



**ENCROACHMENT PERMIT (TRAFFIC)**

DEPARTMENT OF PUBLIC WORKS  
50 PARK PLACE  
BRISBANE, CA 94005  
PHONE (415) 508-2130  
FAX (415) 467-5547

DATE: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

**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
OWNER NAME AND ADDRESS	CONTRACTOR'S LICENSE NO: CONTRACTOR'S CLASS A LICENSE NO: CITY BRISBANE LICENSE NO:
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.

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. All work shall be done in conformance with the approved plans.
2. This permit shall be kept on the premises at all times.
3. No work shall be performed during hours other than normal working hours, which are Monday through Friday 8:00 a.m. to 5:00 p.m. For working hours other than specified, a special request in writing must be submitted for approval and the appropriate fees will be collected.
4. No work shall be done on the weekend without a special weekend permit issued by the Director of Public Works/City Engineer.
5. No work, traffic control, lane closures, or traffic detours will be allowed within traffic lanes of Bayshore Boulevard, Guadalupe Canyon Parkway, Valley Drive, North Hill Drive, Tunnel Avenue, Lagoon Road, and Sierra Point Parkway before 9:00 a.m. or after 4:00 p.m.
6. Construction noise limitations shall be as specified in BMC 8.28.60 A and 8.28.60 B.
7. All Contractors and subcontractors shall obtain a City of Brisbane business license prior to performing any work within the City.
8. All traffic control measures shall be per the plan submitted and approved by City prior to start of operations. Standard plans (i.e., typical plans with site-specific details including street names, existing traffic control signals/devices, intersections, driveways, etc.) may be submitted when the activity site is consistent with the typical work zone layouts shown in the latest edition of the Work Area Traffic control Handbook or with the typical applications shown in the latest edition of the California Manual for Uniform Traffic Control Devices.

A signed and stamped plan prepared by a California licensed civil engineer or traffic engineer shall be required in all of the following situations; night work, full road closure, and on the following roads - Bayshore Boulevard, Guadalupe Canyon Parkway, Sierra Point Parkway, and Lagoon Way.

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.

9. 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.
10. 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.
11. 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.
12. Trucks delivering materials shall not block public traffic at any time except for deliveries incorporated into an approved traffic control plan.

**CONDITIONS OF APPROVAL**