



WATER SERVICE INSTALLATION AND RELOCATION PROCEDURE

Public Works Department, Engineering Division

1. WATER SERVICE PLAN SUBMITTAL:
 - a. Submit a water service relocation/installation plan to the Engineering Division by emailing engineeringdiv@cityofglendora.gov. Refer to the attached Exhibit "A" (Water Service Relocation and Installation Plan-Sample). A Plan Review fee of \$310 is required at the time of submission. Additionally, please provide total plumbing fixture count per CPC610.3 and CPC610.4 tables.
2. EXCAVATION PERMIT REQUIREMENTS FOR INSTALLATION:
 - a. A Permit Application shall be submitted by a Class "A" licensed contractor. Refer to Exhibit "B" (Permit Application-Fillable). Contractor will be required to submit a copy of the State contractor's license, Business License from the City of Glendora (Exhibit "C"), and Certification of Insurance Liability (Exhibit "D") which needs to be reviewed and approved by Glendora Risk Management.
 - b. Permit Application can be submitted by emailing engineeringdiv@cityofglendora.gov. Upon submission, an invoice for the Excavation Permit fee will be given with instructions on how to pay the fee.
 - c. Excavation Permit will be issued upon satisfactory review of application and proof of payment.
 - d. Contractor is responsible for scheduling **TWO** types of inspections 72 hours prior to start of work. Please call the following numbers for **TWO** separate inspection types.
 - i. Public Works Engineering Division: (626) 914-8246
 - ii. Public Works Water Division: (626) 852-4838 ext. 838
3. TRAFFIC CONTROL PLAN, IF APPLICABLE:
 - a. For Arterial and Collector streets, a Traffic Control Plan submittal will be required with applicable fees.
 - b. For Local streets, refer to latest edition of MUTCD.
 - c. Refer attached Exhibit "E" (Traffic Control Submittal Checklist)
4. WATER METER INSTALLATION:
 - a. Applicant shall submit a Water Service Connection Application Form (Exhibit "F") with applicable fees. Relevant line items will be highlighted.
 - b. Applicant shall submit a New Water Account Opening Request, applicable only for New Developments, SB9 lot splits, and Additional Dwelling Unit. See Exhibit "G".
 - c. Upon completion of the water service lateral installation, contact the City's Public Works Division at (626) 852-4838 ext. 838 to schedule the water meter installation.

TABLE 610.3
WATER SUPPLY FIXTURE UNITS (WSFU) AND MINIMUM FIXTURE BRANCH PIPE SIZES³

APPLIANCES, APPURTENANCES OR FIXTURES ²	MINIMUM FIXTURE BRANCH PIPE SIZE ^{1,4} (Inches)	PRIVATE	PUBLIC
Bathtub or Combination Bath/Shower (fill)	1/2	4.0	4.0
3/4 inch Bathtub Fill Valve	3/4	10.0	10.0
Bidet	1/2	1.0	—
Clothes Washer	1/2	4.0	4.0
Dental Unit, cuspidor	1/2	—	1.0
Dishwasher, domestic	1/2	1.5	1.5
Drinking Fountain or Water Cooler	1/2	0.5	0.5
Hose Bibb	1/2	2.5	2.5
Hose Bibb, each additional ⁸	1/2	1.0	1.0
Lavatory	1/2	1.0	1.0
Lawn Sprinkler, each head ⁵	—	1.0	1.0
Mobilehome or Manufactured Home, each (minimum) ⁹	—	6.0	—
Sinks	—	—	—
Bar	1/2	1.0	2.0
Clinical Faucet	1/2	—	3.0
Clinical Flushometer Valve with or without faucet	1	—	8.0
Kitchen, domestic with or without dishwasher	1/2	1.5	1.5
Laundry	1/2	1.5	1.5
Service or Mop Basin	1/2	1.5	3.0
Washup, each set of faucets	1/2	—	2.0
Shower, per head	1/2	2.0	2.0
Urinal, 1.0 GPF Flushometer Valve	3/4	See Footnote ⁷	
Urinal, greater than 1.0 GPF Flushometer Valve	3/4	See Footnote ⁷	
Urinal, flush tank	1/2	2.0	2.0
Urinal with Drain Cleansing Action	1/2	1.0	1.0
Wash Fountain, circular spray	3/4	—	4.0
Water Closet, 1.6 GPF Gravity Tank	1/2	2.5	2.5
Water Closet, 1.6 GPF Flushometer Tank	1/2	2.5	2.5
Water Closet, 1.6 GPF Flushometer Valve	1	See Footnote ⁷	
Water Closet, greater than 1.6 GPF Gravity Tank	1/2	3.0	5.5
Water Closet, greater than 1.6 GPF Flushometer Valve	1	See Footnote ⁷	

