



CITY OF SUISUN CITY
APPLICATION FOR ENCROACHMENT ON CITY STREETS

Permit No. \_\_\_\_\_

To: City Inspector, City Hall, Suisun City, California

Application Date: \_\_\_\_\_

From: \_\_\_\_\_
(Name, Firm or Agency)

(Address & City)

(Phone number)

I (or We) hereby apply for an encroachment permit to carry out the following work:

Address of Encroachment

Work to be done.

Estimated date of encroachment:

Estimated date of completion:

State License Number:

DIAGRAM OF LOCATION OF PROPOSED WORK

Note: Show dimension referenced from curb to curb returns or from permanent object in vicinity of encroachment. Indicated geographical direction

Please call for inspections 48-hrs in advance to 707-421-7319

All USA markings must be removed at the end of the project.

Do you have a Suisun City Business License? [ ] Yes [ ] No (You must obtain one before permit will be issued.)

Hold Harmless: Applicant shall hold harmless, defend at its own expense, and indemnify Suisun City (City) against any and all liability, claims, losses, damages, or expenses, including reasonable attorneys' fees, arising from the performance of the work described herein, caused in whole or in part by acts or omissions to act of applicant or its officers, agents, employees or subcontractors; excluding, however, liability, claims, losses, damages or expenses arising from City's sole negligence or willful acts.

I (or We) have read the Suisun City Street Encroachment Ordinance No. 336 and agree to comply with the provisions of these and all other City Ordinances and Standard Specifications.

(Signature)

Encroachment Permit Granted \_\_\_\_\_
(Date)

(City Inspector)

Encroachment Charges:

Table with 2 columns: Charge Description, Amount. Rows include Deposit, Permit Fee (\$102.00), Inspection Fee (\$288.00 - 3 inspections minimum, then \$135.00 per hour thereafter), Plan Check (\$135.00 per hour), Other Charges, Oversize load (DOT: http://www.dot.ca.gov/trafficops/permits/manual.html), and TOTAL CHARGES.

## **ENCROACHMENT PERMIT FEES**

The following Fee Schedule was made effective on June 17, 2008 by Resolution No. 2008-77.

Encroachment Permits will be issued upon a payment of \$102.00 and a separate deposit into a trust account equal to the amount of the costs of the improvements. Depending on the size of the project Department will require a deposit for 15% of total construction cost.

The Inspector will charge \$288.00 for a minimum of 3 inspections; then \$135.00 per inspection hour thereafter. This fee will be deducted from the deposit and the remainder returned to the applicant when the encroachment is complete and satisfactorily inspected.

When taking the applicant's fees and deposit, put the Encroachment Permit Fee (\$102.00) into the Encroachment Permit Fee Account number 010-73220-6010. Place the deposit in the Encroachment Permit Trust Account number 840-06680.

When returning the remainder of the deposit to the applicant, make a claim sheet for the entire deposit out of account 840-06680 and on the following line show a debit (in parentheses) for the inspection fees to account 010-77350-6010 and show the remainder to be paid to the applicant on the bottom line.

## **ENCROACHMENT PERMIT PROCEDURES**

### **When an Encroachment Permit is needed.**

An Encroachment Permit is needed any time an agency or individual wants to enter into the public right-of-way for excavation, construction, or repairs. On most streets the property line is behind the sidewalk and all public sidewalks, curbs and gutters are in the public right-of-way.

### **Engineer's Estimate of Construction Costs.**

An Engineer's Estimate/Contractor's Estimate will be complete by the applicant listing an itemized cost of construction. This estimate will be checked by a Public Works Engineer for accuracy and validity.

### **Construction Bond.**

A Bond, which may be a deposit in the form of a check, payable to the City of Suisun City in the amount of the approved Engineer's Estimate/Contractor's Estimate of the construction costs will be submitted to the City. Upon successful completion of the encroachment, the deposit will be returned to the applicant after the inspection costs have been deducted. If a Bond was submitted, the applicant will pay the inspection fees to the City prior to the release of the Bond.

### **Inspection Costs.**

Inspection costs are \$288.00 for three (3) minimum inspections; then \$135.00 per inspection hour over the minimum three (3) inspections. This fee will be deducted from the Construction Bond deposit or paid by the applicant.

