

PERMANENT ENCROACHMENT SUBMITTAL REQUIREMENTS

Application (filled out completely) with:

- (a) Verified signature of responsible party
- (b) Description (as needed, should include)

Note: The following should be submitted on 8 1/2" x 11" or 8 1/2" x 14" to be used as Exhibits of Encroachment Agreement.

- A copy of the property Grant Deed, or similar acceptable document identify name of owner(s).
 - Address & legal description of affected properties.
 - Legal Description of Encroachment Location.
 - Plan of plans showing right-of-way details, fences, topography, curb line, property line, other utilities, street names, distance to nearest cross-street, north arrow, scale, profile & cross section.
- (c) Full description of Encroachment with full disclosure as to potential negative impact to the public or other utilities and/or interests including a statement as to high or low risk underground facility as per Caltrans Manual on same if applicable.
 - (d) Annual Encroachment Fees required will generally follow City of Burbank Fee Schedule. An additional Recording Fee will be required by the L.A. County Recorder.
 - (e) Insurance will be required to be maintained throughout life of encroachment and shall be filed with the Public Works Department prior to permit insurance.
 - (f) Plans associated with encroachment shall reflect all necessary attributes in a true and correct. It is the applicant's responsibility to ascertain the same.
 - (g) Depending on its impact of said encroachment, Public Works will require approval of those agencies/utilities affected (see below) before signing agreement and issuance of excavation permit:

City of Burbank:

Planning
Police
Fire
Park & Recreation
Public Works
Storm Drain
Street Design
Sanitary
Traffic
Public Services
Street Lighting
Power Transmission
Water Division
Fiber Optic

Other Agencies:

Southern California Gas Co.
Pacific Bell
Marcus Cable
Oil Pipelines
L.A. Dept. of Water & Power
Southern Pacific Railroad
L.A. County Dept. of Public Works

- (h) Upon preparation of Encroachment Agreement, signature on (2) agreements must be notarized and returned to Public Works Department.
- (i) Underground encroachments will require applicant to become a member of USA and mark out facilities upon notice.

Note: An Excavation Permit shall be required to perform the work in the public right-of-way after agreement is completed.

APPLICATION FOR PERMIT/AGREEMENT
TO ENCROACH ON CITY PROPERTY

TO: PUBLIC WORKS DIRECTOR OF THE CITY OF BURBANK

I/We am/are the owner(s) of or person(s) lawfully entitled to use as owner in fee, lessee, or easement owner the real property commonly know as _____, Burbank, CA, and hereby apply for a permit from the City of Burbank pursuant to the provisions of Chapter 26, Article 7, of the Burbank Municipal Code to encroach subject to terms and conditions to be prescribed by the Public Works Director, on the real property owned by, and situated in, the City of Burbank, County of Los Angeles, State of California, particularly described as follows (attach sketch if necessary):

For the purpose of:

I/We understand and agree that any permit/agreement entered into by separate instrument shall be issued and subject to the provisions of Chapter 26 of the Burbank Municipal Code, that such permit/agreement may be canceled by the City of Burbank, acting by and through its Public Works Director, at any time, and that the encroachment must be removed within thirty (30) days thereafter, that no right, title, or interest in any property owned by the City of Burbank shall vest or accrue to me/you by reason of such permit/agreement or exercise of the privilege given thereby; that I/we will not suffer or permit any dangerous or defective condition of property to exist in condition with exercise of the privilege; and the I/we assume and will pay for all injuries and damages to persons or property arising from or in connection with the exercise of the privilege. I/we understand that this application is not a permit/agreement, that the Public Works Department will create the agreement with the assistance of the City Attorney's office and that I/we are responsible for preparing exhibits of encroachment to satisfy the City of Burbank Public Works Department and the Los Angeles County Recorder.

