

CITY OF FAIRFIELD
PUBLIC WORKS DEPARTMENT

ENCROACHMENT PERMIT CHECKLIST

An encroachment permit is needed whenever work is done within a public right-of-way or easement, or impacts a public facility. Examples of work requiring an encroachment permit are as follows:

- ✓ Repairing or installing curb, gutter and/or sidewalk adjacent to a City Street.
- ✓ Widening or installing a driveway apron.
- ✓ Installing or extending water, fire, or sewer service between the City's main line and the (water meter, backflow preventer, or sewer cleanout).
- ✓ Installing or relocating a public fire hydrant.
- ✓ Installing a backflow prevention device.
- ✓ Connecting a private on-site storm drain line to a public storm drain system.
- ✓ Widening or striping a public street.
- ✓ Installing landscaping or irrigation within the public right-of-way.
- ✓ Placement of a dumpster within a public street.

The process begins with submitting an encroachment permit package to the Public Works Department in person at the front counter (located at City Hall, 1000 Webster Street, 3rd Floor) or via email at permit@fairfield.ca.gov. The package shall include all of the following items:

- **PERMIT APPLICATION** can be obtained at <https://www.fairfield.ca.gov/government/city-departments/public-works/engineering/permit-information> Please be specific on the scope of work and make sure to include contact information.
- **PLANS** showing the proposed work, including enough information to clearly evaluate the impacts of the proposed work. **Traffic Control Plan** may be required. For additional information, please visit <https://www.fairfield.ca.gov/government/city-departments/public-works/engineering/traffic-engineering> Submit two copies of each set of plans.
- **COST ESTIMATE** for work to be performed within the City property and/or right-of-way. This information is used to establish the bond/deposit amount and inspection fees.
- **FEES** for the permit are calculated as follows:
 - * Encroachments Permit Fee: \$76 (\$143 with traffic control review). Additional \$69 fine for working without an issued permit.
 - * Inspection Fee: See attached Fee List
 - * Street Trench Cut Fee: See attached Fee List
- **BOND or DEPOSIT**, which is 110% of the value of the work requiring a permit or \$750.00, whichever is greater. If work is valued at less than \$2,000.00, the required bond/deposit is \$750.00. See attached Bond/Deposit List Bonds and deposits are returned once the work has been completed, inspected and approved.
- **INSURANCE**. The following contractor information must be submitted with the permit:
 1. **Certificate of Insurance**- summarizing the contractor's insurance coverage for the following policies:
 - Worker's Compensation Insurance
 - General Liability Insurance- work within busy City streets requires \$3,000,000 in Liability Insurance. Work outside of City streets and in less hazardous areas requires \$1,000,000 in Liability Insurance.
 - Automobile Liability Insurance NOTE: *Insurance Company must have a minimum A.M. BEST rating of "A-" and a financial strength of VII.*
 2. **City Standard Insurance Endorsement**- Separate endorsement forms for each of the liability policies which adds the City as an "additional insured" to the contractor's insurance policy. The forms must cover "ongoing operations" (CG 20 10 and 20 38) and "completed operations (CG 20 37).

Once the permit has been issued, the permittee is responsible for contacting the City's Public Works Inspector at (707) 428-7558 **24 hours prior to start of work** to coordinate construction "kick-off" meetings.

Public Works
Encroachment Permit Fees
(Effective 04/01/2024)

Fee Description	Amount
Application Fees:	
Encroachment Permit Application Fee (no traffic control plan review)	\$79
Encroachment Permit Application Fee with Traffic Control Plan Review*	\$148
Additional Traffic Control Plan Review	\$72/per
Field Investigation Fee	\$119
Inspection Fees:	
Boring utilities	\$340/day
Installing/destroying monitoring wells	\$190/day
Installation/modification of driveway	\$265/day
Installing/modifying a new utility service	\$340/day
Installing/replacing backflow device	\$190/day
Placing dumpster, storage unit or signs	\$190/day
Placing power, streetlight or sign poles	\$190/day
Installing/replacing curb, gutter, sidewalk	\$190/day
Soil Boring	\$190/day
Installing/replacing pavement striping	\$265/day
Traffic Control (only scope of work)	\$190/day
Traffic Control (part of larger scope of work)	\$147/day
Traffic signal installation/modification	\$340/day
Tree removal/trimming	\$190/day
Trenching	\$340/day
Misc. Items	\$190/day
Street Trench Cut Fees:	
Arterial	\$19/sq ft
Collector	\$16/sq ft
Residential	\$15/sq ft

*\$148 covers the first three reviews. The permittee will be charged \$72 for each additional review.

NOTES:

1. **CITY RESOLUTION:** Permit fees are established by and adjusted annually per City Council Resolution No. 2015-167. Updated fees are effective April 1st of each year.
2. **BOND/DEPOSIT:** 110% of the value of the work requiring a permit. For work valued at less than \$2,000.00, the required bond/deposit shall be \$750.00.
3. **SPECIFIC WORK REQUIRING ONLY A MINIMUM BOND/DEPOSIT OF \$750.00:** Sanitary Sewer Lateral & Cleanout Installation, Work requiring only Traffic Control, Installation/Repair of Backflow Devices.
4. **FAIRFIELD-SUISUN SEWER DISTRICT FEES:** The Fairfield-Suisun Sewer District (FSSD) provides sewer services to City of Fairfield residents and businesses. If proposed improvements impact or are near a sewer utility main, or appurtenance, additional fees may be assessed by the City as part of this encroachment permit application. Please refer to the attached FSSD Fee Schedule for more information.
5. The Encroachment Permit Application with Traffic Control Plan Review includes three (3) reviews. The 4th review, or more, will incur an additional plan review fee.

