

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
ENCROACHMENT PERMIT

TR-0120 (REV 6/2012)

Permit No. 0416-NSN-1051	
Dist/Co/Rte/PM 04-ALA-262-0.65 & 0.82	
Date June 28, 2016	
Fee Paid \$ Exempt	Deposit \$ N/A
Performance Bond Amount \$ N/A	Payment Bond Amount \$ N/A
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (Check one):

- Your application of May 31, 2016
- Utility Notice No. _____ of _____
- Agreement No. _____ of _____
- R/W Contract No. _____ of _____

TO: City of Fremont
 39550 Liberty Street
 Fremont, CA 94537

Attn: Frans van der Meer
 Phone (510) 494-4796 _____, **PERMITTEE**

and subject to the following, PERMISSION IS HEREBY GRANTED to:

Maintain existing Automated Red Light Enforcement (ARLE) systems on Mission Boulevard at Mohave Derive and Warm Springs Boulevard, on State Highway 04-ALA-2621, Post Miles 0.65 and 0.82, in the City of Fremont.

A minimum of one week prior to start of work under this permit, notice shall be given to, and approval of construction details, operations, public safety, and traffic control shall be obtained from State Representative Mr. Surya Mantravadi, Surya.N.Mantravadi@dot.ca.gov or (510) 614-5951, weekdays between 7:30 AM and 4:15 PM.

All permitted work requires the permittee to apply for and obtain a work authorization number prior to start of work. See the attached "Encroachment Permit Work Scheduling Request Form." Additional time beyond the minimum seven-day advance notice required in this form may be required for obtaining the traffic control approval.

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit (Check applicable):

- Yes No General Provisions (TR-0045)
- Yes No Utility & Tree Trimming Provisions (03/2013)
- Yes No Storm Water Special Provisions (TR-0400)
- Yes No A Cal-OSHA permit, if required: Permit No. _____
- Yes No As-Built Plans Submittal Route Slip for Locally Advertised Projects
- Yes No Storm Water Pollution Prevention Plan

In addition to fee, the permittee will be billed actual costs for:

- Yes No Review
- Yes No Inspection
- Yes ----- Field Work

(If any Caltrans effort expended)

Yes No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit is void unless the work is completed before June 30, 2017.

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.

No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

MD
 c: Permit: SM
 Maintenance: B. Kimball
 TMC: J. Richardson, D4 TMC/D04/Caltrans/CAGov
 File: 0406-NSN-1245, 0406-NSN-2066

APPROVED:
BIJAN SARTIPI, District Director, District 4
 BY: *Jay Sehgal*
DAVID SALLADAY, District Permit Engineer

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

The Permittee shall submit traffic handling plans one week in advance of actual lane closure for review and concurrence.

The permittee's contractor shall apply for and obtain a contractor's permit ("Double Permit," or "DP") to install and annually maintain the ARLE system within the State right-of-way, and the application shall be accompanied by a check in the amount equivalent of **\$492.00** to cover the permit processing and inspection fees per the current State hourly rate (available at <http://www.dot.ca.gov/hq/traffops/developserv/permits/>). Additional inspection hours will be charged at the current State hourly rate.

All work shall comply with the attached "Encroachment Permit General Provisions" (TR-0045, Rev. 05/2007) (available at <http://www.dot.ca.gov/hq/traffops/developserv/permits/>) and the following special provisions:

Automated red light enforcement (ARLE) systems as described within California Vehicle Code (CVC) section 21455.5 may be owned and operated by the permittee on the State Highway System (SHS). The California Department of Transportation (Caltrans) requires that the safety benefits of an ARLE system shall be determined by a traffic engineering study initiated by the permittee requesting to install an ARLE system. The permittee shall use the encroachment permit process for authority to install an ARLE system on the State Highway System. When an ARLE system is proposed for installation, the permittee shall contact the Caltrans District Encroachment Permit Office for submittal requirements. At the minimum, the submittal shall include an encroachment permit application for review and the required traffic engineering study for the proposed signalized intersection.

The permittee is responsible for the installation, operation, maintenance, and any expenses incurred for the implementation of the ARLE system.

The ARLE system shall meet all current safety requirements pertaining to the intersection operation as well as all applicable codes.

The ARLE system shall:

- a. Operate independently, and it shall be powered separately from Caltrans' traffic signal equipment and assembly,
- b. Use an independent detection system (installed by the permittee) if the existing traffic signal detection does not meet the ARLE system requirements,
- c. Utilize separate conduit with distinctively marked pull boxes, and
- d. Not affect, in any way, the signal display and timing, nor shall it interfere with the operation of Caltrans' traffic signal equipment.

The permittee shall apply for and obtain a time-extension rider permit annually prior to the expiration date of the permit in order to continue operating the ARLE system within the State right-of-way. As part of the annual renewal of the encroachment permit, the permittee shall provide a copy of the report required to be submitted annually to the California Judicial Council, as referenced in the attached California Vehicle Code, section 21455.5.

