

DEPARTMENT OF TRANSPORTATION
OFFICE OF ENCROACHMENT PERMITS
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OAKLAND, CA 94623-0660
PHONE (510) 286-4401
FAX (510) 286-4712
TTY 711
www.dot.ca.gov

RECEIVED

SEP 08 2015

CITY OF MILLBRAE
PW/ENGINEERING DIV

*Flex your power!
Be energy efficient!*

Overnight Certified Mail with Return Receipt

August 31, 2015

Mr. Chip Taylor
Public Works Director
City of Millbrae
621 Magnolia Avenue
Millbrae, CA 94030

Dear Mr. Taylor:

Automated Red Light Enforcement (ARLE) systems as described within California Vehicle Code (CVC) Section 21455.5 may be owned and operated by governmental agencies on the State Highway System (SHS). Effective August 5, 2015, the California Department of Transportation (Caltrans) policy has been revised to incorporate the latest provisions of the CVC, and it requires that the safety benefits of an ARLE system installed on the SHS shall be determined by a traffic engineering study initiated by the local governmental agency. A copy of the current policy is attached.

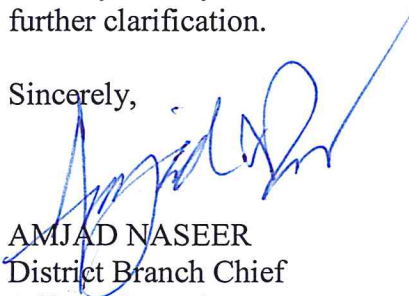
Our records indicate that the City of Millbrae is operating one or more ARLE systems on the SHS that were installed under Encroachment Permit Nos. 0407-NSN-1361 and 0407-NMC-0929. Those locations are:

- State highway 04-SM-82, at Post Mile 15.90 (El Camino Real and Millbrae intersection), and
- State highway 04-SM-101, at Post Mile 17.90 (South 101 Off-Ramp and Millbrae intersection)

All existing ARLE system installations on the SHS shall be in compliance with the current Caltrans policy by January 1, 2016. Attached for your use is an encroachment permit application to be completed and returned, along with the required traffic engineering study for each location by December 1, 2015. This will allow us sufficient time to review and process your application prior to the January 1, 2016 deadline.


Thank you for your attention to this matter. Please feel to call me at (510) 286-4423 should you need further clarification.

Sincerely,


AMJAD NASEER
District Branch Chief
Office of Permits

POLICY DIRECTIVE

TR-0011 (REV 9/2006) Page 1 of 5

TRAFFIC OPERATIONS POLICY DIRECTIVE	NUMBER: 14-01 Revision 1	PAGE: 1 of 5
THOMAS P. HALLENBECK, DIVISION CHIEF 	DATE ISSUED: August 5, 2015	EFFECTIVE DATE: January 1, 2016
SUBJECT: Installation of Automated Red Light Enforcement Systems by Local Governmental Agencies on the State Highway System	DISTRIBUTION <input checked="" type="checkbox"/> All District Directors <input checked="" type="checkbox"/> All Deputy District Directors - Traffic Operations <input checked="" type="checkbox"/> All Deputy District Directors - Maintenance <input checked="" type="checkbox"/> All Deputy District Directors - Construction <input type="checkbox"/> All Deputy District Directors - Design <input checked="" type="checkbox"/> All Deputy District Directors - Transportation Planning <input checked="" type="checkbox"/> Chief, Division of Engineering Services <input checked="" type="checkbox"/> Chief Counsel, Legal Division <input checked="" type="checkbox"/> Publications (California MUTCD Website) www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm <input checked="" type="checkbox"/> Headquarters Division Chiefs for: Construction, Maintenance, and Design	
DOES THIS DIRECTIVE AFFECT OR SUPERSEDE ANOTHER DOCUMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, DESCRIBE Traffic Operations Policy Directive 14-01 Installation and Use of Automated Red Light Enforcement Systems on the State Highway System Traffic Operations Policy Directive 05-01 Minimum Yellow Light Change Interval	
WILL THIS DIRECTIVE BE INCORPORATED IN THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, DESCRIBE	

DIRECTIVE

Automated red light enforcement (ARLE) systems as described within California Vehicle Code (CVC) section 21455.5 may be owned and operated by local governmental agencies 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 local governmental agency requesting to install an ARLE system under an encroachment permit.