**Fairfield-Suisun Sewer District
Fee Schedule
Effective January 1, 2023**

	Rate	Billing Cycle / Unit	Resolution / Ordinance
Sewer Service Charges			
Residential ¹	\$45.02	per month	
Commercial			
Monthly Account Charge	\$11.97	per account per month	
and			
Regular Strength Volumetric ²	\$3.60	per Hundred Cubic Feet	
or			
High Strength Volumetric ³	\$6.23	per Hundred Cubic Feet	Resolution 2022-05
Case-by-Case ⁴			
Monthly Account Charge	\$11.97	per account per month	Ordinance 2022-02
and			
Volumetric (direct connect)	\$2,994.65	per Million Gallon	
and			
Biochemical Oxygen Demand (by weight)	\$503.54	per 1000 lbs.	
and			
Total Suspended Solids (by weight)	\$255.55	per 1000 lbs.	
Travis Air Force Base (volumetric)	\$2.90	per Hundred Cubic Feet	
Sewer Capacity Charges			
Sewer Capacity Charge	\$6,883.00	per Equivalent Dwelling Unit*	Resolution 2022-05
<i>*Calculation varies by use and square footage of building. See EDU table on page 3 from Ordinance 2022-02</i>			
Lawler Ranch Surcharge	\$271.03		
North Cordelia Sub-basin A Surcharge	\$593.65	per Equivalent Dwelling Unit**	Ordinance 2022-02
Rancho Solano Surcharge	\$1,691.51		
<i>**In addition to base fee of \$6,883 per Equivalent Dwelling Unit</i>			
Plan Check Fees			
Residential Subdivisions	\$425.00	flat rate	
Mainline Extension ⁶	\$105.00	per 100 lineal feet	
New Single Family Residential Connection <i>Not part of subdivision</i>	\$105.00	per parcel	
Commercial Buildings, Hotels, Apartments and Tenant Improvements	\$210.00	per building / tenant unit	
Connections to FSSD System ⁷ <i>Not part of subdivisions or Mainline Extension</i>	\$310.00	each	Resolution 2022-16
Encroachments	\$105.00	each	
Public Easements <i>New, adjustments, abandments, quit claims</i>	\$425.00	each	
Development Agreements	\$635.00	each	
Demolitions	\$210.00	per demolition	
Plan Check Hourly	\$105.00	per hour	
Inspection Fees			
Mainline Extension	\$547.00	per 100 lineal feet	
Connections to FSSD System <i>Not part of Mainline Extension</i>	\$365.00	each	Resolution 2022-16
Encroachments	\$91.00	each	
Inspection Hourly	\$91.00	per hour	
Plan Check Hourly	\$136.50	per hour	
Other Fees			
Regulatory Compliance Fee ⁵	\$1,026.24	per month	Ordinance 2022-02
Short-Term Discharge Fee	\$0.0903	per gallon (\$500.00 minimum)	
Short-Term Discharge Permit Fee	\$285.00	per application	Ordinance 2022-02 Resolution 2022-16
Storm Drain Maintenance Charges			
Residential	\$20.23	per lot or parcel for year	
Multiple-Family and Institutional (Churches)	\$250.51	per acre for year	Ordinance 2022-01
Commercial and Industrial	\$313.14	per acre for year	
Undeveloped	\$1.06	per acre/portion thereof for year	

Fee Schedule Footnotes

¹ Single-family and Multiple-family dwellings.

² Offices, retail, stores, hotels, motels, schools, churches, hospitals, nursing homes, laundromats, dry cleaning, establishments, bars without dining facilities, car washes, other commercial or industrial customers not treated High Strength or as Case-by-Case.

³ Commercial laundries, restaurants, service stations with holding tank dumping facilities, car washes with auto steam cleaning facilities, bakeries and food processing, other commercial or industrial customers with concentrations greater than 306 milligrams per liter biochemical oxygen demand (BOD) or 216 milligrams per liter total suspended solids (TSS), but less than the concentrations specified for Case-by-Case.

⁴ All commercial or industrial customers other than those specified as Regular or High Strength with flows greater than 0.010 million gallons per day (MGD), or with concentrations greater than 650 mg/l BOD or 1,000 mg/l TSS; all intermittent customers; and any commercial or industrial customer requesting and paying the full cost of metering and testing.

⁵ For those customers holding a District Wastewater Discharge Permit.

⁶ In addition to the Residential Subdivision flat rate when District mains are proposed as part of the subdivision.

⁷ For a new manhole connection or tie-in to the District system.

