



SANTA CLARA CITY

Application for Encroachment Permit

(Work Cannot Begin Until Permit is Approved & Signed)

Fee: \$50 / Minor Permit \$20

CONTRACTOR INFORMATION:

Company Name: _____ Phone: _____ Fax: _____ Date: _____, 20____
 Company Address: _____
 (Street Address, City, State, Zip)

If this permit is granted, we agree to comply with all conditions and regulations contained in Santa Clara City Standard Specification for Design and Construction and "Special limitations" required by the Public Services Director, or his duly authorized representative. Minor Permit: Material on public right-of-way (code ref) 12.04.050

On-Site Contact: _____ Title: _____ Phone: _____

ENCROACHMENT INFORMATION: We request approval to do the following work in the City right of way:

Work Site Address: _____ APN#: _____
 (Street Address) (Assessor's Parcel Number)

Construction Trades:

- Plumbing – Water Concrete Electrical Communications, CATV, etc.
 Plumbing-Wastewater Asphalt Natural Gas Other: _____

Building Permit#: SAC _____ Subdivision/Project Name: _____ Lot#: _____

Owner: _____ Phone: _____

Road Excavation?

- Yes No

Excavation Dimensions:

- ft. long ft. wide ft. deep

Sidewalk?

- Yes No

Curb?

- Yes No

Requested Permit Dates:

_____ to _____
 Start Date (Month, Day, Year) Ending Date (Month, Day, Year)

Note:

- Permits can be issued for 90 days max.
- Extensions may be granted if requested before permit expires, not to exceed a total of 90 days.

Traffic Control Requested:

- Sidewalk Closure Shoulder Closure Lane Closure Road Closure – Detour**
 Shoulder Work Lane Shift Road Closure to Thru Traffic** Other _____

**See "Fact Sheet – Encroachment Permits" for public notifications required by contractors prior to start of work for all road closures.

Barricade Company: Request Traffic Control Plan (TCP) from barricade company unless traffic control provided by permittee

- Self (attach TCP) Red Rock Barricade United Rentals Utah Barricade Other: _____

ATTACHMENT CHECKLIST: FAX this application & all attachments to (435) 879-5298

Required Attachments:

- Traffic Control Plan per MUTCD (by permittee or Barricade Company)
 Certificate of Insurance (Santa Clara City listed as additional insured)
 Permit Bond (\$10,000 minimum)
 Performer Bond

Attach when directed:

- Site Plan
 Performance Bond (100% of cost of work)
 Other – Road Closure Notifications
 Deposit \$500 for Minor Permit Only

APPLICANT SIGNATURE _____ DATE _____

TO BE COMPLETED BY ENCROACHMENT OFFICER:

Application complete	Insurance Certificate	Permit Fee	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>		Traffic Control	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>	
Required attachments provided	Permit Bond	Asphalt Cut Area	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>		Approved	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>	
Waived: Fee ACF PtB PfB T CP	Perf. Bond	Asphalt Cut Fee	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>		Other Conditions	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>	
		Total Fees	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>		E-Permit#	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td></tr> </table>	

Approval Signature _____ Date _____
 Public Services Director

Completion Signature _____ Date _____
 Inspector

INSTRUCTIONS – ENCROACHMENT PERMIT APPLICATION

Except in Emergency, 48 Hours Notice is required to get a permit

1. Application – The Encroachment Application must be made by the company/person who will be working in the public right-of-way (ROW), whether it is the owner or a contractor. Give the company name, address, phone and FAX.
 - On-Site Contact – Give the name, title & cell phone of the on-site point of contact.
 - Site Address – Give a specific address for the work along with the Building Permit and subdivision or project name if applicable. If needed, give geo-references such as intersections, lot numbers, GPS points, etc.
 - Description of Work – Describe the work to be done, i.e., “Cut roadway, remove sidewalk, repair water line, replace sidewalk, repair roadway.”
 - Construction Trades – Check the boxes for the construction trades involved in each aspect of the work within the City ROW. Identify others not listed.
 - Excavation Details – If within the roadway, give length, width, and depth of excavation in feet. All jobs requiring roadway cuts will be assessed an Asphalt Cut Fee (ACF) in the amount of \$0.50 per square foot.
 - Permit Dates – Give anticipated start and finish dates for the event or construction within the City ROW.
 - Traffic Control – Select the level of traffic control needed & the professional barricade company to be used.
2. Attachments – The application and following attachments may be FAXED to the Cities Public Services Director at (435) 879-5298.
 - Traffic Control Plan (required) – The traffic control plan shall follow the latest edition of the US Department of Transportation’s Manual of Uniform Traffic Control Devices (MUTCD).
 - Certificate of Insurance, with Santa Clara City listed as additionally Insured (Required) –
 - o Liability insurance coverage in minimum amounts of \$1,200,000 per occurrence, and \$2,000,000 aggregate per occurrence.
 - o Property damage coverage in minimum amounts of \$300,000 per occurrence, and \$1,000,000 aggregate per occurrence.
 - Permit Bond (Required) – A corporate surety permit bond shall be filed with Santa Clara City in the amount of \$10,000, conditioned on the permittee’s compliance with the requirements of city ordinances, city standards and specifications for design and construction, and any permit conditions.
 - Performance Bond – In addition to the permit bond, the permittee shall file a performance bond in the sum of 100% of the cost of the work to be performed under the permit guaranteeing the faithful performance of the work authorized under the permit.
 - Site Plan (if applicable) – Site plan shall include proposed location of structures and utilities with reference to pavement and right-of-way lines.
3. Permit processing & Fees – Upon review & approval of the application and all required attachments, the Encroachment Officer shall prepare a permit for signature by the applicant. The permittee will be notified when the permit is ready for signature.
 - Fee Schedule – Permit Fee \$50 per permit. Asphalt Cut Fee (ACF) \$0.50 per square foot of asphalt cut area. The City accepts payment by cash or check.
4. Inspections – The permittee shall arrange for inspections by calling the automated inspection line at (435) 879-5313 and giving 24 hours notice the various inspections as required. Inspections may be obtained for drive approach sighting, traffic control, backfilling, concrete forms, and asphalt and/or concrete placement. The Encroachment Permit Number is required for inspection notification.
5. Permit Closure – Permits are closed upon expiration, or when compaction test certificates are received in cases where road excavations are made. Compaction test results should identify the Encroachment Permit Number and may be forwarded via FAX to the City Encroachment Officer.
6. A call must be made for inspection before asphaltting or back filling any utilities.

