



AFTER-HOURS WORK REQUEST – APPLICATION FORM

(AHWR must be submitted **minimum 28 calendar days** prior to date of requested work)

Pursuant to MMC V-213-3(c)-3.07 & 3.08, construction activities are permitted only between the hours of 7:00 a.m. and 7:00 p.m. on both weekdays and weekends. Accordingly, an AHWR is required for any work conducted outside of these hours.

Permit No: _____ Application Date: _____

Contractor/Business Name: _____

24-Hour Contact Name: _____

Email: _____ Cell Phone No.: _____

Date(s) and Time(s) Requested _____ Duration (day(s)): _____

Location: (provide street and cross streets; attach plan sheet) _____

Address(es) Affected: (attach location map, list & map of the affected residents/businesses & approved public construction notice) _____

Type of Work to Be Performed: (Check all that apply)

- ☐ New Water Main/Service/Tie-In (potable water, fire service/hydrant, recycled water)
- ☐ Other New Wet Utilities (sanitary sewer, storm drain)
- ☐ Wet Utility Main/Service Maintenance/Repair/Abandonments
- ☐ Streetlights/Traffic Signals (including associated conduits, signal loops, etc.)
- ☐ Other Dry Utilities (gas, electrical, telecom, etc.)
- ☐ Roadway Pavement
- ☐ Other (explain in Work Description)

Type of Requested Utility Shutoff: (Check all that apply)

- ☐ None ☐ Main Line ☐ Service Lateral ☐ Other

Type of Traffic Control: (Check all that apply)

- ☐ Lane Closure(s) ☐ Street Closure(s) ☐ Traffic Signal Impacts
- ☐ Detour(s) ☐ Flagger(s) ☐ Other (explain in Work Description)

Work Description: (Describe the entire work process, including day before, day of, and day after activities. Attach additional sheets as necessary)

Heavy Equipment to Be Used: _____

Justification for After-Hours Work: _____



AFTER-HOURS WORK REQUEST – SUBMITTAL CHECKLIST AND INSTRUCTIONS

(Requests must be submitted **minimum 28 calendar days** prior to date of requested work)

Required if Box Checked by City Staff	Check Box to confirm submitted	Submittal Checklist
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed After-Hours Work Request – Application Form (Page 1 and Page 2)
<input type="checkbox"/>	<input type="checkbox"/>	2. List of affected residents and businesses within 300 feet radius of work area.
<input type="checkbox"/>	<input type="checkbox"/>	3. Location map identifying affected lots and parcels.
<input type="checkbox"/>	<input type="checkbox"/>	4. Sample written notifications to affected business and residents within 300' radius of work area. (Additional notifications for utility shutdowns may apply.)
<input type="checkbox"/>	<input type="checkbox"/>	5. Traffic Control Plan (TCP) which corresponds to proposed after hours work TCP must show updated work areas, dates and times.
<input type="checkbox"/>	<input type="checkbox"/>	6. For Water Shutdowns, submit a comprehensive work plan, scope of work, and a separate seven-day notification for affected residents and businesses due to water service outage . Include times of service disruption, and approximate time when water service can be restored.
<input type="checkbox"/>	<input type="checkbox"/>	7. For Water Shutdowns, submit a map showing: <ul style="list-style-type: none"> a. Work Area b. Tie-in locations. c. Water valve locations. d. Highline plan (if applicable). e. Addresses that require fire watch (if applicable). f. Temporary toilet locations and drinking water stations.
<input type="checkbox"/>	<input type="checkbox"/>	8. For Water Shutdowns, submit the approved City of Milpitas Fire Division, Fire Watch Agreement Form. Please contact the Fire Prevention Office directly.

Note:

- The minimum 28-day application review period will not commence until all the above-mentioned items have been deemed acceptable and complete by City Staff.
- All shutdowns require prior coordination with City Inspection, Utilities Operations and Land Development Staff.
- All shutdowns require a minimum of 7-day public notice provided by the contractor performing the work unless directed to allow for more.
- Shutdowns shall not be performed on Mondays or Fridays without prior written approval.
- Fire watch may be required, especially for water shutdowns. Provider of fire watch must be approved by Milpitas Fire Department.
 - Fire Watch Agreement Form per [Fire Watch Program 2023](#) to be included in this request: ☐ Yes or ☐ No
- Comply with all AWWA standards and procedures for Water Shutdown.
- Timetable when AHWR forms will be required. Overtime Charges will be applied to those hours beyond 8a-5p.

	Weekdays & Weekends
AM 12:01 - AM 7:00	AHWR is required.
AM 7:01 - AM 8:00	AHWR is NOT required. Approval to work subject to availability of PW Inspector.
AM 8:01 – PM 5:00	Regular work hours. AHWR is NOT required.
PM 5:01 - PM 7:00	AHWR is NOT required. Approval to work subject to availability of PW Inspector.
PM 7:01 - AM 12:00	AHWR is required.

		Full Name	Signatures / Initials	Date
Submitted:	Permittee			
Reviewed:	City Inspector			
	Utilities Manager			
	LD Review Engineer			
	LD Principal Engineer			
	Division Manager			
Approved:	City Engineer			
	Public Works Director			