

# ENCROACHMENT PERMIT

## APPLICATION

**TOWN OF ATHERTON  
PUBLIC WORKS DEPARTMENT**

80 Fair Oaks Ln, Atherton, CA 94027

Phone: 650-752-0570 / Hours: 8-11am, 1-4pm



Permit Number (To be filled out by the Town)

Location of Encroachment (Atherton Address)

Description of Encroachment

**THIS IS ONLY AN APPLICATION, NOT A VALID PERMIT**

### APPLICANT

Name  
Company  
Address  
Day Phone      24 Hour Phone

### CONTRACTOR

Name  
Company  
Address  
Day Phone      24 Hour Phone  
Contractor's License No.  
Town Business License No.  
Worker's Comp. Certificate     Attached     On File  
Gen. & Auto Liability Insurance Naming Town  
 Attached     On File

### OWNER

Name  
Address  
Phone

Estimated Starting Date      Estimated Completion Date

Estimated Cost of Construction \$      Based on  Bid or Contract     Engineer's Estimate     Attached     Checked By

Number of Driveways      Length of Trench in Public Right-of-Way      Plans Required      Plans Attached

I hereby agree to accept and abide by the General Encroachment Permit Conditions on the back of this permit, The Town of Atherton Stormwater Pollution Prevention and Erosion Control Requirements, the Town of Atherton Standard Specifications and Details, approved plans and conditions shown on the face of this permit or attached hereto.

Applicant (if not Contractor)      Contractor      Date

### FEES AND CHARGES

### SURETIES AND DEPOSITS

Plan Check	Amount \$	Receipt #	Amount Required	Receipt #
Permit	Amount \$	Receipt #	Form <input type="checkbox"/> Cash <input type="checkbox"/> Bond <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Certificate of Deposit	
Penalty	Amount \$	Receipt #	Issuer Name	
Additional Inspections	Amount \$	Receipt #	Issuer Address	
<b>TOTAL</b>	Amount \$	Receipt #	Issuer Phone	

### APPROVAL

**THIS PERMIT IS TO BE STRICTLY CONSTRUED AND NO WORK OTHER THAN THAT SPECIFICALLY STATED ABOVE IS AUTHORIZED HEREBY. THIS PERMIT WILL EXPIRE 90 DAYS FROM THE DATE OF ITS ISSUANCE OR IF WORK IS FINALED. EXTENSION REQUESTS MUST BE RECEIVED PRIOR TO EXPIRATION DATE OR APPLICABLE RE-INSTATEMENT FEES WILL BE REQUIRED.**

Date Approved      Date Expires      Approved by

Extension Applied for (date)      Approved (by)      Date      Extended to (date)

### ATTACHED TO AND MADE PART OF THIS APPROVAL

Plans Titled:  
 Stormwater Pollution Prevention and Erosion Control Requirements       Trench Detail     Driveway Detail  
Other (list)

### SPECIAL CONDITIONS APPLICABLE TO THIS PERMIT

Soils Engineer's Testing Required

### RECORD OF INSPECTIONS

Date	By	Kind	Pass/Fail - Notes
		FINAL	

**SEE GENERAL ENCROACHMENT PERMIT PROVISIONS ON THE BACK OF THIS APPLICATION**

## GENERAL ENCROACHMENT PERMIT PROVISIONS

1. NO WORK SHALL BE PERFORMED, EQUIPMENT STARTED OR DELIVERIES MADE OUTSIDE THE NON-WEEKEND AND HOLIDAY HOURS OF 8:00 A.M. TO 5:00 P.M.
2. Required inspections shall be called for at least one full working day in advance: (650) 752-0570
3. No work shall proceed without required Town inspections and approvals. See Standard Specifications for specific requirements.
4. All work shall be in accordance with the Town of Atherton Standard Specifications, designated standard drawings and special conditions stated on the face of this permit.
5. Underground Service Alert (USA) shall be contacted 1 (800)642-2444 at least two working days before starting any excavation in any area that is known or could be reasonably expected to contain subsurface facilities. The Inquiry Identification number assigned by USA shall be given to the Town inspector upon request.
6. This permit, required plans and other attachments to the permit shall be available at all times at the job site.
7. No changes shall be made in approved plans without the approval of the City Engineer.
8. Work site and traffic control measures conforming to Caltrans standard shall be employed at all sites where vehicular or pedestrian traffic is effected.
9. Any omission on the part of any Town representative to require lights, barricades or other warning or protective measures or devices in approval or inspection of work under this permit shall not excuse the permit holder from complying with all requirements of law and appropriate regulations, ordinances, standards and practices for adequately protecting the safety of persons using public streets.
10. Permit holder is responsible for any liability for personal injury or property damage that may arise out of work covered by this permit and shall defend and hold the Town of Atherton harmless against claims for damage or liability caused by this encroachment. See Section 12.14 of the Atherton Standard Specifications for insurance requirements.
11. No lane or street closures nor detours will be permitted without prior approval of a Traffic Control Plan by Town Public Works and Police Departments.
12. Unless specifically permitted, no material or equipment shall be stored within any public right-of-way or drainage course overnight. When storage in the public right-of-way is permitted, proper safety and warning devices shall be provided by the permit holder.
13. Minimum cover for all utilities being installed shall be as stated in Section 50.02 of Atherton Standard Specifications.
14. Adjoining property and improvements that could possibly be damaged during the progress of work covered by this permit shall be protected, and a minimum of inconvenience to the public and property owners shall be caused.
15. Permit holder shall provide for proper drainage if the work involves a drainage facility or watercourse or if it interferes with an established drainage pattern.
16. The Town Engineer is to be notified immediately upon discovery of any underground pipe or facility not shown on plans or otherwise not previously anticipated.
17. No survey marker or reference point shall be disturbed or removed prior to being tied out by a Licensed Surveyor or Civil Engineer licensed to perform surveying. All costs of replacing survey markers and reference points shall be borne by the permit holder.
18. Trenches in public traveled ways must be backfilled and capped with temporary paving at the end of each day's work. No open trenches will be allowed to remain open overnight, unless covered by approved steel plates.
19. Temporary paving must be maintained in good condition and level with adjacent pavement by permit holder until permanent surface restoration is installed.
20. By accepting this permit, permit holder agrees to repair damage to improvements and to correct any defects found in materials or workmanship for a period of one year after completion of the work.