The permittee shall apply for an encroachment permit 30 days prior to the permit expiration date, and obtain an encroachment permit, every five (5) years to renew the existing ARLE system within the State right-of-way along with an initial and a follow up traffic engineering study of each intersection demonstrating the safety benefits of the ARLE system.

For traffic signals operated by Caltrans, the District:

- a. Will provide written information on yellow change interval and electrical red output to the permittee installing the ARLE system upon request. Subsequent written yellow change interval will be provided to the permittee upon request. TOPD 05-0 1 - Minimum Yellow Light Change Interval is now superseded by CA MUTCD 2014 Section 4D.26.
- b. Will not notify or seek approval from the permittee who operates an ARLE system for changing signal timing, maintenance, and operations of traffic signals on the SHS which may have an ARLE system in place. As a courtesy, the permittee may be informed of the changes in advance.

- c. Will approve access to the traffic signal cabinet to maintain the ARLE system. Access shall be coordinated with Caltrans' Electrical Maintenance and/or Traffic Signal Operations staff to ensure a Caltrans representative will be on site. The traffic signal cabinets shall not be accessed without the presence of Caltrans staff.

The permittee is responsible, at the permittee's expense, for relocating the ARLE system and appurtenant utilities in case Caltrans decides to modify the traffic signal system. The time period for proposed modification work will be provided by the Caltrans District Traffic Engineer to the permittee.

The permittee is responsible for receiving and resolving complaints regarding ARLES system within the State right-of-way. The permittee shall provide, to the Caltrans District Deputy Director of Traffic Operations, their contact information to be used for referring complaints regarding the ARLE system, and shall keep this information current.

Caltrans reserves the right to disconnect the ARLE system at any time, at the permittee's expense.

Additional site specific performance evaluation requirements may be included in the permit agreement, through a rider permit, for each ARLE system installed on the SHS.

When approved, traffic control under this permit shall comply with Caltrans Standard Plans RSP T9 through RSP T14 (available at http://www.dot.ca.gov/hq/esc/oe/construction_standards.html).

When operations are conducted, the permittee shall furnish, place, and maintain signs and safety equipment per Part 6, Temporary Traffic Control, of the "California Manual on Uniform Traffic Control Devices" (CAMUTCD, available at http://www.dot.ca.gov/hq/traffops/engineering/mutcd/ca_mutcd2014.htm).

The permittee shall notify the District Encroachment Permits Office of any changes of permittee's address, phone number, contact person, or other contact information.

The permittee shall contact the State Representative for a pre-construction meeting if necessary before starting any work within the State right-of-way.

If an accident or other incident (related or not related to the permitted activity) occurs within or close to the permitted activity, the permittee shall immediately stop work and remove traffic controls from the highway unless public health, welfare and safety is endangered by unfinished work. Only traffic control to protect open excavations may remain in place. After free traffic flow is restored, work per the provisions of the permit may be returned.

The permittee shall provide suitable measures to warn, protect, and assure safe passage of pedestrians while work is in progress, as approved by the State Representative.

Streets and highways in the San Francisco Bay Area contain a significant number of existing underground utilities. This includes traffic signal conduits that are installed 9 inches or less in depth. The permittee is responsible for necessary site investigations for identification of the location and depth of existing underground facilities prior to excavation (e.g., pothole or hand-dig) to avoid damage or disruption in services.

Caltrans is not subscribed to Underground Services Alert (USA). Caltrans may have existing electrical, signal and communication facilities within 9" from the surface. The permittee shall identify all existing underground facilities prior to perform trenching or boring and also repair/replace any damaged Caltrans facility due to their operation.

Any change or damage to any existing facilities, landscaping, irrigation or drainage pattern, whether occasioned by increase or diversion, and the cost of any damage, repairs or restoration within the State right-of-way shall be the responsibility of the permittee.

All the permittee's personnel shall wear appropriate and approved personal protective equipment per Chapter 12 of Caltrans "Safety Manual" (available at http://www.dot.ca.gov/hq/opo/safety/safetymanual/Chap_12-Sept2012.pdf),

City of Fremont
0416-NSN-1051
June 28, 2016
Page 4 of 4

including hard hats and bright-colored safety vests, shirts or jackets with retro-reflective material, while on the State right-of-way.

All utility work shall comply with the attached "Encroachment Permits Utility and Tree Trimming Special Provisions" (Rev. 03/2013) (available at <http://www.dot.ca.gov/hq/traffops/developserv/permits/>), which includes "Encroachment Permit General Provisions" (TR-0045, Rev. 05/2007).

Certain details of work authorized hereby are shown on permittee's plan submitted with request for permit.

All debris shall be removed from the State right of way and the area left in a safe condition after the completion of this project.

Where potential Caltrans electrical facilities (lighting, signal, metering, etc.) exist on the project site and are not shown on the plans, the permittee shall be responsible to resolve any conflicts and changes during construction. The permittee shall incur any additional cost when there are changes to the original plans.