From Ordinance 2022-02, Exhibit A

Table A1: EDUs by Customer Class

Customer Class	Assigned Equivalent Dwelling Units (EDUs)
Residential	
Single-Family Dwelling	1.00 EDU per dwelling
Multiple-Family with units > or = 1,200 sq. ft.	1.00 EDU per unit
Multiple-Family with units <1,200 sq. ft.	0.60 EDU per unit
Accessory Dwelling Unit (within an existing single-family dwelling or existing accessory structure)	None
Accessory Dwelling Unit (new detached ADU up to 1,200 sq. ft.; new attached ADU sized 500-1,200 sq. ft. with new single-family dwelling)	0.60 EDU per unit
Commercial	
Auto Body / Painting, Dealerships, Repair, Service Stations	0.50 EDU / 1,000 sq. ft. of gross floor area
Bakeries	1.50 EDU / 1,000 sq. ft. of gross floor area
Barbers, Beauty Shops, Hair Salons	0.40 EDU / 1,000 sq. ft. of gross floor area
Bars, Wine Tasting, Beer Tasting (no food service)	1.00 EDU / 1,000 sq. ft. of gross floor area
Car Wash	3.00 EDU / 1,000 sq. ft. of gross floor area
Churches	0.30 EDU / 1,000 sq. ft. of gross floor area
Dry Cleaners	0.25 EDU / 1,000 sq. ft. of gross floor area
Grocery (no bakery, deli, or food prepared on-site)	0.60 EDU / 1,000 sq. ft. of gross floor area
Grocery (with bakery, deli, or food prepared on-site)	0.90 EDU / 1,000 sq. ft. of gross floor area
Laundry – Self Service	0.50 EDU / washing machine
Laundry – Commercial	4.00 EDU / 1,000 sq. ft. of gross floor area
Gym, Health Clubs, Tanning Salons	1.20 EDU / 1,000 sq. ft. of gross floor area
Hotel / Motel	0.50 EDU / sleeping room or unit
Hospital	1.00 EDU / bed
Medical, Dental, and Massage Therapy Office	0.60 EDU / 1,000 sq. ft. of gross floor area
Office Buildings	0.30 EDU / 1,000 sq. ft. of gross floor area
Parks – Public, Private, and Community	1.00 EDU / restroom building
Restaurants	3.00 EDU / 1,000 sq. ft. of gross floor area
Retail	0.30 EDU / 1,000 sq. ft. of gross floor area
Schools	0.50 EDU / 1,000 sq. ft. of gross floor area
Theaters, Halls, Lodges, Auditoriums	0.30 EDU / 1,000 sq. ft. of gross floor area
Warehouses	0.05 EDU / 1,000 sq. ft. of gross floor area

Sewer Capacity Charge = Rate for Single Family Dwelling EDU x square feet ÷ 1,000 x Assigned EDUs
OR

Sewer Capacity Charge = Rate for Single Family Dwelling EDU x Assigned EDUs per unit

For Other Commercial Units with uses that are not included in the above table, the General Manager shall assign an EDU factor per 1,000 SF based on their best professional judgement, an estimate of loading from the facility, the characteristics of the intended use and/or a comparison of similar types of use.

Per Section A.2. of Ordinance 2022-02 Exhibit A - Any parcel (existing or created) that is connected to the District's sewer system shall own a minimum of one (1.0) EDU.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER NAME OF AGENT	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED CONTRACTOR OR DEVELOPER	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$
		OTHER				

Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED MUST BE LISTED ON SEPARATE ENDORSEMENT FORM.
 ENDORSEMENT FORMS ARE REQUIRED FOR GENERAL LIABILITY AND AUTOMOBILE LIABILITY.

CERTIFICATE HOLDER CITY OF FAIRFIELD 1000 WEBSTER STREET, 3RD FLOOR FAIRFIELD, CA 94533	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



R. J. Marshburn & Associates

CertifiedRiskManagers.com

3) **VERIFICATION**—It should be **standard practice** (authorized in and required by your Contract) that you require a Certificate of Insurance with the following attached—

i) **Waiver of subrogation endorsement for Workers' Compensation**

ii) **Additional Insured Endorsement for “ongoing operations”** (i.e., CG 20 10, CG 20 33, or CG 20 38. Do not use the CG 20 33 if Subs may be involved. Phase out usage of the CG 20 33 as the CG 20 38 becomes available.)

iii) **Additional Insured Endorsement for “completed operations”** (i.e., CG 20 37 if scope of work makes it applicable due to completed operations exposure.)

iv) **A copy of the declaration page or endorsement page listing all policy endorsements for the GL policy.** (This will help identify “Restricted Coverage” policies and endorsements to easily verify if limitations or exclusions have been added to the policy.)

A Matrix of various ISO Indemnity and Additional Insured Endorsement forms and their appropriate application follows.



ISO COVERAGES for Parties Other than the Named Insured

INDEMNIFIED PARTY Contractual Liability Coverage for Named Insured (Definition of "Insured Contract")

Ongoing Operations (During Construction)	Completed Operations (After Construction)	REGARDLESS if "caused by" Named Insured Type 1, 2 or 3	REQUIRES "caused by" Named Insured to cover only Type 3 indemnity
Standard ISO "Insured Contract" definition in CG 00 01	Standard ISO "Insured Contract" definition in CG 00 01	Standard ISO "Insured Contract" definition in CG 00 01	CG 24 26 07 04 & 04.13+ AMENDMENT OF INSURED CONTRACT DEFINITION
CG 21 39 deletes "f." NO COVERAGE	CG 21 39 deletes "f." NO COVERAGE	CG 21 39 deletes "f." NO COVERAGE	CG 21 39 deletes "f." NO COVERAGE

BEWARE of endorsements amending, excluding, or changing the Contractual Liability or the "insured contract" definition that provides the Contractual Liability coverage for Indemnification of others (upstream parties) assumed by Contract by the Named Insured.

