

# City of Auburn

## General Banner Information

The City of Auburn Public Works Department reserves two banner locations within the city limits and listed below with specific requirement information. Contact Russell Koch, Department of Public Works (530) 823-4211 x130 for inquires and reservations.

1. **Maple Street located in Old Town Auburn Historic District.**

PG & E poles are located between the Placer County Superior Courthouse and Latitudes Restaurant.

2. **High Street located in the Downtown Business District**

New banner poles have been installed near the three-way signal light at the Lincoln Way and High Street intersection.

**Banner installations require the following:**

- Permission letter from Public Works Department
- City of Auburn Public Works Encroachment Permit form.  
Encroachment Permit fee - \$37.00 (no charge for non-profit org.)  
Public Works Dept. hang / remove banner fee - \$100.00 (no chg if hung/removed by other org.)
- Certificate of Insurance naming the City of Auburn as the additional insured.

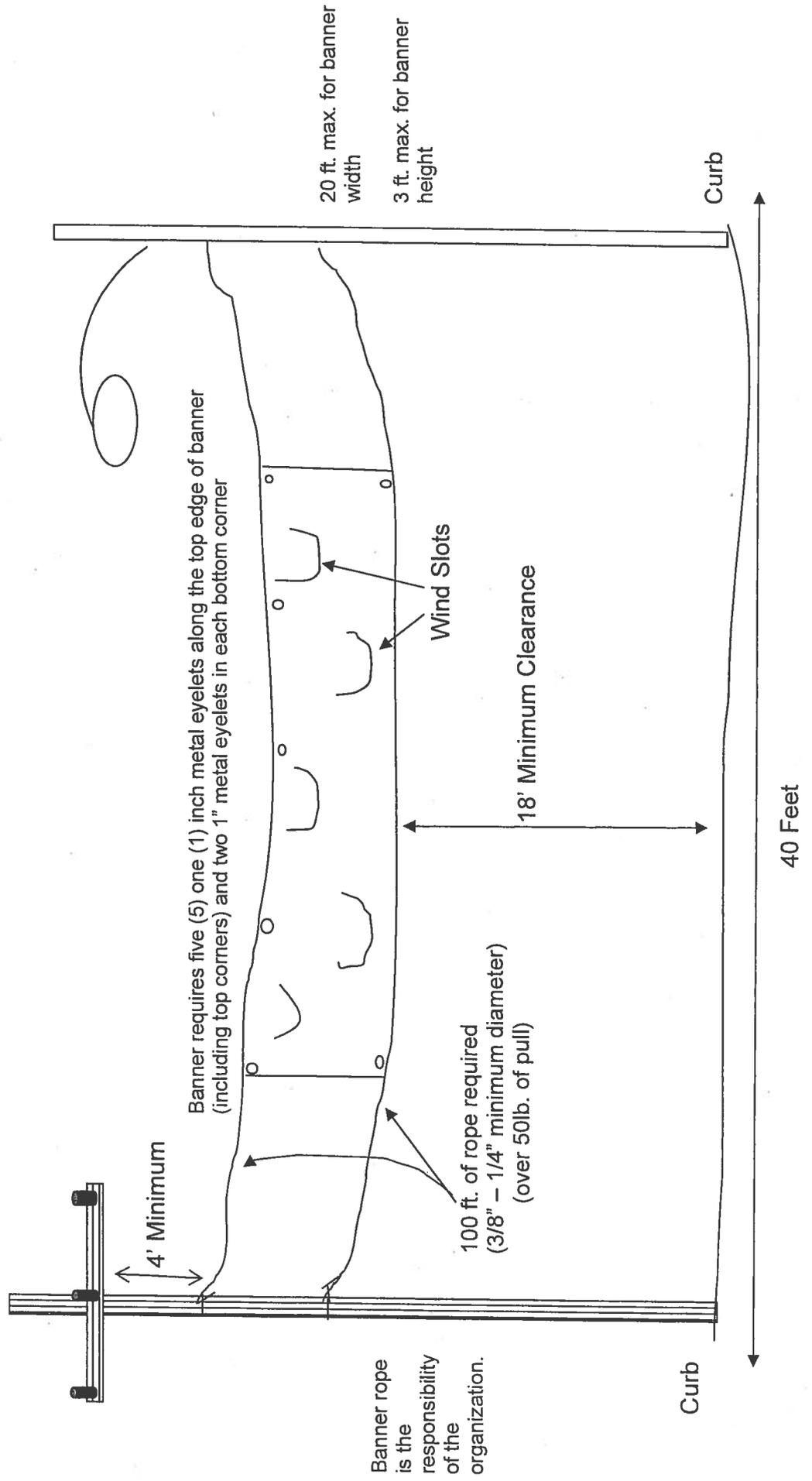
See attach diagram for banner design requirements.

