



**PUBLIC WORKS DEPARTMENT  
PRIVATE DEVELOPMENT AND PUBLIC RIGHT-OF-WAY  
REQUIREMENTS**

DATE: January 2007  
FROM: Assistant Director/City Engineer  
SUBJECT: Information Related to Public Works Department Requirements and Fees for Private Land Development Projects and Work in the Public Rights-of-Way.

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The following information is being provided to the public to facilitate understanding and compliance with Public Works requirements for the development of private property in the City and for work in the public rights-of-way that may be under the department's purview. Additional detail and information will be provided upon request. **See also City Standard Details.**

- ☑ **Sidewalk, Street and Alley Improvements:** Sidewalk maintenance is the responsibility of the property owner. Title 15 of the Municipal Code requires the completion of street improvement (curbs, gutters, sidewalks and corner access ramps) for any new residence, any new detached accessory structure (a garage for example) or any home addition totaling 500 square feet or more or an increase to a residence of 50% or greater, which ever is less. Projects at a minimum will require repair of any damaged sidewalk. In some cases the sidewalk will have to conform to existing streetscape plans which may also include a landscape strip. In some locations where for reasons of topography, significant trees or construction of sidewalks is infeasible, the Director of Public Works may grant a residential builder the choice of either constructing the sidewalk or paying the estimated cost to construct the sidewalk. The City would use these funds to construct or repair sidewalks at other locations in the City. If the property abuts a public alley and derives access from the alley, alley improvements such as grading and paving may be required. Permits are required for constructing street improvements in the right of way as noted below.
- ☑ **Driveway Approach:** Projects which require a new driveway approach or replacement of an existing approach require compliance with ADA providing a 4' wide travel way for the full width of the approach with a cross slope not to exceed 2%. All approaches shall have a 16' minimum width (top of wings) not to exceed 40% of property frontage width or 30' (whichever is less).
- ☑ **Street Light Improvements:** Projects may be required to install new street light(s) or replace an existing street light(s) on a wooden utility pole with a new one on a metal pole to City standards. Coordination with PG&E is the applicant's responsibility and should be done as soon as possible. The type of street light the city requires may be decorative to match existing City street lights in the area.
- ☑ **Sewer Connection and Fee:** Projects may require installation of a new sewer lateral(s) based on intensification and poor condition of existing lateral(s). A sewer connection fee is charged for new projects. A street opening permit is required for constructing sewer improvements in the right of way as noted below. In addition a city standard cleanout will be required to be placed in the sidewalk behind the curb.
- ☑ **Grease Trap:** Grease traps and grease interceptors are required for food services and are subject to the review and approval of the Wastewater Pretreatment staff of this department. New restaurant businesses proposed in buildings where former restaurants operated are subject to a review of their grease trap/interceptor plans and may have to do improvements to their systems. Grease interceptors may not be located in the public rights-of-way.

***Additional Information on Reverse***

- ☑ **Refuse/Recycling Enclosure:** Enclosures are required of new development and, in some cases, for commercial remodels and tenant improvements. They are required to have a roof, an area drain connected to the sewer and be constructed of durable material. Staff will assist in the sizing and location planning for projects required to construct new facilities. See design policy at <http://www.cityofsantacruz.com/Modules/ShowDocument.aspx?documentid=2471>
- ☑ **Temporary Encroachment Permit:** Temporary encroachment permits are required for projects when temporary occupations of portions of the public right-of-way are approved by the Public Works Department for construction staging purposes (such as construction fencing, signs, equipment, materials, etc.). This over the counter permit costs \$200 and requires special commercial liability insurance.
- ☑ **Encroachment Permit:** Encroachment permits are required for semi permanent encroachments in the right of way for things like fences, awnings and building projections. These permits are subject to the approval of the City Council and require a \$300 application fee. An encroachment permit requires special commercial liability insurance.
- ☑ **Street Opening Permit:** This permit is required if the street will be cut open for utility work as a part of your project. This over the counter permit costs \$275 and requires that the permittee have a Class A General Engineering or specialty contractor's license, and a City business license and insurance.
- ☑ **Concrete Permit:** This permit is required if sidewalks curb, gutter or driveway are being demolished and constructed in the public right-of-way. This over the counter permit costs \$275 and requires that the permittee have a Class A General Engineering or specialty C8 contractor's license, and a City business license. If a sidewalk repair is due to tree root damage an additional \$125 City Arborist fee is required
- ☑ **Traffic Control Plans:** Traffic control and/or detour plans may be required for work in the public rights-of-way depending on the complexity of the work permitted and the location of the work.
- ☑ **Temporary Parking Prohibitions:** The temporary removal of parking may be required for various stages of your project. Posting temporary parking prohibitions and, if the parking is metered, parking meter revenue replacement is the responsibility of the applicant. Approval from the Public Works Department is required. Construction vehicle parking permits are available for a fee in permit and paid parking areas.
- ☑ **Rights-of-way dedication and Easements:** A development project may be required to dedicate and improve rights-of-way for street purposes. In addition easements may be required for public utilities.
- ☑ **Storm Drain Improvements:** A development project may be required to prepare a drainage study, implement on-site detention to mitigate storm water runoff to pre-existing conditions, and to implement storm drain and water quality improvements.
- ☑ **Traffic Impact Fee:** A development project will most likely require a traffic impact fee. Many things will be considered in the calculation: location, current and proposed property use, size and type of development, etc. Based on information provided by the applicant, staff can estimate this fee.
- ☑ **Mandatory Storm Water Best Management Practices for Development and Remodeling Projects:** A development or remodeling project may be required to implement specific Best Management Practices, such as low impact development design techniques and/or installation of a storm water treatment system (vegetative or hard plumbed), depending on the type of development or remodel. Department staff will assist you in determine whether your project must implement these Best Management Practices (BMPs). In general, new development projects and qualifying remodels in the following categories will be subject to these BMPs: hillside residences, commercial and industrial developments equal to or greater than 1 acre, automotive repair shops, retail gasoline outlets, restaurants and food processing/manufacturing facilities including wineries, housing developments greater than 3 units, parking lots 1,000 square feet or more in size, or with 25 or more parking spaces and potentially exposed to storm water runoff. These BMPs may be found on the City's web site at <http://www.cityofsantacruz.com/Modules/ShowDocument.aspx?documentid=4424>