PERMIT APPLICATION TEMPORARY STREET AND LANE CLOSURES

Street/Lane Closure Permit No.: _____

NOTE: You must apply for this permit through online portal. A minimum of 8 working days is needed to process the application.
For pre-construction meetings, call Public Works Inspection at 909 291-2964.

Start Date: _____ **Completion Date:** _____

Location: _____

Description of Street / Lane Closure: _____

Contact Name: _____ **Project Number:** _____

Company Address: _____

Daytime Phone: _____ **Email:** _____

Emergency Phone: _____

Traffic Control Plans (check all that apply):

☐ Latest edition of WATCH manual plan/sketch
☐ Latest edition of CATTCH manual plan/sketch
☐ Engineered Traffic Control Plans (TCP)

Closure type requesting:

☐ Full Closure
☐ Partial Closure
☐ Block Party
☐ VZN/TW/SCE/Gas - WO#
☐ Traffic Control Plan Check (per fee schedule)

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION. FAILURE TO PROVIDE THE INFORMATION WILL RENDER THE APPLICATION INCOMPLETE AND WILL NOT BE PROCESSED BY CITY STAFF.

1. Proof of valid California contractor's license
2. Proof of valid City Business license
3. Certificate of Liability Insurance (min. $1M, with City named as additionally insured)
4. Proof of Workers Compensation
5. Any applicable fees
6. Site plan
7. City Project Number (if applicable)

I agree to all terms, conditions and restrictions listed on the back of the application.

Print Name	Signature	Date

FOR CITY STAFF USE ONLY

Effective Date(s): _____ to _____ Work Hours: ☐ 8:30 am to 3:30 pm ☐ 8:30 am to 2:00 pm (School Zone) ☐ _____ to _____

Permit Number: _____ Closure Type: ☐ Full or ☐ Partial

Permit issued by: _____ Signature: _____ Date: _____

Extended Date(s): _____ to _____ By: _____ Extended Date: _____

Department Distribution

☐ Permittee ☐ PD ☐ PW Traffic ☐ PW Inspector ☐ PW Operations Manager

Restrictions/Comments:

PERMIT APPLICATION TEMPORARY STREET AND LANE CLOSURES cont.

Traffic Control Plans:

Work Area Traffic Control Handbook (WATCH) or California Temporary Traffic Control Handbook (CATTCH) – It is the responsibility of the applicant to present the City with a reasonable assessment of how the required work zone and existing field condition fits this category. The existing field condition/lane geometry must match the proposed drawing being referenced in the source document.

Engineered Traffic Control Plans (sign and stamped by a registered Traffic Engineer) – For major projects or projects affecting major arterials and/or intersections involving temporary traffic control beyond the scope of WATCH or CATTCH, an engineered traffic control plan will be required. Traffic engineering staff will make the final determination of this requirement. Engineered plans shall be stamped and signed by a registered civil traffic engineer. Allow two weeks for review of the first plan check submittal and one week for review of subsequent submittals of engineered traffic control plans.

General Notes

The Contractor shall provide and install barricades, delineators, warning devices, and construction signs in accordance with the latest edition of California Manual on Uniform Traffic Control Devices (M.U.T.C.D.). During adverse weather or unusual traffic or working conditions, additional traffic devices shall be placed as directed by the Public Works Director or Authorized Representative. The Contractor shall relocate, preserve, and maintain the visibility of all existing signs within the project limits, which affect the flow of traffic, as directed by the Public Works Director or Authorized Representative. The Contractor at his expense as directed by the Public Works Director or Authorized Representative shall replace any signs, which are damaged or found to be missing during the course of construction.

The City of Upland and its elected officials, officers, agents, and employees shall not be answerable or accountable in any manner of any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work, or for injury or damage to any person or persons, either workmen, employees or Contractor or his Sub-Contractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. The Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever, except the sole negligence or willful misconduct of City, its employees, servants, or independent Contractors who are directly responsible to City during the progress of the work or at any time before its completion and final acceptance.

The Contractor will indemnify City and its elected officials, officers, agents, and employees against and will hold and save harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organizations arising out of or in connection with the work, operation, or activities of the Contractor, his agents, employees, Sub-Contractors, or invitees provided for herein whether or not there is concurrent passive or active negligence on the part of the City, its elected officials, officers, agents, and employees, but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of the City, its employees, servants, or independent Contractors who are directly responsible to City, and in connection therewith: The Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorney's fees incurred in connection therewith.

Conditions: (Contact phone number (909) 291-2964 for conditions below.)

- Prior to the start of the temporary street closure, the applicant is required to notify and receive city approval a minimum of 72 permit business hours in advance.
- **Pre-cons are required**. Call the contact phone number for pre-con.
- All signs shall be graffiti free and monitored/replaced when damaged.
- Must use flashing arrow boards for lane closures on all streets except for local/residential streets.
- Must backfill or steel plate all trenches during non-working hours.
- Post-temporary "NO PARKING" signs in the vicinity of the work area a minimum of 48 hours prior to closure. Signs shall clearly state effective dates and time of parking restriction.
- Must maintain one (1) lane of traffic in each direction at all times (Min. 12' wide lane).
- Protect any traffic signal detection equipment in-place or restore any equipment damaged by the Permittee within five (5) working days.
- Must maintain access for emergency vehicles to all driveways.
- Must notify all affected residents by letter or door hanger of the street closure a minimum of 48 hours in advance.
- When work is within a school zone, all sidewalks and traffic lanes shall remain open during non-working hours.
- Discretion per City Engineer or Inspector to change Traffic Control.