

RECEIVED DATE	ROUTED DATE	ACCELA NO.	ECAPS NO.
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Development Engineering
 300 Richards Blvd., 3rd Floor
 Sacramento, CA 95811
 Phone: 916-808-8300
 Fax: 916-808-1984

MAJOR ENCROACHMENT PERMIT APPLICATION CPC/RPC OFFSITE IMPROVEMENT PLAN SUBMITTAL

O W N E R	NAME(S) OF LEGAL OWNER(S)			BUSINESS NAME		
	POINT OF CONTACT NAME		PHONE	EMAIL		
	MAILING STREET ADDRESS					
	CITY	STATE	ZIP			
	<p>AUTHORIZATION & BILLING</p> <p>The information provided in this form shall serve to notify the City of Sacramento that I/we am/are the legal owner(s) of the property listed in this application and hereby authorize the project. I agree to take full financial responsibility for all costs accrued by the City for the overall daily management of my project, which ensures that all ordinances, standards, and permits are enforced. This may include and is not limited to: plan review and revisions, traffic control plans, SWPPP inspections, construction inspections, encroachment permits, traffic studies, call routes, monument verification inspections, and administrative support.</p> <p>I am aware that if I receive an invoice for my account, I will pay the unpaid balance. All payments are due upon receipt. If I feel that I have been invoiced in error, I will contact the City within 45 days. I understand that if I do not contact the City within 45 days, all charges are my financial responsibility. The City reserves the right to stop their work and my work on this project for unpaid balances and all charges must be paid prior to project approval. If I sell this property, I will disclose the terms of this statement and provide the City with new billing information. If I fail to do this, I will continue to be financially responsible for all costs related to this project. Any excess plan check and inspection fees will be refunded to me after completion of this project.</p>					
Owner's Signature			Owner's Name		Date	

C O N T A C T	POINT OF CONTACT NAME		PHONE	EMAIL		
	BUSINESS NAME				LICENSE NO.	
	MAILING STREET ADDRESS					
	CITY	STATE	ZIP	CONTACT TYPE		
<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OWNER						

P R O J E C T	PROJECT NAME		PLANNING NUMBER	APPLICATION TYPE	
	SITE ADDRESS		ENGINEER'S ESTIMATE	INITIAL DEPOSIT	
<input type="checkbox"/> WITH FINAL MAP (RPC) <input type="checkbox"/> NO FINAL MAP (CPC)					

STAFF USE ONLY

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SUBMITTAL CHECKLIST	OWNER/ POINT OF CONTACT	CITY	N/A	CONDITION/REQUIREMENT
				Plan check deposit [Link to Plan Check Fee Calculator]
				Engineer's Estimate (Contractor's Bid if available)
				4 Hard copies of improvement plans, 22" x 34".
				2 Hard copies approved/signed planning conditions (Record of Decision) OR Planning Referral sheet if project is "By Right".
				2 Hard copies Mitigation Monitoring Plan.
				RPC Only - 1 Hard copy, full size, approved/signed Tentative Map.
				RPC Only - 1 Hard copy Street Name Approval request form. Include map on 8.5 x 11.
				1 Hard copy signed Concurrent Review Form (if applicable).
				PDF only - Soils report with R Values.
				PDF only - Seepage Study.
				PDF only - Approved Drainage Study / Water Study / Sewer Study.
				PDF only - Approved Design Concept Report (DCR) when traffic signals or roundabouts are required.
				PDF only - Signed utility letters.
			<p>CD or flash drive containing all submittal documents as PDFs. PDFs must be compatible with Adobe Professional version 10. PDFs shall be a first generation vector based file (direct conversion from Autocad, ArchCAD, etc)</p> <p> <input type="checkbox"/> Engineer's Estimate <input type="checkbox"/> Plans <input type="checkbox"/> Record of Decision <input type="checkbox"/> Mitigation Monitoring Plan <input type="checkbox"/> Approved Tentative Map </p> <p> PDF Only: <input type="checkbox"/> Soils Report <input type="checkbox"/> Drainage/Water/Sewer/Seepage Study <input type="checkbox"/> Design Concept Report <input type="checkbox"/> Signed Utility Letters </p>	

STAFF USE ONLY

REJECTED DATE	REASON FOR REJECTION
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MEMORANDUM

DATE: September 17, 2020

TO: Private Development Community

FROM: Nader Kamal, Interim Engineering Manager, Department of Public Works

SUBJECT: **Procurement Lead Time for Ornamental Street Lights**

The City of Sacramento is experiencing exceptionally long lead times of at least 6 months for the procurement of the city standard cast steel ornamental street lights. This is not only affecting City capital improvement projects but also private development projects. Based on experience and feedback on recent projects, the long lead time appears to be an industry-wide issue that is not expected to improve anytime soon. Hence, the City is recommending private development projects to order the street lights as soon as possible once the construction plans are approved. At a minimum, the critical path schedule for construction should include the procurement time to ensure final closure of the project is not delayed.

Unless the project is located in an existing neighborhood with streetlights of a different model which will have to be confirmed during design review, the ornamental street light poles and components shall be one of the following manufacturers and its respective model:

1. Union Metal Corporation Model N874-39-B257-Y1
2. 1254 Industries, Inc Model 12DP1-MAJ-17-144-PT-CI-ST

Aluminum poles are not an acceptable alternative or substitute.

Not having the street lights installed can affect:

1. Commercial building occupancy – Public Works will not release the final occupancy on the commercial building permit until all offsite improvements have been installed and accepted.
2. Public Works cannot issue the notice of completion (NOC) until all improvements within an offsite plan set are installed and accepted. For projects associated with a final map or final parcel map, there is no provision in the Subdivision Map Act for partial release of bonds until the NOC is issued.