All work shall comply with the attached project-specific "Storm Water Special Provisions" in addition to Storm Water Pollution Prevention Plan (SWPPP) or Water Pollution Control Plan (WPCP).

Immediately following completion of the work permitted herein, the permittee shall fill out and mail the Notice of Completion attached to this permit.

Enclosures



V C Section 21455.5 Traffic Signal Automated Enforcement Photographic Records

Traffic Signal Automated Enforcement: Photographic Records

21455.5. (a) The limit line, the intersection, or a place designated in Section 21455, where a driver is required to stop, may be equipped with an automated traffic enforcement system if the governmental agency utilizing the system meets all of the following requirements:

(1) Identifies the system by signs posted within 200 feet of an intersection where a system is operating that clearly indicate the system's presence and are visible to traffic approaching from all directions in which the automated traffic enforcement system is being utilized to issue citations. A governmental agency utilizing such a system does not need to post signs visible to traffic approaching the intersection from directions not subject to the automated traffic enforcement system. Automated traffic enforcement systems installed as of January 1, 2013, shall be identified no later than January 1, 2014.

(2) Locates the system at an intersection and ensures that the system meets the criteria specified in Section 21455.7.

(b) Prior to issuing citations under this section, a local jurisdiction utilizing an automated traffic enforcement system shall commence a program to issue only warning notices for 30 days. The local jurisdiction shall also make a public announcement of the automated traffic enforcement system at least 30 days prior to the commencement of the enforcement program.

(c) Only a governmental agency, in cooperation with a law enforcement agency, may operate an automated traffic enforcement system. A governmental agency that operates an automated traffic enforcement system shall do all of the following:

(1) Develop uniform guidelines for screening and issuing violations and for the processing and storage of confidential information, and establish procedures to ensure compliance with those guidelines. For systems installed as of January 1, 2013, a governmental agency that operates an automated traffic enforcement system shall establish those guidelines by January 1, 2014.

(2) Perform administrative functions and day-to-day functions, including, but not limited to, all of the following:

(A) Establishing guidelines for the selection of a location. Prior to installing an automated traffic enforcement system after January 1, 2013, the governmental agency shall make and adopt a finding of fact establishing that the system is needed at a specific location for reasons related to safety.

(B) Ensuring that the equipment is regularly inspected.

(C) Certifying that the equipment is properly installed and calibrated, and is operating properly.

(D) Regularly inspecting and maintaining warning signs placed under paragraph (1) of subdivision (a).

(E) Overseeing the establishment or change of signal phases and the timing thereof.

(F) Maintaining controls necessary to ensure that only those citations that have been reviewed and approved by law enforcement are delivered to violators.

(d) The activities listed in subdivision (c) that relate to the operation of the system may be contracted out by the governmental agency, if it maintains overall control and supervision of the system. However, the activities listed in paragraph (1) of, and subparagraphs (A), (D), (E), and (F) of paragraph (2) of, subdivision (c) shall not be contracted out to the manufacturer or supplier of the automated traffic enforcement system.

(e) The printed representation of computergenerated information, video, or photographic images stored by an automated traffic enforcement system does not constitute an out-of-court hearsay statement by a declarant under Division 10 (commencing with Section 1200) of the Evidence Code.

(f) (1) Notwithstanding Section 6253 of the Government Code, or any other law, photographic records made by an automated traffic enforcement system shall be confidential, and shall be made available only to governmental agencies and law enforcement agencies and only for the purposes of this article.

(2) Confidential information obtained from the Department of Motor Vehicles for the administration or enforcement of this article shall be held confidential, and shall not be used for any other purpose.

(3) Except for court records described in Section 68152 of the Government Code, the confidential records and information described in paragraphs (1) and (2) may be retained for up to six months from the date the information was first obtained, or until final disposition of the citation, whichever date is later, after which time the information shall be destroyed in a manner that will preserve the confidentiality of any person included in the record or information.

(g) Notwithstanding subdivision (f), the registered owner or any individual identified by the registered owner as the driver of the vehicle at the time of the alleged violation shall be permitted to review the photographic evidence of the alleged violation.

(h) (1) A contract between a governmental agency and a manufacturer or supplier of automated traffic enforcement equipment shall not include provision for the payment or compensation to the manufacturer or supplier based on the number of citations generated, or as a percentage of the revenue generated, as a result of the use of the equipment authorized under this section.

(2) Paragraph (1) does not apply to a contract that was entered into by a governmental agency and a manufacturer or supplier of automated traffic enforcement equipment before January 1, 2004, unless that contract is renewed, extended, or amended on or after January 1, 2004.

(3) A governmental agency that proposes to install or operate an automated traffic enforcement system shall not consider revenue generation, beyond recovering its actual costs of operating the system, as a factor when considering whether or not to install or operate a system within its local jurisdiction.

