

ENCROACHMENT PERMIT



1666 North Main Street
Walnut Creek, CA 94596

PERMIT NO. _____

(PLEASE PRINT LEGIBLY)

TO BE COMPLETED BY APPLICANT	LOCATION	Location of Work: _____ Description of Work: _____ _____ Estimated Start Date: _____ Estimated Completion Date: _____ Project Related To: <input type="checkbox"/> Site Development # _____ <input type="checkbox"/> Building Permit # _____ <input type="checkbox"/> N/A Applicant Attached Plan: <input type="checkbox"/> Site Plan <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Pedestrian Control Plan <input type="checkbox"/> Other _____																					
	APPLICANT	Applicant (Company): _____ Phone: () _____ Applicant Address: _____ Fax: () _____ _____ Email _____ Applicant Is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Property Owner/Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Utility Company <input type="checkbox"/> Other _____ Contractor State License #: _____ City Business License #: _____ <i>I have read, understand, and agree to comply with the Encroachment Permit rules and regulations as stated on the reverse side of this permit. I further agree to comply with the City of Walnut Creek's Standard Plans, Standard Specifications, City ordinances, and any conditions attached to this permit.</i> Applicant's Name (Print): _____ Applicant's Signature: _____ Date: _____																					
FOR CITY USE ONLY	FEES	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center;">Cost Code</td> <td></td> </tr> <tr> <td>Permit Fee: \$ _____</td> <td style="text-align: center;">010 240 3334</td> <td><input type="checkbox"/> Cash</td> </tr> <tr> <td>Inspection Fee: \$ _____</td> <td style="text-align: center;">010 240 3334</td> <td><input type="checkbox"/> Credit Card</td> </tr> <tr> <td>Parking Meter Fee: \$ _____</td> <td style="text-align: center;">010 121 3504</td> <td><input type="checkbox"/> Check # _____</td> </tr> <tr> <td>Parking Sign: \$ _____</td> <td style="text-align: center;">010 240 4016</td> <td><input type="checkbox"/> City Receipt # _____</td> </tr> <tr> <td>Security Deposit: \$ _____</td> <td style="text-align: center;">7502106</td> <td></td> </tr> <tr> <td style="text-align: right;">Total: \$ _____</td> <td></td> <td>Photo Copy of Payment / City Receipt Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> <input type="checkbox"/> Per Schedule Fee (For Utility Companies) Refund of security deposit will be mailed to the "Applicant" above, unless otherwise noted: _____ _____		Cost Code		Permit Fee: \$ _____	010 240 3334	<input type="checkbox"/> Cash	Inspection Fee: \$ _____	010 240 3334	<input type="checkbox"/> Credit Card	Parking Meter Fee: \$ _____	010 121 3504	<input type="checkbox"/> Check # _____	Parking Sign: \$ _____	010 240 4016	<input type="checkbox"/> City Receipt # _____	Security Deposit: \$ _____	7502106		Total: \$ _____		Photo Copy of Payment / City Receipt Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
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CONDITIONS	*Have permit and City approved traffic control plans on site. *Utility Companies must fax daily crew locations to (925) 256-3587 by 8:00 am. *Applicant must notify Underground Service Alert (USA) at least two (2) working days prior to excavation. *All USA and survey marks are to be removed at completion of work. *No excavation within tree driplines without prior City approval. *City of Walnut Creek "No Parking" signs must be posted 24 hours prior to construction. *No construction noise within 500-ft of a restaurant between the hours of 11:30am – 1:30pm. *No lane, sidewalk, or parking obstructions at anytime within the downtown Core Area and Ygnacio Valley Road during the holiday moratorium (Thanksgiving Day through New Years Day). _____ _____																						
INSPECTIONS	INSPECTION INFORMATION - FOR INSPECTIONS, CALL (925) 943-5899 Ext. _____ Inspector's office hours are 7:30 a.m. - 8 a.m. and 4 p.m. - 4:30 p.m. Requests received after 8 a.m. will be scheduled for next working day. When requesting inspections, please provide: Name, Company, Permit No., Job Location, Type of Inspection, Date and Time of Inspection and Phone Number.																						
APPROVAL	Certificate/Endorsements on file with City: <input type="checkbox"/> Yes <input type="checkbox"/> No City Attached Standard Plan <input type="checkbox"/> No <input type="checkbox"/> Yes Plan #'s _____ Roadway Segment # _____ <input type="checkbox"/> Granted <input type="checkbox"/> Attached Conditions Date Granted: _____ Expires: _____ BY: _____																						

