



City of Rolling Hills Estates Public Works Permit Process December 2023

All contractors, utility companies, residents, etc. preparing to do work within the public right-of-way must obtain a City Public Works Permit. There is a fee associated with the Public Works Permit based on the type of work to be performed. The Permit and fee information can be obtained from:

Willdan Engineering
Anya Armstrong, Permit Technician
aarmstrong@willdan.com
(562) 305-0563

The Public Works Permit should include as much information regarding the proposed work as possible. This could include design plans, pictures, traffic control plans, exhibits, etc. This information will be reviewed by the City Engineer and Traffic Engineering Deputy for approval.

The Contractor performing work shall provide the City with general liability insurance in the amount of \$1,000,000.00, naming the City of Rolling Hills Estates as additionally insured.

Traffic Control Plans

Traffic control will be required for the proposed work area. The Contractor performing work within the public right-of-way is responsible to install and maintain the traffic control devices according to the California Manual on Uniform Traffic Control Devices (CA MUTCD) latest edition or Work Area Traffic Control Handbook (WATCH) latest edition.

Use of Standard CA MUTCD or WATCH work zone layouts.

If the proposed work is on local residential streets or requires only "simple" lane closures, the Permit applicant can refer to the use of the standard CA MUTCD or WATCH work zone layouts. The Permit applicant shall specify the standard plan number or provide a copy of the standard work zone layout they propose to use. The Permit shall have the City of Rolling Hills Estates Traffic Control Requirements attached for reference. These requirements are included at the end of this document. The Permit applicant should be aware that if the Traffic Engineering Deputy determines the traffic control is more complicated than can be addressed with the standard work zone layouts, a full detailed/site specific traffic control plan may be required.

Detailed/Site Specific Traffic Control Plan

Permit applicants should submit a full detailed/site specific traffic control plan to scale if the proposed work is more complicated. This could include but is not limited to:

- work on major streets – Palos Verdes Drive North, Palos Verdes Drive East, Crenshaw Blvd., Hawthorne Blvd., Silver Spur Rd., Indian Peak Rd., Rolling Hills Rd., etc.;
- use of cranes or other large equipment;
- lane closures impacting both directions of travel.



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Traffic control plans stamped by an engineer or a licensed Construction Zone Traffic Control Contractor (C-31) are preferred but not mandatory. The traffic control plans shall include the City of Rolling Hills Estates Traffic Control Requirements on the plans (found at the end of this document).

After Submittal

The completed Public Works Permit with necessary plans are to be submitted to the Permit Technician. The Technician will then route the Permit for review by the City Engineer and Traffic Engineering Deputy. The City Engineer and Traffic Engineering Deputy will provide any comments on the plans back to the Technician. The Permit Technician will then submit the comments to the Permit applicant for correction.

After the plans are approved, the Technician will notify the Permit applicant that the Permit is ready by sending an invoice.

- **We accept Checks or Credit Cards.**
- **Checks** must be made payable to “City of Rolling Hills Estates” and can be mailed to or dropped off at RHE City Hall.
 - **City of Rolling Hills Estates**
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274
- **Credit Cards** have a 2.75% processing fee. Please reach out to the Permit Technician if you are paying by credit card. The Technician will connect you with the appropriate City staff for processing.
- **The Applicant shall provide the specific start and end dates of the proposed work when they pick-up the approved Permit.** If these dates change, the Applicant shall contact the Permit Technician and/or the Construction Inspector as soon as possible. Any change in date will still require the 72 hour noticing as specified below.

After receiving the Permit from Technician

1. **At least 72 hours prior to the start of construction, the Permit applicant MUST notify all residents/businesses impacted by the proposed work and work zone.** Notification of residents/businesses can be by fliers placed on the front doors, personal contact with residents/businesses and/or posting of appropriate parking restrictions in the impacted area. A sample “Temporary No Parking” sign layout is attached. If applicable, notification will also be made with the impacted Homeowners Association. The notification must be made at least 72 hours prior to the start of construction.