For SI units: 1 inch = 25 mm

Notes:

- ¹ Size of the cold branch pipe, or both the hot and cold branch pipes.
- ² Appliances, appurtenances, or fixtures not referenced in this table shall be permitted to be sized by reference to fixtures having a similar flow rate and frequency of use.
- ³ The listed fixture unit values represent their load on the cold water building supply. The separate cold water and hot water fixture unit value for fixtures having both hot and cold water connections shall be permitted to be each taken as three-quarter of the listed total value of the fixture.
- ⁴ The listed minimum supply branch pipe sizes for individual fixtures are the nominal (I.D.) pipe size.
- ⁵ For fixtures or supply connections likely to impose continuous flow demands, determine the required flow in gallons per minute (gpm) (L/s), and add it separately to the demand in gpm (L/s) for the distribution system or portions thereof.
- ⁶ Assembly [Public Use (See Table 422.1)].
- ⁷ Where sizing flushometer systems, see Section 610.10.
- ⁸ Reduced fixture unit loading for additional hose bibbs is to be used where sizing total building demand and for pipe sizing where more than one hose bibb is supplied by a segment of water distribution pipe. The fixture branch to each hose bibb shall be sized on the basis of 2.5 fixture units.
- ⁹ *For water supply fixture unit values related to lots within mobilehome parks in all parts of the State of California, see California Code of Regulations, Title 25, Division 1, Chapter 2, Article 5, Section 1278. For water supply fixture unit values related to lots within special occupancy parks in all parts of the State of California, see California Code of Regulations, Title 25, Division 1, Chapter 2.2, Article 5, Section 2278.*

TABLE 610.4
FIXTURE UNIT TABLE FOR DETERMINING WATER PIPE AND METER SIZES

METER AND STREET SERVICE (inches)	BUILDING SUPPLY AND BRANCHES (inches)	MAXIMUM ALLOWABLE LENGTH (feet)													
		40	60	80	100	150	200	250	300	400	500	600	700	800	9
PRESSURE RANGE — 30 to 45 psi¹															
3/4	1/2 ²	6	5	4	3	2	1	1	1	0	0	0	0	0	
3/4	3/4	16	16	14	12	9	6	5	5	4	4	3	2	2	
3/4	1	29	25	23	21	17	15	13	12	10	8	6	6	6	
1	1	36	31	27	25	20	17	15	13	12	10	8	6	6	
3/4	1 1/4	36	33	31	28	24	23	21	19	17	16	13	12	12	
1	1 1/4	54	47	42	38	32	28	25	23	19	17	14	12	12	
1 1/2	1 1/4	78	68	57	48	38	32	28	25	21	18	15	12	12	
1	1 1/2	85	84	79	65	56	48	43	38	32	28	26	22	21	
1 1/2	1 1/2	150	124	105	91	70	57	49	45	36	31	26	23	21	
2	1 1/2	151	129	129	110	80	64	53	46	38	32	27	23	21	
1	2	85	85	85	85	85	85	82	80	66	61	57	52	49	
1 1/2	2	220	205	190	176	155	138	127	120	104	85	70	61	57	
2	2	370	327	292	265	217	185	164	147	124	96	70	61	57	
2	2 1/2	445	418	390	370	330	300	280	265	240	220	198	175	158	1
PRESSURE RANGE — 46 to 60 psi¹															
3/4	1/2 ²	7	7	6	5	4	3	2	2	1	1	1	0	0	
3/4	3/4	20	20	19	17	14	11	9	8	6	5	4	4	3	
3/4	1	39	39	36	33	28	23	21	19	17	14	12	10	9	
1	1	39	39	39	36	30	25	23	20	18	15	12	10	9	
3/4	1 1/4	39	39	39	39	39	39	34	32	27	25	22	19	19	
1	1 1/4	78	78	76	67	52	44	39	36	30	27	24	20	19	
1 1/2	1 1/4	78	78	78	78	66	52	44	39	33	29	24	20	19	
1	1 1/2	85	85	85	85	85	85	80	67	55	49	41	37	34	
1 1/2	1 1/2	151	151	151	151	128	105	90	78	62	52	42	38	35	
2	1 1/2	151	151	151	151	150	117	98	84	67	55	42	38	35	
1	2	85	85	85	85	85	85	85	85	85	85	85	85	85	
1 1/2	2	370	370	340	318	272	240	220	198	170	150	135	123	110	1
2	2	370	370	370	370	368	318	280	250	205	165	142	123	110	1
2	2 1/2	654	640	610	580	535	500	470	440	400	365	335	315	285	2
PRESSURE RANGE — Over 60 psi¹															
3/4	1/2 ²	7	7	7	6	5	4	3	3	2	1	1	1	1	
3/4	3/4	20	20	20	20	17	13	11	10	8	7	6	6	5	
3/4	1	39	39	39	39	35	30	27	24	21	17	14	13	12	
1	1	39	39	39	39	38	32	29	26	22	18	14	13	12	

