liability for property damage which may arise out of work herein permitted, or which may arise out of failure on the Permittee's part to perform the obligations under this permit in respect to maintenance. In the event any claim of such liability is made against the Town of Yountville, or any department officer, or employee thereof, Permittee shall defend, indemnify and hold them and each of them harmless from such claim.

2. Bonding - This permit shall not be effective for any purpose unless and until the above-named Permittee files with the Engineer a surety bond in the form and amount established by the Engineer, unless specifically exempted by applicable codes.

C. TRAFFIC CONTROL

1. Permittee shall furnish and install all traffic and warning signs, barricades, etc., as per the Manual of Uniform Traffic Control Devices (MUTCD), Standard Specifications, and plans of the State of California Department of Transportation. Attention is directed to Section 7-1.08, "Public Convenience", Section 7-1.09, "Public Safety", and Section 12, "Construction Area Traffic Control Devices".

2. No work shall commence until the Engineer approves traffic control signing at the work site.

3. Permittee shall obtain any State or County encroachment permit, and/or public utility or private property permission for the placement of signs as necessary.

4. One 10-foot-wide lane of traffic shall be kept open at all times and two full-width lanes of traffic during the non-working hours, Saturdays, Sundays, and holidays. Flaggers are required any time traffic is reduced to one lane.

5. Any detouring of traffic shall receive prior approval from the Engineer. Additionally, notice shall be given to the Engineer 48 hours prior to the detour.

6. All signs shall be to MUTCD or State of California standards concerning size, reflectorization, color, et cetera.

7. Any stenciled construction signs shall be six-inch (6") black letters on orange background.

8. All signs to be post mounted unless Engineer approves otherwise. Attaching signs to existing Town signs is not permissible.

9. Engineer may require the Permittee to install additional signs as required for public safety.

10. Permittee shall notify the Engineer and all fronting property owners no less than 24 hours prior to posting “NO PARKING” signs in the proposed work site.

11. Permittee shall maintain access to all fronting properties at all times and shall not disrupt mail delivery or garbage pick up.

D. BORING, EXCAVATION, BACKFILL, AND PAVEMENT

1. Pavement Cuts - Any existing pavement, curb, gutter and sidewalk to be removed shall be saw cut unless the Engineer approves an exemption.

2. Boring - Boring to be done at a minimum depth of three feet below the edge of traveled way. For private utilities (water, sewer, etc.) see the attached Special Provisions, if any.

3. Crossing Roadway - Service and other small diameter pipes shall be jacked or otherwise forced underneath pavement without disturbing the pavement. Pavement or roadway shall not be cut unless specifically permitted on the face thereof. Service pipes will not be permitted inside of any culvert pipes used as drainage structures.

4. Tunneling - No tunneling will be permitted except on major work, as may be specifically set forth in the permit.

5. Notice Before Backfilling - No backfill within the traveled way shall be placed without one working day prior notice to the Engineer. The Engineer reserves the right to inspect and test backfill and surfacing.

6. Cover Over Buried Utilities - Minimum depths of cover over buried pipes, conduits, transmission lines and cables shall be either 18 inches, 6 inches below the road's structural section improvements, or the following depths, whichever is greater:

Item	Minimum Depth of Cover to Top of Pipe
Storm drainage conduits Sewer service laterals Water service laterals	18 inches
Water lines Sewer mains	30 inches
Gas lines and service laterals Electrical transmission cables Telephone and television cables	36 inches
Private Utilities (Water, Sewer, etc.)	See the attached Special Provisions

7. Trench Backfill - Trench backfill shall conform to the requirements shown on EXHIBIT A attached hereto:

   a. Type "A" backfill and trench surfacing shall be used when the excavation is within the existing pavement and on all driveways.

b. Type "B" backfill and trench surfacing shall be used within sidewalk path and shoulder areas not covered by 7a above.

c. Type "C" backfill shall be used between back of sidewalk, path and shoulder and right-of-way line.

8. Backfill Materials - Structure backfill materials shall have a:

a. Sand equivalent of not less than 30 (pea gravel not acceptable);

b. Percentage composition by weights as determined by laboratory sieves shall conform to the following grading. No material shall be over 3 inches.

