



CITY USE ONLY	
PERMIT #	_____
DATE:	_____
PAID ON:	_____

ENCROACHMENT PERMIT

Permit No.: _____ Applicant Name: _____

Project Location: _____

Excavation:

Excavation in Public Right-of-Way Required? Yes No

Will any excavation be over 5' Deep? Yes No

(check as many as applicable to the proposed project)

Above Ground Utility

- Electrical
- Telephone
- Cable TV
- Other

Underground Utility

- Water Telephone
- Sewer Cable TV
- Gas Other
- Electrical

Installation/Repair/Replace

- Sidewalk
- Driveway
- Street
- Curb and Gutter
- Other

Roadway is currently under pavement moratorium Traffic Be Blocked Yes No

Please describe work scope:

USA Ticket No. _____
Permit will not be valid until USA Ticket Number is provided

Start Date: _____ Completion Date: _____

All sections below must be completed. If not applicable, put N/A

Contractor: _____	Owner: _____
Contact Name: _____	Address: _____
Phone: _____	Email: _____
Contractors License No.: _____	Exp. Date: _____

The following items must be on file with the City prior to issuance of a permit

Insurance Requirements:

If construction will be performed by Homeowner:

- 1) Proof of homeowner's liability coverage, address insured, and policy number

If construction will be performed by Contractor:

- 1) Certificate of Liability Insurance
- 2) Proof of Business License

Include the following with all applications:

-Attach complete plans and specifications (3 sets).

-Approved plans or a sketch drawn to scale of the proposed work showing all dimensions, property lines, existing improvements, and proposed improvements.

-Traffic Control Plans.

-Must follow CAMUTCD Standards

Applicant (or owner's authorized agent) hereby acknowledges that he/she has read the contents of this application, is familiar with and will abide by the City of Ridgecrest standards, specifications, drawings, and ordinances. Failure to do so may result in postponement or cancellation of the work and Applicant will be responsible for any costs associated therewith.

Permit will not be issued until applicant provides current insurance certificates and proof of City business license. The undersigned does hereby agree to indemnify and uphold the City of Ridgecrest free and harmless from liability.

Print Name: _____

Signature: _____ Owner Owner's Agent Date: _____

<input type="checkbox"/> Completed Application	CITY USE ONLY	<u>To Begin Work (Signed by City):</u>
<input type="checkbox"/> Complete Construction Plans (3 Sets)		_____
<input type="checkbox"/> Traffic Control Plan		Date: _____
<input type="checkbox"/> Vicinity Map		
<input type="checkbox"/> Copies of Insurance and Proof of Business License		<u>Work Completed & Inspected</u>
		Date: _____

Additional City Requirements: _____

Subject to all terms, conditions, and restrictions

Type of Permit	Amount	Account Code	Total Amount
Street Cut Trenching	\$200+.10/LF	001-0000-334.24-16	\$
Utility Companies	\$300	001-0000-334.14-15	\$
Utility Emergency Repair	\$35	001-0000-334.14-15	\$
Sidewalk Repair	\$100+\$.17/sqft	001-0000-334.24-16	\$
Curb, Gutter, and /or Sidewalk Install	\$200+1.00/LF	001-0000-334.24-16	\$
Residential Driveway	\$100	001-0000-334.24-16	\$
Commercial Driveway	\$100	001-0000-334.24-16	\$
Traffic Control Plan	\$200	001-0000-334.24-16	\$
Sign/Banners	\$40	001-0000-334.24-17	\$
TOTAL			\$