$\frac{3}{4}$	$1\frac{1}{4}$	39	39	39	39	39	39	39	39	34	28	26	25	23	
1	$1\frac{1}{4}$	78	78	78	78	74	62	53	47	39	31	26	25	23	
$1\frac{1}{2}$	$1\frac{1}{4}$	78	78	78	78	78	74	65	54	43	34	26	25	23	
1	$1\frac{1}{2}$	85	85	85	85	85	85	85	85	81	64	51	48	46	
$1\frac{1}{2}$	$1\frac{1}{2}$	151	151	151	151	151	151	130	113	88	73	51	51	46	
2	$1\frac{1}{2}$	151	151	151	151	151	151	142	122	98	82	64	51	46	
1	2	85	85	85	85	85	85	85	85	85	85	85	85	85	
$1\frac{1}{2}$	2	370	370	370	370	360	335	305	282	244	212	187	172	153	1
2	2	370	370	370	370	370	370	370	340	288	245	204	172	153	1
2	$2\frac{1}{2}$	654	654	654	654	654	650	610	570	510	460	430	404	380	3

For SI units: 1 inch = 25 mm, 1 foot = 304.8 mm, 1 pound-force per square inch = 6.8947 kPa

Notes:

- ¹ Available static pressure after head loss.
- ² Building supply, not less than $\frac{3}{4}$ of an inch (20 mm) nominal size.



DRAWING SUBMITTAL REQUIREMENTS FOR WATER SERVICE INSTALLATION/RELOCATION

Drawing Requirements

1. Drawing shall be submitted to the City of Glendora Engineering Division by emailing Engineeringdiv@cityofglendora.gov. No physical copies will be accepted or processed at Public Works counter.
2. Drawing shall be legible and drawn to scale with Std. City format border and title block (see sample).
3. Minimum sheet size shall be 8-1/2" x 11". Use larger size or multiple sheets as required to adequately show work to be done.
4. Show property lines and distance from proposed meter location to property line.
5. Drawing shall include:
 - a. Project location
 - b. Project description
 - c. Street name
 - d. Utilities
 - e. Driveway
 - f. Poles, vaults, trees, etc.
 - g. Sewer
 - h. Curb and sidewalk
 - i. Existing meter location
 - j. Proposed meter location
 - k. Trenching width
 - l. Trenching note
 - m. Standard 2.00 note
 - n. USA/SC note
 - o. Construction notes as required
 - p. Slopes, retaining walls
 - q. Other information as needed to adequately represent the work and site conditions

Submittal Requirements

Submit a digital copy for plan check to engineeringdiv@cityofglendora.gov after approval, an approved copy will be sent to applicant.

Additional Information

For questions regarding service installation or relocation, contact the City of Glendora Water Division at (626) 852-4838.

See the City of Glendora "Standard Designs & Specifications", latest edition for appropriate Standard Design to specify for requested service size.

