



**ENCROACHMENT PERMIT
(TRAFFIC)**

DEPARTMENT OF PUBLIC WORKS
50 PARK PLACE
BRISBANE, CA 94005
PHONE (415) 508-2130
INSPECTOR: 415.760.3053

DATE: _____

PROJECT LOCATION: _____

PERMIT NO. TCP-_____

ENCROACHMENT PERMIT APPLICATION (TRAFFIC)

(SEE BRISBANE MUNICIPAL CODE SECTION 12.04 FOR APPLICATION PACKET REQUIREMENTS)

THIS PERMIT IS NOT VALID UNTIL SIGNED BY THE CITY OF BRISBANE

APPLICANT NAME	CONTRACTOR NAME
COMPANY	COMPANY
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE
TELEPHONE	24 HOUR TELEPHONE

Project related to current Building Permit: ☐ YES ☐ NO If YES, Building Permit No.: _____
Project related to current Planning application: ☐ YES ☐ NO If YES, Planning App. No.: _____
Project related to current Encroachment Permit: ☐ YES ☐ NO If YES, Permit Date: _____

APPLICATION IS HEREBY MADE TO:

WORK IN: ☐ STREET ☐ SIDEWALK ☐ PLANTER STRIP ☐ MANHOLES ☐ OTHER - DESCRIBE BELOW

PURPOSE: ☐ BLOCK PARKING ☐ BLOCK SIDEWALK ☐ PLACE DUMPSTER ☐ CLOSE LANE OF TRAFFIC

- ☐ CLOSE SAN FRANCISCO AVENUE NEAR PARK FOR CAR WASH, ETC. (REQUIRES P & R CLEARANCE)
☐ UTILIZE ANY PORTION OF SHARED USE PARKING AT SIERRA POINT (REQUIRES HARBORMASTER CLEARANCE)
☐ USE OF SOUND AMPLIFYING EQUIPMENT (REQUIRES PLANNING DIRECTOR REVIEW PER BMC 8.28.070)
☐ MORE THAN 100 PARTICIPANTS/SPECTATORS ANTICIPATED (REQUIRES BRISBANE POLICE DEPARTMENT CLEARANCE)
☐ RETAIL SALES OF ANY KIND OR ANY SOLICITATION IS PROPOSED (REQUIRES BRISBANE POLICE DEPARTMENT CLEARANCE)
☐ SALE AND/OR CONSUMPTION OF ALCOHOL IN PUBLIC IS REQUESTED (REQUIRES BRISBANE POLICE DEPARTMENT CLEARANCE)

AND OTHERWISE ENCROACH BY:

PER ☐ PLANS ☐ DIAGRAM

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____ WORKING HOURS REQUESTED: _____

I HEREBY AGREE TO ACCEPT AND ABIDE BY THE GENERAL ENCROACHMENT PERMIT PROVISIONS; THE CONDITIONS OF APPROVAL LISTED ON THIS PERMIT AND CHAPTER 12.04 OF THE BRISBANE MUNICIPAL CODE.

PERMITEE: _____ DATE: _____

TITLE: _____ COMPANY: _____

PARKS & RECREATION CLEARANCE FOR SAN FRANCISCO AVENUE CLOSURE ☐ APPROVED ☐ DENIED
DATE: _____ BY: _____

MARINA CLEARANCE FOR SHARED USE PARKING AT SIERRA POINT ☐ APPROVED ☐ DENIED
DATE: _____ BY: _____

BRISBANE POLICE DEPARTMENT CLEARANCE ☐ APPROVED ☐ DENIED
DATE: _____ BY: _____

THIS PERMIT IS TO BE STRICTLY CONSTRUED AND NO WORK OTHER THAN THAT SPECIFICALLY MENTIONED ABOVE IS AUTHORIZED HEREBY. PERMIT EXPIRES IN 90 CALENDAR DAYS IF WORK IS NOT STARTED. **FIELDS BELOW FOR CITY USE ONLY.**

DATE GRANTED: _____ BY: _____

DATE EXPIRES: _____ DATE EXTENDED/BY: _____ DATE EXTENDED/BY: _____

DATE WORK COMPLETED _____

FINAL INSPECTION: DATE: _____ INSPECTED BY: _____

CC: Police Department, Fire Department, Public Works Inspector, Recreation Department, Marina

GENERAL TRAFFIC PERMIT PROVISIONS

1. TRAFFIC CONTROL PLANS

Placement of temporary traffic control signs and devices shall not fully obstruct pedestrian or bicycles paths unless a closure and temporary access route or detour is approved by the City Engineer.

