Contra Costa County
Public Works
Department

APPLICATION AND PERMIT CENTER

Permit No.: _____
Road No.: _____
Area _____
TBM _____
USA No.: _____
Fed Tax ID No.: _____

ENCROACHMENT PERMIT FOR BICYCLE RACES

Rev 1/27/12

For Office Use Only

Type of Encroachment Permit: ☒ Small ☐ Large ☐ Utility Permit Violation ☐

Permit Fee $ 35.00 Inspection Fee $ 100.00 Cash Bond $ 250.00 Receipt No.: G- _____

Permit to do work in accordance with Title 10 of the Ordinance Code of Contra Costa County, County Standard Plans and Specifications, and any Special Requirements shown or listed herein. ***Read both sides of this Permit and all the attachments carefully. Keep this Permit at the work site.***

Permittee: _____ **Contact Person:** _____

Address: _____ **Telephone No.:** _____

City/State/Zip: _____ **Fax No.:** _____

Email Address: _____ **Cell Phone No.:** _____

Course Official: _____ **Telephone No.:** _____ **Fax No.:** _____

Expiration Date: All work described in this permit, including finish paving, shall be completed on _____
If all work covered by this permit, including finish paving is not completed by this date, you must acquire a new permit.

Permitted Activity: Bicycle Race

Name of Event: _____

Date and Time of Event: _____ **Number of Participants:** _____

Roads Travelled: _____

_____

General Permit Conditions:

1. **ARRANGE** for an **INSPECTION** by phoning _____ *at least* two working days before you begin the race. If you can not reach the inspector contact the construction office at (925) 313-2320. **RACE HELD WITHOUT NOTIFICATION IS SUBJECT TO A PENALTY OF $100**.
2. You must schedule a **FINAL INSPECTION** by phoning your inspector. **Refunds of deposits and/or bonds** will be processed **90 days** from the date the permit was signed off by the Public Works Construction Inspector.
3. **Standard Bike Race Encroachment Permit Conditions** on the back of this permit apply. READ CAREFULLY.

Items Attached or Referred to Herein and Made Part Hereof:

Certificate of Insurance (see Condition #3 on backside of permit); Map of Race Course (see Condition #4 on backside of permit)

Notification Letters to, and Response from the CHP, CCC Sheriff's Department and the Contra Costa Fire District

The Permittee agrees to save, indemnify and hold harmless the County of Contra Costa, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the County, its officers, employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

Signature of Permittee: _____ **Date:** _____

Print Name: _____

By: _____ Date: _____
Robert B. Hendry III, Senior Engineering Technician
For: Julia R. Bueren, Public Works Director, Contra Costa County

☐ Work Completed
☐ Expired Inspector: _____ Date: _____
☐ APPLY PENALTY – No Inspection Requested

G:\engsvc\Permit Center\Permit Forms\Encroachment Permit Bike Race Master 12.doc

30 Muir Road, Martinez, CA 94553-4601
Phone: (925) 674-7744 • Fax (925) 674-7271 • email: rhend@pw.cccounty.us
www.cccpublicworks.org

STANDARD BIKE RACE ENCROACHMENT PERMIT CONDITIONS

1. **NOTIFCATION**: At least 45 days prior to the scheduled date of the event, the Permittee shall send WRITTEN NOTIFICATION to the following organizations. Copies of each, and the responses, shall be filed with the permit application.

   ☐ California Highway Patrol: Contact Officer Tom Maguire or Officer Kyle Pacheco at (925) 646-4980

   ☐ Contra Costa County Sheriff's Department: Contact Sgt. Mark Nagel at (925) 313-2514

   ☐ Contra Costa Fire Protection District: Dispatch Center (925) 930-5531, Fax (925) 930-5593

   ☐ _____

   ☐ _____

2. Written notice shall include:

   A. Permittee's name and address
   B. Description of the event
   C. Maps of the event course
   D. Time and date of the event
   E. Name and telephone number of a contact person affiliated with the event
   F. Approximate number of participants

3. The Permittee shall provide a certificate of insurance to include commercial general liability insurance with a minimum of one million dollars combined single limit, naming Contra Costa County, it's employees, officials and agents as additional insured and providing a 30-day notice of cancellation.

4. The Permittee shall submit a detailed plan showing the proposed locations for start/finish transitions, coning of course, signing of course, course monitor locations, and traffic control monitor locations for review by the Public Works Department.

5. The Permittee shall provide a plan to handle parking, trash receptacles, and portable restrooms.

6. The Permittee shall notify all impacted property owners along the route of the date and time of the event.

7. The Permittee shall comply with all of the provisions of the California Vehicle Code.

8. All County roads shall remain open in both directions at all times.

9. The Permittee shall designate traffic monitors at the starting area, all intersections, the turnaround, and the finish area. Such traffic monitors may slow or stop vehicular traffic in a manner that ensures the safety of the participants and does not delay normal traffic. All traffic control monitors shall have orange flags and slow/stop paddle signs in accordance with the current edition of the California Manual on Uniform Traffic Control Devices.

10. The Permittee shall use either police officers or reserves as traffic monitors to regulate traffic at public street intersections. Special attention shall be given to directing traffic at signalized intersections.

11. All officials designated as either course or traffic control monitors shall wear orange reflective vests.

12. The Permittee is responsible for providing all event officials and equipment.

13. The Permittee may use temporary signing to identify the course to participants and public traffic. Such signing shall not obscure any existing traffic signs, encroach onto the traveled way, or impede the movement of traffic.

14. The Permittee may use cones to designate the course route. Cones or barricades may be used to channelize start or stop transitions, but may not interfere with vehicular traffic.

15. The Permittee is responsible for the safety of all participants and their equipment while on the course.

16. The Permittee shall require all participants to wear bicycle helmets while on the course, and per the California Vehicle Code.

17. The suitability of the route and roadway are the responsibility of the Permittee to determine, and are at his or her discretion. Contra Costa County shall not determine the safety thereof.

18. THE INSPECTOR may modify this permit to meet field conditions.