All work must be done by the Contractor with an appropriate State of California Contractors License and City Business License. Excavation Permits will be required and shall be obtained via engineeringdiv@cityofglendora.gov.

Services in Fire Zone 4 require a minimum lateral size of 1 1/2".

Backflow meter protection may be required, contact the City of Glendora Water Division at (626) 852-4838 for requirements.

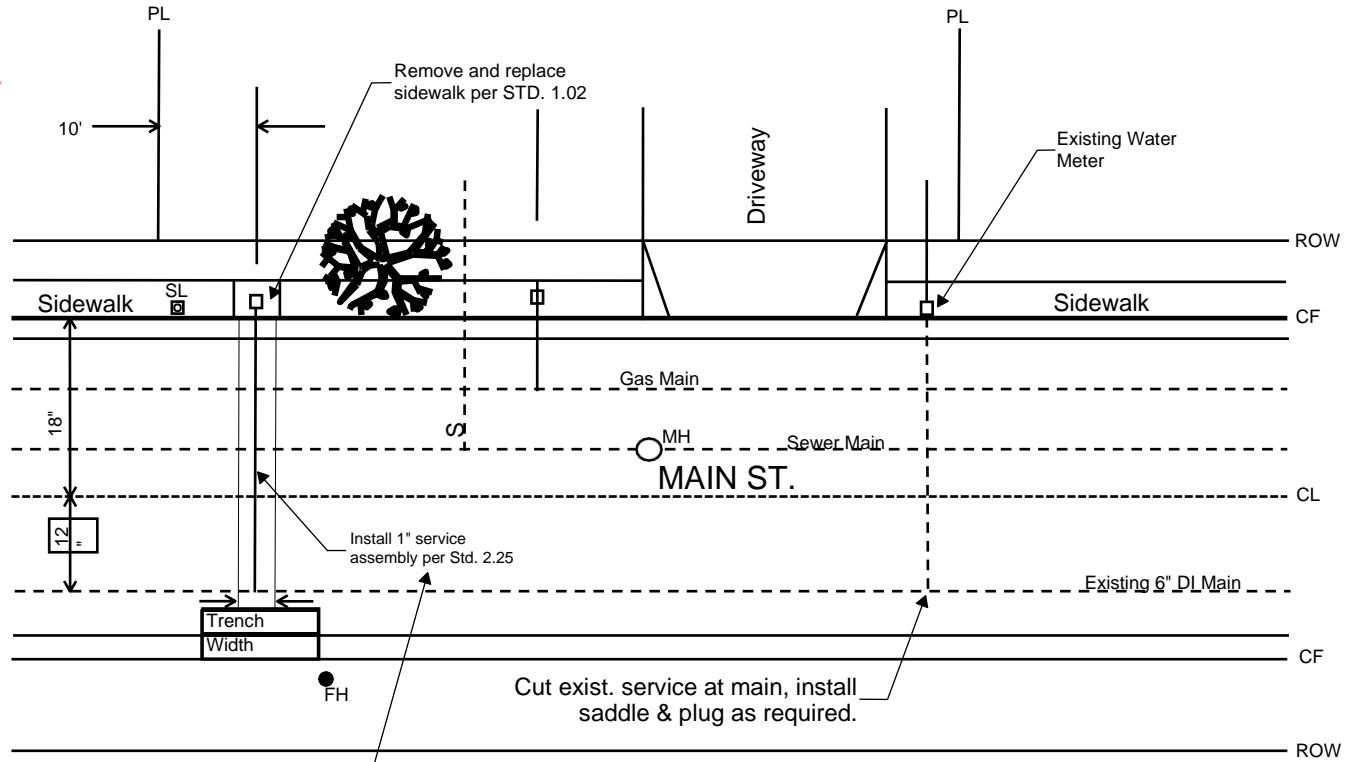
PLEASE NOTE:

These drawing requirements shall be used for single residential service installations or relocations. Installations required for Commercial Developments, Tracts, Parcel Maps, Apartments/Condos, etc. will require an Engineered Water Plan.

If you have any questions regarding your City of Glendora Water System, please contact the City of Glendora Public Works Department at (626) 914-8246.

WATER SERVICE INSTALLATION/RELOCATION PLAN 123 E Main Street

SAMPLE
DRAWING



For 1-1/2" and 2" services installation shall be per Std. 2.29.