- Three (3) feet maximum banner height.
- Twenty (20) feet maximum banner width.
- Wind slots are semi-circular in shape and cut into the center face of banner every four (4') ft.
- Five one inch metal eyelets required along the top edge of banner and two one inch metal eyelets in each bottom corner (see attached diagram).
- Rope requirement is **100 feet of 3/8" – 1/4" nylon rope (over 50lb. of pull).**
- Print advertisement on each side of banner.

**REQUIREMENT FOR THE OLD TOWN HISTORIC DISTRICT LOCATION ONLY**

- **Banner design and color restrictions apply due to the Historic Design Review Committee requirements (please contact our office for additional color information).**

**City of Auburn  
Department of Public Works**



**ENCROACHMENT PERMIT**  
**City of Auburn - Public Works Department**  
 1225 LINCOLN WAY, AUBURN, CA 95603  
 (530) 823-4211

ENCROACHMENT  
 PERMIT NO. \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 PROPERTY OWNER: CITY OF AUBURN  
 MAILING ADDRESS: 1225 Lincoln Way CITY Auburn ZIP CODE 95603  
 LOCATION OF WORK: HIGH STREET BANNER LOCATION  
 DESCRIPTION OF WORK (sidewalk, curb & gutter, driveway, excavation, pipes, etc.) HANG BANNER FOR

Three sets of plans must be attached showing all dimensions and locations of work with relationship to sidewalk, property lines, and street center lines.

STARTING DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_ PROJECT COST ESTIMATE \$ 0.00  
 (FOR WORK IN PUBLIC RIGHT-OF-WAY)

In consideration of the granting of this application, It is agreed by the applicant that the City of Auburn and any officer or employee thereof shall be defended, indemnified, and saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application, and the permit which may be granted in response thereto, and that all of said liabilities are under the terms of this application and the permit which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future of the right-of-way, it must be removed or relocated, as designated by the Director of Public Works, at the expense of the applicant or his successor in interest.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**WARNING: it is unlawful to violate any of the conditions of this permit (A.M.C. 160.030-160.042)**

**DO NOT WRITE BELOW THIS LINE**

\*\*\*NOTICE TO APPLICANT\*\*\*

1. Permit for encroachment work expires: \_\_\_\_\_ Permit Fees \$ \_\_\_\_\_
2. Before starting work, the applicant shall notify the City 24 hours in advance of the date work is to begin (823-4211, ext. 131).
3. All workmanship and materials shall conform to the City of Auburn Improvement Standards, State of California Standard Specifications, the specific conditions applicable, and the attached plans.
4. The contractor shall notify the Underground Service Alert Center 48 hours in advance of performing any excavation work by calling (800) 227-2600 or 811
5. This permit is subject to all general conditions which are printed on reverse side of this permit.
6. This permit is non-transferable and is revocable at any time.

**GENERAL COMMENTS & SPECIFIC CONDITIONS (SEE REVERSE SIDE OF PERMIT)**

**\*\*PUBLIC WORKS TO HANG/REMOVE BANNER**

PLEASE NOTE: Any banner maintenance provided by the City of Auburn Public Works Dept. due to high winds and/or any other weather related problems with your banner will be billed at \$50.00 per hr.

