

COPPER VALLEY COMMUNITY SERVICES DISTRICT (CSD)
ENCROACHMENT PERMIT
INFORMATION PACKET FOR APPLICATION

The California Streets and Highways Code and the Copper Valley Community Services District (CSD) by-laws both require any person or agency performing work in a CSD roadway, easement, or other infrastructure area to first obtain an encroachment permit from the District. Encroachment permits are issued for any kind of work performed within the District areas. This is to ensure that all connections to Copper Valley CSD roadways and utility installations allow for safe travel through District areas and proper operation of District infrastructure.

The following must be submitted when applying for an Encroachment Permit:

- A completed Encroachment Permit application.
- Payment of the required fee as established in the current fee schedule.

Your application and the location of your project will be reviewed by an inspector prior to the Encroachment Permit being issued. The permit will be issued with requirements based upon their findings. We will mail your permit to you when it is ready.

Your Encroachment Permit **must** be posted or on hand for review at the project site at all times when any work is being performed.

Inspections are required during construction of the project. Please call our inspection line **at least two business days** before your requested inspection date. Inspection line: (209) 785-0100.

Your encroachment permit will be good for a period of one year from the date it is issued. If you are unable to complete construction of the project within that period, please contact our office **before the expiration date** on your permit and we will issue you an extension. Only a single, 1-year extension will be issued on your permit. A nominal filing fee may be charged for this extension.

If you allow your permit to expire prior to the completion of your project (which includes the final inspection) or prior to requesting an extension, you will be required to apply again and pay for a new permit.

If you have any additional questions, please contact us.

Copper Valley Community Services District
P.O. Box 5158
Sonora, CA 95370
(209) 272-0957
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COPPER VALLEY COMMUNITY SERVICES DISTRICT (CSD) GUIDELINES FOR ENCROACHMENT PERMITS

Encroachment permits are required for all work in any Copper Valley CSD roadway, easement, or infrastructure area.

BLANKET PERMITS

These cover repairs and ordinary maintenance and may be obtained on an annual basis. All Blanket Permits issued will automatically expire on December 31st of the year they were issued and must be renewed prior to January 1st of each year.

Prior to performing any work under a Blanket Permit, call the CSD inspection line at (209) 785-0100 to provide notice. Such notice shall specify the date, type, location, and extent of the work.

All encroachment work shall conform to the Copper Valley CSD Standards and Specifications:

- **TRENCHING** – Pavement shall be saw-cut to produce neat and straight lines. Care shall be taken to prevent damage to the pavement by the outriggers of the equipment. See Standard Drawing Nos. 3-H1 through 3-H5.
- **LINE PLACEMENT AND BACKFILL** – All lines shall be placed at a depth of at least 36 inches below the surface. Backfill material shall be Class 2 aggregate base. See Standard Drawing No. 3-H1. Mechanical tamping to 95% relative compaction is required. **DO NOT POND OR JET BACKFILL.** Compaction testing reports must be submitted to Copper Valley CSD.
- **TEMPORARY CLOSURES** – No excavated areas within a roadway shall be allowed to remain open after completion of the day's work or after dark, whichever comes first. If permanent paving cannot be restored on the same day, cold mix must be used as a temporary surface for daily closure. Permittee shall maintain the surface cold mix or asphalt concrete or backfill in a smooth, satisfactory condition.
- **"T" TRENCH** – Shall be used in paved areas which are 3 or more feet from the edge of pavement. The structural section replacement shall extend 6 inches on each side of the neat lines of the trench. See Standard Drawing No. 3-H1.
- **UTILITY BOXES** – Shall be placed to match the existing grade, flush with the newly paved collar. With hot mix, concrete shall be 2 inches below finished grade.
- **STRUCTURAL SECTION** – Shall be replaced in kind, but in no case shall it be less than 3 inches of compacted hot mix asphalt (HMA) over 6 inches Class II aggregate base. Trench paving shall match existing grade and be maintained on grade.
- **CONCRETE SPECIFICATIONS** – Concrete for curbs, sidewalks, and their appurtenances must be minor concrete containing at least 463 pounds of cementitious material per cubic yard. Construction shall conform to Section 73 of the Caltrans Standard Specifications. Concrete shall conform to ACI 2019 with the following minimum values: $f(c)' = 2500$ PSI; $F_y = 40,000$ PSI; 1/2" minimum aggregate. Mix design submittal is required 48 hours prior to placement.

