



Encroachment Permit Instructions

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

An encroachment permit is required if work will be performed in the public right-of-way (ROW). The public ROW generally includes roads, curbs and gutters, sidewalks, and driveway aprons. Also utilities such as fire hydrants, street lights, utility poles, traffic signs, utility vaults and boxes, and so on. All these features are for the benefit of the public and the permitting process ensures that work is done correct and safe.

Typical activities that require an encroachment permit include:

- Water, sewer, and storm line work such as repairs and replacements.
- Driveway enlargement or replacement.
- Sidewalk or curb and gutter replacement.
- Trenching, boring, potholing.
- Closure of a vehicle lane, shoulder, or a sidewalk.

There are parts of East Palo Alto that lack some of the features mentioned above and the boundary between the public ROW and private property may be difficult to distinguish. The image below may be used as a general guide in determining where the public ROW is located.



ITEMS REQUIRED WITH ENCROACHMENT PERMIT APPLICATION

1. Encroachment permit application. A copy may be obtained online or at the front counter at the Community Development Department on 1960 Tate Street.
2. Sketch of the work proposed. The sketch must be site specific and may be drawn on an 8.5x11 sheet. An internet map aerial view, streetview, or both may also be used depending on the type of work. Include street names, dimensions, locations of any utility poles, fences, trees, and so on. If the construction is related to a development project, a copy of the plans may be submitted.
3. Traffic control plan. If there are any closures or diversions of the sidewalk, vehicle lanes, shoulder, and so on. Include a vehicle and/or pedestrian detour plan, if applicable. Show the work hours.
4. Pay fees. Fees vary by project and will be determined at the time of submittal or at later date once the City Engineer has reviewed the plans.
5. Security bond. Based on the construction cost estimate. 10% of estimate or \$5000, whichever is greater.
6. Proof of liability insurance. The City of East Palo Alto shall be named additional insured including its officials, agents, employees, and contractors.
7. Business license. Contractor must have a City of East Palo Alto business license. This may be obtained at 1960 Tate Street.
8. Contractor license. Contractor must have either a Class A or Class C8 license to work in the public right-of-way.
9. Workers Compensation Insurance. Provide proof of insurance as required by the State of California.
10. Other permits (if applicable). An approved permit by other public agencies such as the West Bay Sanitary District, East Palo Alto Sanitary District, City of Menlo Park, City of Palo Alto, and so on. This may be waived by the City Engineer if determined to not be necessary.



Encroachment Permit Application

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

Permit Number _____
Call (650) 853-7253 2 business days prior to start of work for initial inspection AND for each inspection request.
Uninspected work will be rejected.

Project Location

Address: _____

City: _____ State: _____ Zip: _____

Description of Work:

Work Days

Type of Permit(s) Applying for:

- | | | |
|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Curb/Gutter | <input type="checkbox"/> Water | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Storm | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Sewer | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Paving | <input type="checkbox"/> Other _____ | |

Construction Cost Estimate Within Public R/W (Including Labor)

\$ _____

Bond

- Cash Check Surety

\$ _____ (A final inspection is required to deem the project complete and the bond eligible for release. A copy of the original receipt must accompany the Bond Release Request)

Applicant Represents

- Owner Contractor

Applicant Information:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Contractor Information:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

License (Class and Number): _____

City Business License Number: _____

(Must have a current Business License with the City of East Palo Alto, please contact the Planning Division for new licenses or Finance for renewals)

GENERAL CONDITIONS AND REQUIREMENTS ATTACHED

Signature below acknowledges general conditions and any special conditions as deemed necessary by the City Engineer

I hereby acknowledge that I have read this permit and any "Special Conditions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant

Title

Date

OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)

PERMIT INFORMATION

- Construction Plan (2 sets, 11x17 maximum size)
- Traffic Control Plan (2 sets, 11x17 maximum size)
- Fees \$ _____ Check # _____
- Signature on this page
- Bond \$ _____
- Certificate of Liability Insurance from Contractor
- Proof of Workers Compensation Insurance

Received by: _____ Date: _____

Permit Number: _____

Approved By: _____

Issue Date: _____

Issued By: _____

Permit Expiration Date: _____

USA Ticket Number: _____

Start Date: _____

Completed On: _____



GENERAL CONDITIONS AND REQUIREMENTS

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

Fees are non-refundable. An extension may be issued before permit expires and all other requirements been satisfied.

