



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"/>	1. Completed After-Hours Work Request – Application Form (Page 1 and Page 2)
	<input type="checkbox"/>	2. List of affected residents and businesses within 300 feet radius of work area.
	<input type="checkbox"/>	3. Location map identifying affected lots and parcels.
	<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"/>	5. Traffic Control Plan (TCP) which corresponds to proposed after hours work TCP must show updated work areas, dates and times.
	<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"/>	7. For Water Shutdowns, submit a map showing: 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"/>	8. For Water Shutdowns, submit the approved City of Milpitas Fire Division, Fire Watch Agreement Form. Please contact the Fire Prevention Office directly.

Note:

1. 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.
2. All shutdowns require prior coordination with City Inspection, Utilities Operations and Land Development Staff.
3. All shutdowns require a minimum of 7-day public notice provided by the contractor performing the work unless directed to allow for more.
4. Shutdowns shall not be performed on Mondays or Fridays without prior written approval.
5. Fire watch may be required, especially for water shutdowns. Provider of fire watch must be approved by Milpitas Fire Department.
a. Fire Watch Agreement Form per [Fire Watch Program 2023](#) to be included in this request: Yes or No
6. Comply with all AWWA standards and procedures for Water Shutdown.
7. 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.

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