



**PLAN SUBMITTAL**

**ALL PLANS SHALL BE SUBMITTED ELECTRONICALLY  
PLEASE SUBMIT AT:**

<https://www.cityofmerced.org/departments/engineering/encroachment-permits>

**Additional notes shall be added to the cover or notes sheet:**

**1. Updated City compaction standards**

A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process will be prolonged. ***This is a general list of required items. Additional items may be required depending on project scope.***

Contact [encroachmentpermit@cityofmerced.org](mailto:encroachmentpermit@cityofmerced.org) or (209) 388-7509 with any questions.

Item Number	Item Description	Right of Way	Ground Breaking	Construction Over 2500 SF	Construction Over 5000 SF
1.	PERMIT APPLICATION FORM, completed with all contact data	X	X	X	X
2.	A complete SITE PLAN, to scale, dimensioned and all off site and on site improvements shown	X	X	X	X
3.	Contractor BUSINESS LICENSE	X	X	X	X
4.	Contractor INSURANCE	X	X	X	X
5.	TRAFFIC CONTROL PLAN including dimensions and PEDESTRIAN CONTROL (if applicable)	X	X	X	X
6.	A complete CERTIFICATE OF MONUMENT PRESERVATION		X	X	X
7.	A complete GRADINIG PLAN showing direction of flow.			X	X
8.	A complete POST CONSTRUCTION STANDARDS PLAN WORKSHEET			X	X
9.	Signed and stamped POST CONSTRUCTION CALCULATIONS				X
10.	ENGINEER'S ESTIMATE for all offsite and post construction improvements.				X
11.	A complete OPERATION & MAINTENANCE AGREEMENT including legal descriptions of property and post construction facilities				X
12.	SWPP PLAN (if applicable)				X

## ENCROACHMENT GUIDE

- PLEASE CALL **209.723.2489** AT LEAST **24 HOURS** IN ADVANCE TO SCHEDULE INSPECTIONS FOR ANY WORK IN CITY RIGHT OF WAY, THIS INCLUDES TRAFFIC CONTROL IN CITY RIGHT OF WAY TO PERFORM WORK ON PRIVATE PROPERTY. **THIS MUST BE DONE FOR EACH DAY THAT YOU ARE IN THE FIELD.**
  
- SEND AN EMAIL TO [ENCROACHMENTPERMIT@CITYOFMERCED.ORG](mailto:ENCROACHMENTPERMIT@CITYOFMERCED.ORG) AT LEAST **3 BUSINESS DAYS** IN ADVANCE TO NOTIFY ENGINEERING STAFF OF ANY LANE OR ROAD CLOSURES. **FAILURE TO DO SO WILL RESULT IN REMOVAL FROM WORK SITE FOR THE DAY.**

- MUST USE CITY APPROVED NO PARKING SIGNS
- CONTACT ALL AFFECTED BUSINESSES AT LEAST 5 BUSINESS DAYS PRIOR TO WORK THAT WILL AFFECT PROPERTY OR PROPERTY FRONTAGE.

IF NIGHT WORK REQUIRED. THERE IS POSSIBLE ADDITIONAL FEE IF INSPECTOR IS REQUIRED OVERTIME IN ORDER TO PROCESS THIS REQUEST. NIGHT WORK MUST BE COORDINATED AND DATE APPROVED WITH THE CITY OF MERCED ENGINEERING DEPARTMENT PRIOR TO WORK

**NOTIFICATION REQUIREMENTS FOR POSTING “NO PARKING”**

**NO PARKING**

**DATE and TIMES**

(Example: Wednesday, September 9, 2011,  
6:00 am to 5:00 pm)

**VIOLATORS VEHICLE MAY BE TOWED  
AT OWNERS EXPENSE**

**MERCED POLICE DEPARTMENT**

**(209) 385-6912**

**21351 CVC / 22651(n) CVC**

provide engineering with advanced notice to notify PD

**SIZE REQUIREMENTS**

SIGN MUST BE 17” x **11**” LETTERS ARE TO BE AT LEAST 1” IN HEIGHT.  
SIGNS MUST BE POSTED ALONG ENTIRE PARADE, STREET CLOSURE,  
AND/OR STAGING ROUTE OR ALONG ANY CONSTRUCTION AREA.

SIGNS MUST BE PLACED NO LESS THAN 3 PER BLOCK, EVENLY  
SPACED ON BOTH SIDES OF THE STREET, ALONG THE ENTIRE STREET  
CLOSURE.

# RESTORATION REQUIREMENTS

## arterial –

AC 5.5" MIN OR 1" THICKER THAN EXISTING, WHICHEVER IS GREATER. AB 20.5" MIN COMPACTED TO 95%, AB CALTRANS CLASS II - SUBMIT CERT OF COMPLIANCE.

## collector

AC 4.0" MIN OR 1" THICKER THAN EXISTING, WHICHEVER IS GREATER. AB 15.5" MIN COMPACTED TO 95%, AB CALTRANS CLASS II - SUBMIT CERT OF COMPLIANCE.

