

**CITY OF RIPON**  
**Engineering Department**  
**Encroachment Permit Requirements**  
**For All Work within the Public Right Of Way and/or Public Utility Easement**

**Do not schedule any construction until the Permit is issued**

The following requirements shall be met prior to issuance of an Encroachment Permit for any work within the public right of way:

- Improvement plans (2 sets)**  
For single item improvement, the plan can be prepared on 8-1/2" x 11" paper. The plan shall show existing and proposed improvements (e.g., driveway approach) with dimensions. All utility features in the public right-of-way (e.g., water meter, tree, fire hydrant, streetlight, etc.) shall be shown on the plans.
- Traffic control plans (2 sets)**  
As needed depending upon location, hour and/or nature of work approved by Traffic Engineer.
- Encroachment Permit Application completed and signed**
- Permit fee**  
7% of Estimated Value. Work associated with PG&E, AT&T, Comcast, etc. will be billed to the corresponding utility company.
- Erosion Sediment Control Plan (ESCP) if applicable**  
All construction projects that have soil disturbance and pass through plan check of 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 (CGP), 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.)
- Survey Monument Preservation Forms & Fees**  
The City of Ripon designated Land Surveyor will evaluate each permitted application to determine whether or not there is a potential to disturb existing monuments. A fee will be charged for this service and is due upon submittal. If it is determined that there is no potential for monument disturbance, no further action is needed. If it is determined that a monument disturbance will occur, a "Pre-Construction Acknowledgement Form" signed by an individual in responsible charge of the Land Surveying activities within the bounds of the permitted construction is required.  
  
Prior to submittal, if it is evident that a monument disturbance will occur, no evaluation/fee is necessary. A "Pre-Construction Acknowledgement Form" signed by an individual in responsible charge of the Land Surveying activities within the bounds of the permitted construction is required.
- Certificate of Insurance**  
Minimum of \$1,000,000.00 Comprehensive General Liability Insurance listing the City of Ripon, It's Elected Officials, Employees, Agents as Additional Insureds.
- Contractor has a valid Contractor's License issued in the State of California**
- Applicant and/or Contractor (if applicable) have a valid City of Ripon Business License**
- Approval**