ENCROACHMENT PERMIT RULES AND REGULATIONS

1. **Definition:** This permit is issued pursuant to Chapter 1 of Title 7 of the Walnut Creek Municipal Code.
2. **Acceptance of Provisions:** Applicant agrees that the doing of any work under this permit shall constitute an acceptance by the applicant of the provisions herein.
3. **Liability for Damages:** Applicant will indemnify, hold harmless and assume defense of, in any actions of law or in equity, the City of Walnut Creek, its officers, employees, agents, officials and volunteers from all claims, losses, damages, including property damages, personal injury, including death, and liability of every kind, nature and description arising out of your work or in any way connected with the performance of this permit by the Applicant or any contractor, or subcontractor. This indemnification shall extend to claim losses, damage, injury and liability for injuries occurring after completion of the permitted operations, as well as during the work's progress.
4. **Liability Insurance:** Applicant shall obtain at its sole cost and keep in full force and effect during the term of this permit, and for one year thereafter, commercial general liability insurance in a form and amount acceptable to the City's Risk Manager, naming the City of Walnut Creek, its officials, officers, directors, employees, agents, and volunteers as additional insured. The general liability insurance must be primary with respect to the additional insured; any other insurance available to the additional insured shall be excess and noncontributing.
5. **Permits from Other Agencies:** Applicant must obtain consent from any other public or private agencies or individuals required to complete such work. Such consent may be required to be obtained prior to requesting a permit from the City. If this provision is not complied with, this permit shall be void.
6. **Notice Prior to Starting Work:** Prior to commencing work authorized by this permit, applicant shall provide one (1) day notice to City of Walnut Creek Engineering Inspection Division at 943-5839 for initial inspection. When work has been interrupted for more than two (2) working days, an additional 24-hour notification is required before restarting.
7. **Notification of Property Owners:** If required by the City Engineer or designee, the Applicant shall notify abutting property owners prior to starting any work pursuant to this permit.
8. **Hours of Work:** Work shall only be conducted between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Work hours may be further restricted in conformance with approved traffic control plans and City holidays. Lane closure hours are typically 9:00am through 3:00pm. Work outside these hours may be authorized with an After Hours Permit based on City staff availability.
9. **Display of Permit:** This permit shall be kept at the site of work. Upon request, the permit must be shown to any representative of the City Engineer or law enforcement officer.
10. **Traffic Control:** At the City's request, site specific traffic control plans shall be submitted for City approval. All warning safety devices and use of flaggers shall conform to the current California Manual of Uniform Traffic Control Devices (CAMUTCD).
11. **Inspection Prior to Placement:** Applicant shall request inspection of all conduit installations, connections, and any repairs made to existing underground utilities prior to backfilling. All concrete forms shall be inspected prior to placement of concrete. Compaction tests are at the discretion of the City Inspector.
12. **Construction and Repair:** Applicant shall properly construct, maintain and repair any encroachment authorized herein, and shall exercise responsible care in inspecting and immediately repairing any damage to the public right-of-way and underlying utilities which occurs as a result of existence of said encroachment or as the result of any work done pursuant to this permit. Failure to use proper backfill materials, proper compaction, or inspection prior to placement will result in increased inspection fees and liability for re-work. All buried pipes or conduits shall be installed with a minimum of twenty four (24) inches of cover unless approved by the City Engineer.
13. **Steel Plate Bridging Excavations:** Plate bridging of shored trench excavation shall be secured against movement and shall be installed to operate with minimum noise. All plates shall be skid resistant. Plates shall be ramped to the elevation of the contiguous pavement. All steel plate placements shall be approved by the City Inspector.
14. **Failure to Restore Street Surface:** Whenever the Applicant disturbs the surface of any public property for any purpose, Applicant shall restore that property to the condition that existed prior to that disturbance in accordance with City Standard Plans. When any opening, cut, or other modification is made by Applicant in any City street or other public right-of-way, Applicant must promptly refill the opening, restore the pavement in accordance with City Standard Plans, and remove all U.S.A. markings. If the Applicant fails to perform that work in a timely manner or in accordance with City specifications, the City may refill, repave, or remove U.S.A. markings. The cost to City for performing that work, whether by contract or by City forces, including the costs of inspection and supervision, shall be deducted from any Performance Deposit and the balance paid by the Applicant within 30 days of receipt of an invoice for that work.
15. **Stormwater Pollution Prevention Program:** The Applicant shall implement and maintain measures to keep sediment, washwaters, equipment maintenance products, and other construction related material/debris from entering the storm drainage system. Dumping or discharge into the City's storm drainage system is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work.
16. **Storage of Material:** Stockpiling of material is not allowed in the street or sidewalk area unless specifically approved by the City.
17. **Clean Up Right-of-Way:** Upon completion of work, all brush, timber, scraps, and other material/debris shall be entirely removed and the right-of-way left in a condition satisfactory to the City Engineer or designee.
18. **Maintenance and Repair:** Applicant shall promptly make any and all repairs to public right-of-way if required by the City Engineer or designee. The Applicant is responsible for the materials and workmanship of this encroachment for a period of one (1) year after acceptance by the City.

Acknowledged:

Signature of Applicant

Date