



## Engineering Division

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# Tie-Back Requirements

## PROCEDURE FOR PLANNING USE PERMIT

1. Determine if a method of construction can be used that does not propose placing tie-backs within the City's right of way. The City will evaluate permitting tie-backs into the ROW only after an infeasibility analysis has been provided demonstrating infeasibility of alternative methods of shoring. Note, I-beams and appurtenances associated with the shoring plan, other than tie-back cables, cannot be placed in the ROW.
2. Applicant/developer shall provide a conceptual drawing of the tie-back system showing the approximate number of tie-backs, approximate locations and approximate depth for the City's preliminary review.
3. Upon review and approval of the proposed method, the applicant shall submit an application for encroachment permit to pothole all potential utility crossings at 20-foot intervals. The applicant/developer shall submit a detailed analysis, profiles and cross sections showing existing utilities and proposed tie-backs. Note, the distance between an existing utility and proposed tie-back cable shall be minimum 3-feet measured from invert to cable.
4. For tie-backs encroaching private property, the applicant/developer shall provide a notarized agreement between the applicant/developer and the adjacent property title owner agreeing to the proposed encroachment.

## PROCEDURE PRIOR TO BUILDING PERMIT ISSUANCE

1. The developer shall enter into a tie-back agreement with the City obligating future owners to remove tie-backs or repair damages to the public right-of-way and bear all associated costs. The agreement will be recorded against the property. Agreement background data required to prepare the agreement:
  - Contact person name/title, company name, and address
  - Developer's full legal name and address
  - Owner's full legal name and address
  - Attorney's name, company name, and address if applicable
  - Legal company name, title, and name of person authorized to sign the agreement for the Owner and Developer (if different than Owner)
  - Property address
  - Name of City right-of-way where encroachment occurs
  - Project description (e.g. Five story mixed use multifamily residential over subterranean parking and commercial project.)
  - Estimated length of time (months) from Tieback Agreement execution to beginning of tieback installation
  - Estimated length of time (months) to finish tieback installation

- Estimated length of time (months) from Tieback Agreement execution to end of project construction
  - Exhibit "A" (PARCEL DESCRIPTION) to the agreement is a legal description of the property parcel being developed. A copy of a current title report shall be submitted to enable the City to check this item.
  - EXHIBIT "B" Project Shoring Plans (signed and stamped by SE and Geo Tech)
2. The applicant/developer shall pay all applicable fees. Fee is currently \$200 per tie-back. This is a cost recovery fee for engineering staff time to prepare tie-back-agreements, design review and referencing and recordkeeping of the tie-back locations and depths on City plans.
  3. The applicant shall submit shoring and excavation plans to include:
    - Limits of the excavation
    - Refer to Caltrans Trenching and shoring Manual 2011 for design guidance <http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCompleteManuals/TrenchingandShoringManual2011.pdf>
    - Off-site public improvements adjacent to the excavation
    - Adjacent streets/alleys with dimensions
    - Location, size, and depth of utilities with dimensions from the property line
    - Tieback encroachment into the public right-of-way and a cross section showing the clearance to nearby utilities
    - The City requires a minimum clearance of 3-feet between tiebacks and utilities
    - Pedestrian detour plan, showing the location of pedestrian safety canopies or barricades if required
  4. The developer/applicant shall apply for an encroachment permit to install tie-backs in the City ROW.

#### **AFTER ISSUANCE OF BUILDING AND ENCROACHMENT PERMITS**

1. Prior to commencement of construction activities, the sanitary sewer and storm lines adjacent to the property shall be TV'd and a CD provided to the City for review. Upon completion of the project and prior to issuance of building final inspection, the utility lines shall be TV'd again and a CD provided to the City for review. The contractor will be liable for any damage caused to existing utilities due to tie-back and shoring installation.
2. Install reference elevation benchmarks to monitor ground movement in the vicinity of the shoring system. Benchmarks shall be installed at the roadway centerline. The benchmarks shall be surveyed by a licensed surveyor and tied to an existing city monument or benchmark. The benchmarks shall be monitored for horizontal and vertical displacement once per week for the duration of the shoring project.
3. Upon completion of the basement walls and when tie-backs are no longer necessary for shoring, the tie-backs shall be cut to remove any tension.