



**CITY OF RIPON**  
**ENGINEERING DEPARTMENT**  
259 N. Wilma Avenue, Ripon, CA 95366  
Phone (209) 599-2108  
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FORMS/FEE SCHEDULE can be found on our website at:  
[www.cityofripon.org/city\\_hall/departments/engineering](http://www.cityofripon.org/city_hall/departments/engineering)  
Unless specified, submit electronic file.pdf format to  
[engineering@cityofripon.org](mailto:engineering@cityofripon.org)

## Encroachment Permit Checklist

This Checklist is not intended for Private Development Projects that have been approved through the City Planning Department. Please refer to the "Private Development Engineering Requirements Checklist" for submittal requirements.

**SITE ADDRESS:** \_\_\_\_\_

**PERMIT NO.:** \_\_\_\_\_

Office Use Revd.	<b>Check/Submit all that apply.</b> NOT ALL ITEMS MAY BE APPLICABLE TO YOUR PROJECT. If you are unsure of your obligations, contact the Engineering Department at 209-599-2108 or engineering@cityofripon.org.
<input type="checkbox"/>	<input type="checkbox"/> <b>1. Encroachment Permit Application completed and signed</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>2. Itemized list of Public Improvements within City Right-of-Way and estimated costs</b> List any work performed in the Right-of-Way including but not limited to Traffic Control, Demo, Construction & Restoration and their cost. This should equal the estimated value of the ROW work. (Cost of utility infrastructure exempt) • Estimated Value of Right-of-Way Work: _____
<input type="checkbox"/>	<input type="checkbox"/> <b>3. Permit Fee</b> (7% of estimated value of ROW) _____ •Pymt. Rcvd.: _____
<input type="checkbox"/>	<input type="checkbox"/> <b>4. Traffic Control Plans (TCP)</b> As needed depending upon location, hour and/or nature of work approved by Traffic Engineer.
<input type="checkbox"/>	<input type="checkbox"/> <b>5. Erosion Sediment Control Plan (ESCP) or Storm Water Pollution Prevention Plan (SWPPP)</b> 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.
<input type="checkbox"/>	<input type="checkbox"/> <b>6. Compliance with Monument Preservation Policy</b> <sup>(1)</sup> (Fee required if Pre-Construction Form not received ) 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. • Check one (if applicable) <input type="checkbox"/> Pre-Const. Form attached <input type="checkbox"/> Fee      • Pymt. Rcvd.: _____
<input type="checkbox"/>	<input type="checkbox"/> <b>7. Right-of-Way Restoration/USA Markings Removal Deposit</b> <sup>(1)</sup> At the sole discretion of the Engineering Supervisor, cash, cashier's check or any such method as determined by the engineering supervisor, in an amount sufficient to cover the cost of the installation/restoration as estimated by the Engineering Supervisor and/or ensure satisfactory removal of USA markings. To be returned upon satisfactory completion of work and/or removal of USA markings. Payment method subject to approval by Engineering Supervisor. • Amount Due: _____ • Pymt. Rcvd.: _____
<input type="checkbox"/>	<input type="checkbox"/> <b>8. Certificate of Insurance</b> Minimum of \$1,000,000.00 Comprehensive General Liability Insurance listing the City of Ripon, It's Elected Officials, Employees, Agents as Additional Insureds.
<input type="checkbox"/>	<input type="checkbox"/> <b>9. Contractor has a valid Contractor's License issued in the State of California</b>
<input type="checkbox"/>	<input type="checkbox"/> <b>10. Applicant and/or Contractor (if applicable) have a valid City of Ripon Business License</b>

<sup>(1)</sup> Per Ripon Municipal Code Section 17.16.060, fees/deposits may be adjusted by resolution of the City Council updating the City Fee Schedule.