



# DEPARTMENT OF ENGINEERING & CAPITAL PROJECTS

## DIRECTIVES & PROCEDURES

SUBJECT: MANUAL OF ADMINISTRATIVE PRACTICES -  
LETTER OF INTERPRETATION

NUMBER: 2022-01

DATE EFFECTIVE: September 1, 2022

SUPERSEDES: N/A

### **PURPOSE:**

This Engineering Directive will serve as a Letter of Interpretation in response to San Diego Gas & Electric Company's ("SDG&E") April 27, 2022 written request for clarification and changes to the Manual of Administrative Practices ("Manual") between the City of Chula Vista and SDG&E.

### **REFERENCES:**

Memorandum of Understanding between the City of Chula Vista and SDG&E (2004)  
Manual of Administrative Practices between the City of Chula Vista and SDG&E (2006)  
City of Chula Vista Council Resolution No. 2006-293

### **BACKGROUND:**

The Manual of Administrative Practices was approved by the City of Chula Vista's City Council on September 19, 2006 as a requirement in the Memorandum of Understanding and terms of the Franchise agreement that the City and SDG&E entered on October 12, 2004. This document set a number of administrative practices which establish a more standardized permit process, clarify the responsibilities and authority of the City and SDG&E relative to SDG&E's work within the public right-of-way, define the circumstances under which SDG&E will apply for a Utility Permit, and other terms and processes. As such, the Manual includes allowances for SDG&E to perform "Emergency Work" and "Minor Work" without obtaining a Utility Permit or paying permit fees to the City.

### **PROCEDURE:**

In the City's ongoing efforts to streamline its permit processes, and based on SDG&E's suggested list of permissible work, the City is providing the following supplemental language to Section IV of the Manual. First, the work under "Emergency Work" as defined in Section IV of the Manual is further clarified to include restoration of affected infrastructure in the public right-of-way as follows:

***"Restoration work within the public right-of-way that is necessary due to "Emergency Work" which can be completed as a continuous work effort by SDG&E within 48 hours of the initial "Emergency" event will not require a Utility Permit unless the restoration work extends beyond the 48 hour timeframe."***

The definition of "Minor Work" as described in Section IV of the Manual is also further clarified as follows:

***The phrase "Minor Work" shall mean any utility work to be performed by SDG&E that:***

- ***Can be completed in less than 7 days***
- ***Does not require trench shoring***
- ***Includes less than 150 feet of excavation***
- ***Is NOT constructed on a road wider than 2 lanes***
- ***Is NOT near a signalized intersection. Generally, near a signalized intersection would constitute work within 200 feet of a traffic signal OR work that causes a power outage of the subject traffic signal***
- ***If needed for safe vehicle, pedestrian, and/or bicycle flow around work zone, SDG&E shall submit a standard traffic control plan at least two (2) business days in advance of performing "Minor Work"***

The supplemental language provided above does not modify any of the required notifications and/or temporary traffic control conditions as described in Section IV of the Manual. However, note that the City has recently adopted a notification procedure that establishes that all notices pursuant to this Manual be done via email. The City's contact email addresses for the various pertinent parties involved in the notification process, as required by the Manual, are:

- Construction Inspections at [constructioninspection@chulavistaca.gov](mailto:constructioninspection@chulavistaca.gov)
- Traffic Engineering at [trafficsafety@chulavistaca.gov](mailto:trafficsafety@chulavistaca.gov)
- Development Services/Permits at [engpermits@chulavistaca.gov](mailto:engpermits@chulavistaca.gov)

Finally, based on the clarification language above and in direct response to your April 27, 2022 written request, we have listed your requested permissible work below, followed by our responses (in bold italics):

**General:**

- a. Emergency repairs including service restoration, with the understanding that an individual permit will be submitted within five (5) working days if the scope of work is not covered under the limits of the Annual Permit; ***Restoration work within the public right-of-way that is necessary due to "Emergency Work" which can be completed by SDG&E within 48 hours of the initial "Emergency" event will not require a Utility Permit unless the restoration work extends beyond the 48 hour timeframe. Restoration work that requires more than 48 hours and/or requires demobilization and remobilization shall be done under a Utility Permit.***
- b. Access to manholes/vaults within the public right-of-way; ***Ok if it meets the Minor Work criteria.***
- c. Work on existing pedestal/CAD/small in-ground box repair/replacement in the right-of-way; ***Ok if it meets the Minor Work criteria.***



- d. Raise or lower/replace manhole/vault lids, anode installations, and valve boxes to grade; ***Ok if it meets the Minor Work criteria.***
- e. Routine maintenance, inspection, replacement and/or operational activities involving minor repairs to existing facilities or equipment; ***Ok if it meets the Minor Work criteria.***

**Underground Electric:**

- f. Service runs from cable pole of 50' or less in length; ***Ok if it meets the Minor Work criteria.***
- g. Tie-ins of customer installed systems; ***Ok if it meets the Minor Work criteria.***
- h. Pulling cable/laying conduit in customer provided trenches; ***Ok if it meets the Minor Work criteria.***

**Overhead Electric:**

- i. Overhead runs from cable pole of 50' or less in length; ***Ok if it meets the Minor Work criteria.***
- j. Removal of poles without replacement; ***Ok if it meets the Minor Work criteria.***
- k. Installation of equipment on existing overhead structures; ***Ok if it meets the Minor Work criteria.***

**Vegetation Management:**

- l. Tree/vegetation trimming in the public right-of-way as deemed necessary in applicant's sole discretion to prevent dangers and/or hazards to any utility facility, property or persons. ***Ok if it meets the Minor Work or Emergency Work criteria.***

As noted above, there are no major changes to the notification requirements except for an update on the preferred form of notification from SDG&E to the City which should be done via email for the purposes of work associated with this Manual.

The clarification of language in Section IV of the Manual should result in a more efficient use of City and SDG&E resources in support of the safe and effective installation, maintenance, and delivery of gas and electricity in the city of Chula Vista.

**DEPARTMENT OF ENGINEERING & CAPITAL PROJECTS**  
**DIRECTIVES & PROCEDURES**  
NUMBER 2022-01

Page 4 of 4

**APPROVED:**

*William S. Valle*  
EF \_\_\_\_\_  
William S. Valle  
Director of Engineering & Capital Projects/City Engineer

12-14-2022  
\_\_\_\_\_  
Date

*Laura C. Black*  
\_\_\_\_\_  
Laura C. Black/ AICP  
Director of Development Services

12/14/2022  
\_\_\_\_\_  
Date