



CITY OF SEBASTOPOL

Engineering Division

714 Johnson Street

Sebastopol, CA 95472

Phone (707) 823-2151

Fax (707) 823-4721

Website: www.ci.sebastopol.ca.us

E-mail: rramirez@cityofsebastopol.org

SUBMITTAL REQUIREMENTS FOR ENCROACHMENT PERMIT APPLICATION

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

- Completed, signed Encroachment Permit Application Form
 - Application form must contain a complete and accurate description of all work to be performed, location, portion of right of way and etc. Attach drawings and plans as needed (3 copies).
 - If you will be performing Traffic Control, please provide a Traffic Control Plan
 - All contractors or subcontractors performing work under the permit must be listed
- Application Fee
- Plan Check or Inspection Deposits (*if applicable*)
- City Business License
- Indemnity Agreement and Insurance Documents
- Copy of approved Caltrans Encroachment Permit: For projects on State Highway ONLY - For most projects located on State Highways 12 and 116 within Sebastopol, a separate permit from Caltrans is required prior to approval of the City permit. This applies to the following streets: *Gravenstein Highway South, Petaluma Avenue, McKinley Street, Healdsburg Avenue, Gravenstein Highway North, North Main Street, South Main Street, or Sebastopol Avenue.*

The City is authorized to issue certain minor permits on behalf of Caltrans. Check with Engineering Division to determine whether your project qualifies for a City-issued Minor Permit on State Highway.

Otherwise, for information about Caltrans Encroachment Permits contact:
Caltrans District 4, Office of Local Permits in Santa Rosa, 707-576-2857

- **No work may be performed prior to signature approval of your City permit. The City also requires 24 hours minimum advance notice in advance of work.**
- Additional information regarding inspection procedures and standard conditions of encroachment permits are included as a part of the permit conditions.
- No insurance submittals will be reviewed until a completed application form has been submitted along with the required fees.
- Questions may be directed to Reyna Ramirez in Engineering, by telephone, fax or e-mail:

By Telephone, leave a message at: (707) 823-2151

By Fax: (707) 823-4721

By E-mail: rramirez@cityofsebastopol.org



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ENCROACHMENT PERMIT APPLICATION

The undersigned hereby applies for permission to excavate, construct and/or otherwise encroach on City of Sebastopol right-of-way by performing the following work. Applicant agrees to perform all work in accordance with City of Sebastopol standards, rules and regulations as outlined in the general conditions attached hereto or any other special conditions required by the city in granting this permit. All contractors and sub-contractors who will perform work on project must possess all applicable licenses, must comply with all City insurance requirements and must pay the applicable encroachment permit fees prior to approval of this permit. **No work may occur in advance of approval of the encroachment permit.**

PROJECT DESCRIPTION

STREET ADDRESS: _____

PORTION OF RIGHT OF WAY: _____

DESCRIPTION OF WORK TO BE PERFORMED: _____

Provide a complete description and attach additional sheets, plans or sketches as necessary. Provide 3 copies of any drawing.

ESTIMATED START OF WORK DATE: _____

CONTRACTOR (APPLICANT)

BUSINESS NAME: _____ **CONTACT NAME:** _____

STREET ADDRESS: _____ **CONTRACTOR'S LIC. #:** _____

CITY, STATE, ZIP: _____ **PHONE NUMBER:** _____

FAX NUMBER: _____ **E-MAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____

NOTE: LIST ANY ADDITIONAL CONTRACTORS OR SUBCONTRACTORS WHO WILL BE WORKING UNDER THIS PERMIT ON PAGE 2.

WORK BEING PERFORMED FOR (PROPERTY OWNER OR AGENT, IF OTHER THAN APPLICANT)

BUSINESS NAME: _____ **CONTACT NAME:** _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____ **PHONE NUMBER:** _____

FAX NUMBER: _____ **E-MAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____

NOTE: A BUILDING PERMIT MAY BE REQUIRED. CONTACT THE BUILDING DEPARTMENT AT (707) 823-8597.

FOR OFFICE USE ONLY

- City Business License (Expires): _____
- Insurance Submittals Approved: _____ Insurance Expirations: _____ CGL _____ AUTO _____ W/C _____
- Permit Fee: _____
- Inspection Deposit: _____ Paid Date: _____ Receipt # _____
- State Encroachment Permit # _____ Approved: _____ Expires: _____
- Engineering Job File # _____

APPROVED: _____ **DATE:** _____

Permit expires 6 months from date of approval, or on expiration of insurance, whichever occurs first.

ENCROACHMENT PERMIT NUMBER _____

ENCROACHMENT PERMIT APPLICATION

ADDITIONAL CONTRACTORS OR SUBCONTRACTORS INFORMATION

PLEASE LIST ALL CONTRACTORS WHO WILL BE WORKING UNDER THIS PERMIT. EACH MUST BE PROPERLY LICENSED AND MUST COMPLY WITH ALL CITY INSURANCE REQUIREMENTS. AN ADDITIONAL PROCESSING FEE IS CHARGED FOR EACH LISTED CONTRACTOR OR SUBCONTRACTOR.