## Local

AC 2.5" MIN OR 1" THICKER THAN EXISTING, WHICHEVER IS GREATER. AB 11" MIN COMPACTED TO 95% ,AB CALTRANS CLASS II - SUBMIT CERT OF COMPLIANCE.

## SIDEWALK

FULL FLAG REMOVAL FOR ALL AFFECTED FLAGS, DOWELED UPON REPLACEMENT

## CURB RAMPS

FULL COMPLETE REPLACEMENT OF CURB RAMP IF AFFECTED AT ANY SECTION INCLUDING CURB RETURNS

## CURB AND GUTTER

REPLACE ANY AFFECTED CURB/GUTTER TO SCORE LINES AND MAINTAIN FLOW LINE

## LANDSCAPE

REPLACE TO KIND OR BETTER. RE-SOD GRASS AREA.

## CROSSWALKS & BIKE LANES

RESTORATION WITHIN BIKE LANES AND CROSSWALKS TO BE FLUSH WITH EXISTING PAVEMENT. ANY DAMAGED STRIPING TO BE REPLACED TO BETTER.

“BIKE LANE” OR SYMBOLS WITHIN THE BIKE LANE (NOT INCLUDING BOUNDARY LINE STRIPING FOR BIKE LANE) WILL REQUIRE FULL VERBAGE OR SYMBOL TO BE REPAINTED WITH A GREEN ANTI SKID THERMAL PLASTIC. CROSSWALKS WILL REQUIRE BOTH SIDES FULLY REPAINTED. STOP LOCATIONS WILL REQUIRE COMPLETE REPAINT OF “STOP” AND STOP BAR IF IMPEDED.

## WORKING NEAR TRAFFIC SIGNALS

IF PAVEMENT HAS NO DAMAGE, CRACKING AND IS IN PRISTINE SHAPE, WORK TO STAY AT LEAST 1FT FROM TRAFFIC LOOP.

IF PAVEMENT HAS DAMAGE OR ALLIGATOR CRACKS, WORK TO STAY AT LEAST 3 FT FROM TRAFFIC LOOP.

FAILURE TO WORK WITHIN THESE GUIDELINES WILL RESULT IN THE REPLACEMENT OF TRAFFIC LOOP AT THE COST OF THE CONTRACTOR.

ALL WORK THAT REQUIRES TEMPORARY PLATING OF BELLHOLE/TRENCH SHALL BE ANCHORED TO PREVENT MOVEMENT

ALL UTILITIES AT A 42 INCH MINIMUM DEPTH AND TO LATEST CITY OF MERCED STANDARD OF DESIGN

POST-CONSTRUCTION MONUMENT PRESERVATION REQUIRED IF PRE-CONSTRUCTION MONUMENT PRESERVATION WAS PRESENTED OR REQUIRED.

**THE FOLLOWING REQUIREMENTS INCLUDE STRUCTURAL SECTIONS, INCLUDING BUT NOT LIMITED TO, SIDEWALKS, RAMPS, DRIVEWAYS, STREETS, CURB AND GUTTER**

1) Slurry is not an acceptable backfill except within a Full Depth Reclamation (FDR) road section.

The use of slurry shall be approved in writing by the City Engineer prior to placement.

All slurry in FDR sections shall be 500psi and shall be tested at the contractors expense.

2) Asphalt Concrete (AC), over 1 foot by 1 foot (pothole) will require compaction testing.

If compaction is required, the AC shall be sawcut to a minimum of 2 feet by 2 feet to allow for proper compaction and testing.

AC shall be flush with surrounding streets

6) Crushed rock shall not be used for any type of backfill.

7) Potholes shall be backfilled and capped in a manner such that it remains flush with the existing street, at least 3 inch thick cold patch

8) Depressions or protrusion (hump) will not be accepted, even after final inspection has been given.

POLES NEED TO BE REPLACED IN A TIMELY MANNER. VARIES BY PROJECT WILL NEED TO CHECK WITH CITY ENGINEER.

SHOULD WORK EXCEED THE ORIGINAL AGREED PLAN, CITY OF MERCED RESERVES THE RIGHT TO CHANGE THE REQUIREMENTS OF THE RESTORATION OR PERMIT OBLIGATIONS.

ALL WORK TO BE DONE TO CITY OF MERCED STANDARDS OF DESIGN AND ANY LATEST ADA REQUIREMENTS

Where not to remain, existing trees should be removed and the root system thoroughly cleared of root balls and isolated roots greater than ½ inch in diameter. The amount of soil lost or disturbed with tree removal will likely vary with the extent of the root systems, moisture conditions at the time of removal, soil type and the methods of removal. The root system removal will disturb a significant quantity of soil.

Where roots are within any structural section of sidewalk, roadway, curb and gutter, the area should be thoroughly cleared of root balls and isolated roots greater than ½ inch in diameter.