### **Permit Application Cost.**

The applicant will pay a non-refundable permit application fee with the application. This fee is currently \$102.00.

### **Insurance.**

The applicant will submit a contractor's insurance policy and endorsement as listed in the attached Insurance Requirements for Contractors. Minimum policy limits will be:

General Liability:	\$1,000,000 per occurrence
Automobile Liability	\$1,000,000 per accident
Employer's Liability	\$1,000,000 per accident

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All insurance endorsements must be submitted using Form CG 20 26 11 85 which is attached and must contain the following items (no substitute forms shall be allowed):

The City of Suisun City, its officers, officials, employees and volunteers as named insured.

The signature of an officer of the company as the Authorized Representative of the company underwriting the insurance.

### **Encroachment Permit Application.**

An Encroachment Permit Application is attached. The person or agency desiring the Permit should complete this form and submit it to Public Works. The applicant must provide a description and location of the area of encroachment, a sketch of the proposed area, an engineer's estimate/contractor's estimate of the cost of construction, payment of the encroachment permit fee, payment of the bond equal to the construction (\$250.00 minimum), and the posting of insurance naming the City of Suisun City as additional insured.

Each permit will have an Encroachment Permit number. The number will be assigned by the issuer using the last two digits of the calendar year, a dash, and the next consecutive number on the Master List. (Example: 02-001). Opposite this number in the Master List the issuer will record the name of the applicant, the address of location of the encroachment, and the estimated date of encroachment and completion.

All fees and bonds being collected will be listed on the attached Department of Public Works Fee Receipt. Encroachment Permit fees will be deposited to account 010-73220-6010 and bonds will be deposited to the Encroachment Permit Trust, account number 840-06680.

The person issuing the Encroachment Permit shall verify all information submitted; collect the fees, bonds and insurance policies; assign an Encroachment Permit number; and sign the Permit. The applicant will receive a copy of the applicant and file the original in the Encroachment Permit Book.

### **Completion of Encroachment.**

Encroachment work will be inspected during and after construction by the engineer or Public Works' inspector. When all work has been satisfactorily completed, the inspector will have a claim filled out for Finance to collect inspection fees and return the remainder of the bond to the applicant.

INSURER:  
POLICY NUMBER:  
ENDORSEMENT NUMBER:

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 Organization

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as application 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 work” for that insured by or for you.

Modifications to ISO form CG 20 10 11 85:

1. The insured scheduled above includes the Insured’s officers, officials, employees and volunteers.
2. This insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured’s scheduled underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.
3. The insurance afforded by this policy shall not be canceled except after thirty (30) days prior written notice by certified mail return receipt requested has been given to the City.

\_\_\_\_\_  
Signature-Authorized Representative

\_\_\_\_\_  
Address

CG 20 10 11 85 Insurance Services Office Inc. Form (Modified)



## **ENCROACHMENT PERMIT GENERAL CONDITIONS**

City of Suisun City  
Public Works Department  
701 Civic Center Blvd.  
Suisun City, CA 94585  
O: (707) 421-7340  
F: (707) 429-3758  
encroachments@suisun.com

