

City of Ripon – Engineering Department

259 North Wilma Avenue, Ripon, California 95366

Phone: (209) 599-2108 Fax: (209) 599-2685



OFFICE USE ONLY	
PERMIT NO.	
ISSUE DATE	
APPROVED BY	
EXPIRATION DATE	
FINAL ACCEPTANCE DATE	
FINAL ACCEPTANCE BY	
DATE SENT TO A/R	

Encroachment Permit Application

UPON APPROVAL PLEASE POST AT WORK SITE

PROPOSED ENCROACHMENT

- Project Type: Private Individual/Entity Public Utility (i.e. PG&E, MID, Verizon) Other
- Site Address:
- If no Site Address, describe location of proposed encroachment:
 Street Name: Cross Street:
- Projected Start Date: • Anticipated End Date:
- Type of Encroachment: Asphalt-Cut, Back fill and Patch Boring, Excavation, Bury Cable/Conduit, Trenching or Testing
 Driveway – Add/Remove Gas Service – Install/Retire Main Installation – Gas, Water, Sewer
 Road Closure/Lane Closure/Bike Lane Closure Sewer Main – Tap/Service Repair
 Sidewalk – Install New, Tear-Out or Re-Pour, Sidewalk Closure Storm Drain
 Water Main – Tap/Repair Other
- Description of Project :

REQUIRED SUBMITTALS

- Plans or Sketch attached? (2 sets) Yes N/A
- Proof of Insurance attached? Yes No On File
- Evidence that monument disturbance will occur? Yes No
- If yes, Pre-Construction Acknowledgement Form attached? Yes No
- If no, application will be sent to the City of Ripon designated Land Surveyor for evaluation. A fee is required upon submittal of application.
- Survey Monument Evaluation Fee enclosed? Yes N/A If yes, Date Paid: _____ \$ Amount _____ Check # _____ Cash
- Traffic Control Plans attached? (2 sets) Yes N/A
- Erosion Sediment Control Plan attached? Yes N/A On File

APPLICANT INFORMATION

LICENSED CONTRACTOR INFORMATION (if applicable)

• Applicant Type: <input type="checkbox"/> Owner/Contractor <input type="checkbox"/> Utilities	• Company Name:	<input type="text"/>
• Applicant Name:	• Contact Person:	<input type="text"/>
• Mailing Address:	• Mailing Address:	<input type="text"/>
• City/State/Zip:	• City/State/Zip:	<input type="text"/>
• E-mail:	• E-mail:	<input type="text"/>
• Phone No.:	• Phone No.:	<input type="text"/>
	• Contractor License No.:	<input type="text"/>
	• Business License No.:	<input type="text"/>

PERMIT FEES

- Estimated Value of Right-of-Way Work: \$
- Permit Fee Due: (7% of Estimated Value) \$
- Payment Information: Fees Waived To be Billed Paid in Full Date: _____ Check# _____ Cash
- If to be billed, Billing Address:
- Contact Person: • Phone No.:

CERTIFICATION

By checking this box and affixing a signature, I, the undersigned hereby request the City to permit encroachment in/on the City right-of-way as described above. It is understood that the encroachment, when constructed, shall be in accordance with the sketch attached and made a part hereof, and no work other than that specifically mentioned above, is hereby authorized. I/we hereby agree to be bound by the provisions of the ordinances, specifications and regulations of the City of Ripon, including but not limited to Section 12.12 of the City of Ripon Municipal Code, and all the terms, conditions and restrictions as general or special provisions on any part of this form, and/or attached hereto. Accepting this permit or starting work herein described shall constitute acceptance and agreement to all the conditions and requirements as set forth and will be adhered to as such.