Sieve Sizes	Percent Passing Sieves
3"	100
No. 4 (¼")	35 - 100

c. Use of 2 sack slurry back fill shall receive prior approval by the Engineer.

9. Relative Compaction (field density) . . . . ASTM D 2922-81 amended as follows:

a. Gage calibration will be based on the six California Transportation Laboratory Master Standard Density Blocks (CTLMSDB), located in Sacramento, California. These blocks are the Standard Reference blocks for the California Department of Transportation.

b. Percent Relative compaction shall be calculated using lab curves run for each individual test location unless otherwise permitted by the Engineer. If permitted by the Engineer, composite samples may be taken for certain manufactured or otherwise uniform materials according to California test method 231 - Part II "METHODS OF APPLYING THE AREA CONCEPT AND DETERMINING PERCENT RELATIVE COMPACTION".

The use of the sand cone methods (such as ASTM 1557 or CAL 216) for determining field densities will not be allowed as a substitute.

10. Driveway Trench Crossings - Trench backfill within driveway crossings shall conform to the type "A" detail in EXHIBIT A.

When existing driveway approach material is other than asphalt concrete or aggregate base, the following shall apply. The driveway approach shall be restored with the same finish material in kind and thickness as the existing conditions before construction of permit. Relative compaction of subbase shall be a minimum of 90%.

11. Temporary Patching - Any trench within the paved roadway left without final paving shall have cold patch material or trench plates with cold patch around the edges added at the end of each day. At the Permittee's expense, the Permittee shall continually maintain the cold

patch as directed by the Engineer until the final pavement is placed. Temporary paving shall be completely removed prior to final paving.

12. Final Paving - Final paving shall be applied no later than ten (10) working days after traffic is allowed to pass over work area or Town Forces will perform the paving work and the cost thereof plus 100 percent for administration and overhead shall be paid by Permittee within thirty (30) days of Permittee's receipt of invoice of such paving costs. NOTE: Permittee shall restore the roadway to its pre-construction condition (see Special Provisions).

E. PUBLIC SAFETY

1. Excavations - In addition to any other measures taken by the Permittee pursuant to the provisions of Section 7-1.09, "Public Safety", of the Standard Specifications, the Permittee shall install temporary railing (Type K) between any land carrying public traffic and any excavation when the near edge of the excavation is 12 feet or less from the edge of the lane, except:

   a. Excavations covered with sheet steel or concrete covers of adequate thickness to prevent accidental entry by traffic or the public.

   b. Excavations less than one foot deep.

   c. Trenches less than one foot wide for irrigation pipe or electrical conduit or excavations less than one foot in diameter.

   d. Excavations in side slopes, where the slope is steeper than 4:1.

   e. Excavations protected by existing barrier or railing.

2. Existing Public Signs - Relocation or removal of existing public signs shall not occur until approval has been obtained by the Engineer.

F. DRAINAGE

1. Care of Drainage - Drainage shall not be impaired. If the work herein contemplated may interfere with the established drainage, ample provision shall be made by the Permittee to provide for it to the satisfaction of the Engineer.

2. Maintenance of Drainage - The Permittee shall maintain drainage through the work area. Such work shall include but not be limited to keeping all culverts and inlets clean and open. Natural drainage entering the work site shall not be obstructed in any way.

3. Pollution, Silt, and Debris - The Permittee shall take any and all measures necessary to prevent the flow of pollutants, silt, and debris from leaving the work site due to the Permittee’s operations. Any silt and debris accumulating in drainage facilities off the work site due to the Permittee's operations shall be removed immediately.

4. See the Town’s Municipal Code for seasoned grading restrictions.

G. REMOVAL OR TRIMMING OF STREET TREES

1. Removal of Trees – Tree removal is subject to approval by the Planning Department and their approval must be granted prior to issuance of an encroachment permit. When permit is granted for removal of a tree, as an independent operation or as a part of other work, the entire stump shall be taken out for a depth of at least two (2) feet below the ground surface unless otherwise specified in the permit. The hole left by the stump shall be backfilled and thoroughly tamped, and the site shall be left in a presentable condition.

