



CITY OF SUISUN CITY, CALIFORNIA

REVOCABLE ENCROACHMENT PERMIT APPLICATION

Permit Fee: _____

Permit No. _____

Date: _____

Owner's Name _____

Legal Address _____

(street)

(city)

(state and zip)

Telephone _____

(home)

(business)

Email _____

Application is hereby made for a revocable permit for a proposed encroachment as follows:

Location: _____

(street address)

(lot number)

(subdivision)

Type and Description: *(Note all pertinent information including references to pavement edge or curb, right-of-way and property lines, etc. Attach location map/plans):*

Estimated Start Date: _____

Estimated Completion Date: _____

By: _____

(owner)

Date: _____

THIS PERMIT IS ISSUED SUBJECT TO ALL THE TERMS AND RESTRICTIONS NOTED HEREIN.

APPROVED:

Date _____

Public Works Director/City Engineer

GENERAL CONDITIONS

1. This permit is issued under authority of Ordinance No. 12.04.
2. This permit is revocable and subject to the public use of the area covered by the permit and does not in any way grant any perpetual rights or easements to permit holder.
3. This permit shall terminate and become void thirty (30) days after the permit holder, his heirs, administrators, executors, successors or assigns receives written notice from the City Manager that the encroachment is interfering with the public use of the right-of-way and that said encroachment shall be removed.
4. The permit holder, his heirs, administrators, executors, successors or assigns shall remove or cause to be removed such encroachment within thirty (30) days after receipt of notification from the City Manager that said permit has been revoked. If said encroachment is not removed within said thirty (30) day period, the City of Suisun City shall cause encroachment to be removed and charge the permit holder, his heirs, administrators, executors, successors or assigns for the cost of removal plus a fifteen percent (15%) administrative fee.
5. The removal of encroachments and restoration of surfaces shall be at the sole expense of the permit holder or his legal successors. Surfaces shall be restored to a type and kind equivalent to the area adjacent to the encroachment. Restoration shall include the proper backfilling and compaction of all holes, cavities and depressions left by the removal of the encroachment. All work shall be done in accordance with applicable specifications of the City and to its satisfaction. If restoration is not completed within the time specified by the City Manager, the City of Suisun City shall cause restoration and charge the permit holder, his heirs, administrators, executors, successors or assigns for the cost of restoration plus a fifteen percent (15%) administrative fee.
6. Design Review approval is required for any and all physical encroachments, including structures, railings, signs, furniture and the like. This permit is contingent on permit holder acquiring design review prior to the installation or placement of any encroachments. The following exhibits are required to be submitted for review:
 - a. Site Plan
 - b. Architectural Drawings
 - c. Elevations
 - d. Design Drawings and Specifications
 - e. Any other exhibits as noted in the Specific Conditions by the Community Development Department

SPECIFIC CONDITIONS

1. The permit holder shall maintain in full force and effect during the term of this permit, at the permit holder's sole cost and expense, a policy of comprehensive general liability insurance in terms and amounts satisfactory to the City/Redevelopment Agency, but in any event no less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) aggregate, for bodily injury, personal injury, death and property damage, subject to such increases in amount as the City may reasonably require from time to time, covering any accident or incident arising in connection with the presence of the permit holder or its agents, employees, guests, or invitees on the premises. The City shall be included on the Certificate of Liability Insurance as an additional insured.

2. The City has the authority to revoke this permit at any time the City deems necessary due to inability to comply with the general and specific conditions stated herein.

PLAN CHECK

Development Services Review: Recommended: Yes No

Remarks: _____

Date: _____ By: _____
Community Development

Building Review: Recommended: Yes No

Remarks: _____

Date: _____ By: _____
Building Department

Engineering Review: Recommended: Yes No

Remarks: _____

Date: _____ By: _____
Engineering Department

Fire Department: Recommended: Yes No

Remarks: _____

Date: _____ By: _____
Fire Dept.

Police Department: Recommended: Yes No

Remarks: _____

Date: _____ By: _____
Police Dept.

INSTRUCTIONS

1. The fee for each revocable encroachment permit shall be One Hundred Twenty-Six Dollars (\$132.00) and shall be paid prior to the issuance of the permit. A minimum inspection fee of \$374.00 shall be charged, then \$175.00 per hour thereafter. Check or money orders shall be payable to the City of Suisun City, California.
2. The revocable encroachment permit application shall be submitted and signed by the owner/agent/tenant of the property for which the encroachment is sought.
3. One copy of a plan showing the proposed encroachment shall be submitted with the application. The plan shall show in detail the nature of the proposed encroachment and all references and dimensions to existing pavement edges, curbs, sidewalks, right-of-way and property lines, etc. Vertical clearances and relationships to other encroachments shall also be shown.