Applicant/Authorized Agent SIGNATURE _____

Date Submitted _____

INSPECTION DATES/NOTES

ENCROACHMENT PERMIT GENERAL PROVISIONS

1. **Authority.** This permit is issued pursuant to Section 1460 of the California Streets and Highway Code and Chapter 12.12 of the City of Ripon Code.
2. **Acceptance of Provisions.** It is understood and agreed by the Permittee that performing any work under this permit shall constitute an acceptance of these General Provisions.
3. **Notice Prior to Starting Work.** Before starting work, the Permittee shall notify the Engineering Department at least 48 hours before the date work is to begin. It shall be the Permittee's responsibility to determine at which points during the construction inspectors must be called for prior to continuing with the work. Notice to be provided by calling the Engineering Department at (209) 599-2108.
4. **Keep Permit on the Work Site.** This permit shall be kept at the work site and must be shown to any representative of the City of Ripon or any law enforcement officer on demand.
5. **Standards of Construction.** All construction shall conform to the requirements of Chapter 12.12 of the City of Ripon Municipal Code and the City of Ripon standard Plans and Specifications and the current edition of the California Department of Transportation Standard Specifications.
6. **Traffic Control.** Traffic control shall conform to the provisions of Section 12.12.030 of the Municipal Code. Streets shall not be closed to traffic unless otherwise authorized by this permit.
7. **Clean Up.** The Permittee shall clean up the job site within (3) days of completion of work.
8. **Permits from Other Agencies.** The Permittee shall be responsible for notifying and obtaining the necessary permits from all utility companies and other agencies.
9. **Trenches.** Trench safety has not been checked and is not implied with this permit. For permit to excavate, contact: California Division of Industrial Safety, 31 E. Channel Street, Stockton, CA 95202; phone (209) 948-7762. Trenches shall not be left open overnight without prior written approval.
10. **Liability for Damages.** The Permittee is responsible and liable for any personal injury or property damage which may arise out of the work herein permitted or which may arise out of failure on the Permittees part to perform their obligations under this permit in respect to maintenance. If any claim for such injury or damage is made against the City of Ripon or any department, office, or employee thereof, Permittee shall defend, indemnify, and hold the City and each of them harmless from such claim.
11. **Repairs.** Permittee agrees to repair in a manner satisfactory to the City of Ripon any damage caused to the streets. Any paved portion which is removed or damaged shall be replaced with a minimum of 2 1/2" asphalt concrete and 6" aggregate base, but in no case shall the replacement be less than the existing structural section.
12. **Curbs and Sidewalks.** 1 lb. of Lamp Black material per yard of concrete, or equivalent, shall be used.
13. **Maintenance.** The Permittee agrees by acceptance of this permit to exercise reasonable care to properly maintain any encroachment placed.
14. **Materials Compliance.** Upon demand, the Permittee shall provide test results showing that compaction and/or materials requirements have been met. Compliance shall be certified by a testing laboratory acceptable of the Director of Public Works and/or the City Engineer or their Authorized Agent.
15. **Permit Compliance.** If the provisions of this permit are not complied with, the City reserves the right to do any and all work necessary to bring the street to an acceptable condition. The cost of this work will be charged to and recovered from the Permittee.
16. **Erosion Sediment Control Plan.** Per State Water Board requirements, all construction projects that have soil disturbance and pass through plan check or the City's permitting process must develop an ESCP. Projects having more than 1 acre of soil disturbance or those projects that are part of a larger common plan may be required to comply with the State Water Board's Construction General Permit (CCG), which requires the development of a Storm Water Pollution Prevention Plan (SWPPP). For these larger projects, the CGP-required SWPPP may be submitted in lieu of the ESCP. For more information regarding an Erosion and Sediment Control Plan, please visit the City of Ripon website at www.cityofripon.org or contact the Engineering Department at (209) 599-2108.
17. **Insurance Requirements.** Minimum of \$1,000,000.00 Comprehensive General Liability Insurance listing the City of Ripon, It's Elected Officials, Employees, Agents as Additional Insureds.
18. **Time Extension.** If the completion and/or expiration date stated on the permit will be exceeded, a request for a time extension must be filed with the City Engineer. The new completion and/or expiration date shall be indicated on the permit.
19. **Monument Preservation.** Pursuant to Senate Bill No. 1467, Chapter 400 and Section 8771(d) of the California Business and Professions Code, the Governmental Agency performing or permitting construction or maintenance work is responsible for ensuring that either the Governmental Agency or landowner performing the construction or maintenance work provides for monument perpetuation required by this section. If the Permittee suspects that a monument may exist within the project area, the Permittee shall retain the services of a licensed land surveyor to locate and reference any such monuments prior to beginning any construction activities. For more information regarding the City of Ripon Survey Monument Preservation Policy, including forms and fees, visit the City of Ripon website at www.cityofripon.org or contact the Engineering Department at (209) 599- 2108.
20. It is understood by the permittee that whenever construction, reconstruction or maintenance work on the street may require the installation provided herein shall be removed or revised at the sole expense of the Permittee within (5) days after written notice from the City.