COPPER VALLEY COMMUNITY SERVICES DISTRICT (CSD)
CONDITIONS FOR ENCROACHMENT PERMITS

1. **ACCEPTANCE OF PROVISIONS.** It is understood and agreed by the Applicant, Contractor, and other parties involved in the work being performed that the use or maintenance of the encroachment under this permit shall constitute an acceptance of all the provisions, and failure on the Applicant, Contractor, or other parties to comply with any provision will be cause for revocation of this permit.
2. **NO PRECEDENT ESTABLISHED.** This permit is granted with the understanding that such action does not establish a precedent for permitting any kind of encroachment.
3. **PRIOR NOTICE.** The Copper Valley CSD shall be given two (2) working day's notice prior to the start of work by calling the 24 hour inspection line at (209) 785-0100.
4. **POSTING PERMIT.** This permit shall be kept at the site of the work and shall be presented upon demand to any law enforcement officer or recognized representative of the Copper Valley CSD.
5. **OTHER AGENCIES.** This permit does not authorize work for which other agencies, by law, have jurisdiction, and becomes suspended until such other agency or agencies give written consent.
6. **PROTECTION OF TRAFFIC.** It is the obligation of the Permittee to provide adequate protection for the traveling public. Barricades, lights, and flagmen shall be employed as required by the particular work. All work shall be carried out with the least possible inconvenience to traffic.
7. **CONSTRUCTION STANDARDS.** All work shall conform to recognized standards of construction acceptable to the Copper Valley CSD. All damage to existing facilities shall be repaired to a condition equal to or better than that prior to construction.
8. **STORAGE OF MATERIAL.** No material shall be stored within eight (8) feet from the edge of pavement or traveled way or within the shoulder line where the shoulders are wider than eight feet.
9. **CLEANUP.** Upon completion of work, all brush, timber, scraps, debris, and materials shall be entirely removed and the work area will be left in a presentable condition.
10. **FUTURE REMOVAL OR RELOCATION OF INSTALLATION.** It is understood by the Permittee that whenever construction, reconstruction, or maintenance work on the roadway, easement, or infrastructure area may require the installation provided for in this permit to be removed or relocated, such installation shall, upon the request of the Copper Valley CSD, be immediately moved by and at the sole expense of the Permittee.
11. **LIABILITY FOR DAMAGES.** The Permittee shall be responsible for all liability for personal injury or property damage which may arise out of the work herein permitted or which may arise out of the Permittee's failure to properly maintain said installation after completion of same.
12. **BOND.** Unless specifically exempted on the face hereof, the Permittee shall file with the Copper Valley CSD a surety bond or evidence of insurance in the form, amount, and for a period of time as required by said CSD.
13. **DRAINAGE.** All existing gutters, drains, drain pipes, structures, and other infrastructure related to drainage shall be protected and maintained during construction and returned to their original capacities prior to the completion of the work being performed.
14. **PLANS.** Upon completion of underground installations of consequence, the Permittee shall furnish a plan to the Copper Valley CSD showing locations and details of said installation as constructed.
15. **MAINTENANCE.** The Permittee agrees, by acceptance of this permit, to exercise reasonable care in properly maintaining the encroachment and to repair any damage to the roadway, easement, or infrastructure area which may occur as a result of the installation of work done under this permit, including all damages to the roadway which would not have occurred had such work not been done or such encroachment not placed therein, and including but not limited to removal of obstructions for sight distances when and where required.
16. **WEEKENDS AND HOLIDAYS.** No work will be allowed on weekends and holidays unless written authorization is given by the Copper Valley Community Services District.