- 1) No party other than the named Permittee or their agent is authorized to work under the issued encroachment permit.
- 2) The Permittee shall perform all work in accordance with the standard details and specifications of the City of Suisun City or in accordance with the requirements of the Director of Public Works & Building.
- 3) Prior to performing any construction work, the Permittee shall secure other local, State and federal permits required of the proposed work. Failure to do this voids the issued Suisun City encroachment permit.
- 4) The Permittee's work shall comply with all federal, State and local laws and requirements. Failure to comply with these laws and requirements voids the issued Suisun City encroachment permit.
- 5) Unless otherwise specifically indicated on the encroachment permit, work authorized by the issuance of the encroachment permit shall not extend beyond 7:00 AM to 6:00 PM, Monday through Friday.
- 6) No work shall be performed on weekends or on City holidays except with the permission of the City. Written requests for weekend or holiday work must be submitted at least 72 hours prior to the start of the proposed work. City inspection performed during the weekends or City holidays shall be paid by the Permittee at time and half of the hourly inspection rate (currently 1.5 X \$96 per hour, or \$144.00 per hour). The payment shall be submitted to the City within 72 hours of the City staff's performance of the inspection.
- 7) The encroachment permit shall be kept at the job site at all times and must be shown to any representative of the City or any law enforcement office upon demand. Work will be suspended if the encroachment permit is not available at the job site as described.
- 8) Prior to performing any excavation, the Permittee shall notify Underground Service Alert (USA). Failure to comply with California excavation laws voids the issued Suisun City encroachment permit.
- 9) The Permittee shall notify the City 48-hours in advance of start of work to schedule inspections. Notifications shall be made by calling the City's Inspection Hotline at (707) 421-7319.
- 10) Adequate provisions shall be made for the protection of the traveling public. Moreover, all work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. Prior to performing any work inconveniencing or impacting the traveling public, the Permittee shall submit a Traffic Control Plan for City review and approval. Traffic control shall comply with the latest California Manual of Traffic Control Devices (CA MUTCD). Road closure or one-way traffic will not be permitted.
- 11) Where existing services or access to a parcel will be interrupted, the Permittee shall notify in writing all affected property owners or occupants a minimum of 72-hours in advance of said interruption.
- 12) The Permittee shall take all actions necessary to protect the public from all hazards caused by its and its contractors' activities.

- 13) The Permittee shall perform daily cleanup, sweeping and dust control.
- 14) The City reserves the right to modify any condition of this permit to address issues encountered during the performance of work under the terms of this permit, as determined solely by the City. No permit modification shall be recognized unless it is specified by the City in writing.
- 15) If at any time the City requires any portion of the public utilities or its associated facilities to be relocated to accommodate the Permittee's proposed work, the Permittee shall perform the work within 30 calendar days of the receipt of the City's written request.
- 16) Prior to performing any underground construction work, all utility crossings shall be potholed prior to starting any other construction activity. The pothole data shall be submitted to the City within 24-hours for review and approval. The final vertical and horizontal alignment of the proposed conduit shall be coordinated with the City prior to placing the conduit.
- 17) Existing concrete that is to be removed shall be sawcut or removed at the nearest expansion joint or scoremark.
- 18) All trenches and excavations in existing pavement shall be sawcut.
- 19) The Permittee shall protect in place all public facilities. All existing public and private facilities that have been disturbed or damaged resulting from the Permittee's work shall be returned to their original condition or better at the Permittee's sole expense.
- 20) All roadway excavation work or potholes within a City paved roadway lane or paved shoulder shall be repaired with asphalt concrete per the City's standards/specifications within 72 hours of completing the permitted work within the roadway. The Permittee shall cover all open trenches with steel plates during non-working hours to allow for safe and convenient public travel.
- 21) The Permittee shall provide a one-year warranty for all replaced or repaired public facilities that include, but are not limited to, landscaping/irrigation, sidewalk, curb, gutter, pavement, water facilities, sanitary sewer facilities, and storm drain facilities.
- 22) After the installation of any underground conduit, the Permittee shall videotape all sanitary sewer pipes and storm drain pipes crossed by the new conduit. The videotape shall be submitted to the City within 72 hours of completing the underground conduit installation.
- 23) The Permittee shall cease work in the vicinity of any archaeological resources that are revealed or exposed. The Permittee shall notify the City immediately. A qualified archaeologists, retained by and at the sole expense of the Permittee, shall evaluate the situation and make recommendations to the City concerning the continuation of the work.
- 24) Within 72 hours of completing the permitted project, the Permittee shall submit a hard copy and an electronic file (in PDF format) of the as-built plans to the City's Engineering Division.
- 25) Prior to field acceptance of the work performed, the Permittee shall remove all markings and markers made by the Permittee and by all utility companies caused by the Permittee's project. Removal of markings shall comply with the requirements of the National Pollutant Discharged Elimination System (NPDES), the San Francisco Bay Regional Municipal Regional Stormwater Permit (MRP), the Fairfield-Suisun Urban Runoff Management Program, and any other applicable federal, state, and local laws, rules or regulations.