

# SUBMITTAL CHECKLIST & GENERAL PROVISIONS FOR ENCROACHMENT PERMIT

## CITY OF REEDLEY

ENGINEERING DEPARTMENT

1733 9th Street

Reedley, CA 93654

(559) 637-4200, ext. 295

Inspection Line (559) 637-4200 ext. 491



### SUBMITTAL CHECKLIST

Please take a moment to compare your Encroachment Permit submittal package with this checklist below. This form is to assist encroachment permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the check process. If the plans and other construction documents are incomplete or not attached to the application the review process could be delayed. Include the following with ALL applications:

- ☐ **Completed Encroachment Permit Application**
- ☐ **Complete Construction Plans (2 sets folded 8 1/2" x 11")**
- ☐ **Traffic Control Plan (2 sets on 8 1/2" x 11" paper minimum) (Shall conform to the latest edition of the CA MUTCD)**
- ☐ **Copies of approved encroachment permits from other agencies (CALTRANS, COUNTY, etc.), where applicable**
- ☐ **Vicinity map**
- ☐ **Certificate of Insurance (Commercial General Liability and Auto Liability required, \$1,000,000 minimum each occurrence, with the City of Reedley, its officers, agents, employees, representatives and designated volunteers are added as additional insured's as respects operations and activities of, or on behalf of the named insured.) Additional insurance may be required by Permittee on a case by case basis as determined by the City Engineer.**

### GENERAL PROVISIONS

1. **Authority:** This permit is issued in accordance with Title 7, Chapter 5 of the City of Reedley Municipal Code.
2. **Responsible Party:** No party other than the named Permittee, Contractor or Subcontractor is authorized to work under this permit.
3. **Acceptance of Provisions:** It is understood and agreed by the permittee that the doing of any work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
4. **When Digging is Required:** Encroachment shall not begin until the permittee supplies the City of Reedley with a valid U.S.A. North ticket number.
5. **Notice Prior to Starting Work (Utility Companies):** Before starting work under the issued Encroachment Permit the Permittee shall notify the City Inspector or Engineering Department five (5) working days prior to initial start of work. When work has been interrupted, an additional twenty-four (24) hour notification is required before restarting work. Unless otherwise specified, all work shall be performed on weekdays and during normal working hours of the City of Reedley. Contact the Engineering Department with any questions.
6. **Keep Permit on the Worksite:** The Encroachment Permit or a copy thereof shall be kept at the site of work and must be shown to any representative of the City or any law enforcement office on demand. **WORK SHALL BE SUSPENDED IF PERMIT IS NOT AT JOB SITE AS PROVIDED.**
7. **Conflicting Permits:** If a prior encroachment conflicts with the proposed work, the new permittee must arrange for any necessary removal or relocation with the prior permittee. Any such removal or relocation will be at no expense to the City.
8. **Protection of Traffic and Pedestrians:** Traffic shall not be diverted nor interrupted without prior approval of the City of Reedley. Adequate provisions shall be made for the protection of the traveling public and Pedestrians. The warning signs, lights and other safety devices and other measures required for the public safety shall conform to the requirements of latest edition of the California Manual on Uniform Traffic Control Devices (MUTCD) or the current CalTrans Standard Specifications. Traffic control for day or nighttime lane closures will be in conformance with CalTrans Standard Plans for Traffic Control Systems. Nothing in the permit is intended, as to third parties, to impose on permittee any duty, or standard of care, greater than or different than the duty or standard of care imposed by law. The Traffic/Pedestrian Control Plans shall be site specific, to scale and shall be submitted on 8 1/2" X 11" paper minimum. If the work area is in or adjacent to an arterial or collector street the traffic control plan shall be designed by a certified (IMSAA or ATSSA) technician.
9. **Storage of Materials:** No construction material shall be stored, or equipment parked, within ten feet (10') of the edge of pavement or traveled way. Utilities are subject to the provisions of Section 22512 of the Vehicle Code.
10. **Clean Up Right of Way:** Upon completion of the work, all brush, lumber, scraps, material, etc., shall be entirely removed and the right of way shall be left in as presentable a condition as existed before work started. If in any event street sweeping is required, or material is left in the City's right of way, the City will have it cleared at the Permittee's expense.
11. **Standard of Construction:** All work performed within the right of way shall conform to recognized standards of construction and the current Caltrans Standard Specifications, City of Reedley Standard Plans and Specifications, and any special provisions relating thereto.
12. **Inspection and Approval by the City:** All work shall be subject to inspection and approval by the City. For inspection requests the Permittee shall contact the City Inspector as follows:
  1. Two (2) working days minimum prior to start of work for an Initial Inspection and to schedule all other necessary inspections.
  2. Immediately upon completion of the permitted work to schedule a Final Inspection. (Including a final inspection for the final paving, if applicable. (This must be coordinated with
13. **Maintenance:** The permittee agrees, by acceptance of a permit, to maintain properly any encroachment placed be it in the right of way and in inspecting for and preventing any injury to any portion of the right of way resulting from the encroachment.
14. **Liability for Damages:** Any liability resulting from personal injury or property damage that may occur while performing the work herein permitted shall be the responsibility of the Permittee. In the event where a claim is made against the City of Reedley or its' employees due to the failure of the Permittee to perform his or her obligations written in this permit, the Permittee shall defend, indemnify and hold them harmless of such a claim.
15. **Cost of Work:** Unless otherwise stated on the permit or separate written agreement, all costs incurred for work within the City right of way pursuant to this Encroachment Permit shall be bore by the permittee; any permittee hereby waives all claims for indemnification or contribution from the City for such work.
16. **Cost of Encroachment Permit:** The permit cost includes the actual time that is expended in the process of reviewing the proposed improvement or activity, processing and issuance of the permit, field work performed by City staff and the actual time that will be expended in the inspection of the proposed activity. When an encroachment permit application package is submitted to the Encroachment Permit Office, you are required to pay a deposit/fee at that time, unless the permit is exempt from fees. This deposit/fee is only an estimate to start the permit process. Additional fees may be required prior to your permit being issued, to reimburse actual time expended in the review process and/or additional proposed time to be expended on inspection that your initial deposit/fee did not cover. If the encroachment permit is electronically submitted via fax/email, a miscellaneous fee will be added to cover expenses for printing 2 required copies of permit and attachments. The total amount will be determined based on number of pages, see master fee schedule for more details.
17. **Street Trees:** Title 7, Chapter 2 of the Reedley Municipal Code regarding the preservation and protection of street trees shall be complied with. If the scope of work includes the removal of City street trees approved permits by the City of Reedley Public Works Department shall be attached to this application.
18. **Maintaining Drainage:** Ample provisions shall be made by the Permittee in order to provide for interference with established drainage. The contractor shall be responsible for all damages to public or private property incurred due to the failure to provide adequate drainage within the construction area or blockage of existing drainage facilities upstream from the area of work in excess of the capacity of the existing upstream drainage facilities. As per the City of Reedley Specifications Section 4.10 - Maintaining Drainage.
19. **Backfilling:** Backfill requirements shall conform to the City of Reedley Standards. All open trenches that are to be left over night in the City's right of way shall be backfilled and compacted with temporary repairs, or properly planned before leaving the job site at the end of the working day.
20. **Surface Maintenance:** Surfaces covering the structure placed hereunder shall be maintained by the contractor for a term of 12 months after the work has been completed.
21. **Depth of Pipes:** All depths of pipes shall conform to the requirements as stated in the City of Reedley's Standard Plans and Specifications.
22. **Expired Encroachment Permit:** Permit expires sixty (60) days from the date issued unless otherwise indicated by the applicant.

