CITRUS HEIGHTS
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General Services Department & Engineering
6330 Fountain Square Drive, Citrus Heights CA 95621 916-727-4770
encpermits@citrusheights.net

INTERSECTION OPERATIONS CHANGE REQUEST

This request is approved for the following intersection as specified:

☐ **RED FLASH**
☐ **DARK SIGNAL**
☐ **LOSS OF POWER / SIGNAL GENERATOR**

LOCATION: _____

ENCROACHMENT PERMIT NUMBER: _____ DATE: _____

TIME/DURATION: _____

☐ **RED FLASH APPROVED:**

1. Contractor shall submit this *Intersection Operations Change Request* form to the City Inspector and email a copy to encpermits@citrusheights.net at least 72 hours prior to needing the intersection in red flash.
2. Signal operations change shall be performed only by City personnel, unless otherwise directed by the Engineer. Contractor is not permitted to change the operation of the signal.
3. On each day of the red flash, the contractor is required to contact the Citrus Heights Encroachment Permit Division by phone at (916) 727-4770 or email at encpermits@citrusheights.net no later than 2:00PM the day before red flash is needed. Failure to give notification may result in cancelation of red flash.
4. Cancelations must be sent to the encpermits@citrusheights.net email and received prior to 2:00PM for that evening; additional costs may apply for any cancelations after this time.
5. The traffic signal will not be permitted to be placed in red flash during rain, lightning, or inclement weather conditions (including wet pavement conditions).
6. The Contractor shall reimburse the City for the actual cost of all inspection, including City Traffic Signal Technician and/or City Inspector time as required.
7. "Road Work Ahead" signs shall be placed on all approaches to intersection when in red flash.

☐ **SIGNAL POWER INTERUPTIONS, CITY GENERATOR USE – ADDITIONAL REQUIREMENTS**

1. Contractor shall submit this *Intersection Operations Change Request* form to the City Inspector and email a copy to encpermits@citrusheights.net **at least 7 calendar days prior** to removing power to the traffic signal.
2. The City shall coordinate and run the traffic signal with a generator.
3. The Contractor shall reimburse the City for:
   - the actual cost to run the signal on the generator including inspection, time to run the generator, gas, etc.
   - equipment used to run the signal on the generator. The most recent version of the *"State of California DOT Labor Surcharge and Equipment Rental Rates"* shall be used for reimbursement. (Equipment Rental Rates and Labor Surcharge)
4. On each day a generator is needed, the contractor is required to contact the Citrus Heights Encroachment Permit Division by phone at (916) 727-4770 or email at encpermits@citrusheights.net no later than 2:00PM the day before the generator is needed. Failure to give notification may result in cancelation of work.
5. Cancelations must be sent to the encpermits@citrusheights.net email and received prior to 2:00PM for that evening; additional costs will apply for any cancelations after this time.
6. The traffic signal will not be permitted to run on a generator during rain, lightning, or inclement weather conditions.

☐ **DARK SIGNAL**

1. Dark signals for planned work is not permitted. Please contact the City of Citrus Heights Encroachment Permit team to discuss temporary power options.

☐ **I have read the above Intersection Red Flash Approval requirements. I am authorized to sign the agreement.**

REQUESTOR INFO: _____
Name of Company

_____ (___) _____
Print Name of Requestor Phone Number

CITY APPROVAL:

SIGNATURE: **X** _____ / / _____
Date

INSPECTOR / TECHNICIAN NAME: _____ Inspector Phone #: _____

Copy To: Contractor, City Inspector, Signal Technicians, PERMIT, FILE
NOTE: Contractor is required to follow all requirements of this letter and keep a signed, stamped copy with approved permit at job site.