

City of Rolling Hills Estates
Public Works Permit Process
January 2017

All contractors, utility companies, residents, etc. preparing to do work within the public right-of-way must obtain a City Public Works Permit. There is a fee associated with the Public Works Permit based on the type of work to be performed. The Permit and fee information can be obtained from:

Willdan Engineering
Barbara Tchobanian, Permit Technician
btchobanian@willdan.com
562-368-4863

The Public Works Permit should include as much information regarding the proposed work as possible. This could include design plans, pictures, traffic control plans, exhibits, etc. This information will be reviewed by the City Engineer and Traffic Engineering Deputy for approval.

Traffic Control Plans

Traffic control will be required for the proposed work area. The Contractor performing work within the public right-of-way is responsible to install and maintain the traffic control devices according to the California Manual on Uniform Traffic Control Devices (CA MUTCD) latest edition or Work Area Traffic Control Handbook (WATCH) latest edition.

Use of Standard CA MUTCD or WATCH work zone layouts.

If the proposed work is on local residential streets or requires only “simple” lane closures, the Permit applicant can refer to the use of the standard CA MUTCD or WATCH work zone layouts. The Permit shall have the City of Rolling Hills Estates Traffic Control Requirements attached for reference. These requirements are included at the end of this document. The Permit applicant should be aware that if the Traffic Engineering Deputy determines the traffic control is more complicated than can be addressed with the standard work zone layouts, a full detailed/site specific traffic control plan may be required.

Detailed/Site Specific Traffic Control Plan

If the proposed work is more complicated (work on major streets-Palos Verdes Drive North, Palos Verdes Drive East, Crenshaw Blvd., Hawthorne Blvd., etc., use of cranes, lane closures impacting both directions of travel, etc.), Permit applicants should submit a full detailed/site specific traffic control plan. These traffic control plans should be to scale. Traffic control plans stamped by an engineer or a licensed Construction Zone Traffic Control Contractor (C-31) are preferred but not mandatory. The traffic control plans shall have the City of Rolling Hills Estates Traffic Control Requirements included on the plans (at the end of this document).

City of Rolling Hills Estates
Public Works Permit Process
January 2017

After Submittal

The completed Public Works Permit with necessary plans are to be submitted to the Permit Technician. The Technician will then route the Permit for review by the City Engineer and Traffic Engineering Deputy. The City Engineer and Traffic Engineering Deputy will provide any comments on the plans back to the Technician. The Permit Technician will then submit the comments to the Permit applicant for correction.

After the plans are approved, the Technician will notify the Permit applicant that the Permit is ready for pick-up.

- **We can only accept checks as a form of payment, and they must be made payable to “City of Rolling Hills Estates.”**
- Applicant can mail in payment or pay in person at the Willdan Engineering office in City of Industry. If paying in person, please email the Permit Technician prior to arrival to ensure her availability in order to speed up the permitting process. The address for Willdan Engineering is:

Willdan Engineering
13191 Crossroads Parkway North, Suite 405
City of Industry, CA 91746
Attn: Barbara Tchobanian, Permit Technician

After receiving the Permit

1. **At least 72 hours prior to the start of construction, the Permit applicant MUST notify all residents impacted by the proposed work and work zone.** Notification of residents can be by fliers placed on the front doors, personal contact with residents and/or posting of appropriate parking restrictions in the impacted area. The notification must be made at least 72 hours prior to the start of construction.
2. **At least 72 hours prior to the start of construction, the Permit applicant MUST contact the Construction Inspector to schedule the proposed work.** Coordination of residents’ notification must be made with the Construction Inspector.

Ed Cox, Construction Inspector
Willdan Engineering
ecox@willdan.com
310-502-9931

3. **At least 48 hours prior to the start of construction, the Permit applicant MUST notify the Assistant City Manager by email before work is to begin.** Confirmation that residents impacted by the proposed work have been notified should be included in the email to the Assistant City Manager.

Greg Grammer, Assistant City Manager
City of Rolling Hills Estates
gregg@rollinghillsestatesca.gov
310-377-1577 ext. 107

City of Rolling Hills Estates
TRAFFIC CONTROL REQUIREMENTS

1. The Contractor shall obtain a Public Works Permit for work performed in the right-of-way, and provide the City with general liability insurance in the amount of \$1,000,000.00, naming the City as additionally insured. Contact City of Rolling Hills Estates/Willdan Engineering for Public Works Permit requirements.
2. It is the responsibility of the Contractor performing work on a public street to install and maintain the traffic control devices according to the California Manual on Uniform Traffic Control Devices (CA MUTCD) latest edition or Work Area Traffic Control Handbook (WATCH) latest edition, to insure the safe movement of traffic and pedestrians through or around the work area and provide maximum protection and safety to construction workers. The Contractor shall submit a traffic control plan for approval prior to start of work for any conditions not covered by the CA MUTCD or WATCH.
3. FLASHING ARROW BOARD(S) ARE MANDATORY FOR LANE CLOSURES ON MAJOR STREETS. They shall operate until traffic control is removed.
4. All travel lanes shall be open between 5:00 a.m. and 9:00 a.m. and between 3:00 p.m. and 9:00 p.m. One travel lane in each direction shall be open at all times between 9:00 a.m. and 3:00 p.m. Flaggers may be used if one lane in each direction cannot be kept open with the approval of the Traffic Engineer. All traffic lanes shall be open before and after work hours.
5. All open trenches shall be covered with non-skid steel plates or temporary asphalt pavement before and after work hours.
6. All signs, delineators, barricades, etc., shall conform to the State of California Standard Specifications latest edition, the California Department of Transportation "Manual of Traffic Control for Construction and Maintenance Work Zones: (latest edition), and the "WATCH", latest edition. All barricades shall be equipped with flashing/steady burn warning lamps at night. All cones, delineators, barricades, and "k" rail shall be reflectorized. All traffic control shall be kept in their proper position at all times, and shall be repaired, replaced, or cleaned as necessary to preserve their appearance and continuity. Any devices not part of the required traffic control or detours shall be removed from the view of the travelling public immediately.
7. The Contractor shall notify the Metro and PVPTA Bus Stops and Zones Dispatcher and any other affected transit services at least two working days prior to construction on any street with a bus route.
8. Where necessary, properly post "TEMPORARY NO PARKING ANYTIME" signs at least 72 hours before start of work. The Contractor shall notify the LA County Sheriff Department immediately upon posting signs.
9. Vehicular and pedestrian access to adjacent properties shall be provided at all times. Closed sidewalks shall be posted with "SIDEWALK CLOSED" signs at each approach to the closure and an approved alternate route provided.
10. Protect traffic signal detectors in place or replace within 5 calendar days of final paving. All detectors damaged by the work shall be replaced to the standards of the City.
11. Notify the City of Rolling Hills Estates at least 72 hours prior to any work in right-of-way.
12. Any revisions to the traffic control plans or requirements shall be approved by the Engineer.

NOTE: Lane closures hours specified in note #4 may be adjusted at the discretion of the Traffic Engineer.