



CITY OF PACIFICA PUBLIC WORKS ADMINISTRATIVE PROCESS FOR UTILITY CARRIERS INSTALLING FIBER OPTIC IN THE PUBLIC RIGHT-OF-WAY

General

Utility carriers or private companies requesting to install fiber optic utility facilities in the public right-of-way are required to obtain approval and permits from the City of Pacifica. The contractor doing this work may use the directional bore method for construction. Boring increases the risk of damage to utilities and due to this the City has a specific permitting process. Other considerations when reviewing permits include minimizing disruption to the public and preserving space in the public right-of-way for future installation of facilities.

Three-Year Plan

Prior to the issuance of any plans, the private utility company shall submit a proposed three (3)-year plan of improvements to be completed by the utility within the City's limits during that time period unless otherwise approved by the City Engineer. No additional work beyond that included within the approved 3-year plan will be allowed during the 3-year period. A second 3-year plan will be required for additional work once the approved 3-year plan has expired.

Permitting

Typically, there will be three (3) phases of work required for the installation of any private fiber optic proposal with directional boring. One (1) permit will be allowed for this work with all phases occurring sequentially. The first phase consists of potholing to investigate and verify all utility crossing elevations and locations (service laterals included). The second phase is comprised of the conduit installation. The third phase is the cable pull. Each work phase must be completed in full before the following phases can commence. Cable-pulling will only be allowed after all required restoration work is signed-off by the Public Works Department (PW) and the City has received final versions of the as-built plans.

Before permit issuance, a written cost estimate will be completed by City staff for each phase, based on the actual engineering review time spent to date, and the anticipated time for engineering review and inspection for all the forthcoming phases of work. A fee deposit is based on this estimate and is collected with the permit. If the scope of work changes significantly or the work takes longer than anticipated, the cost estimate shall be revised to include the actual time spent and additional fees will be required..

The quality of the plans, including the traffic control plans, has a strong influence on the period of time needed prior to the ultimate issuance of a permit. The design team needs to carefully review the as-built plans and existing field conditions to make the process as efficient as possible. Most projects require site-specific traffic control plans, which are carefully reviewed by Land Development and Traffic Engineering staff prior to approval. The time required to issue the construction permit depends on how quickly the facility owner's design team can prepare construction plans, including proposed profiles, as well as the quality of these plans, combined with the length of time needed for the company or its contractor to obtain bonding.



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Design criteria includes but is not limited to:

- Five (5)-foot horizontal separation is required between utilities.
 - Forty eight (48)-inch vertical separation is required from City utilities for the open trench method, and five (5) feet for the directional bore method.
 - A Public Works inspector or Department representative must be present to observe the crossing.
 - Post construction, the contractor shall provide a video inspection of adjacent storm drain and sewer infrastructure (and other facilities owned by the City) with a City representative present to observe the video inspection.
- Depth of cover is dependent on size of the entire bore package, with a minimum cover of five (5)-feet.
- Utility lines shall be installed as close to the edge of the right-of-way line as practicable. Where the area behind the curb is fully occupied, the utility lines should be installed in the pavement area as close to the curb as possible in order to help preserve the remaining right-of-way.
- Telecommunication lines are to be installed parallel to the street centerline, where practicable, and shall not meander along the street. Street crossings shall be at right angles to the street, perpendicular to the centerline of the street being crossed.
- All storm and sewer crossings including laterals shall be pot holed

Agreement

In addition, an agreement is required to be entered into by the “owner” of the facilities with the City for having these private facilities in the public right-of-way. The City has a pre-approved template for this agreement, and the City requires the following to be submitted to prepare said agreement: a copy of the Public Utilities Commission (PUC) decision granting company authorization as a regulated carrier; documentation of signature authority; all company signatures notarized; and proof of City-approved insurance.

Joint Build Notification

In an effort to minimize the amount of pavement cuts and disruption to the public, certain projects will require a formal joint build inquiry. The joint build process includes:

1. The City approves the conceptual route and then the requesting facility owner completes the joint build inquiry.
2. The facility owner completes an approved joint build letter mailing to all PUC-regulated telecom companies doing business in the City and other interested entities as determined by the City. The joint build letter includes a schematic map of the proposed route, encourages joining the build, and warns of the potential for a Three (3) year new-build moratorium along the route. Responses from all contacted companies will be provided to the City prior to permitting.



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3. Contractor will place an additional 1-1/2" conduit for future City use during the installation process to minimize future pavement cuts. The City will reimburse the facility owner for the material cost of the conduit.

Conditions

1. USA the planned boring route prior to construction. It must be completed during the planning phase. An encroachment permit will not be issued until USA has identified and marked all utility facilities on the field.
2. The Wastewater Division shall be contacted during the planning phase to identify and verify all sewer infrastructure. The sewer infrastructure shall be shown accurately in the plans developed for construction operations.
3. A cash deposit will be required to cover a minimum of three (3) months' worth of inspections for the Wastewater and Public Works Divisions' personnel time or for third-party inspections. Projects projected to take longer than three (3) months will deposit the additional associated fees. Any remaining funds will be returned to the entity that paid the cash deposit.
4. At the end of the construction work, all sewer laterals, mains and stormdrain pipe that were in the direct pathway of the boring operations will need to be televised. Obtain the Wastewater Division's approval for the televising route for sewer related infrastructure. Prior to televising, contact The Collection System Manager of the Wastewater Division (650-738-4660) to provide a field representative for observation. If there is no Wastewater representative present during televising it will be rendered useless and will need to be reproduced.
5. During the excavation of the boring pits a Wastewater Division representative shall be present for observation.
6. Boring logs along with their accompanying tabulated and graphed profiles shall be submitted to the City at the end of construction.
7. A mandatory Pre-Construction Meeting shall be required prior to the start of any construction work. All clients, general contractors, sub-contractors and others related to the work will be required to attend.
8. Barricade signage deployed at the job site will contain accurate dates/times along with a 24 hour public affairs contact.



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9. BMPs are required during construction. All storm and sewer infrastructures such as, but not limited to, catch basins and inlets will be protected from any debris and discharge intrusions caused by the construction operations.

10. Storage spaces will require a separate encroachment permit. A sketch of the planned storage areas will require approval from the City prior to its usage.