2. Trimming of Trees - In general, only light trimming of branches two (2) inches or less in diameter will be permitted unless specifically allowed in the permit. The shapeliness of the trees must be preserved. Scars resulting from the removal of branches shall be treated with a heavy coat of an approved tree sealant. Pruning of branches or roots larger than two inches shall have prior approval from the Town Arborist.

H. WORK HOURS

1. Working hours shall be between 9:00 a.m. and 6:00 p.m., but in no case from one-half hour before sunset to one-half hour after sunrise.

2. Inspections are available from 8:30 a.m. to 4:00 p.m. with 24-hour prior notice required.

3. No work shall be performed on weekends or holidays without approval from the Town Manager.

4. Deviations from the above must be obtained in writing from the Town Manager. Requests to work on a weekend shall be submitted by noon on the Thursday before the weekend.

Town of Yountville
Public Works Department

Policy Guidelines:
Temporary Traffic Control (TTC) Plans

INTRODUCTION:

The Town of Yountville Public Works Department issues road encroachment permits throughout the Town for a variety of reasons (construction activities, utility work, special events, etc.). Therefore, the Director of Public Works hereby adopts these guidelines for temporary traffic control plans as of the effective date set forth herein.

BACKGROUND:

Currently, contractors in the Town of Yountville use a variety of means to provide an acceptable TTC plan. In order to avoid ambiguity and maintain consistency, a uniform policy and a set of guidelines should be provided to contractors with the encroachment permit application or upon request. Such guidelines identify the exact measures to be taken. Those measures comply with the California Manual on Traffic Control Devices (MUTCD), the California Vehicle Code, and Caltrans Traffic Manual.

This policy is not meant to be comprehensive. Additional measures may be required by the Town Engineer based on his or her judgment and discretion. The additional measures may be required under the circumstances to protect the public health, safety, or welfare. A TTC plan must comply with all other laws, regulations, and ordinances applicable to the site.

1. All Temporary Traffic Control (TTC) plans shall be approved by the Town of Yountville Town Engineer or his/her authorized representative. All references in these guidelines to the Town Engineer shall mean the Town of Yountville Town Engineer or his or her authorized representative.

2. TTC plans shall be submitted to the Town of Yountville for review no less than one week prior to commencement of activities unless a different timing requirement is established by a Town ordinance or resolution.

3. A detailed outline of TTC plans can be found in the Manual on Uniform Traffic Control Devices (MUTCD) which could be found at: http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd/CAMUTCD-Part6.pdf

4. The basic safety principles governing the design of permanent roadways should also govern the design of TTC zones. The goal should be to route road users through such zones using roadway geometrics, roadside features, and TTC devices as nearly as possible comparable to those for normal road situation.

5. The needs and control of all road users (motorists, bicyclists, and pedestrians including persons with disabilities in accordance with the Americans with Disabilities Act of 1990) through a TTC zone shall be an essential part of roadway construction, utility work, maintenance operations, and the management of traffic incidents.

6. A TTC plan should be prepared and understood by all responsible parties before the site is occupied.

7. A TTC plan shall be provided on a clean 8.5 X 11 or 11 X 17 or 24 X 36 sheet of paper that includes the dates and name of the event and the name(s) and phone number(s) of person(s) in charge of implementing it. The plan shall label the streets, show a North arrow, and shade or cross-hatch the streets to be closed and show the work zone. The plan shall also delineate the locations of the proposed signs and messages, locations of cones and their spacing, and the distance of transition from the full width of the travel way to the narrowed section if applicable.

8. If the Town Engineer determines, after the second submittal, that the proposed TTC does not meet the requirements of these guidelines, the Town Engineer shall have the authority to either reject the proposed TTC plan or prepare a TTC plan for the applicant. All costs incurred by the Town in review or preparation of the TTC plans shall be charged to the applicant.

9. All TTC plans must include the phasing plans if applicable. Phasing plans shall depict the sequence of the proposed work and its location.

10. A TTC plan should be designed on the assumption that drivers will only reduce their speeds if they clearly perceive a need to do so. Therefore, three signs should be provided at each approach to a street closure:

    a. A sign advising motorists that there is a roadway activity ahead. This sign shall be placed at least 1-2 blocks ahead of location.
    b. A sign explaining what sort of activity taking place (Construction, Street Festival, Lane Closure ahead, etc.), shall be placed midway between the first and the third signs.
    c. A sign at the location of the activity itself advising motorists and pedestrians of what action needs to be taken (Stop, Detour, Slow Down, Road Closed, etc.)