(i) A manufacturer or supplier that operates an automated traffic enforcement system pursuant to this section shall, in cooperation with the governmental agency, submit an annual report to the Judicial Council that includes, but is not limited to, all of the following information if this information is in the possession of, or readily available to, the manufacturer or supplier:

(1) The number of alleged violations captured by the systems they operate.

(2) The number of citations issued by a law enforcement agency based on information collected from the automated traffic enforcement system.

(3) For citations identified in paragraph (2), the number of violations that involved traveling straight through the intersection, turning right, and turning left.

(4) The number and percentage of citations that are dismissed by the court.

(5) The number of traffic collisions at each intersection that occurred prior to, and after the installation of, the automated traffic enforcement system.

(j) If a governmental agency utilizing an automated traffic enforcement system has posted signs on or before January 1, 2013, that met the requirements of paragraph (1) of subdivision (a) of this section, as it read on January 1, 2012, the governmental agency shall not remove those signs until signs are posted that meet the requirements specified in this section, as it reads on January 1, 2013.

Amended Sec. 1, Ch. 511, Stats. 2003. Effective January 1, 2004.

Amended Sec. 230, Ch. 328, Stats. 2010. Effective January 1, 2011.

Amended Sec. 3, Ch. 735, Stats. 2012. Effective January 1, 2013.

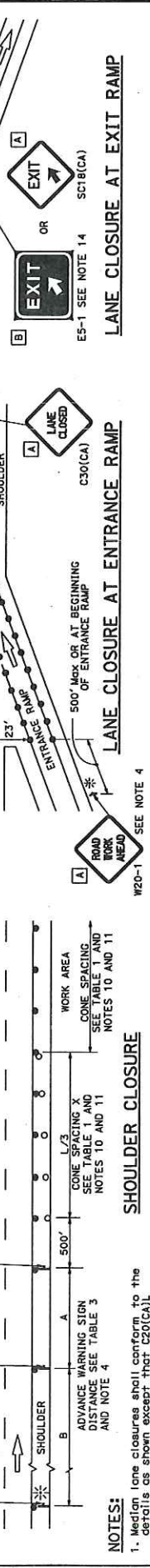
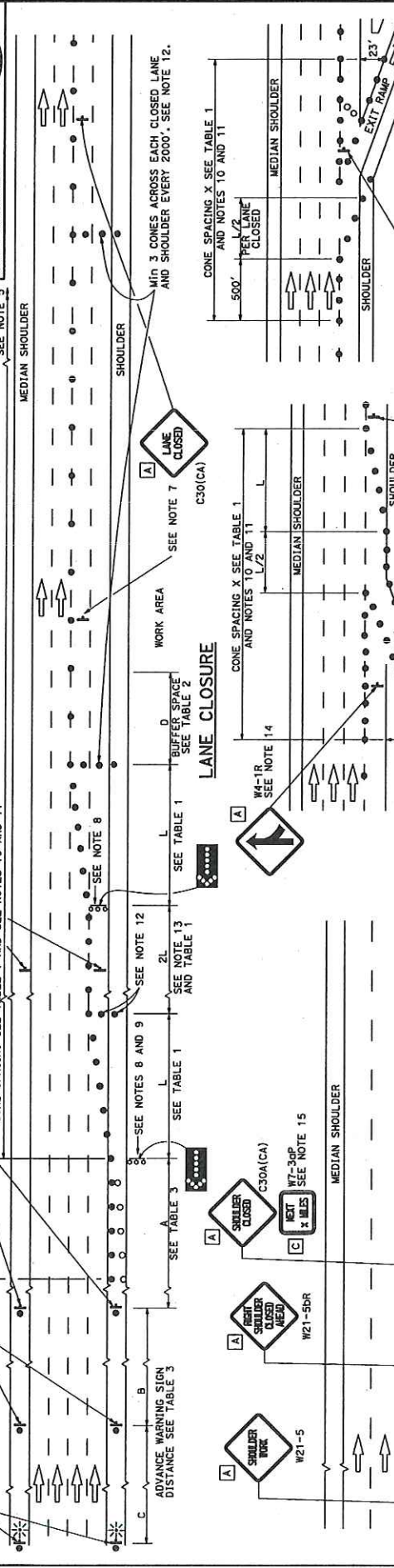
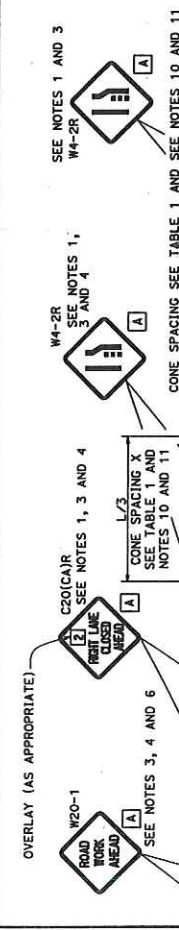
DIST COUNTY ROUTE TOTAL PROJECT SHEET NO. TOTAL SHEETS

October 30, 2015
REGISTERED CIVIL ENGINEER
Professional Engineer
No. 530470
State of California
Division of Occupational Safety and Health
Division of Industrial Hygiene

DESIGNED BY: [Signature]
CHECKED BY: [Signature]
DATE: 10/30/15

THE STATE OF CALIFORNIA AND ITS OFFICERS AND AGENTS SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS PLAN SHEET UNLESS IT IS PROVEN BY THE EVIDENCE OF THIS PLAN SHEET.