BY: _____
Name Date

BY: _____
Name Date

PRINT: _____

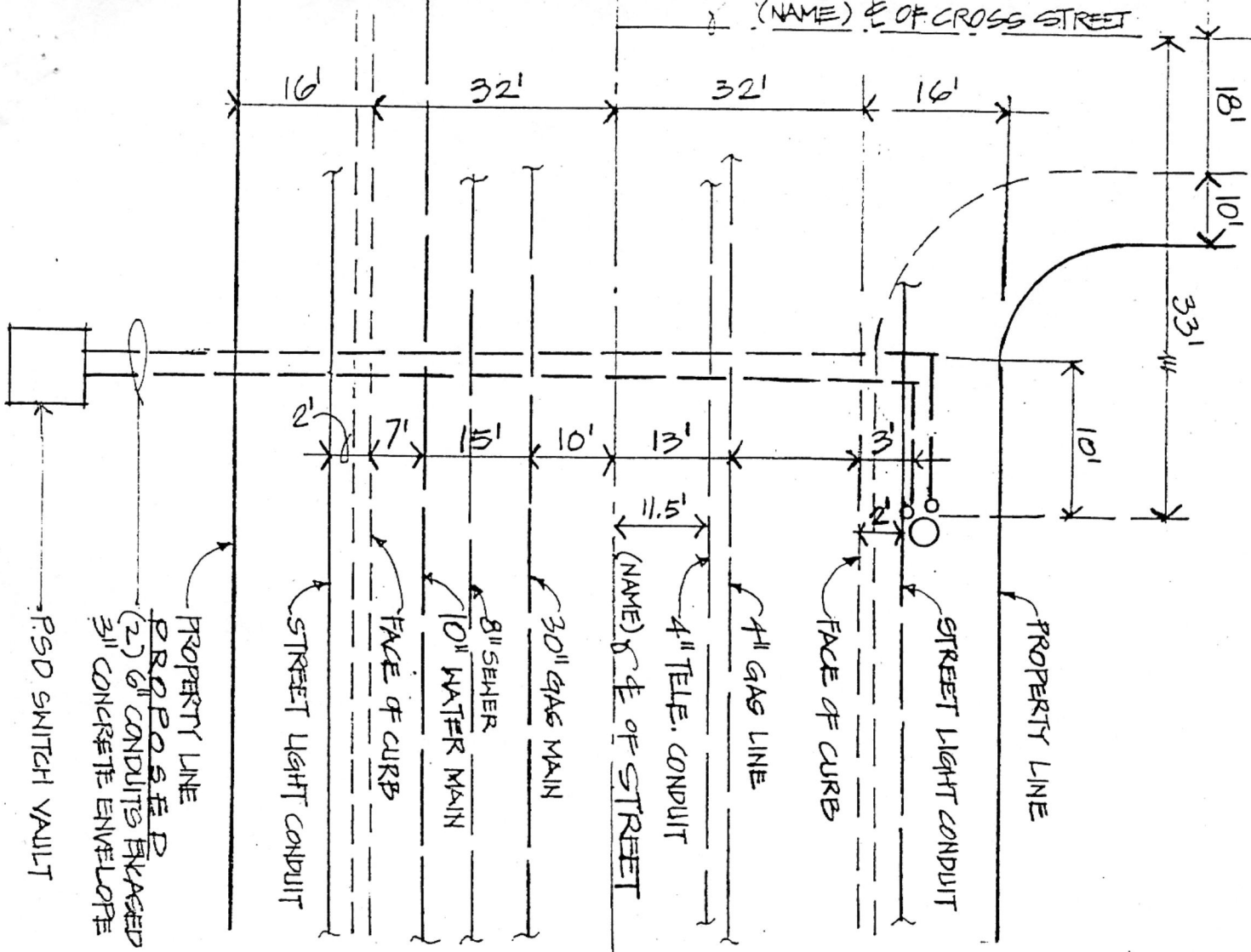
PRINT: _____

Contact Person (Print)

