

APPLICATION FOR PX PERMIT OFF-SITE IMPROVEMENTS

P-Job Agreement or Subdivision Improvement Agreement (SIA)

Please complete all information below. Current telephone and email are required to process application.

Project Site Address		APN (s)		
Name of Project <i>(i.e. The Oak Townhomes Subdivision, Oak Business Park, Shops Oak Plaza)</i>				
Applicant Name (Owner Representative)				
Applicant's Telephone / Email				
Property Owner or Developer Name				
Owner, Developer's Telephone / Email				
Engineer-of-Record / Firm Name				
Engineer's Telephone / Email				
Planning Case Number(s)		Date Planning/Zoning Letter was Approved		
Was a "Tentative Map" Approved with this Project? Y__ N__		If yes, What is the TM or Vesting TM Number?		
APPLICANT HAS READ AND ACKNOWLEDGES THE FOLLOWING:				
<ol style="list-style-type: none"> 1) Applicant is responsible for submitting and obtaining approval from Oakland Fire Department (OFD). OFD charges separate fees to perform plan check. Engineering Services will NOT route plans to OFD. 2) Plan checking will not begin until the PX PERMIT FEES have been PAID and Plans & Documents have been emailed to dotpermits@oaklandnet.com. NOTE: This is a "No Reply" email address. Do NOT email questions. 3) PX PERMIT SUBMITTAL CHECKLIST (see Page 2) must be completed and submitted with the PX Permit application. Improvement plans should be at least 70% complete at time of first plan check. 4) The Engineer's Cost Estimate will be reviewed with the PX plans. Additional fees are owed when the final approved cost estimate is greater than the initial cost estimate submitted with the permit application. 5) Plans are routed or emailed by the Engineering Services, Plan Check Engineer (PCE) to the City Arborist, Traffic Engineer, Public Works Agency (PWA) Electrical Services Manager & Maintenance Supervisor, Sanitary Sewer Engineer, City Project Planner and other departments as determined by the PCE. 6) Applicants communicate with each Reviewer for clarity throughout the plan check review process. PX Permit is issued when each Reviewer "Approves" by email to the applicant and copies the PCE. 7) Plan sheets must be collated, securely stapled, have cover sheet w/ project map, north arrow (up), scale, sheet index. The PCE will NOT insert, attach, remove or sort plan sheets for the applicant. 8) Before permit is issued the Permitting System (Accela) must not have any restrictions, holds, or outstanding fees owed on the subject project parcels. Applicant must resolve any outstanding issues. 9) Permit applications are assigned to PCE and other staff based upon availability and present workloads of each department. Individual staff will not be guaranteed or predetermined for any specific permit or project application. Staff reassignments may occur at any time and at the sole discretion of the City. Applicant notified via email. 10) Sanitary Sewer Mitigation Fees must be paid to the Sanitary Sewer Engineer, PWA, prior to PX permit issuance. 11) Joint Trench work requires a separate Excavation Permit (X) and approved Traffic Control Plan (TCP). 				
Applicant's Signature _____ Date _____	<u>THIS BOX FOR OFFICE USE ONLY</u>			
	PX Permit Fees Paid? Yes__ No__	Is the Submittal Checklist Attached? Yes__ No__		
Print name and title under signature(s)	ENGINEER (PCE) ASSIGNED:			
	ROUTED:	Arborist__	Traffic__	PWA__

PX PERMIT SUBMITTAL CHECKLIST

Submit one (1) hard copy of each document and four (4) sets, hard copies, of the improvement plans. If submitting additional documents or plans not listed below, include a Letterhead Transmittal Memo listing other documents being submitted.

NOTE: Parcel and Tract Maps require a separate application and fees.

