

# City of Rio Dell Encroachment Permit Application

*(No work can be started until an approved permit has been issued)*



Date Issued: \_\_\_\_\_ Permit #: \_\_\_\_\_

Applicant's Name: _____	Contractor's Name: _____
Address: _____	Contact Name: _____
_____	Address: _____
Phone: _____	_____
Start Date: _____	Phone: _____
Completion Date: _____	License No.: _____
Project Location: _____	Parcel Number: _____

### Project Type

**PLANS REQUIRED: Minimum 8 1/2 11 SCHEMATIC DRAWING or FULL SET OF PLANS  
REQUIRED INSPECTIONS MUST BE REQUESTED 24 HOURS IN ADVANCE (707) 764-3532**

- Installation/Repair/Replacement:     Sidewalk     Driveway     Street Paving     Curb & Gutter     Other
- Underground Utilities:     Water     Gas     Electrical     Sewer     Storm Drain     Tele/TV     Other
- Encroachment:     Awnings     Dumpster     Outdoor Seating     Bike Racks     Street Furniture     Other

Please Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Excavation in Public Right-of-Way Required?  YES     NO    If "YES" U.S.A. Ticket No. \_\_\_\_\_  
*Permit will not be issued until applicant provides U.S.A. ticket Number. U.S.A. Phone #811*

Insurance  General Liability     Worker's Compensation    City Business License  YES     NO  
*Permit will not be issued until applicant provides insurance certificates and City Business License*

***In signing this Encroachment Permit Application, the Applicant and Contractor agree to the terms and Conditions attached hereto.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

### City Use Only

Route To:	Department/Approved	Date:	Conditions Attached
<input type="checkbox"/> City Manager:	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> City Planner:	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> City Engineer:	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Police Dept.:	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Approved for Construction:  YES     NO    By: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Required:  YES     NO    Final Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Required:  YES     NO    Building Permit #: \_\_\_\_\_

CITY OF RIO DELL

ENCROACHMENT PERMIT GENERAL TERMS AND CONDITIONS

ALL WORK WITHIN THE CITY OF RIO DELL RIGHT OF WAY SHALL COMPLY WITH THE FOLLOWING TERMS AND CONDITIONS:

- 1. Public Safety, traffic safety and worker safety shall be maintained in compliance with Federal, State and Local Law. It shall be the applicant's responsibility and liability to comply with all applicable laws including: Cal-OSHA; State Department of Transportation Construction Safety, and the State Construction Safety Orders administered by the State Department of Industrial Relations, available through the State of California. Safety and warning devices shall be installed and maintained for all work within the Public Right of Way, within trenches, excavations, and around obstructions. No Public access shall be permitted under overhead construction work. Traffic control signs, flags, lights and other warning and safety procedures shall conform to these cited State requirements, including the Manual of Traffic Safety in Construction Work Zones published by the State Department of Transportation. Continuous vehicle and pedestrian access shall be maintained unless otherwise specifically provided by this Encroachment Permit under SPECIAL CONDITIONS.
2. No concrete shall be place or poured; or asphalt paving placed; or pipeline trenches back-filled; or structures back-filled until the designated City inspector has made an inspection and the work has been approved. Required inspections must be scheduled at least 24 hours in advance.
3. Access to fire hydrants and public facilities shall be maintained at all times.
4. Refuse, trash, waste materials or unused materials shall be removed from the Public Right of Way within 4 hours after completion of work.
5. No street shall be closed without first notifying the following agencies, a minimum of 24 hours in advance:

Table with 4 columns: Agency Name, Phone Number, Agency Name, Phone Number. Includes Rio Dell Public Works Department (764-3541), Rio Dell Fire Department (764-3329), Rio Dell Building Department (764-3532), City Ambulance (725-8020), Rio Dell Police Department (764-5709), Humboldt County Sheriff's Department (445-7251), and California Highway Patrol (822-5981).

- 6. INDEMNITY AGREEMENT: By signing this permit the Applicant agrees to indemnify, defend, and hold harmless City and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of the performance of the work described herein, caused in whole or in part by any act or omission of any type or nature, of the Applicant, or any contractor, subcontractor, employee or agent or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except where solely caused by the active negligence or willful misconduct of the City.
7. Applicant shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work or the activities of the event for which this Permit is issued. Said insurance shall include Applicant, his agents, representatives, employees, volunteers, contractors, subcontractors and any other persons employed by Applicant in the course of the work or event.