ADDITIONAL INSURED ENDORSEMENT Coverage (CG 20 01 adds Primary & Non-Contributory)

Ongoing Operations (During Construction)	Completed Operations (After Construction)	REGARDLESS if "caused by" Named Insured	REQUIRES "caused by" Named Insured to trigger coverage. ALL 07.04 & 04.13
CG 2010—All editions	CG 2010 11.85 Edition only	YES—all except 07.04 & 04.13*+	CG 2010 07.04 & 04.13*+
CG 2033 All editions & 2038 04.13*+	CG 2033 & 2038 04.13*+ = NO Coverage	YES—all except 07.04 & 04.13*+	CG 2033 07.04 & CG 2038 04.13*+
CG 2037 = NO Coverage	CG2037 ALL editions	YES 10.01; NO 07.04 & 04.13*+	CG 2037 07.04 & 04.13*+

EXAMINE CAREFULLY Non-ISO Additional Insured Endorsements to see how they differ from the above for coverage in each of the 4 column and 3 row categories.

CAUTION!!! Non-ISO Manuscript Policies or Modified Definitions or Endorsements differ from the standard ISO coverage above! Be very careful!

+ **All** of the 04 13 Endorsements above apply **only** to the extent permitted by law

* **ALL** of the 04.13 Additional Insured Endorsements **will NOT** (1) **provide broader coverage** or (2) **pay higher limits than required by the written Contract or Agreement!** The Contract must explicitly require the limits and extent of coverage or there is **NO coverage even if the policy would otherwise provide the coverage!**

No clear Contract requirement = NO COVERAGE!

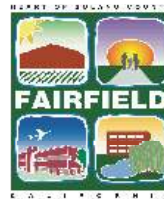


Preparing Traffic Control Plans

Complete closure of a city street for construction is not allowed, except in special circumstances with the prior expressed consent of the City or representative. Partial closures are acceptable when accompanied by a flag person, or alternative traffic control device that allow traffic to flow on a deviated path. If the Engineering Division has questions, we will direct them to the person listed as the contact. Once the traffic control plan is approved, the City will submit a copy of the approved plan to the contractor as well as the appropriate inspector. (10-21-2021 V3)

General Requirements

- Paper Size** – The traffic control plans must be SITE SPECIFIC and submitted on 11" x 17" ledger or 24" x 36" full size plan sheet(s). Typical (as shown in CA MUTCD) and hand drawn traffic control plans are unacceptable.
- Scale** – Scale is not necessary as long as dimensions are clearly identified.
- Labels** – Show:
 - 1.) A brief description of the project or work being done.
 - 2.) The anticipated project start date.
 - 3.) North arrow along with the streets names.
 - 4.) Major landmarks shall be clearly identified on each sheet.
- Responsible contractor or other contact information** – The person preparing the traffic control plan must be certified either by International Municipal Signal Association (IMSA), Institute of Transportation Studies (ITS), National Highway Institute, or similar training. The following must be included:
 - 1.) Contractors name, address, office and cell phone number.
 - 2.) Preparer's name, address, office and cell phone number (if different).
- Reference Documents** – The standards used to prepare the traffic control plan shall be in accordance with the California Supplement to the Manual of Uniform Traffic Control Devices (CA MUTCD), as well as the Work Area Traffic Control Handbook (WATCH). The CA MUTCD shall take preference if there are any conflicts. The CA MUTCD is available on line at <https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/ca-mutcd/rev6/camutcd2014-part6-rev6.pdf> Chapter 6, Temporary Traffic Control. Please pay special attention to new state policy and directives.
- Dimensions** – Plans shall identify accurate dimensions between all relevant objects, to include, but not limited to: spacing between signs, length of tapers, length/width of work area, as well as any other dimensions likely to be needed to properly direct traffic. These dimensions must be labeled on each sheet where traffic control is depicted. Tables and Charts are no longer acceptable. The traffic control plan should be drawn in such a way that it accurately reflects the location of the fixed objects.
- Access** – Road detours closures are strongly discouraged. Alternative roadwork between lanes to prevent the disruption of traffic flow as much as possible. If closing a road is absolutely necessary and approved by the City, the traffic control plan must show the detour route and signage. Access shall be maintained to all driveways, pedestrian or bicycle facilities. If access cannot be provided, an alternate shall be shown with the proper traffic control. Alternative pedestrian access to back of sidewalk or adjacent to coned taper shall be provided when appropriate.
- Traffic Control Devices** – Plans should identify all traffic control devices, both by name and sign code (CA MUTCD), as well as by location through the proper placement on the traffic control plan. This can be written next to the traffic control device, or through the use of a legend at the right side or bottom of page. See list of commonly used sign codes.
- Dates/Times of Work** – Plans shall note the proposed dates, times, and duration of work; when work will be completed in phases, this should be noted. Special consideration must be made for traffic controls used during hours of darkness. As always, the final approval for all work schedules is at the discretion of the City.



