

July 2, 2018

**Re: Reconstruction of Croner Avenue from Orange Avenue to the City of Menlo Park  
Limit in the unincorporated West Menlo Park Area of San Mateo County  
[County Project No. RW805, Project File No. E4985000]**

Dear Property Owner:

The Board of Supervisors has awarded a contract to:

**Galeb Paving, Inc.  
12340 Saratoga-Sunnyvale Road  
Saratoga, CA 95070  
(408) 253-4747**

to perform work on the above-referenced street. Construction is scheduled to begin in July with the work taking approximately two (2) months to complete. The project consists of constructing an 18-foot wide road with 3-foot wide valley gutters on each side.

### **Sanitary Sewer Laterals**

Section 1480 of the State of California Streets and Highways Code defines an encroachment in a county highway as any structure or object of any kind placed in, under or over any county highway; and County Counsel has confirmed that sanitary sewer laterals and cleanouts are encroachments as defined by the Streets and Highways Code. We do not have specific information regarding the depth of each sanitary sewer lateral – the sanitary sewer line that connects the buildings on private property to the sewer main in the street. Construction of the new valley gutters will require excavation of approximately one foot (1') in depth, and existing sanitary sewer laterals serving properties adjacent to the street may be encountered and require relocating during construction.

The West Bay Sanitary Sewer 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, should construction conflicts occur and any damage as a result of such conflicts necessitate work to be performed on your sewer lateral during construction, you will be responsible for adjusting your lateral to avoid such construction conflicts or for the repair of damage to your lateral. 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. Invoices not paid will then be subject to collection as provided by Section 1496 of the State of California Streets and



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Page 2

Highways Code. This process will only be initiated if an actual conflict or damage occurs. If you believe the sanitary sewer lateral serving your property is shallow (less than 2' deep within the proposed valley gutter area) and may conflict with our work, you may want to lower the sanitary sewer lateral yourself and have the work completed prior to our contractor commencing work. Please be advised that a sewer permit (A-1 Permit) is required for any sewer lateral work and must be obtained from the District. Contact the District at (650) 321-0384 for fee requirements and additional information.

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

This notice is being given at this time to expedite the Project as we have found that significant delays in the work can occur if work is halted while property owners are notified, alternatives are discussed and decisions as to financing their work are being made.

Please note that you must obtain an encroachment permit from the County Permit Section before doing work in the road right-of-way, such as replacing your sanitary sewer lateral or landscape irrigation system. 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 any landscaping removed as a result of the construction work. This waiver will be in effect only until the end of this Project.

Please submit a copy of this letter with your encroachment permit application in order to provide our Permit Section with the pertinent Project information. A copy of the Encroachment Permit 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



An Encroachment Permit will be required for each property where work is encroaching into the road right-of-way. Details for driveway requirements can also be found by using the above web link and navigation.

### **Project Updates During Construction**

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

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Page 3

- 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 Croner Avenue"
- Or use the QR Code on the right to access the "Reconstruction of Croner Avenue" 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.

Every effort has been and will continue to be made to minimize any inconvenience to you due to this construction. However, we believe that there will some disturbances and thank you for your patience and cooperation.

If you have any questions or concerns regarding this project, please contact John Schabowski, Wency Ng or Zack Azzari at (650) 363-4100. They can also be reached via e-mail at:

[jschabowski@smcgov.org](mailto:jschabowski@smcgov.org)  
[wng@smcgov.org](mailto:wng@smcgov.org)  
[zazzari@smcgov.org](mailto:zazzari@smcgov.org)

Very truly yours,

A handwritten signature in blue ink, appearing to read "Gilles Tourel".

Gilles Tourel, P.E.  
Principal Civil Engineer  
Engineering and Construction

GT:WN:JS

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cc: James C. Porter, P.E. Director of Public Works  
Ann M. Stillman, P.E., Deputy Director, Engineering & Resource Protection  
Joe Lo Coco, P.E., Deputy Director, Road Services Administration  
Wency Ng, P.E., Senior Civil Engineer, Project Development and Design  
Zack Azzari, P.E., Senior Civil Engineer, Construction Management  
Diana Shu, P.E., Senior Civil Engineer, Road Services Operations  
John Schabowski, Associate Engineer, Project Development and Design  
Richard Lee, Associate Engineer, Permits Section