NOTES:
See Standard Plan T9 for tables.
Use cone spacing X for taper segment, Y for tangent segment or Z for conflict situations, as appropriate, per Table 1, unless X, Y, or Z cone spacing is shown on this sheet.
All temporary warning signs shall have black legend on fluorescent orange background.
California codes are designated by (CA). Otherwise, Federal (MUTCD) codes are shown.



- NOTES:**
- Median lane closures shall conform to the details as shown except that C20(CA) and W4-2L signs shall be used.
 - At least one person shall be assigned to provide full time maintenance of traffic control devices for lane closures.
 - Duplicate sign installations are not required:
 - on opposite shoulder if at least one side remains open to traffic;
 - in the median if the width of the median shoulder is less than 8' and the outside lanes are to be closed.
 - Each advance warning sign on each side of the roadway shall be equipped with at least two flags for daytime closure. Each flag shall be at least 16" x 16" in size and shall be orange or red fluorescent red-orange in color. Flashing beacons shall be placed at the locations indicated for lane closure during hours of darkness.
 - A C20-2 "END ROAD WORK" sign, with minimum size of 48" x 24" as appropriate, shall be placed at the end of the lane closure unless a larger work area is obvious or ends within a project's limits.
 - If the W20-1 sign would follow within 2000' of a stationary W20-1 or C20-1 "ROAD WORK NEXT MILES" sign, use a C20(CA) sign for the first advance warning sign.
 - Place a C30(CA) sign every 2000' throughout length of lane closure.
 - Use one flashing arrow sign for each lane closure. The flashing arrow signs shall be Type 1.
 - A minimum 1500' of sight distance shall be provided for portable flashing arrow sign. Lane closures shall not begin at top of crest vertical curve or on a horizontal curve.
 - All cones used for lane closures during the hours of darkness shall be fitted with retroreflective bands (or sleeves).
 - Portable delineators, placed at one-half the spacing indicated for traffic cones may be used instead of cones for daytime closures only.
 - A minimum of 3 cones shall be placed transversely across each closed lane and shoulder of each location where a taper across the closed lane is required. The transverse cones shall be spaced at 20' intervals. The cones shall be placed on the closed shoulder to provide access to the work.
 - The 2L tangent shown along lane lines shall be used between the L tapers required for each closed traffic lane.
 - The E5-1 or SC18(CA) and W4-1 signs shall be used as shown.
 - A W7-3ap "NEXT MILES" plaque must be used if the shoulder closure extends beyond the distance that can be perceived by road users.

LEGEND

- TRAFFIC CONE
- TRAFFIC CONE (OPTIONAL TAPER)
- ⬇️ TEMPORARY TRAFFIC CONTROL SIGN
- ⚡️ FLASHING ARROW SIGN (FAS)
- ☀️ FAS SUPPORT OR TRAILER
- ⚡️ PORTABLE FLASHING BEACON

SIGN PANEL SIZE (Min)

A	48" x 48"
B	72" x 60"
C	36" x 30"

LANE CLOSURE AT ENTRANCE RAMP
C30(CA)

LANE CLOSURE AT EXIT RAMP
ES-1 SEE NOTE 14 SC18(CA)