POLICY DIRECTIVE**IMPLEMENTATION REQUIREMENTS**

1. The safety benefits of the ARLE system must be demonstrated through an initial and follow up traffic engineering studies of each intersection. A follow-up traffic engineering study is required every five years.
2. The local governmental agency is responsible for the installation, operation, maintenance, and any expenses incurred for the implementation of the ARLE system.
3. The local governmental agency must use the encroachment permit process for authority to install an ARLE system on the SHS.
4. As part of the annual renewal of the encroachment permit, the local governmental agency must provide a copy of the report required to be submitted annually to the Judicial Council, as referenced in the California Vehicle Code, section 21455.5.

INSTALLATION REQUIREMENTS

1. Caltrans may issue an encroachment permit to a local governmental agency to install the ARLE system, for a time period not to exceed 5 years.
2. The local governmental agency's contractor will be required to obtain a separate encroachment permit to install the ARLE system.
3. The local governmental agency's contractor will be required to obtain a separate encroachment permit to maintain the ARLE system.
4. When an ARLE system is proposed for installation, the local governmental agency should contact the Caltrans District Encroachment Permit Office for submittal requirements. The minimum submittal shall include a permit application for review and the required traffic engineering study for the proposed signalized intersection.
5. The ARLE system installation plans shall:
 - a. Illustrate all electrical, electronic, civil, and mechanical work pertaining to the ARLE system.
 - b. Show the electrical installation, that it operates independently, and is powered separately from Caltrans' traffic signal equipment and assembly.
 - c. Specify an independent detection system (installed by the local governmental agency) if the existing traffic signal detection does not meet the ARLE system requirements.
 - d. Utilize separate conduit with distinctively marked pull boxes.
 - e. Not affect in any way the signal display, timing, nor interfere with the operation of Caltrans' traffic signal equipment.
6. In the event that Caltrans proposes modifications to the traffic signal system, the local governmental agency is responsible for relocating all ARLE system equipment and related costs. The time period for proposed modification work will be provided by the District Traffic Engineer to the local governmental agency.

POLICY DIRECTIVE

7. The ARLE system shall meet all current safety requirements pertaining to intersection operations and all applicable codes.
8. For traffic signals operated by Caltrans, the District:
 - a. Will provide written information on yellow change interval and electrical red output to the local governmental agency installing the ARLE system upon request. Subsequent written yellow change interval will be provided to the local governmental agency upon request. TOPD 05-01 Minimum Yellow Light Change Interval is now superseded by CA MUTCD 2014 Section 4D.26.
 - b. Does not need to notify or seek approval from the local governmental agency which 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. Common courtesy would suggest that the local governmental agency be informed.
 - c. Approves access to the traffic signal cabinet to maintain the ARLE system. Access must 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.
9. Caltrans reserves the right to disconnect the ARLE system at the local governmental agency cost.
10. Caltrans will not be responsible for handling complaints for an ARLE system on behalf of a local governmental agency. The local governmental agency will provide to the District Deputy Director of Traffic Operations their contact information to be used for referring complaints regarding the ARLE system, and must keep this information current.
11. Additional site specific performance evaluation requirements may be included in the permit agreement for each ARLE system installed on the SHS.

Caltrans review of the plans described in item 5 (a through e) above is limited to obvious errors only.

EXISTING ARLE SYSTEM REQUIREMENTS

All existing ARLE system installations shall be in compliance with this policy by January 1, 2016, with the exception of a previously installed ARLE system which has submitted an engineering study after January 1, 2011.

TRAFFIC ENGINEERING STUDY

The traffic engineering study must:

1. Take into account enforcement data and traffic collisions associated to specific traffic signal vehicular phase(s).
2. Be prepared under the direction of and signed by a California licensed professional engineer.
3. Be conducted by the local governmental agency at their expense.
4. Be submitted to the Deputy District Director of Traffic Operations for review with their application as part of the permit approval.

