



## **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.



**Engineering Division**  
4381 Broadway, Suite 201  
American Canyon, CA 94503  
(707) 647-4562 Fax (707) 643-2389

## Encroachment Permit Application

**Date Received:** \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_

2. Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

4. State Lic. # \_\_\_\_\_ Class: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**7. Location of Proposed Encroachment (attach drawing/sketch of proposed work location):**

Owner Name: \_\_\_\_\_ Assessors Parcel # \_\_\_\_\_

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

8. **Description of Work (attach detailed plans/sketch if applicable) :**       **Plans Attached**

**THE FOLLOWING ITEMS MUST BE ON FILE WITH THE CITY PRIOR TO ISSUANCE OF PERMIT**

9. Home owners insurance (Residential owner applicant only).

10. Certificate of Liability insurance (ACORD or equivalent) noting "City of American Canyon" as additional insured (Contractor / Developer).

11. Traffic control plan (where applicable).

12. Construction cost estimate for any improvements or repairs within the City's right-of-way.

13. Approved improvement plans or a sketch of work to be done showing all dimensions, property lines, existing improvements and proposed improvements attached to this permit.

14. Hold Harmless.

The applicant will familiarize themselves and construct improvements with the applicable City of American Canyon Standards, Specifications and Ordinances. It is understood that nonconformance with such documents may result in rejection and removal of work; and the cost associated with same will be the responsibility of the Applicant. The applicant shall indemnify and hold harmless the City of American Canyon agents and employees against any claims, damages, losses and expenses, including but not limited to attorneys' fees.

15. Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## What are the terms and conditions of the encroachment permit?

The terms and conditions of each encroachment permit are supplied on the Encroachment Permit and attachments.

All work shall be planned and executed in a manner that will cause the least interference with the safe and convenient travel of the general public at the place where the work is authorized, and at no time shall a City street be closed or the use denied the general public without the written permission of the Director of Public Works.

The act of issuing a permit shall not be construed as imposing any liability upon the City or upon any of its officers or employees by reason of damage or injury to person or property resulting from any excavation or obstruction authorized by the permit.



# Encroachment Permits

## General Information



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City of  
American Canyon

4381 Broadway, Suite 201  
American Canyon, CA 94503

Revised 7/15

Public Works  
Engineering Division  
4381 Broadway, Suite 201  
American Canyon, CA 94503  
(707) 647-4562

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## What is an encroachment?

An encroachment is the act of accessing City property for a variety of purposes and uses. The most common encroachment permits issued in the City are for the installation of driveways and to allow access to utilities.

## Why do I need a permit?

By state law you must obtain an Encroachment Permit to make any encroachment along or on any City road. The purpose of the permit is to ensure that all work or use in the City street right-of-way is done safely, complies with City street standards, and is compatible with public transportation purposes.

When Planners review building permit applications, part of their review is the determination of the impact of the construction on the City street right-of-way. When your project impacts the City street right-of-way, the Department of Public Works must review the part of your project that impacts that right-of-way and inspects it when it is complete.

## What activities require a permit?

Activities requiring permits include installation of driveways, curbs and gutters; trenching for utility pipelines, cable, conduit, water and sewer lines; landscaping work such as fencing, weed and tree removal, and planting within the right-of-way; access for swimming pool and other construction. Permission to access City property for these activities is obtained by requesting an Encroachment Permit.

If you are considering an activity which will take place in, under, or over any City street right-of-way, contact the Department of Public Works to see if an encroachment permit is necessary.

## How do I apply for a permit?

Permits are issued by the American Canyon Department of Public Works to applicants who comply with conditions:

1. Obtain an Encroachment Permit Application Package. One can be obtained from City Hall or by downloading from the City's Web Site [http://www.cityofamericancanyon.org/Departments/Public\\_Works/Permits](http://www.cityofamericancanyon.org/Departments/Public_Works/Permits)
2. The individual, or company performing the work must request a permit, and shall sign and file an application which states the applicant's name, address, principal place of business, exact location of the proposed encroachment, and the purpose of the encroachment.
3. The Public Works Department may require additional information regarding the nature, location, & duration of the encroachment. Occasionally, an applicant may be required to provide plans or a diagram with specific details of the proposed encroachment. In addition, the Public Works Department reserves the right to make changes/modifications to the proposed encroachment as needed.
4. If it is necessary to obtain permits from other public agencies before starting work, certified copies of such permits must accompany the application.
4. If the existing surface of the City street is to be disturbed by the applicant's encroachment, the applicant shall restore the City street to the same condition, existing prior to such work, within the time specified in the permit, at this expense. In some cases, the nature and scope of the encroachment may necessitate the posting of a bond.

## What does an Encroachment Permit cost?

Improvements in the public right of way of less than \$1,000: Fee \$28

Improvements in public right of way of \$1,000 - \$10,000: Fee \$170

Encroachments with more than \$10,000 of improvements in public right of way will require applicants to pay the actual cost, (salary and benefits plus 54%) for Public Works plan review and inspection. If the City elects to use consultant services, the applicant shall pay the consulting costs plus 54%. A deposit equal to 5% of the estimated improvement costs will be required prior to issuance of permits.

