



ENCROACHMENT PERMIT APPLICATION

FOR OFFICE USE ONLY

EP Application #: _____
 Inspector: _____
 Liability Ins: _____
 W Comp. Ins: _____
 Standard Processing:
 Emergency Processing:
 Approval: _____ Date: _____

NOTE: AN APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL INFORMATION COMPLETE. SUBMIT A NON-REFUNDABLE FEE OF \$128.00, THE PROPER LICENSE(S), INSURANCE AND PLANS PROVIDING ALL INFORMATION WHICH PERTAINS TO YOUR WORK OR ACTIVITY WITHIN THE PUBLIC RIGHT-OF-WAY. SEE ATTACHED INSTRUCTIONS TO COMPLETE APPLICATION.

⇌ PLEASE TYPE OR PRINT CLEARLY ⇌

Application Date: _____ APN # _____ - _____ Lot(s) # _____

Job Address/Location: _____ Nearest X Street: _____

Job Name: _____ Job # _____ City File No. _____

Associated Building Permit: YES NO Building Permit No. _____

Estimated Starting Date: _____ Project Duration: _____

DESCRIBE WORK OR ACTIVITY WITHIN THE PUBLIC RIGHT-OF-WAY: (attach 3 copies of plans/sketches showing work)
CHECK ALL THAT APPLY:

- SIDEWALK DRIVEWAY APPROACH CURB & GUTTER PEDESTRIAN RAMP
- ASPHALT RESTORATION PLANTER STRIP WATER SERVICE FIRE PROTECTION
- SEWER LATERAL ABANDON SERVICE TRAFFIC AND/OR PEDESTRIAN CONTROLS

DESCRIPTION: _____

Public Improvements Construction Cost \$ _____

Applicant: (Owner/Representative) _____

Address: _____ City: _____ ZIP: _____

Contact Person: _____ Job Phone: () _____

Contact Phone: () _____ Cell: () _____ e-mail: _____

Permittee: (Insurance Holder) _____

*(If Contractor is permittee and no subcontractors will be used, skip reverse side)

Address: _____ City: _____ ZIP: _____

Contact Person: _____ Job Phone: () _____

Contact Phone: () _____ Cell: () _____ e-mail: _____
 (24 Hour Emergency #)

Business Tax Certificate# _____ *Contractor License No. _____ *Classification: _____

(Any person doing business within the City limits must pay a Business Tax)

FOR QUESTIONS REGARDING THIS APPLICATION CALL:

PHONE: (707) 543-4611 FAX: (707) 543-3218

RETURN to OFFICE, MAIL or FAX APPLICATION TO:

City of Santa Rosa –Planning & Economic Development Department - 100 Santa Rosa Ave, Room 5, Santa Rosa CA 95404

COUNTER HOURS:

Monday, Tuesday, Thursday 8:00 a.m. – 4:30 p.m. Wednesdays 10:30 a.m. – 4:30 p.m. Fridays 8:00 a.m. to noon

Primary Contractor: (Licensed for Permitted Work) _____

Address: _____ **City:** _____ **ZIP:** _____

Contact Person: _____ **Job Phone:** () _____

Contact Phone: () _____ **Cell:** () _____ **e-mail:** _____
(24 Hour Emergency #)

Contractor License No. _____ **Classification:** _____

Subcontractor: _____

Contact Person: _____ **Contact Phone:** () _____ **Cell:** () _____
(24 Hour Emergency #)

E-mail: _____

Contractor License No. _____ **Classification:** _____

Subcontractor: _____

Contact Person: _____ **Contact Phone:** () _____ **Cell:** () _____
(24 Hour Emergency #)

E-mail: _____

Contractor License No. _____ **Classification:** _____

Subcontractor: _____

Contact Person: _____ **Contact Phone:** () _____ **Cell:** () _____
(24 Hour Emergency #)

E-mail: _____

Contractor License No. _____ **Classification:** _____

Subcontractor: _____

Contact Person: _____ **Contact Phone:** () _____ **Cell:** () _____
(24 Hour Emergency #)