POLICY DIRECTIVE

The traffic engineering study for installation of an ARLE system on the SHS, and the follow-up traffic study for encroachment permit renewal, shall consider the following:

- The original signal warrant (if available) that precipitated the installation of the signal as outlined in the California Manual on Uniform Traffic Control Devices (CA MUTCD) Chapter 4C. *Traffic Control Signal Needs Studies*.
- Signal Timing in general.
- Determination of yellow change interval in accordance with the CA MUTCD Section 4D.26.
- Analysis of collision data and identification of collision patterns and the expected reductions in types and severity of collisions that will be obtained through implementation of the ARLE system, using the latest scientific methods to quantify the expected changes in intersection safety performance.
- Comparison of collision frequency, rates, and types to other similar intersections in the area and on similar road types.
- Contacting parties familiar with the intersection, including law enforcement and maintenance personnel, to determine their observations and comments regarding the collisions.
- Field review to observe site conditions and observe drivers to determine their behavior patterns.
- Evaluation of previous countermeasure(s) implemented to address collision or driver behavior patterns.
- Identification and evaluation of possible countermeasure(s) to address collision or driver behavior patterns.
- Evaluation of citations being issued at the intersection, specifically through movement on red, left turn on red, and right turns where right turns are prohibited on red.
- Including documentation of safety performance based upon a systematic comparison of the intersection's performance before and after the treatment with the ARLE system.

DELEGATION

No new delegations of authority are created under this policy.

BACKGROUND

ARLE systems can be an effective tool for reducing the intentional running of red lights and decreasing collisions related to red light running.

Per the Texas Transportation Institute, there are more than 100,000 collisions per year in the United States of America involving drivers running a red light resulting in 90,000 injuries and 1,000 fatalities annually. Over half of red light running fatalities are pedestrians and occupants in other vehicles who are hit by red light runners.

National Cooperative Highway Research Program (NCHRP) Report 729 *Automated Enforcement for Speeding and Red Light Running*, December 2012, notes that the key elements of a successful automated enforcement program include having a solid engineering foundation, employing a multidisciplinary approach, regular monitoring and evaluation, and ensuring that the entire program is transparent to the public and the media. The overall goal of any automated enforcement program should be to reduce collisions.

POLICY DIRECTIVE

NCHRP Report 731 *Guidelines for Timing Yellow and All Red Intervals at Signalized Intersections*, published in 2012, provided an evaluation of signal timing practices used across the nation with an objective for the project to prepare a comprehensive and uniform set of recommended guidelines for determining safe and operationally efficient yellow and red clearance intervals at signalized intersections. The recommendations from NCHRP Report 731 are currently being considered for inclusion within the current CA MUTCD as an update.

This policy will be retired when it is revised or incorporated into other documentation within Caltrans.

ATTACHMENT

V C Section 21455.5 Traffic Signal Automated Enforcement Photographic Records.



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.

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 03/2015)

Please type or print clearly your answers. Complete ALL fields, write "N/A" if not applicable.
 This application is not complete until all requirements have been approved.

Permission is requested to encroach on the State Highway right-of-way as follows:

FOR CALTRANS USE	
PERMIT NO.	
DIST/CO/RTE/PM	
SIMPLEX STAMP	
DATE OF SIMPLEX STAMP	

1. COUNTY		2. ROUTE		3. POSTMILE	
4. ADDRESS OR STREET NAME				5. CITY	
6. CROSS STREET (Distance and direction from project site)			7. PORTION OF RIGHT-OF-WAY		DATE OF SIMPLEX STAMP
8. WORK TO BE PERFORMED BY <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR			9. ESTIMATED START DATE		10. ESTIMATED COMPLETION DATE
11. EXCAVATION	MAX. DEPTH	AVG. DEPTH	AVG. WIDTH	LENGTH	SURFACE TYPE
12. ESTIMATED COST WITHIN STATE HIGHWAY RIGHT-OF-WAY			FUNDING SOURCE(S) <input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL <input type="checkbox"/> PRIVATE		
13. PIPES	PRODUCT TYPE	DIAMETER	VOLTAGE / PSIG		14. CALTRANS' PROJECT CODE (ID)
15. <input type="checkbox"/> Double Permit Parent Permit Number _____ Applicant's Reference Number / Utility Work Order Number _____					
16. Have your plans been reviewed by another Caltrans branch? <input type="checkbox"/> NO <input type="checkbox"/> YES (If "YES") Who? _____					
17. Completely describe work to be done within STATE Highway right-of-way:					

Attach 6 complete sets of plans (folded to 8.5" x 11") and any applicable specifications, calculations, maps, etc.