<u>Item</u>	<u>Description</u>	<u>Check</u>
1	Improvement plans for the project (4 copies)	Yes ___ No ___
2	Engineer's cost estimate (separate on-site work from off-site)	Yes ___ No ___
3	Copy of the complete original planning / zoning letter with project conditions of approval signed by the zoning manager	Yes ___ No ___
4	Preliminary title report (no older than 6 months)	Yes ___ No ___
5	Geotechnical / soils report (prepared for the building department)	Yes ___ No ___
6	Sanitary sewer calculations / Sewer mitigation fees application	Yes ___ No ___
7	Hydrology hydraulic calculations / storm drainage	Yes ___ No ___
8	Storm water supplemental form completed for planning	Yes ___ No ___
9	Compliance matrix (excel spreadsheet is preferred)	Yes ___ No ___
10	REQUIRED - electronic (pdf) submittal. Email documents or link to download to: dotpermits@oaklandnet.com NOTE: This is a "No Reply" email address. Do NOT email questions to this email address.	Yes ___ No ___

PX Permit is required for the construction of public improvements in the City's right-of-way or any City Easement. Design must comply with City of Oakland Municipal Code Chapters 10, 12, 15 and 16 as well as State and Federal regulations. City standard details for construction of public facilities are available on www.oaklandca.gov. City follows the provisions of the Green Book entitled Standard Specifications for Public Works Construction and Caltrans Standards for sidewalk curb ramps for ADA compliance.

Improvement plans should be considered *at least 70% complete* by the Engineer-of-Record. Typical sheets delivered for the 1st Review: 1) Cover Sheet with index, legend, location map, north arrow / scale, owner & professional's contact information, 2) Site Plan & Demolition, 3) Grading & Drainage 4) Utilities, 5) Sewer, Drainage, Roadway Profiles, 6) Pavement Restoration 7) Streetlights & photometrics, 8) Striping & Signage, 9) Landscape & Irrigation, 10) Preliminary Joint Trench, 11) Standard Details & Construction Notes and 12) Temporary Erosion Controls BMP's for construction. Partial plans, *less than 60% complete*, may NOT be routed and applicant will be notified to resubmit more complete plans.

After the PX permit has been issued for construction any revisions to the approved plans requires Revision Plan Check application with submittal and additional fees. For inactive approved PX permits, the applicant must reapply for pay for a Permit Extension otherwise, the PX permits will automatically expire 180 days after issuance. For more information see handouts PX Permits-FAQs, Steps to Obtain a PX Permit, and Calculating PX Permit Fees.

Frequently Asked Questions FAQ's
for a PX Permit

1. What is a PX Permit?

Answer: A PX Permit is issued for the construction of public improvements within the City’s right-of-way or City Easement or as part of a new Subdivision, Parcel or Tract Map approval. PX permit is required prior to public infrastructure construction such as a roadway, paving, signage, pavement markings, striping, streetlights, storm drainage, sanitary sewers, manholes, sidewalk, curb, gutter, ADA compliant curb ramps, driveway approaches, utilities, landscaping, street trees, tree grates, irrigation, and other public facilities.

2. When should I apply for a PX Permit?

Answer: The Planning and Zoning approval letter Conditions of Approval outlines the permits required for the project. In some cases, issuance of a PX permit is a project condition that must be met prior to approval of a Parcel Map or Building Permit. If you are submitting a Tract or Final Map a PX Permit must be ready for issuance before the City Council Adopts resolution approving execution of the Subdivision Improvement Agreement (SIA) and recording the Subdivision Map. Table below shows estimated City time in months for processing typical PX permits using only the Engineer’s Cost Estimate. Applicant’s time should be added for estimated total time. Also, refer to “*What are the Steps to Obtain a PX Permit*” for more information.

<u>Engineer’s Cost Estimate</u>	Estimated City Time from PX Application Submittal to PX Permit Issuance	
	<u>Min. (Months)</u>	<u>Max. (Months)</u>
\$1 to \$50,000	1 ½	4
\$50,001 to \$250,000	3	9
\$250,001 to \$650,000	6	14
\$650,001 to \$1,500,000	8	16
\$1,500,00 or Greater	10	24+

3. Who reviews my PX plans?

Answer: Based upon the scope of the public improvements, hard copies of the PX plans will be routed to the City’s Electrical Services Manager, Arborist, Traffic Engineer, Sanitary Sewer, and Storm Drainage. The project Engineer assigned to your project for Engineering Services will provide plan check comments and email the plans to the project Planner for review and approval.

