



## **ENCROACHMENT PERMIT APPLICATION AND FILING PROCEDURES**

### **1.0 ENCROACHMENT PERMIT APPLICATION**

- 1.1 **Fill-out Sections I/II** – Location of Encroachment, Description of Work and Applicant, Contractor, and Owner information
- 1.2 Sign and date application as your agreement to abide by the terms of this permit
- 1.3 Submit completed application, along with two (2) sets of drawings and/or plans detailing the work to be done, to the Public Works Department for processing
  - 1.3.1 Where a plan check fee is applicable, applications must be accompanied by an Engineer's Estimate or a Contract establishing the cost of work and payment of the plan check fee
- 1.4 **Attach Proof of Insurance:** General Liability and Auto Liability insurance in the amount of \$2,000,000 (\$500,000 per occurrence/\$2,000,000 aggregate). General Liability insurance must include an endorsement naming the Town of Atherton as "additional insured." A Certificate of Insurance is not sufficient, an additional insured endorsement is required. Also attach your proof of Worker's Compensation.
- 1.5 Attach proof of a current Contractor's License (copy of your wallet ID card) and a copy of your Town Business License

### **2.0 APPLICATION PROCESS/PAYMENT OF FEES**

- 2.1 Your application and drawings will be reviewed for compliance with Town requirements
- 2.2 Turn-around time for approval process for simple driveway entrances, utility laterals and/or similar work is **3-4 working days**. Plan check time for other projects will depend on the scope and complexity of the project
- 2.3 Permit fees will be calculated in accordance with the Town of Atherton's current ***"Encroachment, Property Improvement, Lot Line Adjustment and Map Checking Fee Schedule"*** effective March 1, 2002.
  - 2.3.1 All permit fees, including plan check fees, are due with application
  - 2.3.2 All sureties and deposits are due with application, prior to issuance of a Permit
    - A) **A \$2,500 surety bond or deposit is required for each street trench cut** to guarantee satisfactory repair of Town facilities (see: Trench Detail and Surface Restoration Standards handout)

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- B) Arrangements, subject to approval by the City Engineer, may be made for a standing surety to cover multiple permits. The amount of surety or deposit required to assure proper restoration of Town facilities for other projects will be determined by the City Engineer
- 2.4 The “Permittee” is required to retain a Soils Engineer, acceptable to the Town, to perform compaction tests on trench backfill, pavement subgrade and base within the public right-of-way. A signed copy of a letter from the “Permittee” to the Soils Engineer, directing the Soils Engineer to deliver copies of reports to the Town, must be filed with the Town prior to issuing a permit.
- 2.5 The Public Works Superintendent and/or Supervisor will notify applicant of application approval and fees owed

### **3.0 REQUIREMENTS/INSPECTIONS**

- 3.1 Applicant/Owner/Contractor must acknowledge and comply with the “General Encroachment Permit Provisions” as indicated on the backside of the application form
- 3.2 Applicant/Owner/Contractor shall contact the Public Works Department Superintendent and/or Supervisor to schedule **PREDETERMINED INSPECTIONS:**
  - 3.2.1 Street cut repairs require inspection of trench backfill, sawcuts, subgrade, base and final paving, with compaction test results available at the time of inspection
  - 3.2.2 Driveway approach work requires inspection for subgrade, base and final paving. The inspector may require soil compaction test results.
  - 3.2.3 **Inspections must be requested at least one working day (24 hours) in advance of the need for an inspection. Call (650) 752-0551 for an appointment**
- 3.3 For more complete details of Town requirements, a copy of the *Town of Atherton’s Standard Specifications* can be purchased for \$20.00. These specifications apply to all work in Atherton
- 3.4 **Sureties and/or deposits will be released UPON COMPLETION OF FINAL INSPECTION.** If refund is not received within thirty (30) days, please submit your **finalized permit** to the Public Works Department to request an application for refund. Refunds will be made within approximately two weeks of application to the original guarantee.

### **4.0 HANDOUTS**

- 4.1 Encroachment Permit Application and General Encroachment Permit Provisions
- 4.2 Trench Detail and Surface Restoration Standards
- 4.3 Encroachment Setbacks and Corner Site Distance Triangle