E-mail: _____

Contractor License No. _____ **Classification:** _____

Subcontractor: _____

Contact Person: _____ **Contact Phone:** () _____ **Cell:** () _____
(24 Hour Emergency #)

E-mail: _____

Contractor License No. _____ **Classification:** _____

ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS AND INFORMATION



1. The following items **MUST** be complete before your application will be processed:

- A. Fully describe all proposed work or activity in the Public Right of Way. The scope of your permit will not be extended to include items of work not covered on your Encroachment Permit.
- B. Attach three (3) copies of the plans/sketches showing all proposed work, additional plans may be required for certain Utility and/or Fire line installations.
- C. Fill out application completely, missing or inaccurate information may delay processing.
- D. Provide acceptable Insurance Certificates or have current certificates on file in the Planning & Economic Development office for the permittee doing the work. See "Encroachment Permit Insurance Requirements" information sheet for specific requirements.

Planning and Economic Development,
Engineering
100 Santa Rosa Ave, Rm 5
Santa Rosa CA 95404
Phone: 707-543-4611
Fax: 707-543-3218

2. The following items **MUST** be completed before your Encroachment Permit can be issued:

- A. Traffic Control Plan, show all lane closures on a separate plan:
 1. Refer to 2012 MUTCD (Manual on Uniform Traffic Control Devices) for lane closures. Indicate which Typical Application(s) will provide adequate controls.
 2. A road or lane closure which cannot be handled by existing MUTCD (Manual on Uniform Traffic Control) Typical Application(s) will require a special Traffic Control Plan approved by the Planning & Economic Development Department. Traffic Control Plan shall be Submit with application for review and approval.
 3. For Sidewalk Closures; Provide Pedestrian Control Plan in accordance with MUTCD TA28 (Manual on Uniform Traffic Control).
- B. Business Tax License must be paid prior to permit issuance.
<http://srcity.org/departments/finance/revenue/businessstax/Pages/default.aspx>
- C. **If Applicable**, Water & Sewer Demand fees must be paid in Engineering Development Services: **they are not included in the encroachment permit fees.**
- D. Additional Fees may apply; e.g. Water & Sewer connection fees, meter installation fees, street light fees.

3. Additional instructions and information:

- A. The Encroachment Permit is issued to the permittee.
- B. Subcontractors will be authorized to work under the permit, **PROVIDED**:
 1. The subcontractor is listed on the permit. Submit a list of subcontractors before the permit is issued. Include contact person and phone number.
 2. To add/change subcontractors, the permittee must provide written notification to the Encroachment Permit Officer. Notification may be by e-mail or fax prior to Subcontractor starting work.

NOTE: Authorized subcontractors must have a copy of the Encroachment Permit and set of approved plans on site and be under direct supervision of permittee.

- C. Bonds or a negotiable instrument may be required. If this becomes the case, you will be notified.
- D. Permittee will be notified by phone when the permit is ready for pick up. The permit can only be issued to the permittee or permittee's representative. Remaining Encroachment Permit fees will be due & payable at the time of issuance.
- E. Applications will expire after 90 days if permit is not issued.
- F. All approved Encroachment Permits will require the applicant to comply with applicable ADA guidelines
- G. Encroachment Permits are approved for 6 months. If Permits expire and are not renewed prior to the six-month expiration date an additional non-refundable processing fee may be charged to renew.

***** REMOVE AND KEEP FOR YOUR INFORMATION *****

ENCROACHMENT PERMIT INSURANCE REQUIREMENTS



I. 13-04.070 LIABILITY AND INSURANCE

Planning and Economic Development
Engineering
100 Santa Rosa Ave, Rm 5
Santa Rosa CA 95404
Phone: 707-543-4611
Fax: 707-543-3218