PERMIT FEES Rec'd By \_\_\_\_\_ Date \_\_\_\_\_  
 Cert. of Ins.  on file  attached Expires \_\_\_\_\_  
 CONTRACTOR'S BUSINESS LICENSE \_\_\_\_\_

PUBLIC WORKS DEPARTMENT APPROVAL  
 By: \_\_\_\_\_ Date \_\_\_\_\_  
 FOR DIRECTOR OF PUBLIC WORKS

INSPECTOR'S COMMENTS \_\_\_\_\_

INSPECTOR'S APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

## GENERAL CONDITIONS

1. **PERMIT:** This permit is issued in accordance with the provisions of Title 7, Chapter 4 of the Auburn Municipal Code.
2. **ACCEPTANCE OF THE PROVISIONS:** It is understood and agreed by the Applicant that the doing of any work under this permit shall constitute an acceptance of all the general and special conditions hereof.
3. **KEEP PERMIT ON THE WORK.** This permit shall be kept at the site of the work and must be shown to any representative of the Department of Public Services or any law enforcement officer on demand.
4. **PROSECUTION OF WORK.** Any work authorized by this permit shall be performed in a workmanlike, diligent, and expeditious manner to the satisfaction of the Director.
5. **MINIMUM INTERFERENCE WITH TRAFFIC.** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public except for the specific work permitted.
6. **TRAFFIC CONTROL.** Permittee shall take adequate precautions for the protection for the public. Where necessary, barricades, red lights, warning signs, and flagman shall be maintained until the excavation is refilled, the obstruction removed and the roadway is safe for the use of the public. The Director may specify, as a condition of the issuance of the permit, the devices or measures to be used by the permittee, however, failure of the Director so to specify the devices or measures to be used shall not relieve the permittee of his obligation hereunder. Highways shall not be closed or traffic lanes blocked unless specifically permitted on this permit, or without first obtaining permission from the Director of Public Services. When permission is obtained, applicant shall notify the City Police and Fire Department prior to closing the road. Traffic control signs and devices, street name signs, and mail boxes must be kept upright at all times. Any damaged or destroyed devices, signs, markings or mail boxes will be replaced at the permittee's expense.
7. **STORAGE OF MATERIAL.** No material shall be stored within eight (8) feet from the edge of the pavement or traveled way or within the shoulder line where the shoulders are wider than eight feet unless specifically authorized on this permit.
8. **TUNNELING.** No tunneling will be permitted except as may be specifically set forth on the face hereof.
9. **TRENCHING.** Trenching for installation across any intersection open to traffic shall be progressive. Not more than one-half of the width of a traveled way shall be disturbed at one time and the remaining width shall be kept open to traffic by bridging and backfilling.
10. **BONDING AND INSURANCE.** Permittee shall post a bond or other security, and provide insurance, as required by Section 7.4.05 of the Auburn Municipal Code.
11. **BORING.** Service and other small diameter pipes shall be jacked or otherwise forced underneath pavement without disturbing same. Pavement or roadway shall not be cut unless specifically permitted on the face hereof. Service pipes will not be permitted inside of culvert pipes used as drainage structures.
12. **BACKFILL.** In backfilling there shall be no flooding of the trench within the upper twenty-four (24) inches. All loose backfill shall be dampened and well tamped with a pneumatic tamper or in any other workmanlike manner satisfactory to the Director and the the compaction requirements set forth in the specific conditions.
13. **EXCAVATION.** All pavement shall be saw-cut. All extracted material shall be stockpiled away from the improved portion of the highway. After the work has been completed all excess material, including excess excavation, shall be removed from the right of way, and the roadway shall be left in a neat and orderly condition.
14. **DRAINAGE.** If the work herein contemplated interferes with established drainage, ample provision shall be made by the applicant to provide adequate drainage facilities as directed by the Director of Public Services.
15. **DRIVEWAYS.** All dirt or gravel approaches to private driveways which are cut or trenched, shall be replaced in kind upon completion of backfill.
16. **UNDERGROUND UTILITIES.** Disregard of or damage to underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the Director. Any utility so damaged shall be immediately reported to the owner and the Director.
17. **CLEANUP.** All roadside drainage ditches shall be restored to a true grade and the intake and outlet ends of all culverts shall be left free from all excess material and debris.

All brush, timber scraps and material shall be entirely removed, all holes backfilled, compacted and trimmed to grade and the right of way left in as present condition as before work started.

