

ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

CITY OF VERNON

(For information regarding Encroachment Permits call Community Services, Engineering Division at (323) 583-8811)

1. An Encroachment Permit is required for all work performed within the City's street right-of-way, by governmental agencies, utility companies, property owners and private contractors, as well as closing of traffic lanes, detouring traffic, interfering with the normal parking or the pedestrian use of the sidewalk.
2. **If the permit will require restoration of any component of the street right-of-way, a cash deposit or surety bond will be required. The minimum amount of security shall be \$5,000.**
3. **All contractors conducting business in the City of Vernon need to have a valid City of Vernon Business License prior to applying for Encroachment Permit.**
4. All work under this Encroachment Permit must be done by a contractor with a Class A license unless otherwise approved by the City Engineer.
5. Complete and sign the Encroachment Permit Application.
 - Describe the work in detail including: type of work, materials, dimensions, work limits, lane closures, start and end hours and days, reason for permit etc.
 - Include a Site Sketch (see attached). Not required if permit is part of Frontage Improvement Plans.
 - Provide required insurance documents. See attached insurance requirements.
 - Provide Dig Alert Number for any digging.
 - Provide a permit from the Department of Occupational Safety and Health (DOSH) for any trenching five feet or deeper.
 - Provide a traffic control plan according to the latest version of the MUTCD (Manual on Uniform Control Devices) or the CJUTCM (California Joint Utility Traffic Control Manual) for driving lane or sidewalk closure on either an arterial or collector street. "No Parking" notice shall be posted 48 hrs in advance.
 - Provide estimated dates of commencement and completion of proposed work.
 - Authorized representatives as noted in the attached "Signature Requirements for City Agreements" shall sign the statement of Indemnification.
6. Complete and sign the attached "Statement of Intent to Comply with Minimum Requirements of Stormwater Permit". Projects in excess of 1acre in size must obtain a "Notice of Intent" from the Regional Water Quality Control Board.
7. Attach all required insurance documentation (see attached) to Encroachment Permit Application.
8. Submit completed Permit Application and pay permit fees according to attached fee schedule. (Reconstruction fees for work completed by the City are based on approximate quantities. Once work is completed, the exact measurements will be taken and billed to permittee).
9. Engineering reviews the application and submittals and forwards insurance documents to Risk Management for review and approval. **Allow a minimum of 2 weeks for processing.**
10. Once insurance is approved, application and plans have been reviewed, the permit is given to the Director for final approval. Applicant is notified of approval and instructed to pick up permit and pay for additional fees. Once permit is issued, work must start within 90 days and continue to completion or the permit is void.
11. Applicant must notify the City of any field construction inspection 48 hrs in advance. Weekend (Friday-Sunday) and night field inspection is subject to a minimum of 4 hours of inspection fees (see Fee Schedule attached). Any work done without proper inspection will be subject to rejection.
12. Encroachment Permit is signed-off once exact measurements are taken and inspector approves final work. Applicant will be billed for final inspection fees and any City completed restorations.

CITY OF VERNON

APPLICATION FOR ENCROACHMENT PERMIT

Date _____

Permit No. _____

LOCATION OF WORK _____

DESCRIPTION OF WORK _____

ESTIMATED DATE OF COMMENCEMENT _____ ESTIMATED DATE OF COMPLETION _____

INSPECTION REQUIRED ON ALL WORK. CALL (323)583-8811 EXT. 220 48 HRS BEFORE COMMENCEMENT

PERMANENT RESTORATION COMPLETED BY: N/A CITY PERMITTEE (See back of application)

IMPORTANT NOTICE

Section 4216/4217 of the Government Code requires a Dig Alert Identification No. to be issued before a "Permit to Excavate" will be valid. For Service Alert, TOLL FREE 1-800-422-4133
TWO working days BEFORE you dig.

DIG ALERT NO. _____

Will this encroachment include trench(es) or excavation(s) of five feet or deeper?

Yes No DOSH Permit # _____

APPLICANT'S NAME _____

TELEPHONE _____ FAX _____

ADDRESS _____

COMPANY/TITLE _____

Hereby makes application for a permit to encroach in the public street in accordance with the attached plan at the described location subject to the provisions required by Ordinance No. 796 and the specified requirements.