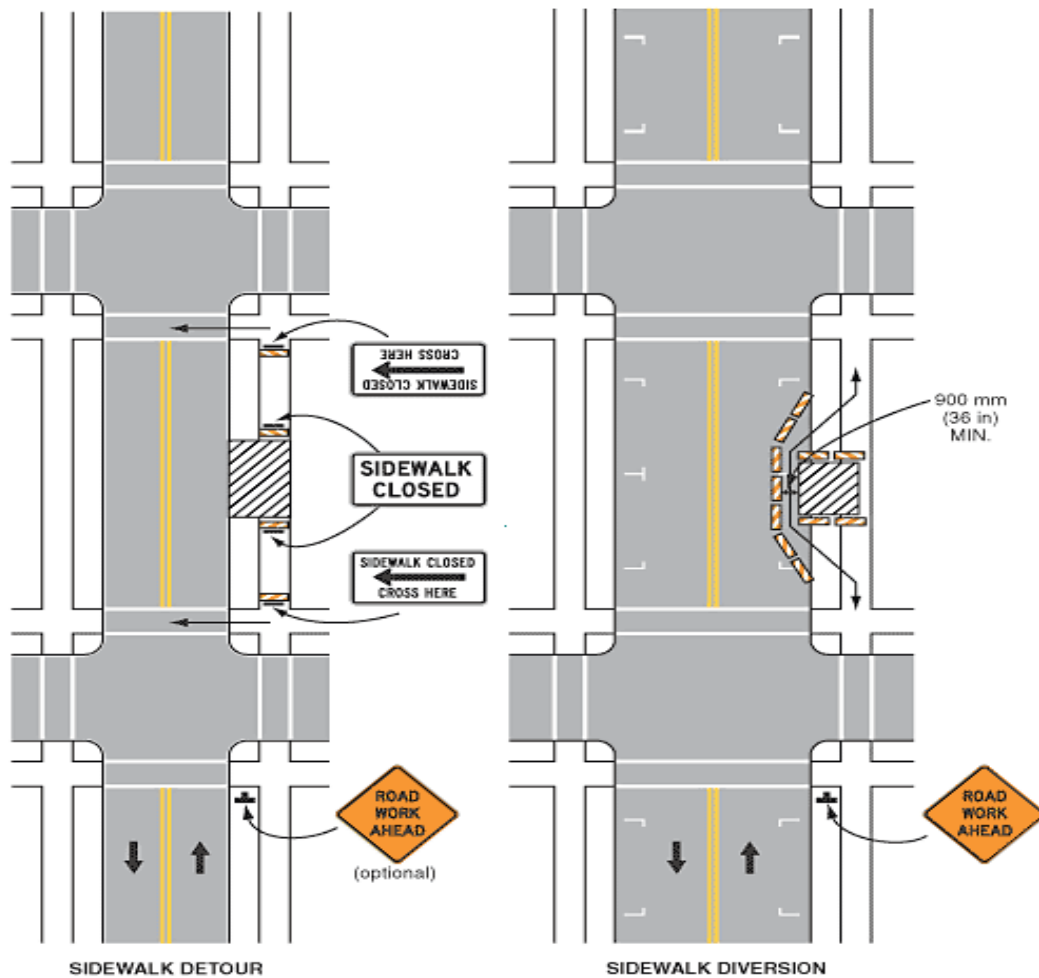
- A. The permitted shall be responsible for all liability imposed by law for personal injury or property damage proximately caused by: (1) work done by permitted under the permit, including work beyond the scope of the permit; (2) failure on permitted's part to perform obligations under the permit in respects to maintenance; or (3) the existence of any permitted encroachment. If any claim of such liability is made against the City, its officers or employees, permitted shall defend, indemnify and hold them, and each of them, harmless from such claim and liability insofar as permitted by law.
- B. Before a permit is issued, the applicant, or the contractor who is performing the work, shall secure, at its expense, a policy of broad form commercial general liability insurance, on an "occurrence" basis issued by an insurer acceptable to the City. If the work to be performed involves any excavation, the policy shall include an endorsement that affords coverage for explosion, collapse and underground hazards. If the work to be performed involves vehicles or vehicular equipment, the insurance must cover any automobile for bodily injury and property damage. The policy shall by endorsement name the **City of Santa Rosa, its officers, agents, employees and volunteers** as additional insured and shall protect them from claims for personal injury, death or property damage suffered by the third persons and arising out of the work performed pursuant to the permit or the manner of installation or construction. The insurance coverage afforded by this policy shall be primary. The policy shall include a cancellation clause requiring the issuing company or its authorized agent to provide a 30-day written notice of cancellation, suspension or modification, to the named certificate holder.
- C. The amount of liability insurance coverage shall be a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate or \$1,000,000 aggregate if the policy separately applies to the permitted project.
- D. Workers' Compensation shall be maintained to meet minimum state requirements
- E. A certificate or certificates of the insurance shall be filed with the Engineering division prior to commencement of any work. The insurance shall be in effect on the date that the work is commenced and shall be maintained in effect until the work has been completed and the work has been accepted by the City Engineer, pursuant to Section 13-04.110
- F. The City Risk Manager may increase, decrease or waive the insurance limits set forth above in those cases in which he/she determines that special circumstances justify such an increase, decrease or waiver.
- G. An applicant seeking to do work himself or herself on the City street or in the public easement immediately adjacent to premises containing only one single family dwelling or two authorized units, one of which is owned and occupied by the applicant, shall not be required to file with the City evidencing general liability, property damage coverage, or worker's compensation insurance. (Ord. 3783 § 1 (part), (2006))