Clay and earth which adhere to the paved surface of the roadway shall be removed by hand scraping, washing and sweeping, or by any other method which will leave a clean non-skid surface without impaling, injuring or loosening the surface.
18. **SUBMIT LOCATION PLAN.** Upon completion of underground or surface work of consequence, the permittee at the request of the Director, shall furnish as built plans to the Department of Public Services showing location and details of work performed.
19. **FUTURE MOVING OF INSTALLATION.** It is understood by the permittee that the installation authorized herein shall, upon demand of the Director of Public Services be immediately relocated by, and at the sole expense of the permittee whenever construction, reconstruction or maintenance on the highway may require such relocation. The permittee must commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.
20. **MAINTENANCE.** The permittee agrees by the acceptance of this permit to properly maintain any encroachment placed by it in the City right of way and to inspect and immediately repair and make good any injury to any portion of the right of way which occurs as a result of the maintenance of the encroachment in the highway or as a result of the work done under this permit, including any and all injury to the roadway which would not have occurred had such work not been done if such encroachment had not been placed therein.
21. **INSPECTION.** The permittee shall give 24 hour notice to the City of Auburn and the Auburn Police Department prior to construction: (916) 823-4237. The permittee shall give 24 hour notice to the City of Auburn prior to any backfilling.
22. **INDEMNITY.** Permittee shall defend, indemnify and hold harmless, the City of Auburn, its officers, agents and employees, from any claim of damage of any type what-so-ever, including without limitations, personal injury, death, or property damage, arising out of or connected with the issuance of this permit or the construction or maintenance of the encroachment allowed by this permit.

## SPECIFIC CONDITIONS

The following **SPECIFIC CONDITIONS** may be referred to as Conditions 1 through 7 respectively and as specific conditions they will apply only where so indicated on the plan as directed by the Director of Public Services.

**NOTE:** On all cuts in A.C. pavement the area of the A.C. replacement and a minimum of 6 inches on each side shall receive a "fine seal" in accordance with Section 37 of the State Specifications.

All A.C. Type B shall conform to Section 39 of the state specifications, be compacted in 2 layers, and have a minimum compacted density to 143 lb./cu. ft. Type of Liquid Asphalt shall be as specified by Encroachment Inspector.

In unpaved shoulder areas the A.C. requirement may be eliminated and a double seal substituted therefore.

1. Compacted backfill shall be made with a minimum relative compaction of 90% to within 21 inches of the original surface, then the next 6 inches to a minimum relative compaction of 95% and then 12 inches of aggregate base (A.B.) Class 2 placed in two layers compacted to a minimum relative compaction of 95% and primed with liquid asphalt. On top of the A.B. shall be placed 3 inches of asphalt concrete (A.C.) type B. Edges of existing pavement shall be sprayed or painted with asphalt emulsion prior to paving.

2. Compacted backfill shall be made with a minimum relative compaction of 90% within 15 inches of the original surface, the next 6 inches to a minimum relative compaction of 95%. A.B., Class 2, 6 inches in thickness shall be placed on top of the compacted backfill and the minimum relative to compaction shall be 95% and primed with liquid asphalt. On top of the A.B. shall be placed a 3 inch layer of A.C., Type B.

3. Compacted backfill shall be made with a relative compaction of 90% or within 12 inches of the original surface the next 6 inches to a minimum relative compaction of 95%. The remaining 6 inches shall be filled with A.B. Type 2, compacted to a minimum relative compaction of 95%. The new surface shall then be given an application of liquid asphalt, applied at the rate of one-half gallon per square yard.

4. Shall be the same as Condition 3, except that after the penetration treatment with liquid asphalt, a double seal shall be applied in accordance with Section 37 of the State of California, "Standard Specification." The first application of double seal shall be placed over the trench width, and the second application shall be placed over the entire shoulder width, or over the trench plus two feet on either side of the trench where the trench is not in the shoulder.

5. Shall be the same as Condition 3, except that no oiling shall be performed.

6. Crossing beneath the pavement shall be done by boring. The bore shall not be more than 2 inches larger than the pipe diameter.

7. All concrete shall conform to Class "A" concrete as per Section 90 of state specifications. Existing concrete that is to be removed shall be saw cut or removed at the nearest expansion joint at the direction of the Director of Public Services.

**NOTE:** Between November 1 and May 1, applying oil shall be postponed unless permission of the Director is first obtained. All such postponed oiling shall be applied only when the surface to be treated has been reworked to a condition suitable to be oiled. Cutback asphalt may be used in place of A.C. Type B, as a temporary pavement replacement.