

CITY OF SOLANA BEACH ENCROACHMENT PERMIT

FOR OFFICE USE ONLY

Applicant to complete all information except in dashed boxes (Please type or print legibly)

PERMIT NO. _____
Date of Permit _____
Expiration of Permit _____
Fee Paid \$ _____ Receipt # _____
Deposit Paid \$ _____ Receipt # _____
Permit Issued By: _____

- [1] APPLICATION FOR:
- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> TEMP. STORAGE/DUMPSTER | <input type="checkbox"/> CURB/SIDEWALK/DRIVEWAY | <input type="checkbox"/> WALL/FENCE |
| <input type="checkbox"/> STREET EXCAVATION | <input type="checkbox"/> UNDERGROUND UTILITIES | <input type="checkbox"/> OTHER: _____ |
| | <input type="checkbox"/> SEWER CONNECTION | |

[2] ADDRESS OF WORK: _____

[3] APPLICANT IS (Check One) Owner Contractor Engineer Other: _____

[4] OWNER'S NAME:	ADDRESS:	PHONE:
		FAX:
[5] CONTRACTOR'S NAME:	ADDRESS:	PHONE:
		FAX:
[6] ENGINEER'S/OTHER NAME:	ADDRESS:	PHONE:
		FAX:

[7] CONTRACTOR'S CITY BUSINESS CERTIFICATE NO: _____ STATE LICENSE NO: _____

[8] **CONTRACTOR LICENSE EXEMPTION**
I am the OWNER of the property and am personally performing all work within the public Right-of-Way. 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. If, after signing this certificate, I become subject to the Workers' Compensation provisions of the State Labor Code, I must comply with the provisions of Section 3700, or this permit shall be deemed revoked. **Sign below:**
Date: _____ Owner: _____

[9] APPLICANT HEREBY MAKES APPLICATION TO: (DESCRIBE PROJECT AND ATTACH PLANS IF APPLICABLE)

[10] SPECIAL CONDITIONS OF APPROVAL REQUIRED BY CITY:

CITY STANDARD CONDITIONS ARE HEREBY INCORPORATED INTO THIS PERMIT - SEE ATTACHMENT A

[11] **A CERTIFICATE OF INSURANCE ENDORSED TO SHOW THE CITY OF SOLANA BEACH AS AN ADDITIONAL INSURED**
Liability Insurance Required and copy attached Amt. _____ Not Required
Policy No.: _____ Company: _____ Expiration Date: _____
Worker's Compensation Required and copy attached Amt. _____ Not Required
Policy No.: _____ Company: _____ Expiration Date: _____

[12] **HOLD HARMLESS**
I understand that I am locating minor encroachments within the City right-of-way/easement. It is my responsibility as the property owner to maintain the encroachments. I will be responsible for replacing the improvements if the City removes them for maintenance of utilities or other public need; and I, the property owner shall indemnify and hold the City harmless of any liability associated with the minor encroachments.
Date: _____ Owner Signature: _____

[13] **48 HOUR ADVANCE NOTICE IS REQUIRED FOR ALL INSPECTIONS - CALL (858) 720-2470**
ALL UNDERGROUND WORK SHALL BE PERFORMED BY A CONTRACTOR WITH A VALID LICENSE.
CALL "UNDERGROUND SERVICE ALERT" AT LEAST 48 HOURS IN ADVANCE OF ANY EXCAVATION AT (800) 227-2600

[14] **NO TREES WITHIN THE CITY RIGHT-OF-WAY SHALL BE PLANTED, REMOVED OR RELOCATED WITHOUT CITY APPROVAL.**

[15] Traffic Control Plan: Required and copy attached Not Required

[16] The permit instructions, terms and conditions are specified on both sides of this form. Applicant hereby acknowledges that he/she has read and understands said terms and conditions and the he/she agrees to abide by them.

OWNER'S OR AUTHORIZED AGENT'S SIGNATURE

DATE

For Staff Use: PROJECT CLOSEOUT (All Work under the Permit is complete)

By: _____ Date: _____

ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

ANY CONSTRUCTION PERFORMED WITHIN THE CITY OF SOLANA BEACH PUBLIC RIGHT-OF-WAY AND EASEMENTS REQUIRES AN ENCROACHMENT PERMIT. IN ADDITION, ANY IMPROVEMENTS WHICH DO NOT CONFORM TO CITY STANDARDS MAY REQUIRE CITY COUNCIL APPROVAL.

Please complete the following information on the Encroachment Permit neatly and completely:

- [1] Check type of work to be performed.
- [2] Address of the property where work will be performed.
- [3] Indicate who applicant is by checking the appropriate box.
- [4] Owner of the respective property and address of work.
- [5] Contractor's contact information if used. All construction within the public right-of-way or easement must be performed by a contractor who has a valid City of Solana Beach Business Certificate and a State of California Class A License (unless waived by the Engineering Department), with the exceptions listed below:
 - a) In lieu of a Class "A" License, a contractor performing sewer and/or water line work may possess a valid C-34, or C-42 State of California Contractors License.
 - b) In lieu of a Class "A" License, a contractor performing pavement work (i.e., curbs, gutters, sidewalk, driveways, etc.), may possess a valid C-8 or C-12 State of California Contractors License.
- [6] Engineer's or Other's contact information if applicable.
- [7] Complete section 8 if a contractor is used. The contractor must possess a current City of Solana Beach Business Certificate, and State License issued by the State Contractors Board.
- [8] Applicable if Owner/Builder and/or no person is employed in any manner so as to require compliance with the Workers' Compensation Law of California.
- [9] Describe the proposed type and amount of work. Attach plans if applicable.
- [10] Special Conditions of approval required by City (completed by Engineering staff).
- [11] Owner/Contractor Insurance information (completed by Engineering staff, if required).
- [12] Owner/Contractor may be required to sign this section if improvements will create a minor encroachment as determined by staff. Major encroachment of improvements will require a separate Encroachment Agreement and may require City Council approval.
- [13] As noted, a 48-hour advance notice is required for inspections. Contact Underground Service Alert for any excavations.
- [14] No trees within the City's right-of-way shall be planted, removed or relocated without prior approval from the Engineering Department. If work is near a City tree(s) or requires removal of a City tree(s), approval from the Engineering Department will be required. Any unauthorized City tree(s) removal and/or City tree damage may trigger a fine. If any City tree(s) are required to be removed to complete a project (i.e. City tree interfering with a proposed driveway approach), the City has the right to receive compensation for loss of property (i.e. value of lost tree).
- [15] If the work extends into the traffic lanes and/or impedes the normal flow traffic/pedestrians, a traffic control plan is required (to be determined by the Engineering Department).
- [16] Owner or authorized agent to read, sign and date.

Staff will determine the Encroachment permit fees and the permit fees must be paid prior to acceptance of the Encroachment Permit Application for review.

A deposit equal to the Encroachment permit fee shall be due prior to commencement of the work. The deposit is refundable when the work is completed to the satisfaction of the Engineering staff and signed off as complete at Project Closeout.