

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. 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.)

Applicant provides Certificate of Insurance with general liability insurance of single coverage of **\$1,000,000.00 minimum**. Said policy shall name **the City of Ripon as an additional insured: THE CITY OF RIPON, ITS' ELECTED OFFICIALS, EMPLOYEES, AGENTS, AND ADDITIONAL INSUREDS.**

Contractor has a valid Contractor's License issued in the State of California.

Applicant and/or Contractor (if applicable) shall have a valid City of Ripon Business License.

Approval