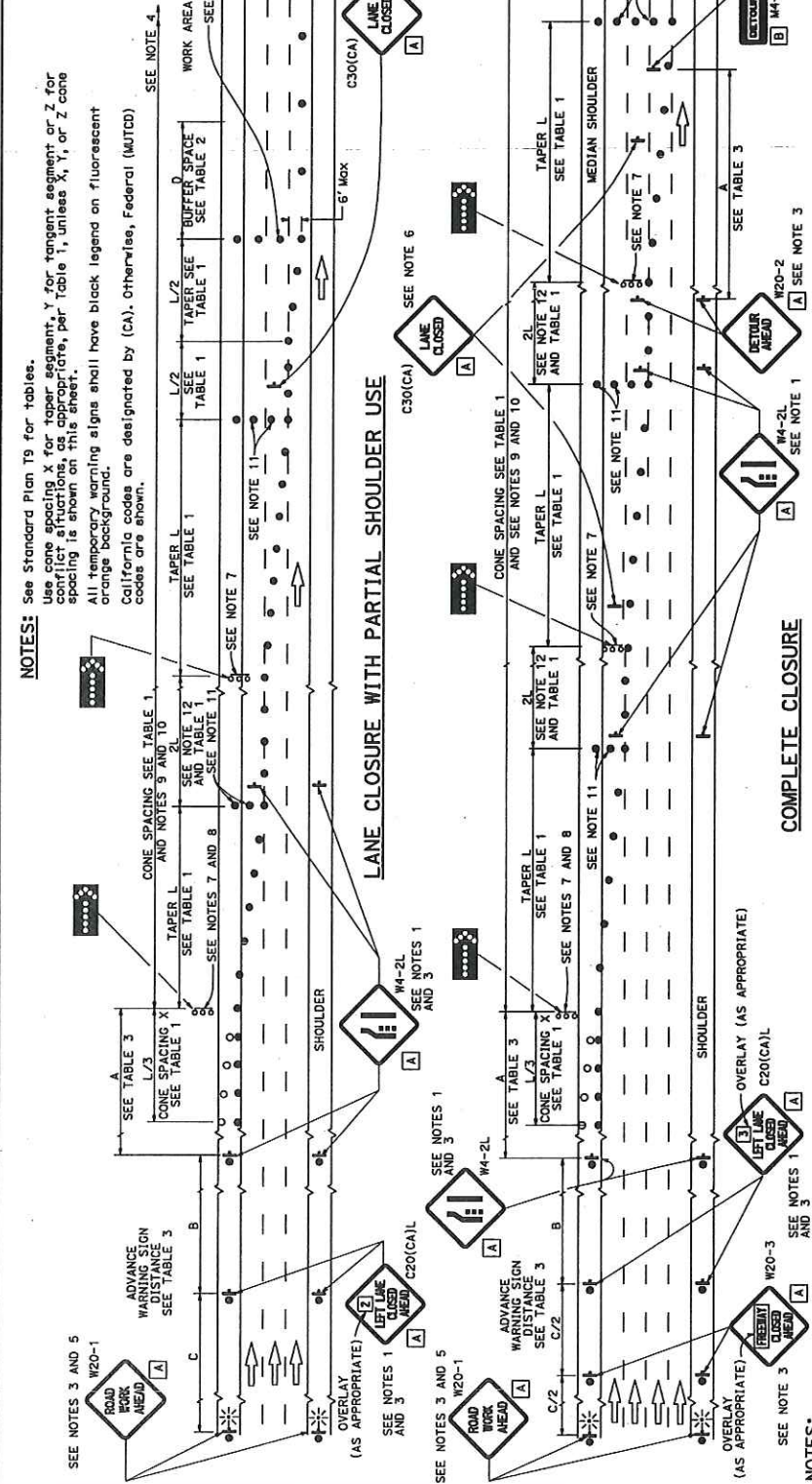
SHOULDER CLOSURE

TRAFFIC CONTROL SYSTEM FOR LANE CLOSURE ON FREEWAYS AND EXPRESSWAYS
NO SCALE
T10

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

DIST COUNTY ROUTE TOTAL SHEETS SHEET NO. SHEETS
 REGISTERED CIVIL ENGINEER
 PROFESSIONAL ENGINEER IN THE STATE OF CALIFORNIA
 License No. C59470
 EXPIRES 12-31-17
 REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF CALIFORNIA
 License No. E-20017
 EXPIRES 12-31-17
 October 30, 2015
 THIS APPROVAL DATE IS VALID FOR THE PROJECT ONLY AND THE ENGINEER OR AGENTS SHALL BE RESPONSIBLE FOR THE ACCURACY OF THIS PLAN SHEET.

NOTES: See Standard Plan T9 for tables.
 Use cone spacing X for taper segment, Y for tangent segment or Z for conflict situations, as appropriate, per Table 1, unless X, Y, or Z cone spacing is shown on this sheet.
 All temporary warning signs shall have black legend on fluorescent orange background.
 California codes are designated by (CA). Otherwise, Federal (MUTCD) codes are shown.



LEGEND

- TRAFFIC CONE
- TRAFFIC CONE (OPTIONAL TAPER)
- ⊥ TEMPORARY TRAFFIC CONTROL SIGN
- ⊥ FLASHING ARROW SIGN (FAS)
- ⊥ FAS SUPPORT OR TRAILER
- ⊛ PORTABLE FLASHING BEACON

STATE OF CALIFORNIA
 DEPARTMENT OF TRANSPORTATION
**TRAFFIC CONTROL SYSTEM
 FOR LANE CLOSURE ON
 FREEWAYS AND EXPRESSWAYS**
 NO SCALE
T10A

12. The 2L tangent shown along lane lines shall be used between the L tapers required for each closed traffic lane.
13. A minimum of two Type II or III barricades shall be placed across each closed lane and shoulder at the location shown and every 2000' within the complete length of the closed lane. The transverse alignment of the closed shoulder may be shifted from the transverse alignment to provide access to the work.