Prior to final approval, the City of Rio Dell MUST have the following insurance documents on file:

INSURANCE CERTIFICATE for One Million Dollars in Liability coverage containing the following components:

- The insurance policy number.
A statement that the policy shall not be canceled, except after thirty days prior written notice to the City of Rio Dell.
An original, authorized signature.
The City reserves the right to require lower or higher limits if it determines it to be in the City's best interest.

LIABILITY INSURANCE ENDORSEMENT Which must contain the following (this actually amends your policy):

- The insurance policy number.
The endorsement number.
The statement naming "The City of Rio Dell, including its officers, officials, agents, employees and volunteers as an additional insured."
A statement indicating your insurance as primary.
A statement that the policy shall not be canceled except after thirty days prior written notice to the City of Rio Dell.
An original, authorized signature.

WORKERS' COMPENSATION

- Workers' Compensation Insurance as required by the State of California, or;
1.) I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions. Applicant Initials: \_\_\_\_\_, or;
2.) I certify I am the Property Owner and NO portion of this work will be done by others. Applicant Initials: \_\_\_\_\_

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000) in addition to the cost of compensation, damages as provided for in section 3706 of the labor code, interest, and attorney's fees.

Insurance is to be placed with Insurers with a current A. M. Best's rating of no less than A:VII. Certificates and endorsements must bear an original signature by a person authorized to bind the issuing insurance company.

Any exceptions to the above requirements must be requested and approved in writing by the City Manager prior to commencement of work.

**CITY OF RIO DELL**  
**ENCROACHMENT PERMIT GENERAL TERMS AND CONDITIONS**  
ALL CHECKED CONDITIONS SHALL APPLY TO THIS ENCROACHMENT PERMIT

**General:**

1.  Dumpsters and debris box locations shall be approved by the City.
2.  Dumpsters/debris box must have reflectors. Please call when box is picked-up. (707) 764-3532.
3.  All work shall be constructed in accordance with Caltrans standards and specifications.
4.  Contractor shall provide a plan for safe pedestrian and vehicular passage around the construction site in accordance with Caltrans Manual of Traffic Safety in Construction Work Zones.
5.  Contractor shall maintain barricades at all times.
6.  Subcontractors must obtain a separate Encroachment Permit.
7.  All disturbed traffic markings and signs shall be replaced.
8.  No construction equipment shall be parked on City streets overnight unless approved by the City.
9.  Businesses and residents in the immediate area shall receive written notice of the proposed work, days of road and sidewalk closures, hours of operations and a contact person for questions. The written notice shall be reviewed and approved by the City prior to distribution, and must be distributed at least 24 hours prior to the start of work.
10.  Working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Excavation:**

11.  All trenches shall be closed at the end of the work day with steel plates or temporary cut back.
12.  Trench backfill shall be compacted to  90% or  95%. Contractor shall install permanent paving as required.
13.  Contractor shall excavate and expose all utilities. Utility elevations shall be verified by the design engineer (or if applicable, by the contractor and observed by a City representative).
14.  All construction and related work shall be coordinated between the contractor, utility representatives and City representatives.
15.  Saw cut along lip of gutter. Do not damage existing pavement. If pavement is damaged, the pavement shall be saw cut and replaced a minimum width of 2 feet or as directed by the City.
16.  If existing roadway has pavement fabric, saw cut a minimum of 4 inches deep to cut through the fabric. Do not tear the fabric during excavation.

**Sidewalk/Driveway:**

17.  Saw cut along score lines of the sidewalk.
18.  Install driveway approach as per American with Disabilities Act (ADA) requirements.
19.  Driveway approach and sidewalk shall be replaced per City standards within two weeks of the start of work. The limits of removal and replacement shall be marked in the field by the City.
20.  Pave a minimum of 20 feet behind the driveway approach.
21.  Bore under sidewalk or remove and replace sidewalk to install underground pipe. Tunneling is not permitted unless approved by the City.
22.  Wheelchair ramps shall be in accordance with the American with Disabilities Act (ADA) requirements.
23.  Concrete forms and reinforcement must be inspected and approved prior to concrete pour.

The following additional Conditions shall also apply: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read, understand and will abide by the Terms and Conditions listed above:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_