Compliance with the American' with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is a civil rights law which mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to public facilities, among other things. In compliance with the ADA, the City of Santa Rosa is in the process of up-dating its ADA Self Evaluation and Transition Plan to ensure that its facilities within the public right of way, as well as other city facilities, are accessible to people with disabilities. This includes pedestrian access to sidewalks and streets, including crosswalks, curb ramps, parking and other components of the right of way.

All persons working within the public right of way must comply with the requirements of the Americans with Disabilities Act (ADA). If their work in the public right of way will affect pedestrian access, the City, contractor or utility company is required to provide a properly signed accessible route of travel. In other words, all facilities, including those in the public right of way, must accommodate disabled pedestrians. The figure below, from the Manual of Uniform Traffic Control Devices, shows the typical sidewalk closure.

Figure 6H-28. Sidewalk Detour or Diversion (TA-28)



Typical Application 28

Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

CITY OF SANTA ROSA BARRICADING METHODS AND MATERIALS

A-Frames:

When using A-frames for defining a path-of-travel, not barricading trenches from vehicular travel, A-frames shall be placed end to end (no spacing between barricades allowed). This will help a person who is blind to negotiate a safe path-of-travel. Openings between A-frames will give confusing signals to a person who is blind and using a "long cane," "walking cane" or "white cane." If using A-frames, all must be connected in a way to ensure that individual A-frames do not move out of place or separate. As an example of an acceptable connection, A-frames may be connected by 2x4s that are attached to the base of the barricade systems.

Barrier Caution Tape:

Caution tape does not provide an adequate barricade and cannot be used to delineate path-of-travel (but can be used in other areas to highlight danger). It can be used in conjunction with barricades such as A-frames.

Fencing Material:

When using fencing material (*i.e.*, chain link, plastic, etc.) the bottom three inches minimum should be solid. This base will act as a guide to blind pedestrians using canes. Walking canes used by blind pedestrians could get caught in fencing. A safe design can be achieved by attaching a solid material (*i.e.*, wood, header bender board, sheet metal, solid rod or rail etc.) to the bottom portion of the fence. Chosen material should have a high visual contrast to the street/sidewalk surface.

Closed Crosswalks:

If a crosswalk is closed due to construction, then curb ramps leading into that crosswalk should also be appropriately barricaded. Temporary curb ramps must be installed in the direction of the crosswalk to replace barricaded ramps. It should be noted that curb ramps are not used solely by persons in wheelchairs. They are also indicators to persons who are blind that a crosswalk exists and that there is a safe path-of-travel to cross the street. Temporary curb ramps should direct blind pedestrians to and through the temporary path-of-travel.

Open Crosswalks:

If crosswalks are to remain open during the project, then curb ramp area should be kept free of debris, staging material, equipment, etc.

Path-of-Travel:

Any change of level in a path-of-travel which is over ¼ inch (½ inch maximum) height must be beveled at 45° to provide a smooth, non-tripping transition.

NOTE: With the unique nature of each project, certain issues may arise which have not been covered in the above guidelines. Each project will have to be reviewed on a case by case basis, to ensure that complete, safe, usable and accessible paths-of-travel are maintained during construction.