SIGN PANEL SIZE (Min)

A	48" x 48"
B	48" x 18"
C	48" x 30"

COMPLETE CLOSURE

7. Use one flashing arrow sign for each lane closed. The flashing arrow signs shall be Type I.
8. A minimum 1500' of sight distance shall be provided where possible for vehicles approaching the first flashing arrow sign. Lane closures shall not begin at the top of a crest vertical curve or on a horizontal curve.
9. All cones used for lane closures during the hours of darkness shall be fitted with retroreflective bands (or sleeves).
10. Portable delineators, placed at one-half the spacing indicated for traffic cones, may be used instead of cones for daytime closures only.
11. A minimum of 3 cones shall be placed transversely across each closed lane and shoulder at each location where a taper across a traffic lane ends. Use the "Partial Shoulder Use" detail, Two Type II barricades may be used instead of the 3 cones. The transverse alignment of the cones or barricades on the closed shoulder may be shifted from the transverse alignment to provide access to the work.

1. Lane closures on the right side using partial median details shown except that C20(CA)R and W4-2R signs shall be used.
2. At least one person shall be assigned to provide maintenance of traffic control devices for lane closures.
3. Each advance warning sign on each side of the roadway shall be equipped with at least two flags 16" x 16" in size and shall be orange or fluorescent red-orange in color. Flashing beacons shall be placed at the locations indicated for lane closure during hours of darkness.
4. A C20-2 "END ROAD WORK" sign, with minimum size of 48" x 24" as appropriate, shall be placed at the end of the lane closure unless the end of work area is obvious or ends within a larger project's limits.
5. If the W20-1 sign would follow within 2000' of a stationary W20-1 or C20-1 "ROAD WORK NEXT MILES" sign, use a C20(CA) sign for the first advance warning sign.
6. Place a C30(CA) sign every 2000' throughout length of lane closure.



D4 Encroachment Permit Work Scheduling Request Form

Submit your request to schedule traffic control weekly, 7 days in advance, using this form. Submit your request to State Representative (Inspector) listed on page 1 or 2 of your permit. Check special provisions for authorized work hours. Any deviation from the permit must be in writing and requires additional review and approval.

INSTRUCTIONS AND ABBREVIATIONS: See the procedures on page 2 of this form.

1. Permit No.: _____ 2. Expiration Date: _____ 3. Request Date: _____
4. Caltrans Inspector: _____ 5. Requested Work Week: _____ to _____
6. Route: _____ 7. County: _____ 8. City or Township: _____
9. Post Miles: From: _____ To: _____ 10. Existing Lanes (in each Dir): Dir _____ Lns _____ / Dir _____ Lns _____
11. Describe Location (use landmark if necessary): From: _____ To: _____
12. Name of Conventional Highway or Surface St: _____
13. Fill in or 'x' if applicable (a through k): (a) Divided Hwy or Undivided Hwy (b) Full-Closure 1 dir or both dir
 (c) One-Way Traffic Control: Only on "Undivided" Hwy (Alternate use of same lane for both directions--hold traffic 5-10 min w/flaggers)
 (d) Connector Ramp: (State Highway #) _____ to (State Highway #) _____ Closed or Lane # _____
 (e) Off-ramp: (Freeway to City St.) Ramp Name: _____ Off-ramp Closed or Lane #: _____
 (f) On-ramp: (City St. to Freeway) Ramp Name: _____ On-ramp Closed or Lane #: _____
 (g) Divert Traffic or Contra Flow: Reconfigure Lns/divert traffic to Lane# _____ in the _____ Direction; _____ Lns open each dir
 (h) Intermittent Traffic Control (i) Various Locations (j) Long-Term (24+ hours continuous) ETO

(k) Year:		Time		Dir		* * * * * Restricted Lanes * * * * *																Brks		Closure ID#
From DATE	To DATE	DAY(S)	24-HR CLOCK		NB	SB	Full Closure See Detour	SHLDR		1	2	3	4	5	6	V	Aux or Coll	CD or Med	TURN PCKT(S)		Park Strip	5 to 15 min	Rolling	Caltrans will complete & return
		SU-M-T-W-TH-F-SA	Start (10-97)	Finish (10-98)	EB	WB		L	R										L	R				

14. Description of work/comments: _____
15. Detour (Required for full closure): _____
16. Contingency Plan: _____
17. On-site during work (circle if applicable): CHP / PD / Other: _____

18. Name:	Permittee or Permittees Representative/Contractor:	
	Address including zip code:	
On-site Personnel Contact Name of person in responsible charge & phone number(s).	Name:	
	Email:	
	Office:	FAX:
	Cell:	Emergency phone number 24/7:

19. **"REAL-TIME" STATUS INSTRUCTIONS - PLEASE MAKE YOUR FIELD PERSONNEL AWARE & RESPONSIBLE!**
 Permittee must STATUS lane closures DAILY via Caltrans District 4's 24-Hour Communication Center at (510) 286-6359. Status using Closure ID Number when work begins, to 1097 (1st cone down), and again to 1098 (last cone picked up); OR, 1022 to cancel. Any delay in picking up your closure must be reported immediately.



