

CITY AND COUNTY OF SAN FRANCISCO
Department of Public Works

ORDER NO. 165,553

ESTABLISHING GUIDELINES FOR INSTALLATION OF ELECTRICAL (P.G.& E.)
TRANSFORMER VAULTS IN SUBSURFACE SIDEWALK AREAS WITHIN THE
PUBLIC RIGHT-OF-WAY

I. PURPOSE:

- A. It is the policy of the Department of Public Works to require that all electrical transformer vaults be located on private property. Where exemption is granted and issuance of a Sidewalk Vault Encroachment Permit is authorized by the Director of Public Works, the fronting property owner(s) shall comply with all rules, regulations and requirements governing street occupancy including but not limited to Article 15, Section 723.2 of the Public Works Code.
- B. This Department of Public Works (DPW) Order provides detailed implementation guidelines.

II. APPLICATION AND APPROVAL PROCESS:

- A. Requests to install and construct electrical (P.G.&E) transformer vaults under public sidewalk right-of-ways shall include the following:
 - 1. An application stating the owner(s) and address of the subject property. A processing fee of \$150, an inspection fee of \$100, and a recording fee of \$13 (Three separate checks) shall also be submitted with the completed application .
 - 2. A fully dimensioned architectural and structural plan that indicates the property line, sidewalk width and existing sidewalk obstructions such as parking meters, trees, utility poles, etc.
 - 3. A Certificate of Insurance written by an insurance company or companies satisfactory to the City's Controller, naming the City and County of San Francisco as additional insured, with evidence of general liability coverage at not less than \$1 million.
 - 4. Written confirmation from a California Registered Engineer that no appropriate space within the owner's property is available to install the vault (NOTE: The plans and letter of confirmation shall be wet stamped and signed by the Engineer).
- B. The submitted plans and application are reviewed by DPW for completion and conformance to the guidelines set forth in this Order.
 - 1. If application and plans are approved, DPW will issue a "Sidewalk Vault Encroachment Permit".
 - a. The owner or authorized agent thereof shall record the permit in the San Francisco County Recorder's Office.
 - b. The owner of the fronting property, in accordance with Government Code Section 4216.1, shall become a member of , participate in and share in the costs of Underground Service Alert - Northern California (U.S.A.) regional notification center.

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2. If application and plans are incomplete, applicant will be requested to provide additional information as instructed by DPW plan checker.
3. If completed application does not meet said guidelines, DPW will deny the request for a Sidewalk Vault Encroachment Permit.
4. If DPW denies the request, applicant may appeal denial to the Board of Supervisors.

III. DESIGN GUIDELINES

- A. The Transformer Vault shall be installed and located in such a manner that it occupies a minimum area of sub-sidewalk space.
- B. A minimum of four (4) feet from the face of the curb to the outer wall of the vault shall be provided for existing and proposed facilities of the City and public utility companies. (NOTE: Some areas may require a greater clear zone for other municipal structures such as Muni overhead line risers, public pay toilets, etc.)
- C. Where applicable, sub-sidewalk space may be used as access only for a vault that extends into a basement within the owner's property line.
- D. All lift-out panels shall be constructed with a non-slip/non-skid surface with a minimum coefficient of friction of 0.65 (ASTM-C1028).
- E. Under no circumstances shall a transformer vault be installed/constructed under the curb, gutter or roadway areas of the public right-of-way or under the curb return area of the public sidewalk right-of-way.

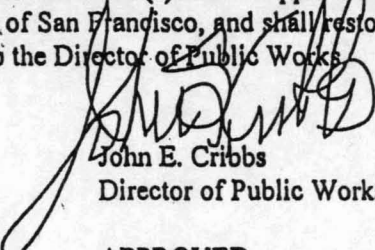
IV MAINTENANCE /CONSTRUCTION GUIDELINES:

- A. The Transformer Vault, all lift-out panels, and other appurtenances thereto shall be installed/constructed and maintained as shown on the plans submitted to and approved by DPW.
- B. The Permittee, at their own expense, and as is necessary as a result of the Sidewalk Vault Encroachment Permit, shall make arrangements:
 1. To provide for the support and protection of facilities belonging to the Department of Public Works, Public Utility Companies, the San Francisco Water Department, the San Francisco Fire Department and other City Departments.
 2. To remove or relocate the location of such facilities and provide access to such facilities for the purpose of constructing, reconstructing, maintaining, operating, or repairing such facilities.
- C. The Permittee shall obtain all necessary permits and submit all fees to the appropriate City agencies, including but not limited to the Central Permit Bureau and/or Bureau of Street Use and Mapping of the Department of Public Works and the Department of Parking and Traffic.

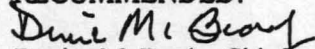
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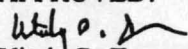
- D. The Board of Supervisors reserves the right to exact a street-use, or rental fee, for the occupancy of said public right-of-ways for the purpose of performance of its governmental or proprietary activities, including the constructing, reconstructing, maintaining, operating, repairing, removing and use of public utilities located under, over or along said public right-of-way.
- E. The permittee shall assume all costs, maintenance and repair of the encroachment(s) and no cost or obligation of any kind shall accrue to the City and County of San Francisco by reason of permission granted to install/construct the Transformer Vault.
- F. The permission granted by the Sidewalk Vault Encroachment Permit is merely a revocable license. The Director of Public Works may revoke said permission at will, and upon the revocation thereof, the undersigned permittee will within 30 days remove or cause to be removed the transformer vault(s) and all appurtenances thereto, without expense to the City and County of San Francisco, and shall restore the public right-of-way to a condition acceptable to the Director of Public Works.


John E. Cribbs
Director of Public Works

RECOMMENDED:


Denise M. Brady, Chief
Bureau of Street-Use & Mapping

APPROVED:


Vitaly B. Troyan
Deputy Director, Public Services

Distribution

Return to B.S.M. to A. Kazemi/N. Elsner, Room 350, City Hall (1-Signed)

Outside B. S. M.

Department Files (2)
Public Utilities Commission
DPT-H. Quan
BSES-J. Roumbanis
BSSR-2323 Army Street
SFFD-Chief Howard Slater
SFPD-Traffic Survey
BLHP- R. Yamagishi

Inside B.S.M.

Inspector- F. Casey
450 McAllister St.-J. Rodriguez

AK/NE

APPROVED: MARCH 18, 1994

JOHN F. CRIBBS, DIRECTOR