

# HAUL ROUTE PROCESS

**LEMC Section 15.72.065 Hauling of earth materials.**

## REQUIREMENTS:

### 15.72.065 Hauling of earth materials.

Read Lake Elsinore Municipal Code 15.72.065; the code is available on the City's website at [www.lake-elsinore.org](http://www.lake-elsinore.org).

Minimum Requirements: Haul Route minimum requirements apply to hauling of 2,500 cubic yards or more (import and/or export) from a permitted site.

City Council Approval: Requirement for Haul Route approval by City Council at a regularly scheduled meeting applies to hauling of 5,000 cubic yards or more (import and/or export) from a permitted site.

## PROCEDURES:

### 2,500 -4,999 cubic yards

#### Haul Route Questionnaire (Application)

Applicant to complete and submit using the Client Self Service Portal (CSSP) <http://www.lake-elsinore.org/Home/Components/News/News/3802/26>.

#### Guidance

In completing the Haul Route Questionnaire, the following excerpts from the Haul Route Ordinance should be taken into account:

- Access to the grading site shall:
  - Be only at points designated on the approved grading plans.
  - Minimum 5% grade or 300-foot clear unobstructed site distance to the intersection from both the public roadway and the access road or a flagman shall be posted at the access road and shall remain for the entire duration of earth-moving/material export/transportation operations.
  - Stop sign conforming to the requirements of the California Vehicle Code shall be posted at the exit of the access road to the public roadway.
  - Advanced warning signs along with traffic control and safety devices shall be reviewed and approved by the City Engineer and shall be posted by the permittee on the public roadway in the vicinity of the access intersection consistent with the current State of California Department of Transportation "Manual of Traffic Control – Warning Signs, Lights and Devices for Use in Performance of Work Upon Highways."
- Time of Hauling Operations.
  - Only permitted between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays on City Roadways
  - No hauling vehicles may be parked on City roadways adjacent to the job site with motors running prior to 8:00 a.m.

- Permitted hours of operations may be altered for the health, safety or welfare of the surrounding community.
- Only City Council can extend the hours of operations.
- Notification.
  - The permittee shall notify the City Engineer in writing at least 24 hours before hauling is to commence.
- Financial Responsibility for Damage to Streets. Any grading or hauling contractor or project site owner/permittee moving earth materials on City roadways shall be financially responsible for any damage to the public streets caused by the hauling vehicles, and shall pay to the City of Lake Elsinore the cost, as determined by the City Engineer, of repairing such damage, or shall repair the damage in question to the satisfaction of the City Engineer.
- Security to Include Street Repairs. Any bonding required pursuant to this chapter shall be in an amount sufficient to cover the cost of repair of any damage to the City roadways and any public facilities therein and the cost of removal of any earth materials or other debris deposited therein reasonably expected to result from permittee's operations.
  - Minimum Security \$5,000

Approval:

- City Engineer to review and approve:
  - Proposed staging area
  - Route to be used in transportation of the earth materials on public roadways
  - An exhibit showing the mapped route; traffic control placement shall be required prior to approval.
- City Staff shall provide Applicant with:
  - Haul Route Agreement –
    - Applicant to sign and notarize
    - Upload signed/notarized Agreement to share file; mail original to City Hall, Engineering Department
  - Bond or cash deposit amount (Bond Form/Invoice to be provided).
    - Applicant shall,
      - Pay by credit card (add 2.75% convenience fee) using City Form and Invoice
      - Pay by check – mail check and invoice to City Hall, Engineering Department
      - Upload bond to share file with Agreement
  - Permit Fee Invoice to be provided (fee includes inspection fee; traffic control plan review cost; admin fee).
    - Applicant shall,

- Pay by credit card (add 2.75% convenience fee) using City Form and Invoice
- Pay by check – mail check and invoice to City Hall, Engineering Department
- Permit Issuance:
  - Upon Engineering Department receipt of the Agreement, posting of security and payment of fees, permit will be issued.
  - Applicant shall be emailed permit.