D4 Encroachment Permit Work Scheduling Procedures

1. **INSTRUCTIONS:** Fill in blanks or check appropriate boxes. Attach maps or diagrams, if available. Enter **beginning day** through **ending day of work week** (M-T-W-TH-F-SA-SU). **Date: Month/Day**—Enter month (01-12) and day (01-31) of requested week. **Start & Finish Time:** Use 24-hour clock format. **Read** the Permit Special Provisions for **hours & days** allowed. Separate lane closure #'s are required for each direction and facility. Use separate line for each. **Lanes** are numbered in direction of travel from left to right, excluding turn pockets; left being #1 or "fast lane." Check boxes under **Restricted Lanes** to indicate lanes or parts of highway to be closed. **VL** may be checked with note in Comments Section stating number of lanes to remain open at all times.
2. **ABBREVIATIONS:** **Aux**=auxiliary, **CD**=Center Divide; **Coll**=Collector; **Contra Flow**=Close 1 direction of traffic and divert to lane(s) in opposite direction or a turn lane. **DAY(S)**=(M-T-W-TH-F-SA-SU); **Dir**=Direction (**NB**=Northbound, **SB**=Southbound, **WB**=Westbound, **EB**=Eastbound); **ETO**=Emergency Traffic Operations; **F/L**=fog line; **Hwy**=Highway; **Lns**=Lanes; **L**=Left; **Med**=Median; **Park Strip**=Parking area parallel to lane; **PCKT**=Pocket; **Rolling**=traffic breaks for closure such as sweeping; **R**=Right; **SHLDR**=Shoulder; **VL**=Various Lanes
3. Requests for scheduling must be submitted on this form to the Inspector listed on page 1 or 2 of your permit.
4. All permitted work (**with or without traffic control**) is subject to advance scheduling on this form, seven (7) days in advance of the work week requested. Submittals and approvals must continue on a weekly basis.
5. If work begins weekly on Sunday, the work week must be Sunday through Saturday. If work week begins on Monday, the work week must be Monday through Sunday.
6. Incomplete, illegible, or inaccurate requests may be returned for correction. Assistance for completing the request may be obtained from the designated State Representative.
7. Every attempt will be made to return timely requests with closure ID or work authorization numbers, to the Permittee by close of business on Thursday, prior to the scheduled work week. When deemed necessary to ensure public convenience, Caltrans may deny and/or reschedule the request.
8. All requests must include a contingency plan for restoring public traffic (i.e. reopening of a closed lane, ramp and/or shoulder) in the event of (1) CHP or the local authority requires opening due to an unforeseeable incident in the nearby vicinity, or (2) permitted experiences an equipment breakdown, shortage of or lack of production materials or any other failure which would otherwise delay restoring public convenience within the time limits specified in the permit. The contingency plan must include availability of any proposed standby equipment and stockpiled materials that can be utilized for the immediate opening of closures when ordered by the State representative. Acceptance of the contingency plan by the Engineer must not relieve the Contractor from the requirement of opening the restricted travel way to accommodate public traffic as specified in the lane closure hour's section of the permit provisions.
9. Caltrans will review and process the request by entering all information into the Statewide Lane Closure System (LCS). This process generates a work authorization number*. This number will be entered on the request form and returned to Permittee as approval to proceed AND will be used to "**Real-Time Status**" on a daily basis. Permittee must communicate with Caltrans 24-hour District 4 Communication Center (DCC) via telephone at (510) 286-6359 twice daily when working, or once daily if cancelled.
 - a. When work begins (1st cone down), Permittee must contact Caltrans DCC and relay: "**(Closure ID #*) is 1097.**"
 - b. When work ends (last cone picked up), Permittee must contact Caltrans DCC and relay: "**(Closure ID #*) is 1098.**"
 - c. If the work is cancelled on any scheduled day, Permittee must contact Caltrans DCC and relay: "**(Closure ID #*) is 1022.**" A "10-22" (cancellation) can be phoned any time before the scheduled "10-97" time, but no later than 1 hour prior to scheduled "10-98" time.
 - d. During the work, any unexpected occurrences including delayed openings, accidents, etc., must be communicated to Caltrans DCC immediately.Avoid possible miscommunication when calling status. Use the **PHONETIC ALPHABET** to state your Closure ID:
A=Adam, B=Boy, C=Charles, D=David, E=Edward, F=Frank, G=George, H=Henry, I=Ida, J=John, K=King,
L=Lincoln, M=Mary, N=Nora, O=Ocean, P=Paul, Q=Queen, R=Robert, S=Sam, T=Tom, U=Union, V=Victor, W=William,
X=X-ray, Y=Yellow, Z=Zebra.
Example: P82CA="Paul 82 Charles Adam"
10. The intent of these procedures is to help ensure public convenience by identifying planned closures on the State Highway system, resolving potential conflicts, and disseminating all available "**REAL-TIME**" information via the traffic media to all motorists, including but not limited to the public, CHP, local police and sheriffs' office, and emergency fire and rescue personnel.

* "closure ID number" is the same as "work authorization number"