Name _____ Address: _____
City, State, Zip: _____ Phone: _____
e-mail _____ Fax: _____

Contractor's License No. _____ Class: _____ Expires: _____

Insurance Approved: _____ By: _____ Expires: _____ CGL AUTO W/C
Nature of Work: _____

Name _____ Address: _____
City, State, Zip: _____ Phone: _____
e-mail _____ Fax: _____

Contractor's License No. _____ Class: _____ Expires: _____

Insurance Approved: _____ By: _____ Expires: _____
Nature of Work: _____

Name _____ Address: _____
City, State, Zip: _____ Phone: _____
e-mail _____ Fax: _____

Contractor's License No. _____ Class: _____ Expires: _____

Insurance Approved: _____ By: _____ Expires: _____
Nature of Work: _____

**CITY OF SEBASTOPOL
ENCROACHMENT PERMIT**

PERMIT NO:	
ISSUED TO:	
PERFORMING WORK FOR:	
LOCATION:	
DATE APPROVED:	

**THESE CONDITIONS ARE ATTACHED TO AND FORM A PART OF THIS PERMIT;
ANY WORK PERFORMED IN VIOLATION OF THESE CONDITIONS OR OTHER APPLICABLE CITY
REGULATIONS MAY RESULT IN A STOP WORK ORDER OR REVOCATION OF THIS PERMIT.**

STANDARD CONDITIONS OF APPROVAL

1. All work shall conform to City of Sebastopol Standards.
2. **CHANGES IN APPROVED WORK:** Any deviation from or addition to the scope of work covered by this permit shall be approved in writing, in advance of work, by the Engineering Manager or City Engineer.
3. **BEFORE ANY EXCAVATION:** Call Underground Service Alert (USA) 811 or 1-800-227-2600.
4. **INSPECTION REQUESTS:** It is your responsibility as the Contractor working under a permit issued by the City, to notify the City in advance of all required inspections of improvements constructed under permits from the Engineering/Public Works Department.
 - a. All requests for inspection are to be directed to the Sebastopol Engineering Division, at phone number 823-2151.
 - b. Please do not call the inspector directly to arrange inspections.
 - c. We require 24 hours advance notice for most inspections and work to be started.

NOTE: BUSINESS HOURS ARE MONDAY THROUGH THURSDAY, 7:00 AM - 5:00 PM. WE ARE CLOSED FRIDAY-SUNDAY, AND ON HOLIDAYS. Please be aware of our days of operation, and schedule your work accordingly.

5. **INSPECTION REQUESTS OUTSIDE OF BUSINESS HOURS:** Under certain circumstances the City may arrange for inspection outside our regular business hours. In such a case, there may be additional charges for overtime call-outs by our staff. All such extra charges must be approved in advance, by the applicant, before the inspection may be scheduled.
6. **TRAFFIC CONTROL NOTIFICATION:** If your work requires traffic control or blocking of streets, parking or sidewalk areas, please provide 48 hours advance notice to the Engineering Division.
7. **SHUT-DOWN OF WATER MAINS NOTIFICATION:** When your work will require shut-down of water mains, the City requires you to provide a minimum of 48 hours advance notice, in writing, to all affected customers. This means you should make arrangements with City staff at least four working days in advance of planned shutdowns.
8. **FAILURE TO ARRANGE FOR INSPECTION:** Any work which is done without benefit of a required inspection by the City is done at your own risk, and you may be asked to remove and re-construct the improvements if they are not found to be in accord with approved plans or City standards during an "after the fact" inspection.

9. CALTRANS INSPECTION ON STATE HIGHWAYS: Inspection by Caltrans personnel is required for some work within State Highway rights of way in Sebastopol. However, Caltrans inspection does not supersede or substitute for City inspection.
10. Please assist us to serve you by observing these reminders.
 - a. Notification shall include location and dates of work to be performed.
 - b. This permit is for work within City right-of-way only, and does not constitute permission for work to be performed within State Highway right-of-way (State Routes 116 and 12). Contractor shall obtain an Encroachment Permit from Caltrans prior to performing any work in State Highway right-of-way.
11. Contractor is responsible for controlling all mud, dust, dirt and debris at all times during construction.
12. Contractor shall not obstruct traffic or pedestrian ways with vehicles or equipment during construction.
13. Contractor shall provide adequate traffic control at all times, to the satisfaction of the Superintendent of Public Works.
14. Public Works Staff time for processing of permits, utility location and construction supervision and inspection (as required) will be posted against your inspection deposit account. City will bill any staff time charges exceeding this amount to the permit holder as they occur.
15. *This permit shall expire 6 (six) months from the date of issuance, or on expiration of any required insurance policy endorsement, whichever occurs first.* It is the applicant's responsibility to provide insurance renewals in a timely manner to keep the permit in effect. A new application fee will apply any time the City must renew a permit which has been allowed to lapse.

SPECIAL CONDITIONS:

NOTE
FINAL INSPECTION AND ACCEPTANCE OF WORK BY THE CITY
IS REQUIRED TO VALIDATE THIS PERMIT.

If final inspection and approvals are not obtained, the encroachment permit will expire by limitation and the applicant may be subject to enforcement action including additional permit fees, citation and/or a nuisance abatement hearing before the City Council.

Permittee shall contact the Engineering Division to arrange for a Final Inspection and acceptance of work by the City **prior to the date of expiration**. A minimum of 24 hours advance notice is required for all Public Works/Engineering inspections. Projects requiring final inspection and approval by the City Engineer may take several business days to schedule.

INSPECTION RECORD

DATE	INSPECTOR	COMMENTS

FINAL INSPECTION/ACCEPTANCE

I have inspected the site of work performed under this Encroachment Permit and found all work to be completed in conformance with the applicable City Standards and Specifications, Caltrans Standard Plans and Specifications and/or project plans approved by the City Engineer, and on file with the Sebastopol Engineering Division.

By: _____

Date: _____

Reviewed: _____

Date: _____

Distribution: Encroachment Permit File
 Engineering File # _____
 Sebastopol Building Department
 City Engineer