Traffic Control Plan Title Page Sample

Sheets submitted must be on 11" x 17" or 24" x 36" landscape format

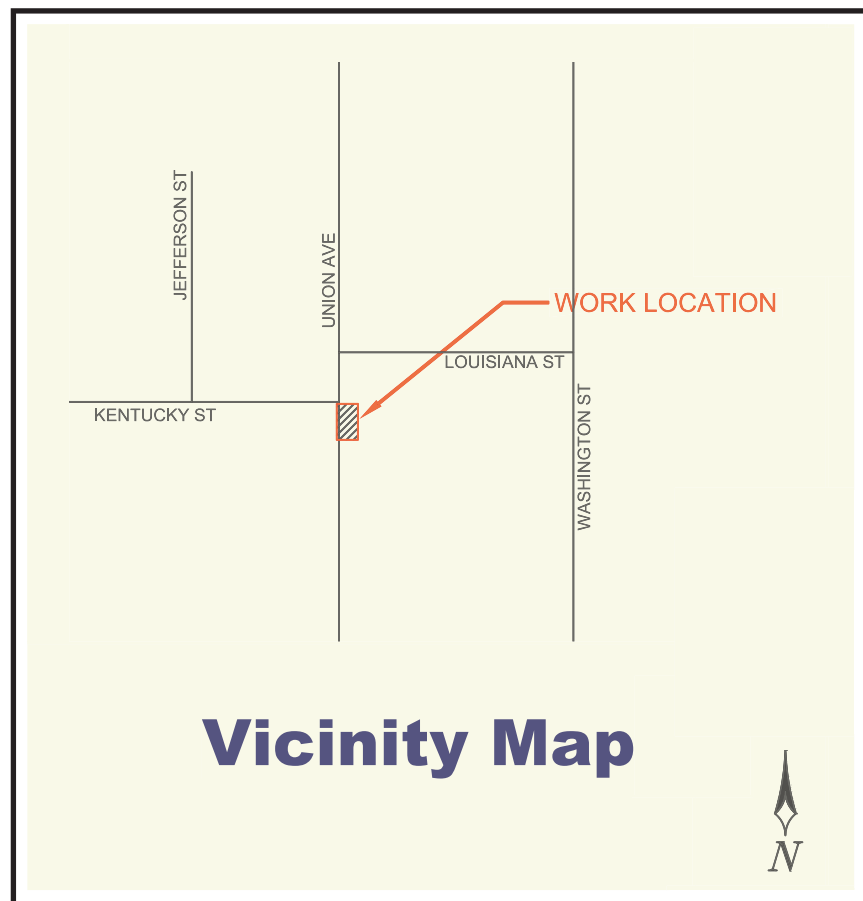
TRAFFIC CONTROL PLAN

STREET NAME

Provide the street name where project will be conducted. Must be site specific and not generic.

CITY OF FAIRFIELD, CALIFORNIA

Provide a Vicinity Map



IMPORTANT: Project Manager's name and contact number on each sheets.

CONTRACTOR

CONTACT

Contractor's Name

PHONE#

Contractor's Cell Phone

WORKING HOURS

9 am - 3:00 pm

Provide name and contact number of traffic control preparer.

CONSULTANT

TCP Preparer's Name
Contact Phone Number

IMPORTANT:

48 hours before Implementations of the approved Traffic Control Plan, the Project Manager is responsible for notifying Fairfield/Suisun Transit System at (707) 434-3800. No Exceptions.

Add this notice on all sheets

REVISIONS			
REV.	DESCRIPTION	BY	DATE

PROJECT NO. _____
DRAWN _____
DESIGNED _____
CHECKED _____
DATE OCTOBER 3, 2012

SHEET **1** COVER

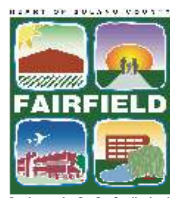
TRAFFIC CONTROL NOTES

1. The first set of traffic control signs W20-1 shall be 48" x 48" when posted speed limit is greater than 35 MPH, high reflective sheeting with 2 minimum flags. All remaining signs can be 36" x 36". Signs CANNOT BE cardboard or any other material other than what the California Manual of Uniform Traffic Control Devices (CA MUTCD) requires. Signs cannot be modified with duct tape or altered in any way that changes its original designation or integrity.
2. The City Inspector or Traffic Engineer shall at any time have the ability to make field adjustments to the traffic control plan including replacement of damaged or signs that appear no longer reflective. In the interest of public and workers safety, City Inspectors or Traffic Engineer can require the contractor to add or subtract signs, cones, delineators, barricades, etc. (in other words modify this traffic control plan in the field if they deemed necessary based on field conditions or visibility) without additional compensation.
3. The responsible contractor shall assure that all City codes, State and Federal standards are met. Any identified conflicts on the plan shall be mediated by the City.
4. This plan is not prepared to scale, therefore exact sign placement depicted here is subject to modification by contractor and further adjusted by the City according to access drives or other potential conflicts.
5. The contractor overseeing the project shall provide on site staff to maintain the traffic control area and assist in directing the public, vehicles, bikes and pedestrians.
6. Travel lanes shall be no less than 11 feet in width on arterial and collector streets and no less than 10 feet on local streets.
7. Signs and cone spacing are identified in each plan sheet where the project is shown and traffic control implemented. Traffic control shall coincide with CA MUTCD. All cones used shall be 28 inches with reflective sheeting. All other dimensions such as merge taper, buffers, etc. shall also be shown on each sheet. NO TABLES and CHART shall be used since project may cover multiple area with different road classifications and posted speed limits.
8. All traffic control devices shall meet the California Department of Transportation, California Manual of Uniform Traffic control Devices. In case of conflicts, the State Manual shall prevail.
9. If sidewalks are closed, a reasonable alternative shall be provided by the contractor, including directing pedestrians to controlled crossings. Pedestrians and bicycle access shall be maintained at all times.
10. Absolutely NO weekend work is permitted unless authorized by the City.
11. Traffic control signs shall be placed on separate post.
12. Contact Underground Service Alert (USA) 48 hours prior to any excavation for potential utility conflicts.
13. Any other potential striping or signing conflicts shall be resolved between City and contractor. The final decision will be made by City.
14. The contractor shall be responsible for notifying public safety agency prior to any road closures.
15. Any damage to existing City facilities will be repaired to the current City Standards at the contractors expense. Absolutely NO substitutions are allowed.
16. All flag persons directing traffic must be qualified per section 6E.01 of the CA MUTCD using proper equipment. Flag persons shall use a 6 foot post to support the STOP/SLOW paddle. Absolutely no exceptions.
17. Work on project shall NOT commence until the approved traffic control plan is in its place.
18. The contractor shall contact Fairfield and Suisun Transit at least 48 hours prior to commence of work. This or similar notice shall be clearly identified on the plans when it is determined that the project will be in designated bus route.
19. Approval of this plan in no way relieve the contractor from liability. It is still the responsibility of the contractor to make sure all the rules, regulations, standards, etc. are met prior, during, and at the completion of the project.