18. Is a City, County or other public agency involved in the approval of this project?

YES (If "YES", check type of project **AND** attach environmental documentation and conditions of approval)

COMMERCIAL DEVELOPMENT BUILDING GRADING OTHER _____

CATEGORICALLY EXEMPT NEGATIVE DECLARATION ENVIRONMENTAL IMPACT REPORT OTHER _____

NO (If "NO", please check the category below which best describes the project **AND** answer questions A - K on page 2)

<input type="checkbox"/> DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE OR RESURFACING	<input type="checkbox"/> FENCE
<input type="checkbox"/> PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS	<input type="checkbox"/> MAILBOX
<input type="checkbox"/> FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS	<input type="checkbox"/> EROSION CONTROL
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> LANDSCAPING

PERMIT NO. _____

The following questions must be completed when a City, County or other public agency IS NOT involved in the approval of this project.

Your answers to these questions will assist Departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within State Highway right-of-way and to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies and in some cases this may be costly and time consuming. If possible, attach photographs of the location of the proposed project. Please answer these questions to the best of your ability. Provide a description of any "YES" answers (type, name, number, etc.)

A. Will any existing vegetation and/or landscaping within State Highway right-of-way be disturbed?

B. Are there waterways (e.g. river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or State Highway right-of-way?

C. Is the proposed project located within five miles of the coast line?

D. Will the proposed project generate construction noise levels greater than 86 dBA (e.g. jack-hammering, pile driving)?

E. Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?

F. Are there any recreational trails or paths within the limits of the proposed project or State Highway right-of-way?

G. Will the proposed project impact any structures, buildings, rail lines or bridges within State Highway right-of-way?

H. Will the proposed project impact access to any businesses or residences?

I. Will the proposed project impact any existing public utilities or public services?

J. Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks or overcrossings?

K. Will new lighting be constructed within or adjacent to State Highway right-of-way?

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? YES NO

(If "YES", provide a description)

20. Is this project on an existing State Highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? YES NO (If "YES", provide a description)

21. Is work being done on the applicant's property? YES NO (If "YES", attach 6 complete sets of site and grading plans.)

22. Will the proposed project require the disturbance of soil? YES NO

If "YES", estimate the area within State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)

estimate the area outside of State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)

23. Will the proposed project require dewatering? YES NO

If "YES", estimate total gallons AND gallons/month. _____ (gallons) AND _____ (gallons/month)

SOURCE*: STORM WATER NON-STORM WATER

(*See Caltrans SWMP for definitions of non-storm water discharge: <http://www.dot.ca.gov/hq/env/stormwater/index.htm>)

24. How will any storm water or ground water be disposed of from within or near the limits of the proposed project?

Storm Drain System Combined Sewer / Storm System Storm Water Retention Basin

Other (explain): _____

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 03/2015)

PERMIT NO. _____

PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

The applicant, understands and herein agrees that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with the California Department of Transportation's (Department) rules and regulations subject to inspection and approval.

The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit and the placement and subsequent operation and maintenance of said encroachment for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnities, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnities. The Applicant, however, shall not be obligated to indemnify Indemnities for Claims arising from the sole negligence and willful misconduct of State, its officers, directors, agents or employees.

An encroachment permit is not a property right and does not transfer with the property to a new owner.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990: All work within State Highway right-of-way shall be conducted in compliance with all applicable Federal, State and Local Access laws, regulations and guidelines including but not limited to the Americans with Disabilities Act Accessibility Guidelines (ADAAG), the Public Rights-of-Way Guidelines (PROWG), the Department's current Design Information Bulletin 82, "Pedestrian Accessibility Guidelines for Highway Projects", the Department's Encroachment Permits Manual and encroachment permit.