8-1/2" x 11" sheets with Title Block are available from the Engineering Division

UNDERGROUND SERVICE ALERT
USA NORTH 811
Call USA/SC for underground locating 2 working days before you dig.

Note: The Standard Notes for Water Construction (2.00) are hereby made apart of this drawing.

Note: All trenching shall be per Std. 1.11, 1.10, 2.25 and/or 2.29 as required.

<p style="font-size: 1.5em; font-weight: bold;">AnyCo. Contractors</p> <p>1234 S Main St., City, CA 91700 (800) 123-4567</p>	<p>1" = 20' Scale</p>	<p>John Smith Drawn By</p>	<p>PUBLIC WORKS DEPARTMENT - WATER DIVISION</p> <p>Approved by: _____</p>
	<p>1/23/04 Date</p>	<p>1 / 1 Sheet of sheets</p>	<p style="text-align: right;">_____ Date</p>
<p style="color: red; font-weight: bold;">For office use only: Backflow preventive device required? Y/N</p>			

Exhibit "A" - Water Service Relocation/Inspection Plan

Exhibit "B" - Permit Application Form

CITY OF GLENDORA

PUBLIC WORKS PLAN CHECK/PERMIT WORKSHEET



Address: _____

Description of Work: _____

Owner Name:	Phone:	
Address:	City:	Zip:
Applicant Name:	Phone:	
Address:	City:	Zip:
Contractor/Eng./Arch./Designer Name:	Phone:	
Address:	City:	Zip:
State License No. :	License Type:	Expiration Date:
Workers Comp Carrier:	Policy #:	Expiration Date:

ENGINEERING PLAN CHECKS	
# of Plans	Description
	Delta Revision
	Delta Revision/Grading
	Drainage/SWPPP under 1 acre
	Easement Deeds
	Geotech-Soils Report
	Grading (Cut_____Fill_____)
	Hydro-Hydraulic Report
	Sewer Area Study
	Sewer Improvement
	Signing – Striping
	Stockpile (SWPPP Req. Y/N)
	Storm Drain Improvement
	SUSMP
	SWPPP under 1 acre
	SWPPP over 1 acre
	Tract-Parcel Map
	Traffic Control
	Traffic Study
	Water/Fire Service
	Water Improvement
	Water Irrigation
	Water Serv. Install/Relocation
	Miscellaneous:

CIP PLAN CHECKS	
# of Plans	Description
	Building
	Public Works
	Street
	Traffic
	Water
Limits:	

#	DRIVEWAY APPROACH PERMIT
	Residential
	Commercial
	Pavers

#	CURB CORE PERMIT
	Curb Core(s)

Lin. Ft.	CURB/GUTTER PERMIT

Type	ENCROACHMENT
	Permanent
	Temporary Duration:_____
	Materials in Street Duration:_____
	Utilities Maintenance Duration/Date:_____
	Pole Replacement Dates:_____

SQ FT	EXCAVATION	Traffic Control Plan	Y/N
	Soil		
	Asphalt		
	Concrete		
	Utility		

SQ FT	PAVING	Traffic Control Plan	Y/N

DATE	POOL DRAINING
	Residential
	Commercial

SQ FT	SIDEWALK

MOVING HOUSE/BUILDING	
Origin	
Destination	

CITY OF GLENDORA

Business License Tax Certificate

"For Services Provided in the City of Glendora, California Only"



Business Name Company
 Business Location Address
City, State, Zip Code
 Business Owner(s) Name

Description GENERAL CONTRACTOR

Business Type Contractor - General (Based Out Of City)

Business License Number 77777

Effective Date October 07, 2019

Expiration Date October 01, 2020

Business Name
 Address
 City, State, Zip Code

TO BE POSTED IN A CONSPICUOUS PLACE AND NOT TRANSFERABLE OR ASSIGNABLE.

For all inquiries regarding this license, contact HdL Business License Division at (626) 376-4678.

Company Name :

Thank you for your payment on your City of Glendora Business License. **ALL CERTIFICATES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business license, contact the Business Support Center via email at: Support@hdlgov.com or by telephone at: (626) 376-4678.