IMPORTANT:

48 hours before Implementations of the approved Traffic Control Plan, the Project Manager is responsible for notifying Fairfield/Suisun Transit System at (707) 434-3800. No Exceptions.

Add this notice on all sheets



Traffic Control Plan General Note Page Sample

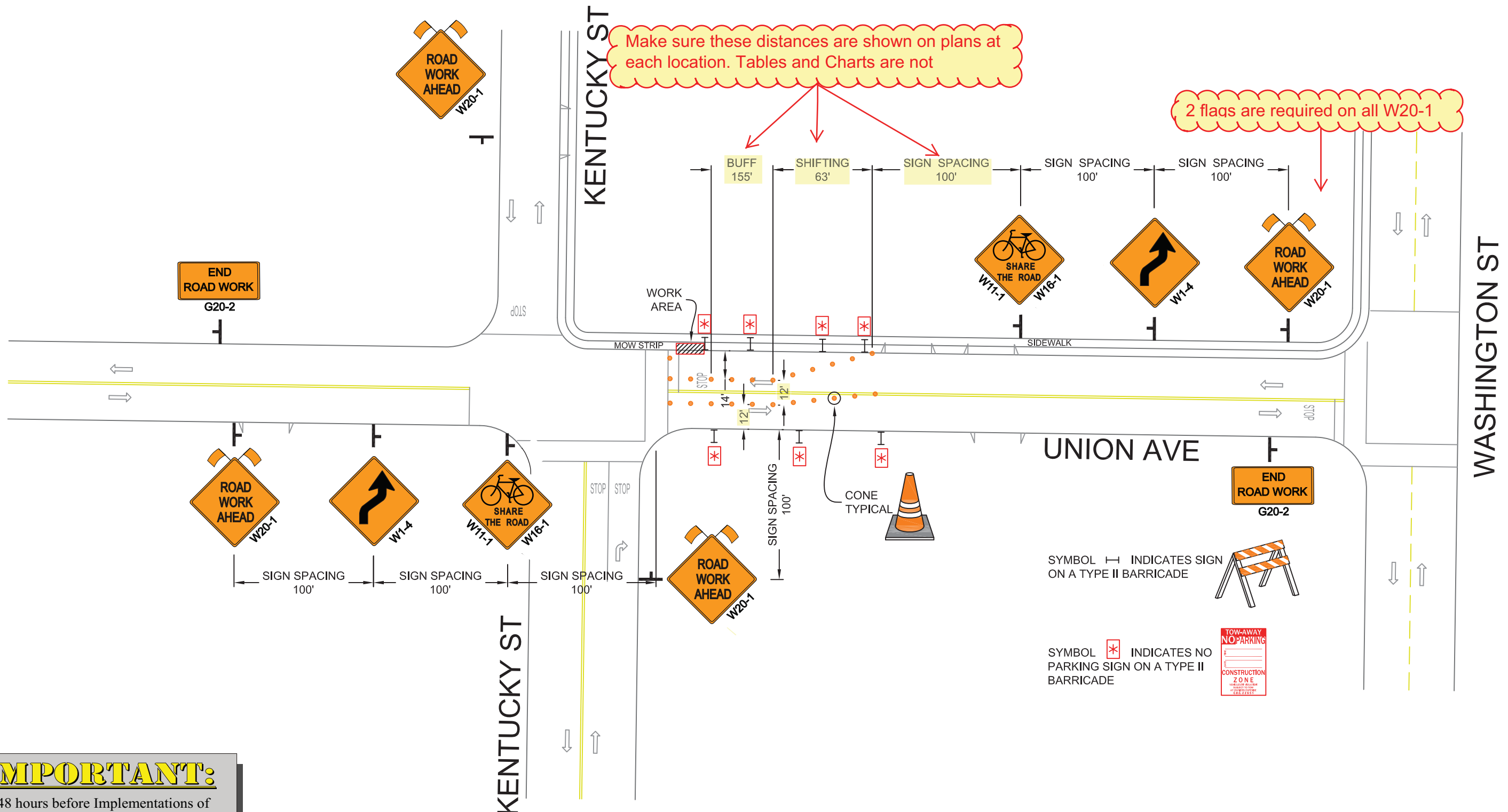
Sheets submitted must be on 11" x 17" or 24" x 36" landscape format

