

City of Millbrae Department of Public Works		
Subject: Sidewalk Area	POLICY & PROCEDURES	Number: 4.17 Revision: None
Approved:		Effective Date: July 30, 2010

**REPAIRS, IMPROVEMENTS, UPGRADES, AND CONSTRUCTION
OF SIDEWALK AREAS**

1. DEFINITIONS

The term “sidewalk area” means the area between a private property line and the street line, which area may include the sidewalk itself, a planting strip, parking strip and any curbing, bulkheads, retaining walls or other works for the protection of any sidewalk, planting strip, or parking strip. For the purpose of this definition, “street line” shall mean the outer physical boundary of the street, where the asphalt meets the concrete gutter or curb. The term “owner” includes without limitation, the fee owner(s) of real property, or their agents, or the person(s) in possession of real property adjacent to a sidewalk area.

2. POLICY

All repairs, improvements, or upgrades to the sidewalk area as defined in the Streets and Highways Code 5610-5618 and the Millbrae Municipal Code, or the construction of new sidewalk, must be performed in accordance with Public Works Specifications, Standard Plans and with Chapter 8.55, Maintenance of Sidewalks, of the Millbrae Municipal Code. The sidewalk area must be properly maintained free of obstructions and hazards by the property owner. Materials used for repairs on the sidewalk area must be approved by the Public Works Department.

3. PURPOSE

- A. To provide a sidewalk maintenance master plan.
- B. To provide a standard and efficient procedure to inspect, document and track sidewalk maintenance needs throughout the city.
- C. To provide an efficient means for public notification of sidewalk hazards.

4. PROCEDURES

A. Application

1. Applicant completes the "Engineering Encroachment Application Form" (Exhibit A) in person at the Public Works Engineering Department counter at City Hall.
2. Engineering staff reviews the application.
3. Engineering staff notifies the applicant to arrange for and attend a pre-construction meeting. The meeting is held at the project site and, at the minimum, includes Public Works staff (Engineering and/or Utilities and Operations) and the applicant or contractor. Property owners or tenants are encouraged to attend. The pre-construction meeting consists of an overview of the City of Millbrae Standard Plans for Public Works Construction of sanitary sewer laterals. At the meeting, the applicant demonstrates that the sewer lateral, including the wye connection to the main, conforms to City standards and specifications through the use of an in-line closed-circuit television (CCTV) camera to inspect the lateral up to the sewer main. Staff determines the scope of work based on existing site conditions and result of the CCTV inspection.
4. Engineering staff prepares and issues the Encroachment Permit (Exhibit B) after all applicant fees and deposits are paid. Staff sends a copy of the permit to the Utilities and Operations Division. Staff provides the permittee copies of the Public Works Standard Plans:
 - a. S-1, Sanitary Sewer Lateral Connection
 - b. S-2, Sanitary Sewer Cleanout and Backflow Prevention Device
 - c. S-11, ABS and PVC Extendable Backflow Prevention Device
 - d. R-1, Concrete Curb, Gutter & Sidewalk
 - e. R-7, General Concrete Notes
 - f. R-8, Utility Trench Detail

B. Inspection

1. First Inspection is conducted when the trench is open and has not been backfilled and the sewer lateral is installed or repaired.
 - a. Permittee calls the PW Collections Supervisor to conduct the inspection of the lateral which includes viewing of the permittee's CCTV of the sewer lateral to the main to ensure all deficiencies have been removed.
 - b. Permittee calls the Building Division to inspect the sewer line from the house to the sidewalk.
 - c. or AC paving.

- d. Engineering staff inspects and signs off on the permit on-site.
 - e. Permittee pours the concrete on sidewalk, curb and gutter, or paves the street, after completion of inspection.
2. Third or Final Inspection is conducted after the concrete has been poured and/or street has been paved. Permittee calls for a final inspection so that the process of returning the deposit back to the permittee can be initiated.
- a. Permittee calls the Engineering Division for final inspection.
 - b. Engineering staff inspects and signs off on the permit on-site.

C. Documentation

- 1. Engineering staff signs off on the permit on file at the PW office after each inspection.
- 2. Staff makes a copy of the permit and sends the original permit to Finance Department to process the release or return of deposit to the permittee.
- 3. Finance prepares and sends the check of the permittee's posted deposit to Engineering.
- 4. Staff finalizes the permit electronically.
- 5. Staff mails the check to the permittee.
- 6. Staff sends or files the permit at the Building Division in the file for the property concerned.