



## **Encroachment Permit Application Instructions**

**Encroachment Permits are required for all constructed improvements within a public easement or right-of-way. The Public Works Department must be notified prior to commencing any work within the public easement or right-of-way.**

***You must be a licensed contractor of the field that applies to the type of construction within the Public Right-of-Way.***

**You may need the following items to obtain an Encroachment Permit:**

1. Application for Encroachment Permit. (Required for all permits)
2. Certificate of Liability Insurance Sample. The City of American Canyon shall be listed as additional insured on certificate. Dollar amount of general liability shall be provided as recommended by Director of Public Works in coordination with the City Risk Manager.
3. Sample Traffic Control Plans.
4. Storm Water Prevention Plan.

**Following is a step-by-step summary of the Encroachment Permit Process:**

1. Applicant submits a complete Encroachment Permit Application on-line or over-the-counter.
2. Public Works staff reviews information provided and proceeds as follows:
  - a. Review application and additional information for completeness, making recommendations/changes to meet this Department's requirements.
  - b. Determine the amount of permit fees and request fees from applicant. The applicant will be required to submit quantities and "take offs" along with drawing to expedite the process. This information provides data for determination of the required fees.
  - c. When item "a" and "b" above have been addressed, staff writes up permit and contacts applicant to provide Insurance Certificates (as required).
  - d. After the above items have been addressed and are completed, the Department sends the applicant the Encroachment Permit with attached conditions/stipulations. As Built Plans will be required for large projects.
3. Encroachment Permits are typically issued for a 6-month period. Time extensions may be granted as necessary for the current extension fee in effect.

***Contact information as to status of Encroachment Permits can be directed to the Engineer Division of the Public Works Department at (707) 647-4562.***

**Quantity Estimate Note:** A quantity estimate of all items within public road right of way must be provided. The estimate shall be prepared by a licensed engineer. The only exception is if the encroachment is for a single residential driveway access, unless otherwise accepted by the Public Works Director. The estimate shall be attached to the Encroachment Permit Application. Public Works staff shall review the estimate and compare as necessary to the approved plans. If there is any difference in interpretation from staff's calculation and the estimate resulting in staff's

determination that the quantity is greater than shown in the estimate, the engineer will be contacted to provide more detail to staff. If staff cannot agree, the Public Works Director or his designee shall have the final decision in quantity to be used for permit fee calculations.

Sufficient breakdown of both, dry, and wet utility line crossings at roadways and lines paralleling roads are primarily required, additionally, lineal footage of curbs, gutters and sidewalks; driveway width and whether residential or commercial/industrial should be made. If the project includes roadwork, include square yardage of asphalt to be placed. Estimate should be broken down in a manner that is easy to compare with the approved plans. All appurtenances including, fire hydrants, valves, meters, manholes, catch basins etc. must also be itemized.

**Scope of Work Note:** A brief written scope of work of all proposed encroachments into public right-of-way must be included in the application.

### **PERMIT PROCESSING TIMES**

Processing time varies with complexity of project and whether approvals of engineering plans are required. If the project is reviewed through the engineering division the applicant can elect to have the encroachment permit processed concurrently with the plans. If this is done the Department can have the permit ready for issuance within seven (7) working days from the date the plans are approved for construction provided all necessary instruments of Liability/Surety and Traffic Control have been submitted and approved. Otherwise permits are normally processed AFTER plan approval. This necessitates permit application by applicant and several weeks of Department processing. If the encroachment permit does not require engineering plan approval, permit can be ready for issuance within seven (7) working days from the date of permit application acceptance provided all necessary instruments of Liability/Surety and Traffic Control have been submitted and approved. Please be advised that acceptance is determined after reviewing the application and that the application may be returned unaccepted if incomplete.

### **PERMIT FEES**

#### **Encroachment Permits**

**Minor Permit:** Dumpsters, tree planting, block parties, for example.....**\$28**

**Medium Permit:** Residential driveway, curb ramp, commercial driveway, repair/replace curb gutter and sidewalk, building permits for accessory.....**\$170**

**Major Permit:** Greater than **\$10,000** of improvements in public right of way: Encroachments with more than \$10,000 of improvements in public right of way will require applicants to pay the actual cost for Engineering plan review and inspection. A deposit equal to 5% of the estimated improvement costs will be required prior to issuance of permits.