Mailing Address

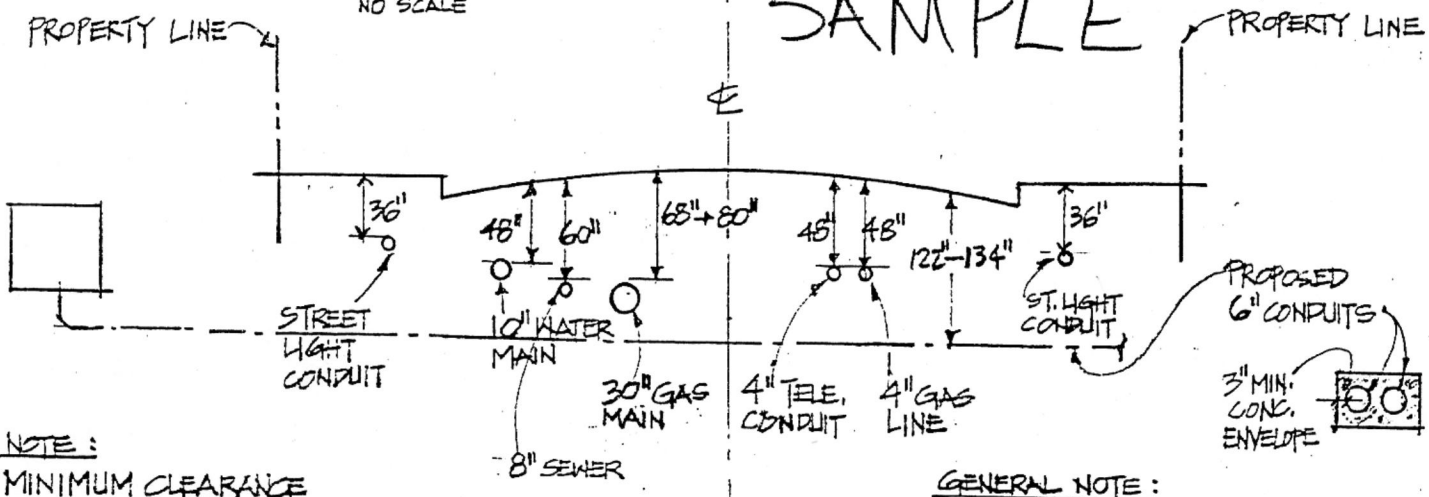
Phone

City/State/Zip



ST. PLAN
NO SCALE

SAMPLE



NOTE:
MINIMUM CLEARANCE BETWEEN ENVELOPE & ALL OTHER UTILITIES SHALL BE ONE (1) FOOT.

UNDERGROUND ELECTRICAL CONDUIT SHALL BE FULLY ENCASED IN A CONCRETE ENVELOPE OF MINIMUM OF 3\"/>

GENERAL NOTE:
1.) TRAFFIC CONTROL PER STATE OF CALIF. MANUAL OF TRAFFIC CONTROLS.

2.) ALL EXCAVATION WORK PER CITY OF BUR STANDARD PLANS:

	PLAN #
TRENCHING	BS-110
SIDEWALK	BS-104
ALLEY-STRUT	BA-200
TRAFFIC SIGNAL	BT-40B

CITY OF BURBANK
QUESTIONNAIRE FOR INSTALLATION OF
CONDUIT, CABLE OR ANTENNAS

Project Owner: _____

Address: _____

Phone: _____

Applicant: _____

Address: _____

Phone: _____

Contact Person: _____

Address: _____

Phone: _____

1. Define the Project:

2. To whom will these Telecommunications Services be provided?

3. Where are the recipients of these Telecommunications Services located?

4. Will these Telecommunications Services be provided to Burbank residents?

5. Contractor license class _____
and number _____.

If the Project includes excavation underground, answer Question 6. If the Project includes aerial, answer Questions 7 and 8.

6. For underground work, please circle Yes or No responses:
- a. Does the Project include installation of conduit? Yes or No. If no, skip this section.
 - b. What is the width of the trench? _____
 - c. Does the installation replace existing conduit? Yes or No.
 - d. Describe the type, quantity, size and length of conduit being installed: _____

 - e. Will any portion of the conduit remain empty following project completion? Yes or No.
 - f. Will the conduit be shared by more than one company or for more than one purpose? Yes or No. If yes, please describe: _____

 - g. Will any portion of the conduit house fiber optic cable? Yes or No.
 - h. How many strands of fiber optic cable are being installed? _____
 - i. How much dark fiber is being installed? _____
 - j. Provide a diagram including address locations for fiber optic cable terminations and pull boxes and show locations of any power installations.
 - k. Describe the purpose of the installation and intended use or service: _____

7. For pole work, please circle Yes or No responses:
- a. Does the installation replace existing cable? Yes or No.
 - b. Describe the type, size, quantity and length of cable being installed: _____

 - c. Provide a diagram including address locations for fiber optic terminations, power, repeaters and other telecommunications devices.

