

OUTREACH PROCESS FOR PLACEMENT OF ABOVEGROUND STRUCTURES AND UTILITY POLES

I. PLACEMENT OF ABOVEGROUND STRUCTURE

Placement of structures shall be in accordance with the City of San José Municipal Code Part 4 - MINIMUM CRITERIA - STRUCTURES, Section 15.50.400 Minimum Criteria.

OUTREACH CRITERIA

1. Utility company provides, by US mail, resident/business notification letters to the residents, business, and/or property owners adjacent to and within 250 feet "line of sight" to the above ground structure location. A copy of the letter must be submitted to the Utilities Section. Letter(s) to the directly adjacent property shall be sent via certified mail.

The resident notification letter shall contain the following information:

- a. Clear description of the scope of work.
 - b. Schematic plan sheet that includes:
 - i. Location and identification of the structure and other pertinent infrastructure.
 - ii. Dimensions of above ground structures.
 - c. A photo of the structure.
 - d. Utility contact information.
2. Resident(s)/Business(es) must be given 20 calendar days to contact the utility company of their concerns and questions.
 3. Utility company must address and resolve issues of the resident(s)/business(es) and/or property owner(s) before the Utility Permit is issued.
 4. Utility company shall notify the City of San José, Utilities Section, in writing, if issues are not resolved.

II. PLACEMENT OF UTILITY POLE

Placement of utility poles in the public rights-of-way shall be in accordance with the following criteria:

1. Pole(s) shall be located as close as possible to the property line between two properties.
2. Pole(s) shall not be installed directly in front of the windows and front doors.
3. Pole(s) shall be installed away from driveways and wheel chair ramps.
4. The line of sight from motorists shall remain unobstructed at driveways or intersections consistent with the most recent version of the Caltrans Safety Manual.
5. Installation of pole(s) shall adhere to the current American Disabilities Act (ADA) requirements.
6. Guy wires shall be installed away from returns, driveways or wheel chair ramps to meet ADA requirements.

OUTREACH CRITERIA

1. Utility company provides, by US certified mail, resident/business notification letters to include utility contact information to the resident(s)/business(es) and/or property owner(es) of the property abutting or adjacent to the location of the pole to be installed. Any guy wires needed for the installation of the pole shall be identified in the mailing. A copy of the certified letter must be submitted to the Utilities Section.
2. Resident(s)/Business(es) must be given 20 calendar days to contact utility company of their concerns and questions.
3. Utility company must address and resolve issues of the resident(s)/business(es) and/or property owner(s) before the Utility Permit is issued.
4. Utility company shall notify the City of San José, Utilities Section, if issues are not resolved.

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OUTREACH CRITERIA DURING CONSTRUCTION

(Prefer Door hanger or flyer)

5. Two weeks prior to any construction activity, the permittee shall notify all affected properties of the proposed project.
6. Forty-eight hours prior to start of construction, the permittee shall notify all affected properties of any construction activities. The forty-eight hour notification should follow the progression of construction activities/schedule.