DISCHARGES OF STORM WATER AND NON-STORM WATER: All work within State Highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department, to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Department's NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

<http://www.dot.ca.gov/hq/construc/stormwater>

25. NAME OF APPLICANT OR ORGANIZATION _____

ADDRESS OF APPLICANT OR ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code) _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

26. NAME OF AUTHORIZED AGENT / ENGINEER (A "Letter of authorization" is required if different from #25) _____

IS A LETTER OF AUTHORIZATION ATTACHED?

YES

NO

ADDRESS OF AUTHORIZED AGENT / ENGINEER (Include City and Zip Code) _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

27. NAME OF BILLING CONTACT (Same as #25 Same as #26) _____

BILLING ADDRESS WHERE INVOICE(S) IS/ARE TO BE MAILED (Include City and Zip Code) _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

28. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT _____

29. PRINT OR TYPE NAME _____

30. TITLE _____

31. DATE _____



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

ANNE OLIVA
Mayor

REUBEN D. HOLOBER
Vice Mayor

GINA PAPAN
Councilwoman

ANN SCHNEIDER
Councilwoman

WAYNE J. LEE
Councilman

December 28, 2015

Amjad Naseer
Department of Transportation
Office of Encroachment Permits
111 Grand Avenue
P.O. Box 23660, MS 5-E
Oakland, CA 94623-0060

RE: ARLE Encroachment Permit Application Extension Request

Dear Mr. Naseer:

The City of Millbrae has received your request dated August 31, 2015 for an encroachment permit application for the City's ARLE systems located on the SHS located at the following two locations:

- State highway 04-SM-82, at Post Mile 15.90 (El Camino Real and Millbrae intersection), and
- State highway 04-SM-101, at Post Mile 17.90 (South 101 Off-Ramp and Millbrae intersection)

The City of Millbrae is still in the process of acquiring a consultant to perform the required traffic study to ensure the ARLE on SHS are in compliance with the Caltrans policy effective August 5, 2015. Therefore, the City is requesting an extension until the end of March 2016 to perform the study and be in compliance to the Caltrans current policy requirements prior to submitting the requested encroachment permit application.

Feel free to contact me with any questions or concerns at (650) 259-2339.

Sincerely,

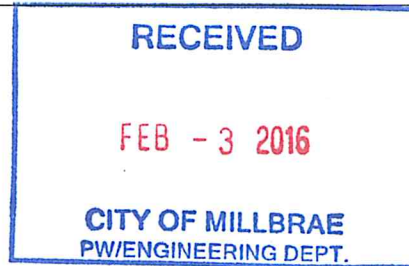
Khee Lim
City Engineer

Cc: Peter Vorametsanti, Public Works Director
Sydney Chow, Assistant Engineer
Craig Centis, Public Works Superintendent

City Council/City Manager/City Clerk (650) 259-2334	Building Division/Permits (650) 259-2330	Community Development (650) 259-2341	Finance (650) 259-2350
Fire (650) 259-2400	Police (650) 259-2300	Public Works/Engineering (650) 259-2339	Recreation (650) 259-2360

DEPARTMENT OF TRANSPORTATION

111 GRAND AVENUE
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PHONE (510) 286-5900
FAX (510) 286-5903
TTY 711
www.dot.ca.gov



*Serious Drought.
Serious drought.
Help save water!*

January 28, 2016

04-SM-82 PM 15.9
04-SM-101 PM 17.9

Mr. Peter Vorametsanti
Public Works Director
City of Millbrae
621 Magnolia Avenue
Millbrae, CA 94030


Dear Mr. Vorametsanti:

This letter is regarding your written request dated December 28, 2015 to grant time extension for the encroachment permit application submittal deadline date of December 1, 2015, to maintain the existing Automated Red Light Enforcement (ARLE) system, on State Highway 04-SM-82, Post Mile 15.90, and on State Highway 04-SM-101, Post Mile 17.90, in the City Millbrae.

Your request has been approved. Please submit an encroachment permit application along with the required traffic study by May 1, 2016.

Please direct all questions and inquiries regarding your application's submittal to Roya Azarmi at (510) 286-5405, or email at roya.azarmi@dot.ca.gov.

Sincerely,



AMJAD NASEER, PE
Senior Permit Engineer