

## SAN DIEGO REGIONAL PROVING GROUND

# Affiliate Permit Process

Permits are only required for connected and automated vehicle testing that includes road closures or the installation of equipment in the public right of way. San Diego Regional Proving Ground (RPG) Affiliates with an executed [RPG Affiliate Agreement](#) are eligible for expedited permitting for select City of Chula Vista and Caltrans road closures or equipment installations. The RPG Affiliate permit process is separate from and in addition to the [California Department of Motor Vehicles \(DMV\) permit process](#); the DMV requires permits to test and deploy autonomous vehicles anywhere in California.



**Note:** Duration of each step in the permit process depends on the complexity of the applicant's submittals.

= Applicant Action    = San Diego RPG Agency Action

### Step 1 – Introductory Meeting

Applicant contacts Caltrans District 11 to schedule an introductory meeting with the RPG partners to discuss testing needs and potential use cases. During this and follow-up meetings, RPG partners help the applicant identify the appropriate facilities for desired testing and provide guidance to develop a formal use case proposal. Applicants must execute a standard RPG Affiliate Agreement prior to permit application approval. Tours of the RPG sites can be scheduled if requested.

- **Caltrans District 11 contact: Sam Amen, sam.amen@dot.ca.gov or (619) 606-3485**

### Step 2 – Proposal Preparation

Applicant prepares a formal use case proposal, clearly labeled to include the following:

- Detailed testing scenarios that indicate whether there will be lane closures and/or equipment installation
- Testing requirements (environmental, technical, physical)
- Testing locations requested
- Risk assessment
- Proposed testing schedule and duration (dates, time of day, frequency, etc.)

### Step 3 – Proposal Review

Applicant schedules a meeting(s) with the appropriate RPG partner(s) to review and refine the formal use case proposal with the safety team. At this time, applicant will need to establish deposit accounts with both Caltrans and the City of Chula Vista, if both Right of Ways are required. Caltrans and the City of Chula Vista each require a \$3,000 minimum initial deposit for permit processing cost recovery. Actual costs for traffic control and encroachment permits will depend on the complexity of the proposal. The applicant will be notified about the deposit account balance and, for complex permit applications, if the account requires replenishment. Upon completion and close out of permit(s), any remaining balance in the deposit account will be refunded to the applicant.

- **Caltrans contact: Sam Amen, sam.amen@dot.ca.gov or (619) 606-3485**
- **City of Chula Vista contact: Bill Valle, wvalle@chulavistaca.gov or (619) 409-5976**

## Step 4 – Permit Application Submission

Applicant, consultant, or contractor prepares and submits complete permit application(s).

### ● Caltrans permit applications must include:

- All possible testing use cases, schedules, and duration
- Specific locations for installing equipment or vehicle testing
- Traffic charts
- Special provisions (if applicable)
- Signed construction plans (six copies of each plan)
  - » Traffic Control Plan
    - Must be prepared in accordance with the California Manual on Uniform Traffic Control Devices (CA MUTCD); preparation by a qualified engineer/contractor is recommended
  - » Planting and Irrigation Plan (if installing equipment that would require removal and replacement of existing irrigation system)
- Safety Management Plan for each use case
- Standard Encroachment Permit Application ([Form TR-0100](#))
- Encroachment Permit Application Checklist ([Form TR-0402](#))
- Certificate of Insurance (Commercial General Liability)
  - » Vehicle Testing: \$1,000,000 each occurrence; \$2,000,000 aggregate
  - » Equipment/Hardware Installations; Major closures; Platooning: \$2,000,000 each occurrence; \$4,000,000 aggregate
  - » Vehicle Testing (heavy trucks on closed lanes or any vehicle traveling faster than 80 mph): \$5,000,000 each occurrence; \$10,000,000 aggregate
  - » Name Caltrans as additionally insured

### ● Chula Vista permit applications must include:

- All possible testing use cases, schedules, and duration
- Specific locations for installing equipment or vehicle testing
- Traffic Control Plan
  - » Must be prepared in accordance with the California Manual on Uniform Traffic Control Devices (CA MUTCD); preparation by a qualified engineer/contractor is recommended
  - » City of Chula Vista staff may provide traffic control plan preparation assistance on simple test cases
- Safety Management Plan for each use case
- Certificate of Insurance
  - » Bodily Injury: \$500,000 each person; \$1,000,000 each occurrence; \$1,000,000 aggregate products and completed operations
  - » Property Damage: \$250,000 each occurrence; \$500,000 aggregate
  - » Combined single policy with aggregate limits of \$2,000,000 will be considered equivalent to the required minimum
  - » Insurance provider shall have an AM Best's rating of B+ or better and be domiciled in the United States
  - » Name City of Chula Vista as additionally insured
  - » Temporary Encroachment Permits are an insured contract for the project

Depending on the type of testing that would occur, professional liability insurance may be required in addition to the insurance requirements outlined above.

## Step 5 – Safety and Permit Review

Safety and permit teams review the application and determine if any revisions are needed.

## Step 6 – Permit Issued

Agency processes and issues the permit. Permit duration can be extended to accommodate multiple test phases upon review of request and at least thirty (30) days' notice.