- d. Describe the purpose of the installation and intended use or service: _____

8. Are antennas being installed? Yes or No.
- a. How many? _____
- b. Will they receive only? Yes or No.
Will they transmit only? Yes or No.
Will they both receive and transmit? Yes or No.
- c. What frequency? _____
9. If the Applicant is a certificated telephone company in California, will the Telecommunications Facilities described in the application be used for purposes other than the transport of voice and/or data for the benefit of its telephone customers?
10. If the Applicant is a certificated telephone company in California, is the applicant franchised by the City of Burbank?
11. If the Applicant is a company offering cable television services or other entertainment services directly to residential or commercial buildings, is the Applicant franchised by the City of Burbank?
12. If the Applicant is a company offering cable television services or other entertainment services directly to residential or commercial buildings, will the Telecommunications Facilities be used to offer services regulated by the California Public Utilities Commission?
13. Will the Telecommunications Facilities be used by any company or user other than the Applicant, in whole or in part?
14. Please provide preliminary engineering plans, specifications and a network map of the Telecommunications Facilities to be located within the City, all in sufficient detail to identify:
- a. the location and route proposed for Applicant's proposed Telecommunications Facilities.
- b. the location of all overhead and underground public utility, telecommunication, cable, water, sewer

drainage and other facilities to be used or constructed into the public right-of-way along the proposed route.

- c. the locations, if any, for interconnection with the Telecommunications Systems of other Telecommunications Carriers.
 - d. the specific trees, structures, improvements, facilities and obstructions, if any, that Applicant proposes to temporarily or permanently remove or relocate, if applicable.
 - e. an engineering plan showing the engineering design of the Applicant's Telecommunications System within the entire County.
15. If Applicant is proposing an underground installation in existing ducts or conduits within the Street and Public Rights-of-Ways, please provide information in sufficient detail to identify:
- a. the excess capacity currently available in such ducts or conduits before installation of Applicant's Telecommunications Facilities;
 - b. the excess capacity, if any, that will exist in such ducts and conduits after installation of Applicant's Telecommunications Facilities.
16. If Applicant is proposing an underground installation within new ducts or conduits to be constructed within the Streets and Public Rights-of-Way:
- a. the location proposed for the new ducts or conduits;
 - b. the excess capacity that will exist in such ducts or conduits after installation of Applicant's Telecommunications Facilities.
17. Please provide a preliminary construction schedule and completion dates.
18. Please provide a preliminary Traffic Control Plan in accordance with the Work Area Traffic Control Handbook, latest edition.
19. Please provide an accurate map showing the location of any existing Telecommunications System(s) or Telecommunications Facilities in the City that the Applicant intends to use or lease.



11 12
1 1

POR. BLOCK 66
RANCHO PROVIDENCIA AND SCOTT TRACT
M.R. 43 / 47-59

BUENA VISTA STREET

P.O.B.

N 39°59'12" W
50.00'

S 39°59'12" E
100.00'

N 50°00'48" E
231.68'

RIVERSIDE DRIVE

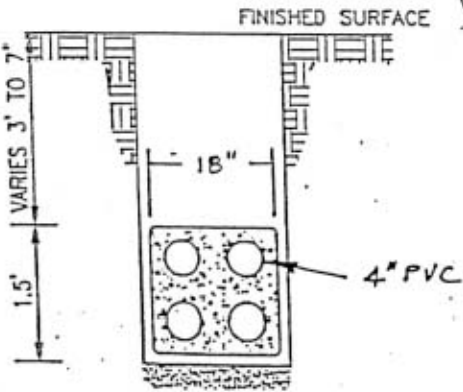
POR. BLOCK 66

P.O.C.

FREEWAY OFF-RAMP

VENTURA FREEWAY

EXAMPLE
EXHIBIT A



SECTION "A" - "A"
N.T.S.

		SHEET NO. 1 of 2
		JOB NO. HKSA0002
		DRAWN BY: MLP
		DATE: 12-02-98
		SCALE: 1" = 50'
PROPERTY OF:		