REVISIONS			
REV.	DESCRIPTION	BY	DATE

PROJECT NO.	_____
DRAWN	_____
DESIGNED	_____
CHECKED	_____
DATE	_____

Make sure these distances are shown on plans at each location. Tables and Charts are not

2 flags are required on all W20-1



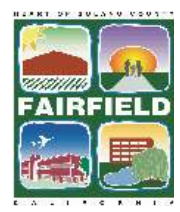
IMPORTANT:
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Add this notice on all sheets

Traffic Control Plan EXAMPLE

Sheets submitted must be on 11" x 17" or 24" x 36" landscape format

IMPORTANT: Project Manager's name and contact number on each sheets.



REVISIONS			
REV.	DESCRIPTION	BY	DATE

PM30938057

- ROADS < 50 MPH: MINIMUM 36" SIGN PANELS (48" SIGNS MAY BE USED)
- ROADS ≥ 50 MPH: MINIMUM 48" SIGN PANELS

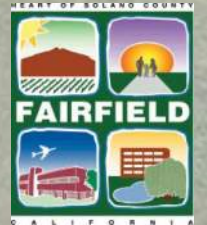
Traffic Control Plan Preparer's name and cell phone number

LOCATION
Contractor's Information
CONTACT PHONE# _____
WORKING HOURS _____

PROJECT NO. _____
DRAWN _____
DESIGNED _____
CHECKED _____
DATE _____

Traffic Control Example if using Google Earth

Sheet submitted must be on 11"x17" or 24"x36" landscape format.



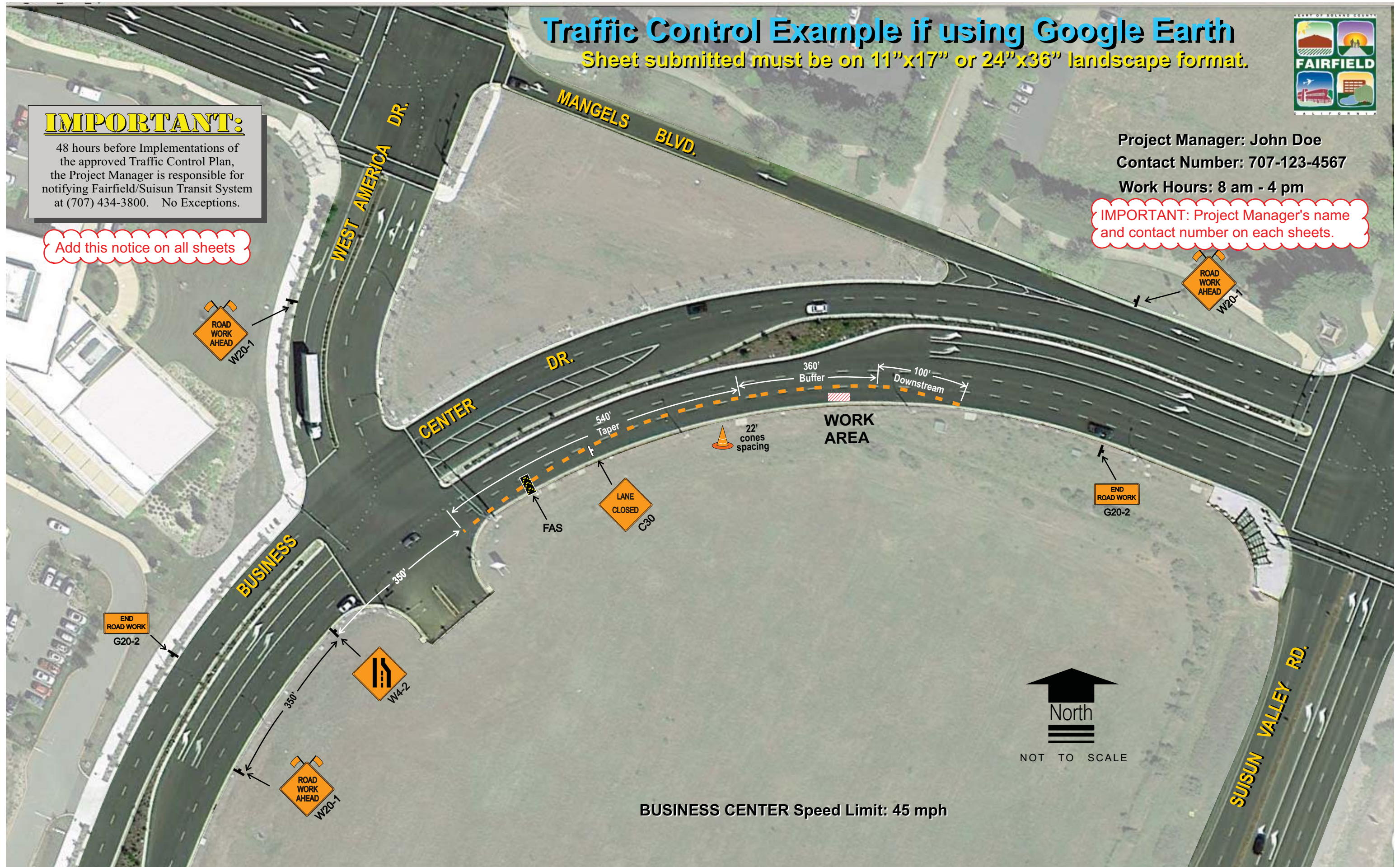
IMPORTANT:

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Add this notice on all sheets

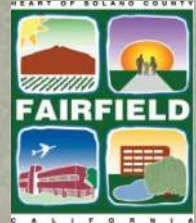
Project Manager: John Doe
Contact Number: 707-123-4567
Work Hours: 8 am - 4 pm

IMPORTANT: Project Manager's name and contact number on each sheets.



Traffic Control Example if using Google Earth

Sheet submitted must be on 11"x17" or 24"x36" landscape format.

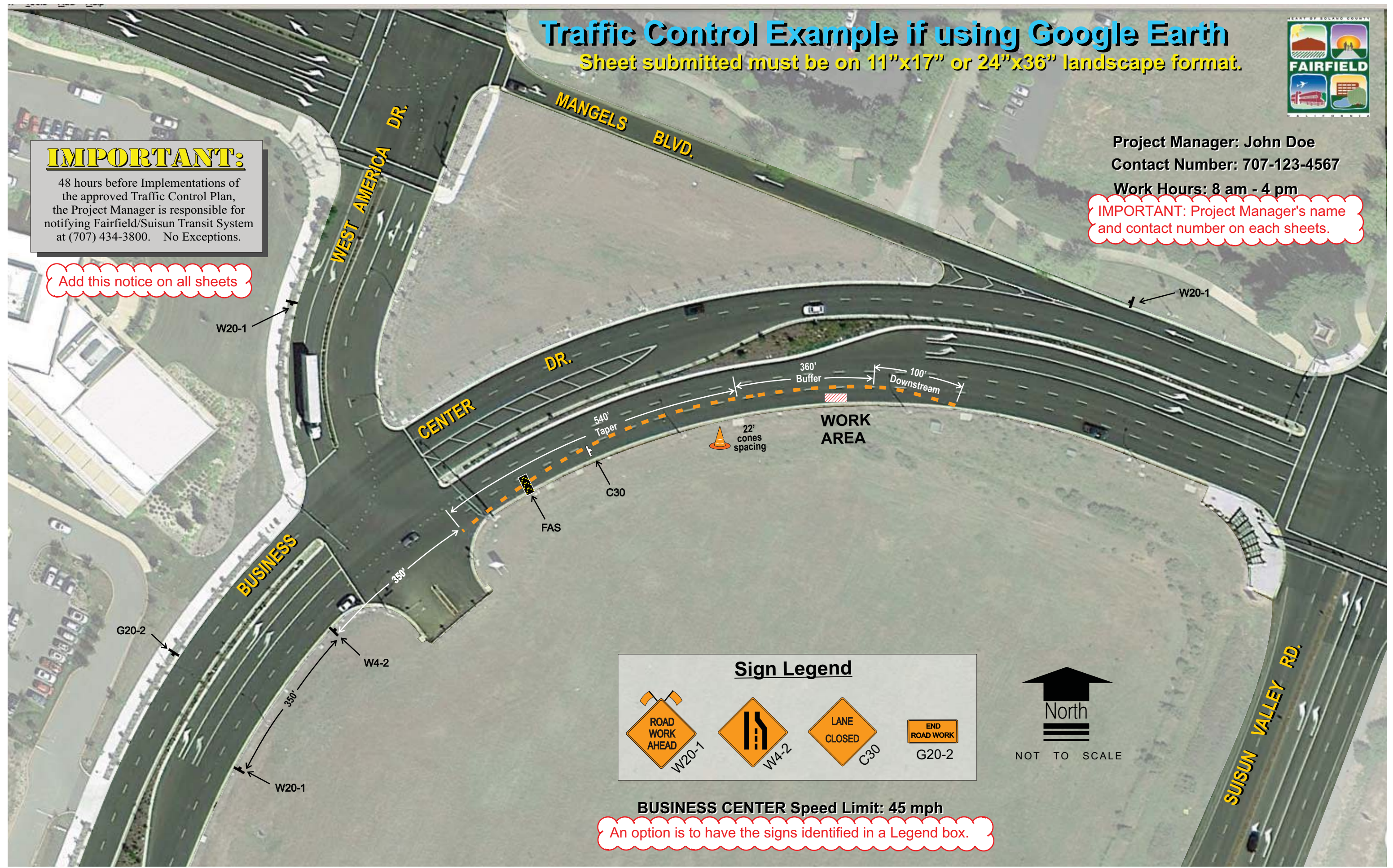


Project Manager: John Doe
 Contact Number: 707-123-4567
 Work Hours: 8 am - 4 pm

IMPORTANT: Project Manager's name and contact number on each sheets.

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Add this notice on all sheets



Sign Legend

W20-1	W4-2	C30	G20-2



BUSINESS CENTER Speed Limit: 45 mph

An option is to have the signs identified in a Legend box.