Oakland Fire Department (OFD) reviews PX plans by separate application and payment for OFD fees. Applicant is responsible for obtaining OFD approval on the PX plan sets prior to issuance of PX permit.

4. How long will it take before I receive plan check comments?

Answer: Most reviewers will provide plan check comments within 3 to 4 weeks with each submittal. Review by departments may take longer when availability of staff is limited, the project application is complex, number of applications received, and seasonal work during dry months starting mid-April up to mid-September.

If any outside agencies, for example; Caltrans, BART, UPRR, Fish & Wildlife, Army Corps of Engineers, require separate approvals Applicants are responsible for obtaining all required outside permits including any necessary vacation or dedications of any right-of-way, easements or private property acquisitions prior to issuance of the PX permit.

5. How many plan check reviews should I expect?

Answer: Most PX plans will require 3 to 4 rounds of review submittals before all the reviewers have approved the plans, including OFD. If plans are very complex with roadways, bicycle lanes, major infrastructure, or require outside agency permits (BART, Caltrans, UPRR, or neighboring), more reviews are usually expected.

6. What are the design requirements?

Answer: Design must comply with City of Oakland Municipal Code Chapters 10, 12, 15 and 16 as well as State and Federal regulations. City standard details are available on the City's website. Additionally, the City follows the provisions of the Green Book entitled Standard Specifications for Public Works Construction and Caltrans Standards for curb ramps and ADA compliance.

7. What is Potholing and when should I Pothole?

Answer: "Potholing" is digging a test hole to expose the existing underground utilities. This allows the design team and the contractor to locate the actual horizontal and vertical position of existing facilities. With this information, tied to a survey benchmark, these existing utilities are accurately shown on the permit plans and will greatly reduce delays and problems during construction. Potholing should be used when existing facilities locations are not firm and when constraints and conflicts with new facilities are apparent (design phase). Potholing can save time and money during construction avoiding conflicts and resubmittals, review and approval.

8. What other types of permits, applications, fees might be required with my PX permit?

Answer: Your project conditions of approval can help. Additional permits may include:

- a) **Excavation Permit (X)** is required for Joint Trench Utilities with approval from the parent company.
- b) **Obstruction Permit (OB)** is required for work that will obstruct sidewalks, street parking or traffic lanes during construction along public street, easement or right-of-way. OB permits may require **Traffic Control Plan (TCP)** that must be approved by the City's Traffic Engineer *before* the OB permit is issued. Parking meters or parking kiosks require an OB permit with payments to the City for removal and installation of parking meters and kiosks.
- c) **Shoring:** A **Building Permit (B)** is required for shoring, retaining walls, scaffolding and other vertical elements. Verify with the Building Department. Engineering Services will issue a minor encroachment permit for tie-backs and temporary shoring in the right of way.
- d) **Major (ENMJ) and Minor (ENMI) Encroachment Permits** are required for building encroachments, private improvements within the right-of-way.
- e) **Public Private Easement (PPE)** permit is required when vacating or dedicating easements not included in a related Parcel or Tract Map.
- f) **Parcel Map (PM) and Tract or Final Maps (TM)** require separate applications, fees and review.
- g) **Grading and Demolition Permits** are issued by the Building Department.
- h) **Creek and Tree Removal Permits** are issued by the Planning and Zoning Department.

9. When will I receive the P-Job Agreement or Subdivision Improvement Agreement?

Answer: The project design engineer will prepare the Agreement after approval of the Engineer's Estimate and the final PX plans, ready for permit issuance. The surety amount required by the agreement must be a minimum of 150% of the approved Engineer's Estimate.

10. How can I make changes to the approved PX plans during construction?

Answer: Submit a PX Permit Plan Revision application. Pay the associated PX Revision fees. Plan revisions require time to review and approve as other reviewers may need to comment and approve before the revised plan is approved.