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. **The applicant shall notify the Engineering Division at 650-853-7253 two business days prior to start of work.**
2. This permit only authorizes work within the public right-of-way (ROW) per the approved plans.
3. This permit does not grant overnight street parking for any vehicles including construction vehicles unless authorized by City Engineer.
4. Notification shall be given to **Underground Service Alert (USA) at 811 or 1-800-642-2444** for all digging proposed in public ROW prior to the commencement of any excavation. Applicant is responsible for determining locations and depths of existing utilities and facilities.
5. No equipment or materials shall be stored in the public ROW without written authorization from the City Engineer.
6. All work in the public ROW shall be conducted between the **standard permit working hours of 8:00AM and 5:00PM Monday to Friday (except City holidays)**, unless written authorization is obtained from the City Engineer 48 hours prior to the start of work.
7. A traffic control plan per current CAMUTCD standards is required for work that will block the public ROW.
NOTE: The traffic control plan may include restricted working hours which supersede **standard permit working hours**.
8. Any residents or businesses whose access will be affected shall be notified by the applicant at least 48 hours prior to start of work.
9. Extreme care shall be exercised when working in the public ROW. All work shall be performed in accordance with the City's Standard Plans, and CalTrans Standard Specifications or as directed by Engineer.
10. Advance notice shall be given to City inspector for placing any concrete (including but not limited to: driveways, sidewalks, and so on) and all trench work (including but not limited to: bedding cover, compaction, patching, paving, and so on).
11. All costs of repairing and restoring any and all infrastructure damaged within the public ROW shall be paid for by the owner/applicant, and should be reported immediately to the City Inspector.
12. Any trenches or similar holes in the sidewalk/street shall be covered with non-flexible metal plates with a skid-resistant surface.
13. A bond (10% of construction cost or \$5,000, whichever is greater) in the form of a deposit (cash or check) or a Faithful Performance Surety is required for work in the public ROW. Bond shall not be returned until a final inspection has been performed and work has been approved.
14. Proof of current City Business License, workers compensation and liability insurance are required prior to issuance of an Encroachment Permit. The City of East Palo Alto, its council members, subsidiary agencies, directors, officers, agents, employees, and servants shall be named as additional insured on any such policies of comprehensive general liability insurance. Applicant agrees to keep insurance active during the duration of project.
15. All work and workers shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth.
16. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades, signs, and debris boxes.
17. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit.
18. Special conditions (if any) are attached to this permit and shall be complied with.

Insurance Certificate Example

August 27, 2001

ACORD™ CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY)																									
PRODUCER Name of Producer (<i>Insurance Agent</i>) Address Telephone No.		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.																											
INSURED Name of Insured (<i>Permittee, Contr., Developer*</i>) Address *As required by permit, agreement, etc.		INSURERS AFFORDING COVERAGE INSURER A: Name of Insurer (<i>Insurance Companies must</i>) INSURER B: Name of Insurer (<i>have a minimum Best's Rating</i>) INSURER C: Name of Insurer (<i>of A and a Financial</i>) INSURER D: <i>Performance Rating of VII.)</i> INSURER E:																											
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																													
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS																								
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	GL00000000 (Gen. Liability Policy No.) <i>Must be "occurrence"</i> <i>Large projects may require higher coverage</i>	Begin Date	Expiration Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>FIRE DAMAGE</td><td style="text-align: right;">\$</td></tr> <tr><td>MED EXP</td><td style="text-align: right;">\$</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	FIRE DAMAGE	\$	MED EXP	\$	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$												
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PRODUCTS - COMP/OP AGG	\$																												
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	AL00000000 (Auto Liability Policy No.) \$1,000,000 general aggregate limit is required if the limit is applied separately to the permit, agreement, etc. \$2,000,000 general aggregate limit is required for insurance written on an occurrence basis.	Begin Date	Expiration Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>AUTO ONLY - EA ACCIDENT</td><td style="text-align: right;">\$</td></tr> <tr><td>OTHER THAN EA ACC</td><td style="text-align: right;">\$</td></tr> <tr><td>AUTO ONLY: AGG</td><td style="text-align: right;">\$</td></tr> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$</td></tr> <tr><td>AGGREGATE</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$	AUTO ONLY - EA ACCIDENT	\$	OTHER THAN EA ACC	\$	AUTO ONLY: AGG	\$	EACH OCCURRENCE	\$	AGGREGATE	\$		\$		\$		\$
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C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$	WC00000000 (Workers Comp. Policy No.)	Begin Date	Expiration Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER</td><td></td></tr> <tr><td>E.L. EA ACCIDENT</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td style="text-align: right;">\$ 1,000,000</td></tr> </table>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER		E.L. EA ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																
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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS/ ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Certificate holder is named additional insured, endorsement CG 20 10 <i>The certificate holder should be made out to the attention of the "Public Works Dept./Engineering" This will help prevent your certificates from being sent to the wrong department within the city.</i> Job Loc: xxxxxx, East Palo Alto, CA Job Description: Replace driveway approach for residential home																													
CERTIFICATE HOLDER <input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: A		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.																											
City of East Palo Alto 1960 Tate Street East Palo Alto, CA 94303 Attn: Public Works/Engineering		AUTHORIZED REPRESENTATIVE																											

Commercial General Liability Endorsement Example

August 27, 2004

POLICY NUMBER: GL00000000

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

**City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303
Attn: Public Works/Engineering**

(If no entry appears above, the information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

- a. **The City of East Palo Alto, its officers, officials, employees and volunteers are to be covered as additional insureds.**
- b. **For any claims related to this project, named insured's insurance coverage shall be primary.**
- c. **Each insurance policy required shall be endorsed that a thirty (30) day notice be given to CITY in the event of cancellation or modification to the stipulated insurance coverage.**