# ENCROACHMENT PERMIT APPLICATION

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ENGINEERING DEPARTMENT

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### FOR CITY USE ONLY - FEES

PERMIT NO. \_\_\_\_\_

Permit Fee	\$ _____
Inspection Fee	\$ _____
Other	\$ _____
Total Fee	\$ _____

### --NO "OVER THE COUNTER" APPROVAL OF PERMITS--

REVIEW TIME DEPENDS ON COMPLEXITY OF PROJECT, AND CITY STAFF WORK LOAD.

PLEASE SUBMIT A COMPLETE APPLICATION MINIMUM TWO WEEKS PRIOR TO BEGINNING OF WORK.

Permission is requested to encroach on the City street or alley right of way as follows: (Complete all items to begin the permitting process: NA if not applicable.)  
APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED ATTACHMENTS ARE INCLUDED. INCOMPLETE SUBMITTALS ARE NOT ACCEPTED

1. Project Location: \_\_\_\_\_

2. Est. Starting Date: \_\_\_\_\_

3. Est. Completion Date: \_\_\_\_\_

4. Est. Cost in City R/W: \_\_\_\_\_

5. CHECK THE APPROPRIATE CATEGORIES BELOW WHICH DESCRIBE THE PROJECT:

☐ New Construction

☐ Maintenance or Repair

☐ Temporary Traffic Control

#### Streets

- ☐ Curb and Gutter
- ☐ Driveway Approach(es)
- ☐ Sidewalk
- ☐ Street Tree(s)
- ☐ Street Surfacing

#### Public Utilities

- ☐ Water Service(s)
- ☐ Sewer Service(s)
- ☐ Storm Drain Collection(s)
- ☐ Street Light(s)

#### Dry Utilities

- ☐ Modifications
- ☐ Extension(s)
- ☐ Hookup(s)

#### Other

- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. FULLY DESCRIBE WORK WITHIN CITY R/W: Include 2 sets of complete approved plans, vicinity map, traffic control plan (Shall conform to the latest edition of the CA MUTCD), etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Contractor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

8. **NOTE:** Contractor(s) performing the work is required to have a valid City of Reedley Business License, and a Contractor License.

BUSINESS LICENSE No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CONTRACTOR LIC. No.: \_\_\_\_\_

9. **NOTE:** Current copies of Certificate of General & Auto Liability Insurance and Worker's Compensation shall be on file with the City of Reedley Encroachment Permit Office prior to issuance of permits. **If anything has changed attach copies of the new certificates to this application.**

W.C. INS. EXP.: \_\_\_\_\_ AUTO INS. EXP.: \_\_\_\_\_ GEN. LIABILITY EXP.: \_\_\_\_\_

10. Emergency Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH CITY OF REEDLEY RULES AND REGULATIONS AND SUBJECT TO INSPECTION AND APPROVAL.

Applicant Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

#### Condition to Approval

☐ Refer to attached addendum for conditions of issuance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Inspection before commencing work required

☐ Compaction test required at applicant's expense

☐ Bacteriological test required at applicant's expense

**Application Approval** - Permission is hereby granted to the applicant to do the described work in compliance with Title 7, Chapter 5 of the City of Reedley Code. This permit does not become valid until signed by the Building Official, City Engineer or his assigned Deputy, and the fees are paid.

☐ Building Official ☐ City Engineer ☐ Deputy \_\_\_\_\_

\_\_\_\_\_ Date