11. How do I get my product submittals approved by the City during construction?

Answer: All Submittals must be delivered to the City inspector after your Engineer of Record has approved.

12. My PX Permit is about to Expire how do I extend it?

Answer: Apply for a PX Permit Extension and pay associated fees. A new PX Permit application is required if no efforts had made on execution of the approved permit or extension of time. A new PX permit has to be applied for if 120 days had lapsed since the date of issuance.

13. Who maintains the improvements after the work is completed?

Answer: A maintenance surety for one year (specified on P-Job Agreement or Subdivision Improvement Agreement) after the PX Permit is finalized and signed-off by the Inspector. Minimum surety is 25% of the approved Engineer's Estimate. The bond is released upon satisfactory completion of the maintenance period.

14. The PX permit has been signed-off by the Inspector how do I get my Surety returned?

Answer: Submit a Request for Refund Form to the Cashier's Office on the Second Floor. Reference the PX permit number in the Refund Form. The completed form will be routed to the project Engineer in Engineering Services for review and approval. A release letter will be prepared and signed by the City Engineer (or *designee*) approving the amount of the release and verifying that maintenance requirements were met.

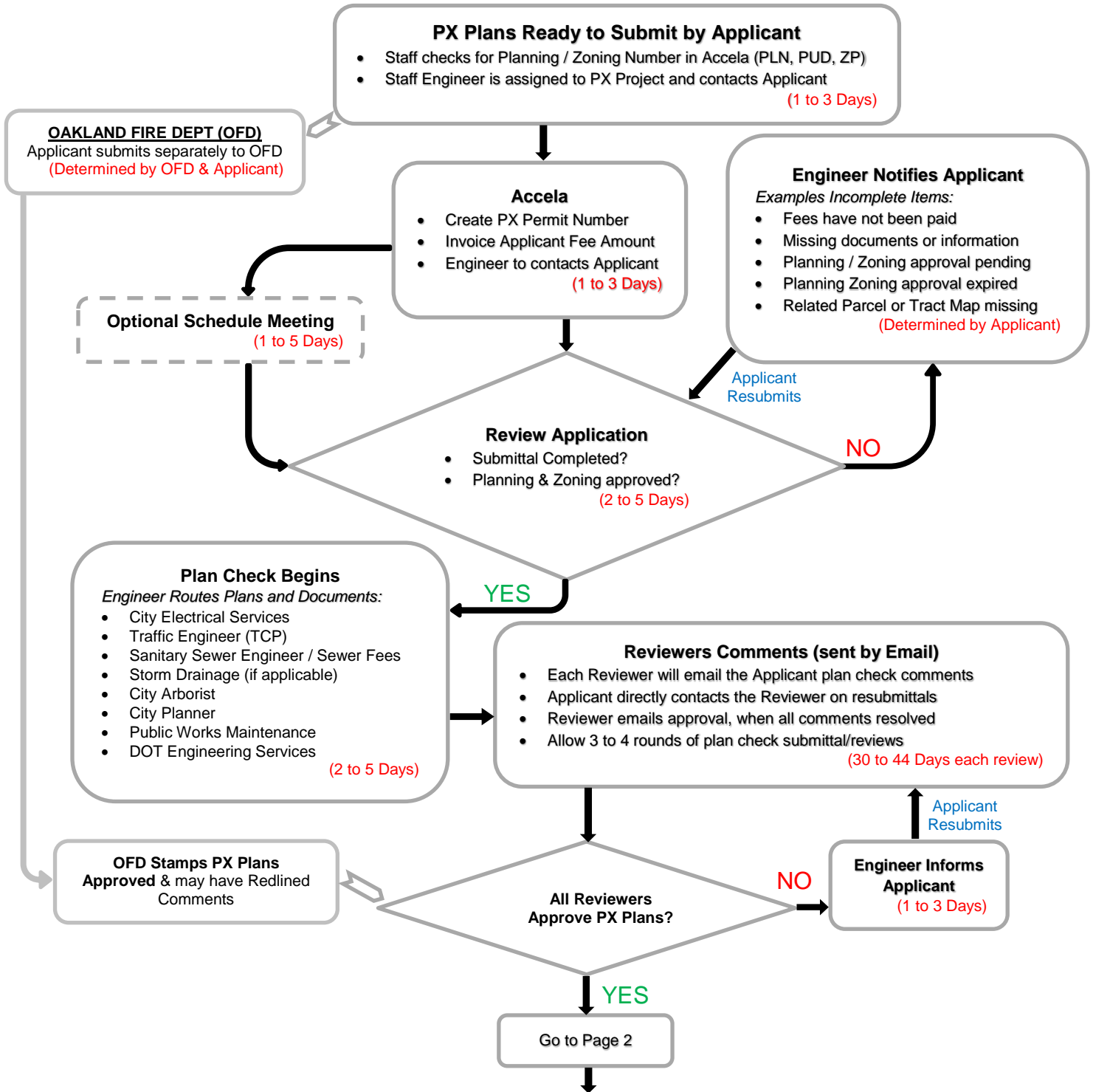
15. Can I apply for a refund if my project doesn't proceed to construction?