## **In Excess of 5,000 cubic yards**

### Haul Route Questionnaire (Application)

- a. Applicant Shall:
  - i. Complete and submit using the Client Self Service Portal (CSSP) <http://www.lake-elsinore.org/Home/Components/News/News/3802/26>.
  - ii. Prepare and submit an exhibit showing the mapped route; traffic control placement shall be required prior to approval.
  - iii. Submit proposed listing of property owners within a minimum of 300 feet of the access road(s) to the grading site and as additionally deemed appropriate by the City Engineer.
- b. City Engineer to review and approve:
  - i. Proposed staging area
  - ii. Route to be used in transportation of the earth materials on public roadways
  - iii. An exhibit showing the mapped route; traffic control placement shall be required prior to approval.
  - iv. Schedule for City Council; prepare Staff Report (presumes grading plans approved and applicant has completed all requirements and provided all documents as outlined below).

### Guidance

In completing the Haul Route Questionnaire, the following excerpts from the Haul Route Ordinance should be taken into account:

- Access to the grading site shall:
  - Be only at points designated on the approved grading plans.
  - Minimum 5% grade or 300-foot clear unobstructed site distance to the intersection from both the public roadway and the access road or a flagman shall be posted at the access road and shall remain for the entire duration of earth-moving/material export/transportation operations.
  - Stop sign conforming to the requirements of the California Vehicle Code shall be posted at the exit of the access road to the public roadway.

- Advanced warning signs along with traffic control and safety devices shall be reviewed and approved by the City Engineer and shall be posted by the permittee on the public roadway in the vicinity of the access intersection consistent with the current State of California Department of Transportation “Manual of Traffic Control – Warning Signs, Lights and Devices for Use in Performance of Work Upon Highways.”
- Time of Hauling Operations.
  - Only permitted between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays on City Roadways
  - No hauling vehicles may be parked on City roadways adjacent to the job site with motors running prior to 8:00 a.m.
  - Permitted hours of operations may be altered for the health, safety or welfare of the surrounding community.
  - Only City Council can extend the hours of operations.
- Notification.
  - The permittee shall notify the City Engineer in writing at least 24 hours before hauling is to commence.
  - Cubic Yards in excess of 5,000 requires public notification by mailer
- Financial Responsibility for Damage to Streets. Any grading or hauling contractor or project site owner/permittee moving earth materials on City roadways shall be financially responsible for any damage to the public streets caused by the hauling vehicles, and shall pay to the City of Lake Elsinore the cost, as determined by the City Engineer, of repairing such damage, or shall repair the damage in question to the satisfaction of the City Engineer.
- Security to Include Street Repairs. Any bonding required pursuant to this chapter shall be in an amount sufficient to cover the cost of repair of any damage to the City roadways and any public facilities therein and the cost of removal of any earth materials or other debris deposited therein reasonably expected to result from permittee’s operations.
- City Council Approval. Hauling in excess of 5,000 cubic yards requiring the use of City roadways shall be approved by the City Council at a public meeting of the City Council. The City Council may impose additional conditions or restrictions or may waive provisions of this chapter.
  - Due 3 weeks prior to City Council Hearing Date:
    - Engineering Department Approval of mapped haul route and traffic control
    - Engineering Department Approval of Public Notification Mailer
    - Approval of Grading Plans
- Public Notification.
  - Notification of City Council Meeting to Adjacent Property Owners.
  - Property owners within a minimum of 300 feet of the access road(s) to the grading site and as additionally deemed appropriate by the City Engineer.

- At least 10 days in advance of the day, time and place of the City Council meeting.
- City Sample Mailer Format Available
- Suggested source for mailing list; title company
- City Council Hearing/Authority for Approval
  - City Staff shall:
    - Require any City Council recommended changes will be made pursuant to **15.72.070 Permit issuance, conditions or denial.**
    - Provide Haul Route Agreement to Applicant:
      - Applicant shall sign in presence of notary Agreement
      - Upload signed/notarized Agreement to share file; mail original to City Hall, Engineering Department
    - Provide bond or cash deposit amount invoice and/or forms.
      - Applicant shall:
        - Pay by credit card (add 2.75% convenience fee) using City Form and Invoice
        - Pay by check – mail check and invoice to City Hall, Engineering Department
        - Upload bond to share file with Agreement
    - Provide Permit Fee Invoice (fee includes inspection fee; traffic control plan review cost; admin fee).
      - Applicant shall:
        - Pay by credit card (add 2.75% convenience fee) using City Form and Invoice
        - Pay by check – mail check and invoice to City Hall, Engineering Department
- Permit Issuance:
  - Upon Engineering Department receipt of the Agreement, posting of security and payment of fees, permit will be issued.
    - Applicant shall be emailed permit