1. **Definition:** The term “encroachment” is used in this permit as defined in California Streets and Highways Code Section 1450. The term “grantor” shall mean the City of Ridgecrest (the “City”)
2. **Notice Prior to Starting Work:** Prior to commencing any work authorized herein, Grantee shall give 48 hours’ notice to the Engineering Department. If work is discontinued for a period of twenty-four (24) hours, excluding weekends or holidays, twenty-four (24) hours’ notice shall be given before restarting work.
3. **Keep Permit on the Work:** This permit shall be kept at the site of the work and upon request must be shown to any representative of Grantor or any Law Enforcement Officer.
4. **Hours of Operation:** Construction activity in the public right of way shall be performed between the hours of 7:00 a.m. to 6:00 p.m., Monday through Thursday; except as may be specified in the approved permit.
5. **Permittee shall provide:** Fences, barricades, warning and directional signals, flares, lights watchmen, or flagmen to protect and insure the public safety in compliance with all local, state, and federal safety regulations, or as may be additionally required by the Public Works Director or his designee. All work shall be performed in a good and workmanlike manner and scheduled to cause minimum interference with traffic and minimum inconvenience to the public.
6. **Permittee shall prosecute:** with diligence and expedite all work and shall complete such work as soon as practicable, and not later than the completion date specified on the permit. Permittee shall call upon the Superintendent of Streets or designee to inspect backfill and repaving. The Public Works Director or his designee may require complete re-excavation and re-backfill for failure to call for inspection. The Public Works Director or his designee may require a backfill compaction test at the cost of the permittee.
7. **The Public Works Director:** or his designee may revoke or modify the permit for public safety reasons. Notice of revocation or modification shall be delivered in person or by registered mail to the address of the applicant as shown on the permit. The time required for the removal or modification of the permitted encroachment shall be specified in the notice. The Public Works Director or his designee may remove the encroachment and charge the cost of removal to the permittee if after notice as provided in this section, permittee fails to remove the permitted encroachment within the time period specified in the permit.

8. **Permittee:** shall save and hold City, its officer, agents, employees, and volunteers free and harmless from any and all costs, liability, and damages, including attorney fees, arising out of any act or omission to act, including any negligent act or omission to act, by permittee, its officers, agents, employees, or volunteers pursuant to this permit.
9. **The Application:** shall be accompanied by a certificate of insurance showing a policy of public liability and property damage insurance against liability for personal injury including accidental death, and for property damage, which may arise out of the exercise of the rights granted by the permit, in not less than the following amounts:

For Major Projects

*Public liability insurance in an amount not less than One Million Dollars (\$1,000,000) for injury or death to any one person and Two Million Dollars (\$2,000,000) for injury or death arising from any one accident or occurrence; and

*Property damage insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000)

The policy of insurance shall contain a contractual liability endorsement covering the liability assumed by the permittee a statement the policy will not be canceled except after ten days written notice that the Superintendent of Streets and an endorsement naming the City, its officers, agents, employees, and volunteers as additional or co-insureds.

10. **All underground facilities:** shall be of the quality and installed in a manner and with a depth of coverage which may be prescribed or required by law or by Standard Specifications of the City. Permittee shall not interfere with existing public utility facilities or clearance space requirements. Permittee shall make the necessary arrangements for City inspection and the signature of the inspector upon completion of the work.
11. **Clean Up Right of Way:** Upon completion of the work, all brush, timber, scraps, and other material shall be entirely removed and the right of way left in a condition satisfactory to Grantor. Grantee shall dispose of all construction and demolition materials and other refuse through the City's authorized hauler.
12. **Standards of Construction:** All work shall conform to recognize the City of Ridgecrest's Engineering Design Standards and Details. Found on the City of Ridgecrest Website or a copy can be picked up at the city.
13. **Supervision of Grantor:** All work to be done shall be subject to the supervision and satisfaction of the Grantor.
14. **Tunneling:** No tunneling is permitted except as may be specified in the approved permit.

Encroachment Permit Penalties: per "Ridgecrest Municipal Code, Streets Section 14-2.38 Penalties"

The first offense is a double fee for having work be in the process of completion or already completed without having an encroachment permit. The second offense is to stop work immediately, double fee fine, and post a bond at 125% the value of the work. The third offense is a suspension of performing work within the City's Jurisdiction for up to 1 year determined by the City Engineer. The fourth offense would then be a misdemeanor.