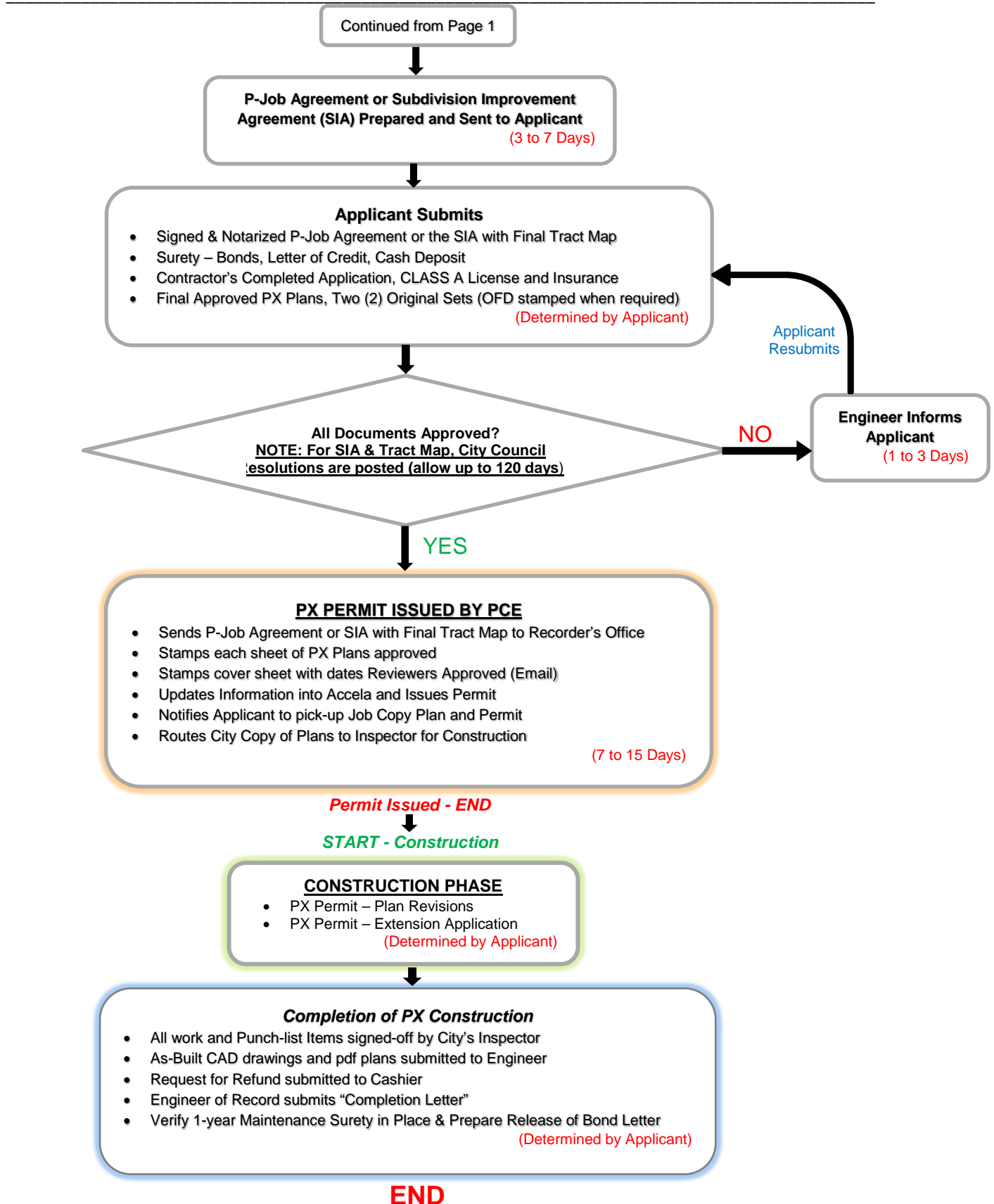
Answer: A partial refund may be approved for PX permits that are not issued and construction has not started. Submit a Request for Refund Form at the Cashier's Office on the Second Floor. Reference the PX permit number in the Refund Form.

