

**CITY OF VACAVILLE
DEPARTMENT OF PUBLIC WORKS**

**Policy E-2024-001
Utility Company Emergency Work**

Adopted: 08/05/2024

BACKGROUND

Similar to the City of Vacaville’s infrastructure, which at times can experience a failure requiring an immediate maintenance repair response to restore services, the City recognizes that utility company facilities may also fail requiring a swift repair response.

PURPOSE

The purpose of this Utility Company Emergency Work Policy is to establish procedures for utility companies performing Emergency Work within the City of Vacaville’s Right of Way (ROW).

DEFINITIONS

“Emergency Work” is defined as work deemed necessary by a utility company to repair a utility company’s existing facility to correct a hazard to life, health, or safety and temporarily restore utility services.

POLICY & PROCEDURE

The City will allow utility companies to perform Emergency Work as described herein.

Upon completion of the Emergency Work, all subsequent work, i.e., installation of new facilities and/or restoration of existing City facilities/infrastructure, will require a Utility Encroachment Permit (“Permit”).

Temporary measures (i.e., temporary backfill, temporary pavement, trench plates, etc.) shall be taken as part of the Emergency Work.

Permanent restoration work or new installations of new utilities shall occur only once a Permit is issued.

Vehicle and pedestrian access shall be maintained through traffic control measures described in the Manual on Uniform Traffic Control Devices (MUTCD) standards.

Within 24 hours of the Emergency Work activity, a Permit request shall be submitted to DevEng_Permits@cityofvacaville.com. The submittal shall include the Utility Encroachment Permit Application and shall consist of the following:

- Completed Permit Application, which should indicate the following:
 - Work/temporary work completed as of the date of application submittal;

- City's Right of Way that was impacted (AC roadway, sidewalk, curb, gutter, or driveways);
- Temporary restoration methods that will need to be removed;
- Remaining work to be completed.
- Job plans illustrating the above that include:
 - Work's vicinity to City facilities/utilities and other services (dimensioned);
 - Means of restoration of City facilities;
 - City of Vacaville General Notes page (see attached "General Notes");
 - All applicable callouts and City details shall follow the City of Vacaville Standard Specifications and Drawings: <https://www.cityofvacaville.gov/government/public-works/land-development/standard-specifications-drawings>
- Traffic Control Plan (TCP)
 - TCP for remaining work;
 - TCPs shall be designed and installed per MUTCD standards.
- Photos shall be submitted with Encroachment /Utility Encroachment permit application showing:
 - Utility company underground work (if applicable) clearly showing all City facilities within the work zone, any conflicts with City facilities, and photos showing any backfill placement.
- Contractor's Insurance.
- Permit fees (if applicable).

Please write "Emergency Work" on the permit application cover sheet so the City may expedite this request and process to ensure a timely response to residents/customers.

No work shall begin on any new Utility Company facility until the City permit is issued.

Recommended for Approval:



Brian Oxley, Assistant Director of Public Works / City Engineer

8/5/24

Date

Approved By:



Brian McLean, Director of Public Works

8-05-2024

Date