All City Highways

No work will be performed during other than normal work hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. For work hours other than specified, a special request in writing must be submitted for approval and the appropriate fees will be collected.

No work will be done on the weekend without a special weekend permit issued by the Director of Public Works/City Engineer.

Contractor's traffic control plan shall provide two-way traffic on all two-way streets at all times. If required to maintain two-way traffic, contractor shall provide flaggers with radios at each end of construction detour.

"Standard" plans may be used when the activity site is consistent with typical work zone layouts shown in the latest edition of the Work Area Traffic Control Handbook or with typical applications shown in the latest edition of the California Manual for Uniform Traffic Control Devices.

Dependent on the location of the work, the City may require the submittal of typical plans with site-specific details including street names, existing traffic control signals/devices, intersections, driveways, etc.

Advance warning signs for parking restrictions and lane closures/detours shall be placed 72 hours in advance of implementing traffic control.

Highways with Restricted Work Hours (work is permitted only between 9 AM and 4 PM)

No work, traffic control, lane closures, or traffic detours will be allowed within traffic lanes of the following highways before 9:00 a.m. or after 4:00 p.m.:

Bayshore Boulevard
Guadalupe Canyon Parkway
Valley Drive
North Hill Drive
Tunnel Avenue
Lagoon Way
Sierra Point Parkway

Highways with Designated Class I, II, or IV Bike Lanes

Traffic control plans that propose closing all or a portion of the above bike lanes may not utilize W16-1 (Share the Road) and W11-1 (bicycle graphic) at speeds > 35 MPH.

When the total available travelway outside the road closure is $\geq 15'$ in width, then the TCP may implement a speed reduction to 35 MPH and utilize the W16-1 and W11-1.

When the total available travelway outside the road closure is $\geq 13'$ in width, then the TCP may implement a speed reduction to 25 MPH and utilize the W16-1 and W11-1.

When the total available travelway outside the road closure is < 13' in width, the TCP shall implement a bicycle detour plan.

Where the existing bike lanes include a rumble strip section, the width of that section may not be counted towards "total available travelway".

Restricted Conditions (TCP must be prepared by a licensed professional)

Traffic control plans for the following highways and for the listed conditions shall be signed and stamped plans prepared by a California licensed civil engineer or traffic engineer:

Bayshore Boulevard
Guadalupe Canyon Parkway
Valley Drive
Lagoon Way
Sierra Point Parkway

Night Work
Full Road Closure

2. City reserves the right to adjust or require additional traffic control measures if in the City Engineer's sole judgment such adjustment or additional measures are necessary.
3. Construction noise limitations shall be as specified in BMC 8.28.60 A and 8.28.60 B.
4. All Contractors and subcontractors shall obtain a City of Brisbane business license prior to performing any work within the City.
5. Staging, including the storage of equipment and stockpiling of materials, shall not be allowed within the public right-of-way. Upon demand of City, Permittee shall provide written proof of permission to utilize private property within City limits for staging.
6. Construction equipment will be allowed to transit the public right-of-way with proper traffic control, including flagging, in order to access the jobsite. Permittee shall provide proper safety measures at all times.
7. Trucks delivering materials shall not block public traffic at any time except for deliveries incorporated into an approved traffic control plan.
8. Only non-permanent markings are permitted to be placed on city rights-of-way. Depending on the nature of the permitted activity, the applicant may be required to provide a \$1500 deposit for street cleaning and/or removal of markings. The permittee shall promptly cause all markings in the public right-of-way to be removed after the approved activity, or will forfeit the deposit.
9. All work shall be done in conformance with the approved plans.
10. This permit shall be kept on the premises at all times.

CONDITIONS OF APPROVAL