Keep this portion for your license separate in case you need a replacement for any lost, stolen, or destroyed license. A fee may be charged for a replacement or duplicate license.

SAMPLE

RECEIVED

FEB 10 2020

CITY OF GLENDORA
PUBLIC WORKS



BUSINESS LICENSING
8839 N CEDAR AVE
#212



City of Glendora

Business License Tax Certificate

Company Name
 Address
 City, State, Zip Code

License Number: 77777

Date of Issue: 10/07/2019



CITY OF GLENDORA
ADMINISTRATIVE SERVICES DEPARTMENT
GENERAL LIABILITY – ADDITIONAL INSURED

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
 CG 20 10 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE
 PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Where required by written contract.	All locations where required by written contract.
SAMPLE	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



CITY OF GLENDORA
ADMINISTRATIVE SERVICES DEPARTMENT
GENERAL LIABILITY – WAIVER OF SUBROGATION

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

**WAIVER OF TRANSFER OF RIGHTS
OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name of Person(s) or Organization(s):

SAMPLE

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph

**8. Transfer Of Rights Of Recovery Against Others To Us
of Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



CITY OF GLENDORA
ADMINISTRATIVE SERVICES DEPARTMENT
GENERAL LIABILITY-PRIMARY & NON-CONTRIBUTORY

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
PRIMARY AND NONCONTRIBUTORY –
OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the Other Insurance Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

1. The additional insured is a Named Insured under such other insurance; and

2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.



CITY OF GLENDORA
ADMINISTRATIVE SERVICES DEPARTMENT
COMMERCIAL AUTO LIABILITY - ADDITIONAL INSURED

POLICY NUMBER:

COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective:	Countersigned By:
Named Insured:	(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): Where required by Written Contract

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.



CITY OF GLENDORA
ADMINISTRATIVE SERVICES DEPARTMENT
BUSINESS AUTO LIABILITY – WAIVER OF SUBROGATION

POLICY NUMBER:

COMMERCIAL AUTO
CA 04 44 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Name Insured:

Endorsement Effective Date:

SCHEDULE

Name of Person(s) or Organization(s):

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** Condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.



CITY OF GLENDORA
ADMINISTRATIVE SERVICES DEPARTMENT
WORKERS COMP – WAIVER OF SUBROGATION

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 00 03 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF OUR RIGHT TO RECOVER
FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

SCHEDULE

SAMPLE

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement
Insured

Effective Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by:

Exhibit "E" - Traffic Control Plan Checklist



City of Glendora
ENGINEERING DIVISION



**TRAFFIC CONTROL PLAN
SUBMITTAL CHECKLIST**

TRAFFIC CONTROL PLAN GUIDELINES FOR WORK WITHIN PUBLIC RIGHT-OF-WAY REQUIRING A LANE CLOSURE

Three complete sets of plans are required, *including but not limited to the following:*

- _____ Identify the project Number (Tract, CUP, PWCP, Etc....), Location, and permit number.
- _____ Identify the improvement the traffic control is for.
- _____ North arrow and scale 1"=40'.
- _____ Note on plans "Traffic Control Notes 1-16" per City Std. 1.18
- _____ Show all nearby streets with street names.
- _____ Show existing traffic signals and regulatory signs.
- _____ Show existing striping, pavement markings, painted crosswalks and bike lanes.
- _____ Show existing curbs, sidewalks, driveways, and intersections in the work zone.
- _____ Label all lots with business address
- _____ Indicate total roadway widths.
- _____ Indicate lane width.
- _____ Indicate posted speed limits.
- _____ Show location and dimensions of the work zone.
- _____ Show staging area and materials storage area.
- _____ Indicate locations of construction signs, barricades and delineators.
- _____ Label all taper lengths and widths, channelizing device spacing and sign spacing.
- _____ Maintain a 12 foot travel lane in each direction and maintain 5 feet from any open trench
- _____ Indicate flaggers where 12 feet in each direction is not maintained when only one lane is open

- _____ Use legend to define all generic symbols.
- _____ Show table of signs used and label each sign with CA MUTCD code.
- _____ Show all parking restriction zones and signs.
- _____ Note compliance with special requirements such as permission to close the road, change a stop sign, or detour oversize vehicles from truck routes.
- _____ Address pedestrians, bicycle, and handicap traffic through or around the work zone.
- _____ Indicate the duration of the traffic control in days.
- _____ Indicate the times of working hours per day.
- _____ Signs shall conform to the 2012 California Manual of Uniform Traffic Control Devices (MUTCD).
- _____ Plans shall be designed, stamped and signed by a Registered Civil or Traffic Engineer.
- _____ Traffic Control in place longer than 5 days may require temporary striping.
- _____ Plans shall be submitted 14 calendar days prior to commencing work. Resubmittals may be required.

Exhibit "F"- Water Service Connection Application Form



City of Glendora | Public Works
116 E. Foothill Blvd.
Glendora, CA 91741

BASIC ENGINEERING SHEET FOR SERVICE CONNECTION

NAME: _____ DATE: _____

PROPERTY ADDRESS: _____

BILLING ADDRESS: _____

INSIDE CITY [] RESIDENTIAL [] COMMERCIAL [] PHONE _____
OUTSIDE []

METER INSTALLATION: (Acct #: 501-70600-36760)

STANDARD (THROUGH 2")

METER SIZE: _____ # OF METERS: _____
BOX SIZE: _____ # OF BOXES: _____ AT \$ _____ = \$ _____

SPECIAL (OVER 2")

METER SIZE: _____ # OF METERS: _____
BOX SIZE: _____ # OF BOXES: _____ AT \$ _____ = \$ _____

Front Footage Charge _____ LINEAR FEET AT \$8.00/L. F = \$ _____
(Acct #: 501-70600-36761)

Water Acreage Charge _____ ACRES AT \$4,658.50/ACRE = \$ _____
(Acct #: 501-70600-36762)

Water Service Installation _____ FEET AT \$ _____ /FEET = \$ _____
(Acct #: 501-70600-36760)

Water Service Deposit (Applied against closing bill) TOTAL \$ _____
(Acct #: 501-00000-22750)

Installation of Pressure Regulator Recommended: YES: [] NO: [] (Over 80 lbs. psi)

Installation of Approved Backflow Preventer Required: YES: [] NO: []

CHECK ONE: Replacing Existing Meter: [] Adding Additional Meter: [] New Meter: []

BY: _____ CUSTOMER / RESIDENT: _____
FOR CITY ENGINEER

DISTRIBUTION - APPLICANT - CASHIER - PUBLIC WORKS FILES



Exhibit "G" - New Water Account Opening Request Form

City of Glendora
Phone: (626) 914-8239
Address: 116 E. Foothill Blvd. Glendora, CA 91741
Email: WaterBilling@CityofGlendora.gov

WATER ACCOUNT OPENING REQUEST FORM

Customer Name: _____ Owner Tenant Other
Service Address: _____ City: _____ State: _____ Zip code: _____
Mailing Address: _____ City: _____ State: _____ Zip code: _____
Social Security Number: _____ Driver's License #: _____ Exp Date: _____
Phone Number: _____ Alternative Phone Number: _____
Email Address: _____ Opt in for email? Yes No
Requested Service Start Date: _____

ALTERNATIVE CONTACT:

I authorize the following party to have access to my account:

Name: _____ Phone: _____

Email Address: _____ Relation to Customer: _____

- Information Purposes only
- To Add/Change Information

I agree to use the water service and pay therefore in accordance with the rates, rules and regulations legally in effect by the City of Glendora. I declare under penalty of perjury under the laws of the State of California that the information I have provided is true and accurate. I acknowledge that the provision of false information is grounds for termination of service. For more information, please visit www.cityofglendora.gov/waterbilling.

Applicant Signature: _____

Name: _____

Date: _____

FOR OWNERS: Would you like to authorize the creation of a landlord trust agreement? Yes No

Instructions:

For Owners: Email this form (*email address above*) and attach proof of ownership and ID.

For Tenants: Email this form with ID and send in the \$200 deposit via mail or night drop boxes at the City Hall.

FOR OFFICIAL/STAFF USE ONLY:

ID Verified: _____ Ownership Check: _____ Deposit Amount: \$ _____ Form of payment: Cash Check Card

Previous Residence Address: _____

New Account Number: _____

Effective/ Start Date: _____