WHAT ARE THE STEPS TO OBTAIN A PX PERMIT?

Days in Parenthesis are average City-time From Start to Finish.
 In general, applicant must consider 130 to 240 Days
Consider additional 90 days if Council action is required

START





HOW ARE PX FEES CALCULATED?

The fees for PX permits plus inspection are calculated based upon the approved Oakland Master Fee Schedule. Subject to revisions to the master fee schedule, tables below show how the PX plan review and inspection fees are calculated. This is based upon the approved Engineer's Cost Estimate (Construction Valuation) for infrastructure improvements within the City's right-of-way or public easement also known as 'off-site' improvements.

I. REVIEW OF PUBLIC INFRASTRUCTURE PERMIT

No.	Description **	Amount **	
1	\$1 to \$5,000 Construction Valuation	1,000.00	Plan / Improvement
2	\$5,001 to \$10,000 Construction Value	3,046.00	Plan / Improvement
3	\$10,001 - \$50,000 Construction Value	3,046.00	1st \$10,000 Each
		73.00	Additional \$1,000 or Fraction Thereof
4	\$50,001 - \$100,000 Construction Value	5,966.00	1st \$10,000
		52.00	Additional \$1,000 or Fraction Thereof
5	\$100,001 - \$500,000 Construction Value	8,566.00	1st \$50,000
		47.00	Additional \$1,000 or Fraction Thereof
6	\$500,000 - \$2,500,000 Construction Value	27,366.00	1st \$100,000
		45.00	Additional \$1,000 or Fraction Thereof
7	Over \$2,500,000 Construction Value	117,366.00	1st \$500,000
		21.00	Additional \$1,000 or Fraction Thereof
8	General Plan Surcharge (Assessed On All P-JOB Permits)	0.1%	of Review
9	Extension of P-Job Permit for Work Incomplete After One Year	909.00	Plan / Improvement
10	Review of Plan Revisions	174.00	Hour or Fraction of
	a. Regular Working Hours		
	b. Outside of Regular Working Hours	262.00	Hour or Fraction of

R. INSPECTION OF PUBLIC INFRASTRUCTURE

No.	Description **	Amount	
1	Basic Fee	8.50%	Value of Improvement
2	\$1 to \$100,000	8.50%	Value of Improvement
3	\$100,001 to \$500,000	8,500.00	+ 8% Value of Improvement
4	\$500,000+	40,500.00	+Value of 7.5% Improvement
5	Outside of Regular Working Hours	240.00	Hour or Fraction of

ADMINISTRATIVE ** Non-Refundable per Master Fee Schedule added to all permits

1	Filing Fee	13.00	Each Permit
2	Application Fee	57.00	Each Permit
3	Record Management and Technology Fee	14.75%	Permit Total