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2. **At least 72 hours prior to the start of construction, the Permit applicant MUST contact the Construction Inspector to schedule the proposed work.**

Coordination of residents' notification must be made with the Construction Inspector.

Saul Martinez, Construction Inspector
Willdan Engineering
(909) 802-3774
smartinez@willdan.com

3. **At least 48 hours prior to the start of construction, the Permit applicant MUST notify the Director of Community Development and Public Works by email before work is to begin.**

Confirmation that residents/businesses impacted by the proposed work have been notified should be included in the email to the Director of Community Development and Public Works.

David Wahba
Director of Public Works
City of Rolling Hills Estates
davidw@rollinghillsestatesca.gov
(310) 377-1577 ext. 103



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SAMPLE TEMPORARY NO PARKING SIGN

Minimum 12 inch x 18 inch size

**TEMPORARY
NO PARKING**

DATE _____

TIME _____

**CONSTRUCTION
ZONE**

TOW-AWAY

City of Rolling Hills Estates
TRAFFIC CONTROL REQUIREMENTS

1. The Contractor shall obtain a Public Works Permit for work performed in the right-of-way, and provide the City with general liability insurance in the amount of \$1,000,000.00, naming the City as additionally insured. Contact the City of Rolling Hills Estates/Willdan Engineering for Public Works Permit requirements.
2. It is the responsibility of the Contractor performing work on a public street to install and maintain the traffic control devices according to the California Manual on Uniform Traffic Control Devices (CA MUTCD) latest edition or Work Area Traffic Control Handbook (WATCH) latest edition, to insure the safe movement of traffic and pedestrians through or around the work area and provide maximum protection and safety to construction workers. The Contractor shall submit a traffic control plan for approval prior to start of work for any conditions not covered by the CA MUTCD or WATCH.
3. FLASHING ARROW BOARD(S) ARE MANDATORY FOR LANE CLOSURES ON MAJOR STREETS. They shall operate until traffic control is removed.
4. All travel lanes shall be open between 5:00 a.m. and 9:00 a.m. and between 3:00 p.m. and 9:00 p.m. One travel lane in each direction shall be open at all times between 9:00 a.m. and 3:00 p.m. Flaggers may be used if one lane in each direction cannot be kept open with the approval of the Traffic Engineer. All traffic lanes shall be open before and after work hours.
5. All open trenches shall be covered with non-skid steel plates or temporary asphalt pavement before and after work hours.
6. All signs, delineators, barricades, etc., shall conform to the State of California Standard Specifications latest edition, the CA MUTCD latest edition, and the "WATCH", latest edition. All barricades shall be equipped with flashing/steady burn warning lamps at night. All cones, delineators, barricades, and "k" rail shall be reflectorized. All traffic control shall be kept in their proper position at all times, and shall be repaired, replaced, or cleaned as necessary to preserve their appearance and continuity. Any devices not part of the required traffic control or detours shall be removed from the view of the travelling public immediately.
7. The Contractor shall notify the Metro and PVPTA Bus Stops and Zones Dispatcher and any other affected transit services at least two working days prior to construction on any street with a bus route.
8. Where necessary, properly post "TEMPORARY NO PARKING ANYTIME" signs at least 72 hours before start of work. The Contractor shall notify the LA County Sheriff Department immediately upon posting signs.
9. Vehicular and pedestrian access to adjacent properties shall be provided at all times. Closed sidewalks shall be posted with "SIDEWALK CLOSED" signs at each approach to the closure and an approved alternate route provided.
10. Protect traffic signal detectors in place or replace within 5 calendar days of final paving. All detectors damaged by the work shall be replaced to the standards of the City.
11. Notify the City of Rolling Hills Estates at least 72 hours prior to any work in right-of-way.
12. Any revisions to the traffic control plans or requirements shall be approved by the Traffic Engineer.

NOTE: Lane closures hours specified in note #4 may be adjusted at the discretion of the Traffic Engineer.