

## SECTION 5

### REQUIREMENTS FOR WORK IN CITY RIGHT-OF-WAY

- 5-1 Notification** - The Contractor shall give at least one (1) week notice in writing indicating when the initial services of the Engineer are required for laying out any portion of the work. For all subsequent notifications, the Contractor shall provide a minimum of two (2) working days in advance notification.
- 5-2 Notification to the City Communications Division of the Police Department** - The contractor shall keep the Communications Division of the Police Department informed daily regarding the location of excavations, barricades and detours in right-of-way areas during work hours. The Contractor shall leave an emergency phone number with the City Communications Division of the Police Department.
- 5-3 Notification to Underground Services Alert (USA)** - The Contractor shall notify USA at 811 or (1-800-227-2600) a minimum five (5) working days prior to any excavation in the vicinity of any underground utility lines, unless otherwise stated by City contract. It shall be the sole responsibility of the Contractor to verify the exact location and depth of all utilities prior to excavation.
- 5-4 Damage to Existing Utilities** - The Contractor shall bear full responsibility for all damages and costs of repairs to existing utilities.
- 5-5 Street Opening Permit** - A street opening permit shall be obtained by the Contractor from the Public Works Department, Engineering Division, for all work in the City right-of-way. This does not apply to City-administered projects.
- 5-6 Encroachment Permit** - An encroachment permit shall be obtained by the owner of private improvements, permanent or temporary in nature, placed within the City right-of-way or on City property.
- 5-7** Work in the public right of way requires an approved traffic control plan from Planning & Community Environment – Transportation Division. Traffic control plans must include items such as pedestrian, bicycle, vehicle detours, as well as additional signage and routing for bicyclists on bicycle boulevards and school routes. Traffic control plan guidelines can be found at:  
<http://www.cityofpaloalto.org/gov/depts/pln/transit/default.asp>.

END OF SECTION