11. To heighten motorists' awareness to street closures during construction/special events, Town Street Division may convert all signals in the immediate vicinity to flashing red until the street closure is lifted.

12. For Town-sponsored events, staff will coordinate with the Sheriff Department and street crew for any intersection control that maybe needed, such as barricades, cones, signs, etc.

13. Frequent and abrupt changes in geometrics such as lane narrowing, dropped lanes, or transitions that require rapid maneuvers, should be avoided.

14. Road users should be encouraged to use alternative routes that do not include TTC zones.

15. Bicyclists and pedestrians, including those with disabilities, should be provided with access and reasonably safe passage through the TTC zone.

16. Roadway closures should be scheduled during off-peak hours and, if necessary, night work should be considered.

17. Signs that are no longer applicable through TTC zones should be covered.

18. Flaggers shall be used if one lane of the roadway is used for both directions of traffic or if the Town Engineer deems it necessary.

19. Emergency vehicles access to the site shall be planned for and provided at all times.

20. Contractor shall identify the person responsible for implementing and enforcing the TTC plan and provide the name and telephone number to the Town as well as post such information at the site.

21. Channelization of road users should be accomplished by the use of pavement markings, signing, and crashworthy, detectable channelizing devices.

22. Detours and diversion routes shall be clearly identified on the TTC plan for both vehicles and pedestrians.

23. If a pilot car is deemed necessary, "Follow Me" G20-4 sign shall be mounted at a visible place in the rear of the vehicle.

24. TTC devices used to delineate a TTC zone pedestrian walkway shall be crashworthy and, when struck by vehicles, present a minimum threat to pedestrians, workers, and occupants of impacting vehicles.

25. When barricades are used in TTC zones, there shall be no gaps between the many segments that form the barrier, but rather a continuous barrier from beginning to end.

26. When existing pedestrian facilities are disrupted, closed, or relocated in a TTC zone, the temporary facilities shall be detectable and include accessibility features consistent with the features present in the existing pedestrian facility. The appropriate sign to be used is (R9-11a) "Sidewalk Closed Cross Here".

27. All workers at a construction site should be trained on how to work next to motor vehicle traffic in a way that minimizes their vulnerability. Workers having specific TTC responsibilities should be trained in TTC techniques, device usage, and placement.

28. All signs used for TTC shall be standard signs placed where specified on the TTC plan. No makeshift signs are allowed unless authorized by a Town official. Signs that are used at night shall be reflective and/or illuminated to be clearly visible.

29. Signs shouldn't be placed in a location that may obstruct the roadway. Place signs off the travel way whenever possible.

30. Signs in TTC zones during floods shall be black and white (regulatory signs) and shall read "Road Closed: Subject to Section 409.5 of the California Penal Code".

31. TTC warning signs shall conform to the Standards for warning signs presented in the Federal Highway Administration's "Standard Highway Signs" manual.

32. For major road closures that block or detour at least one direction of traffic, and which will last for more than two days, the Contractor shall display closure notifications two weeks in advance to alert the public. Contractor may also be required to hand-deliver such notices to businesses in the immediate vicinity of the closure.

33. Contractor shall notify Town staff immediately if any changes to the approved TTC plan have occurred.

Checklist for Temporary Traffic Control (TTC) Plans

	YES	NO
1. Street Closure required?	_____	_____
2. On-Street Parking will be impacted?	_____	_____
3. Sidewalks will be closed?	_____	_____
4. Driveways fronting street will be closed?	_____	_____
5. Crosswalks will be impacted?	_____	_____
6. Bike lanes will be impacted?	_____	_____
6. Temporary Construction Easement needed?	_____	_____
7. Will there be detours?	_____	_____
8. TTC devices have been purchased?	_____	_____
9. Flagmen will be provided?	_____	_____
10. Pilot vehicle will be provided?	_____	_____
11. Fee has been paid?	_____	_____

Provide name and dates of event:

Provide Contact Info. Of person(s) in charge of implementing and enforcing the TTC plan during the event: