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Director

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August 1, 2024

**Re: Reconstruction of 8<sup>th</sup> and 16<sup>th</sup> Avenues and Installation of Valley Gutters on Fair Oaks Avenue [County Project No. RW409, County Project File No. E5091]**

***Reconstrucción de la Octava (8a) y Decimosexta (16a) Avenida e instalación de canalones en la avenida de Fair Oaks [Proyecto del Condado No. RW409, Archivo del Proyecto del Condado No. E5091] – (Para más información en Español, favor de llamar al (650) 363-4100).***

Dear Property Owners/Residents:

The County of San Mateo (County) is preparing to begin the Reconstruction of 8<sup>th</sup> and 16<sup>th</sup> Avenues and Installation of Valley Gutters on Fair Oaks Avenue Project (Project). The Project also includes the replacement of the sewer main on 8<sup>th</sup> and 16<sup>th</sup> Avenues as well as drainage improvements. Construction is anticipated to begin August 2024 with the work taking approximately three (3) to four (4) months to complete for each road with the following construction sequence plan. Please note that this construction plan may be subjected to change:

- 1) 16<sup>th</sup> Avenue sanitary sewer work (Summer/Fall 2024)
- 2) 16<sup>th</sup> and Fair Oaks Avenue road work (Summer/Fall 2024)
- 3) 8<sup>th</sup> Avenue sanitary sewer work (Summer/Fall 2024 or Spring/Summer 2025, depending on contractor progress)
- 4) 8<sup>th</sup> Avenue road work (Spring/Summer 2025)

The Contractor shall begin work on the 16<sup>th</sup> Avenue sanitary sewer work, followed by 16<sup>th</sup> and Fair Oaks Avenue road work. All work for 16<sup>th</sup> and Fair Oaks Avenues shall be completed by Fall 2024. Following this work, the County will suspend work and no work will be allowed during the Winter months, unless approved in writing by the Engineer (County).

Work will resume in April/May 2025 (weather permitting) beginning with the 8<sup>th</sup> Avenue sanitary sewer work and followed by 8<sup>th</sup> Avenue road work. If time allows, Contractor may begin work on the 8<sup>th</sup> Avenue sanitary sewer work Summer/Fall 2024.

The construction contractor is:

**Ghilotti Construction Company, Inc.  
246 Ghilotti Avenue  
Santa Rosa, CA 95407  
(707) 585-1221**



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August 1 2024

Page 2

### **Roadway Work**

The roadway will be reconstructed to approximately 18-foot wide with 2-foot wide concrete valley gutters on both sides at the edges of the pavement.

We will be conforming or regrading the shoulder areas adjacent to the outside edge of the concrete valley gutters a distance of up to three feet (3') with materials similar to those that exist. Areas that are not currently paved will be regraded to promote positive drainage where possible. Some driveways will require partial reconstruction at a slope of no greater than twenty percent (20%) (two feet (2') vertical for ten feet (10') horizontal distance) for a minimum distance of three feet (3'). Driveway areas will typically be reconstructed using the same type of material that is removed.

We are requesting that you let us know if there are any specific construction conflicts that you are aware of regarding your property. Examples of these would be drainage outlets, sump pump outlets, roof drainage outlets, and irrigation lines that are buried or difficult to locate without prior knowledge of their existence.

The following provides descriptions of work that will be the responsibility of the property owner. Some or all of these items may apply to your property. Note that any work you may wish to do within the road right-of-way, including the work described below, requires an encroachment permit from the County.

### **Sidewalks, Walkways, Paths, Etc.**

The Project does not include the installation of sidewalks, walkways or paths. Any work of this nature that you plan to have performed within the road right-of-way requires an Encroachment Permit and must comply with applicable County standards.

### **Sanitary Sewer Laterals**

Sanitary sewer laterals connect your property to the sewer main in the street. We do not have specific information regarding the depth of each sanitary sewer lateral. Construction of the new valley gutters will require excavation of approximately eighteen inches (18") in depth, and existing sanitary sewer laterals serving properties adjacent to the street may be encountered and require lowering during construction.

The Fair Oaks Sewer Maintenance District (District), which provides sewer service to your property, does not assume responsibility for the installation, maintenance or repair of sanitary sewer laterals, as laterals are the responsibility of property owners. Therefore, in the unlikely event that construction conflicts occur, you will be responsible for adjusting your lateral to avoid such construction conflicts. The County's contractor will perform any necessary sanitary sewer lateral work during construction and the property owner will be invoiced for this work upon completion of the Project. Charges will be based on the actual cost of the work and tracked on a per property basis. This process will only be initiated if an actual conflict or damage occurs and you will be notified of the work prior to commencement.

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August 1 2024

Page 3

If you believe the sanitary sewer lateral serving your property is shallow (less than 2' deep) and may conflict with our work, or may otherwise need repair or replacement, you may want to lower, repair or replace the sanitary sewer lateral now by hiring a licensed plumbing contractor and have the work completed prior to our contractor commencing work. Please contact the Fair Oaks Sewer Maintenance District (District) at (650) 363-4100 for any permit and fees that may be required for lowering the sanitary sewer lateral. The property owner is responsible for financing any work on private laterals, hiring a contractor and/or coordinating with the contractor, obtaining all required permits, and coordinating with the County. Please be advised that a Sewer Inspection Permit (SIP) is required for any sewer lateral work and must be obtained by contacting the District at (650) 363-4100. Each SIP costs \$300 and this fee cannot be waived. The sewer main will be replaced in the road before the road reconstruction work commences.

In addition to the SIP, please note that you must also obtain an encroachment permit from the County Permit Section if your contractor is doing work in the road right-of-way, such as replacing your sanitary sewer cleanout at the property line or the lateral from the property line cleanout to the District's main. There is a fee for encroachment permit applications.

The County's Contractor may be able to lower or replace your sewer lateral concurrent with the project work via a separate agreement between you and the Contractor. Contractor information is on the first page of this letter.

### **Encroachment Permits for Work in the Road Right-of-Way**

Please note that you must obtain an encroachment permit from the County before doing work in the road right-of-way, such as replacing your sanitary sewer lateral. There is a fee associated with encroachment permit applications. However, the fee for some work may be waived by the Director of Public Works for work required of you due to this Project, such as replanting landscaping that was removed as a result of the construction work. This waiver will be in effect only until the end of this Project. This waiver does not apply to Sewer Permits for work on your sewer facilities.

If you would like to pursue an Encroachment Permit fee waiver, please submit a copy of this letter with your encroachment permit application. A copy of the County's Encroachment Permit application as well as the special provisions and fee schedule can be downloaded from our website, as follows:

- Web Link: <http://publicworks.smcgov.org/>
- Click on "Permits" near the top of the page
- Next, click on the appropriate permit type for your type of work
- Or use the QR Code on the right to access the "Permits" webpage



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August 1 2024

Page 4

**Project Updates During Construction**

Every effort has been and will continue to be made to minimize any inconvenience to you due to these construction efforts. However, there will be future disturbances during the utility work and the road reconstruction Project and we thank you for your continued patience and cooperation.

We will be posting periodic updates and information during the road construction Project, which will be posted on our website, as follows:

- Web Link: <http://publicworks.smcgov.org/>
- Click on "Projects" near the top of the page.
- Next, click on "Our Projects"
- Next, click on "Reconstruction of 8<sup>th</sup>, 16<sup>th</sup>, and Installation of Valley Gutters on Fair Oaks Avenue Project"
- Or use the QR Code on the right to access the "Reconstruction of 8<sup>th</sup>, 16<sup>th</sup>, and Installation of Valley Gutters on Fair Oaks Avenue Project" webpage



The Project website allows you to subscribe to receive updates by clicking on "Subscribe for Email Updates!". If you choose to subscribe, as updates are posted to the Project website you will be sent an e-mail notifying you that an update has been made.

If you have any questions or concerns regarding this project, please contact Leo Chow, at San Mateo County, at (650) 363-4100, he can also be reached via e-mail at:

[lchow@smcgov.org](mailto:lchow@smcgov.org)

Very truly yours,

A handwritten signature in blue ink, appearing to read "Ann M. Stillman", located below the typed name.

Ann M. Stillman, P.E.  
Director of Public Works

AMS:KL:CC:WN:JS

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cc: Supervisor Warren Slocum, San Mateo County District 4 Supervisor  
Michael Callagy, County Executive  
Members, North Fair Oaks Community Council  
Ann M. Stillman, P.E., Director of Public Works  
Khoa Vo, P.E., Deputy Director, Road Services Administration  
Krzysztof Lisaj, P.E., Deputy Director, Engineering and Resource Protection