BUSINESS LICENSE No. _____ EXP. DATE _____

CONTRACTOR _____

LICENSE No. _____ EXP. DATE _____ EMAIL: _____

ADDRESS _____ TELEPHONE _____

NAME/TITLE (please print) _____ FAX _____

SIGNED _____ Owner Contractor Other _____

STATEMENT OF INDEMNIFICATION

Permittee agrees to indemnify, defend and hold harmless the City of Vernon and each officer, agent and employee thereof from any liability or responsibility for any accident, loss or damage to persons or property happening or occurring as a proximate result of the encroachment or construction thereof.

Vernon City Code
Sec. 22.49-1, Permits – Indemnity and insurance

Signed _____
Title _____

Endorsement must comply with City of Vernon Signature Requirements for City Agreements.

CONTRACTOR SHALL COMPLY WITH ATTACHED NPDES REQUIREMENTS.

Insurance: Applicant hereby agrees to provide insurance in the amounts and forms as determined by the Risk Manager. Applicant shall provide an endorsement naming the City of Vernon, its officers, and employees as additional insured under the general liability policy.

THIS IS YOUR PERMIT WHEN SIGNED BY THE DIRECTOR OF COMMUNITY SERVICES

Insurance Documents: Submitted Approved Construction Plans: Submitted Reviewed N/A

Traffic Control: MUTCD CJUTCM Submitted Reviewed N/A

Shoring Plans by Registered Civil Engineer: Submitted Reviewed N/A

*****ANY WORK DONE WITHOUT PROPER INSPECTION WILL BE SUBJECT TO REJECTION*****

PERMIT FEES:

Issuance _____ 011.1043.410290

Plan Check _____ 011.1043.466200

Inspection _____ 011.1043.450120

SUB-TOTAL _____

Reconstruction _____ 011.1043.466210

Annual _____ 011.1043.466230

Add. Plan Check _____ 011.1043.466200

Other _____ 011.1043.450120

TOTAL _____

Security Deposit _____ 011.230230

CLEARANCES:

By _____ Date _____

Admin. _____

Eng./Insp. _____

Water _____

WORK HOURS:

Weekdays

Weekend

Cash Credit Card Type: _____ Check # _____

Credit Card Type: _____ Check # _____ Other _____

APPROVED BY THE DIRECTOR OF COMMUNITY SERVICES & WATER

_____ Date _____

Samuel Kevin Wilson, P.E.

INSPECTOR'S REPORT

Date Work Started _____ Inspector _____

Date Completed _____ Inspector _____

ESTIMATE OF STREET REPAIRS

(If the encroachment will disrupt/damage the street or sidewalk, complete the following)

Street Restoration: By Permittee By City Work Order # _____

A.C. Pavement _____ sq. ft. Concrete Pavement _____ sq. ft. Sidewalk _____ sq. ft.

Curb Ramp _____ ea. Driveway _____ sq. ft. Curb & Gutter _____ l.f.

Curb drain _____ ea. Asphalt, Concrete & Soil Removal _____ sq. ft.

Tree Removal _____ ea. Tree Planting _____ ea. Monument _____ ea.

Other _____

INSPECTION RECORD

Date	Hours	Inspector	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments: _____

COMPLETION REPORT

Final Inspection Date: _____ Approved by Inspector _____

Total Inspection Hours Signature: _____

ADDITIONAL FEES:

Plan Check	_____	011.1043.466200
Inspection	_____	011.1043.450120
Reconstruction	_____	011.1043.466210
Other	_____	011.1043.450120

NOTES

TOTAL _____ Billing Date: _____ By: _____

- Completed Date _____ By _____
- Void Reason _____
- Deposit Released Date _____

Statement of Intent to Comply with Minimum Requirements of Stormwater Permit

CITY OF VERNON
DEPARTMENT OF COMMUNITY SERVICES

Stormwater Program – Encroachment Permit

Statement of Intent to Comply with Minimum Requirements of Stormwater Permit

Permit Number: _____ Date: _____

Applicant: _____

Project Address: _____

Property Owner: _____

Contractor: _____

Contractor's Address: _____ Phone: _____

The National Pollutant discharge Elimination System (NPDES) is a portion of the Clean Water Act that applies to the protection of receiving waters. Under permits from the Los Angeles Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. To meet the standards of the Los Angeles County Municipal Stormwater Permit (CAS614001), the City of Vernon has adopted minimum standards for stormwater runoff from development construction activities.

These minimum standards include requirements for erosion control, sediment control, and construction activity control to be implemented at each site. At a minimum, the construction activity associated with the construction project identified above shall be conducted in such a manner that:

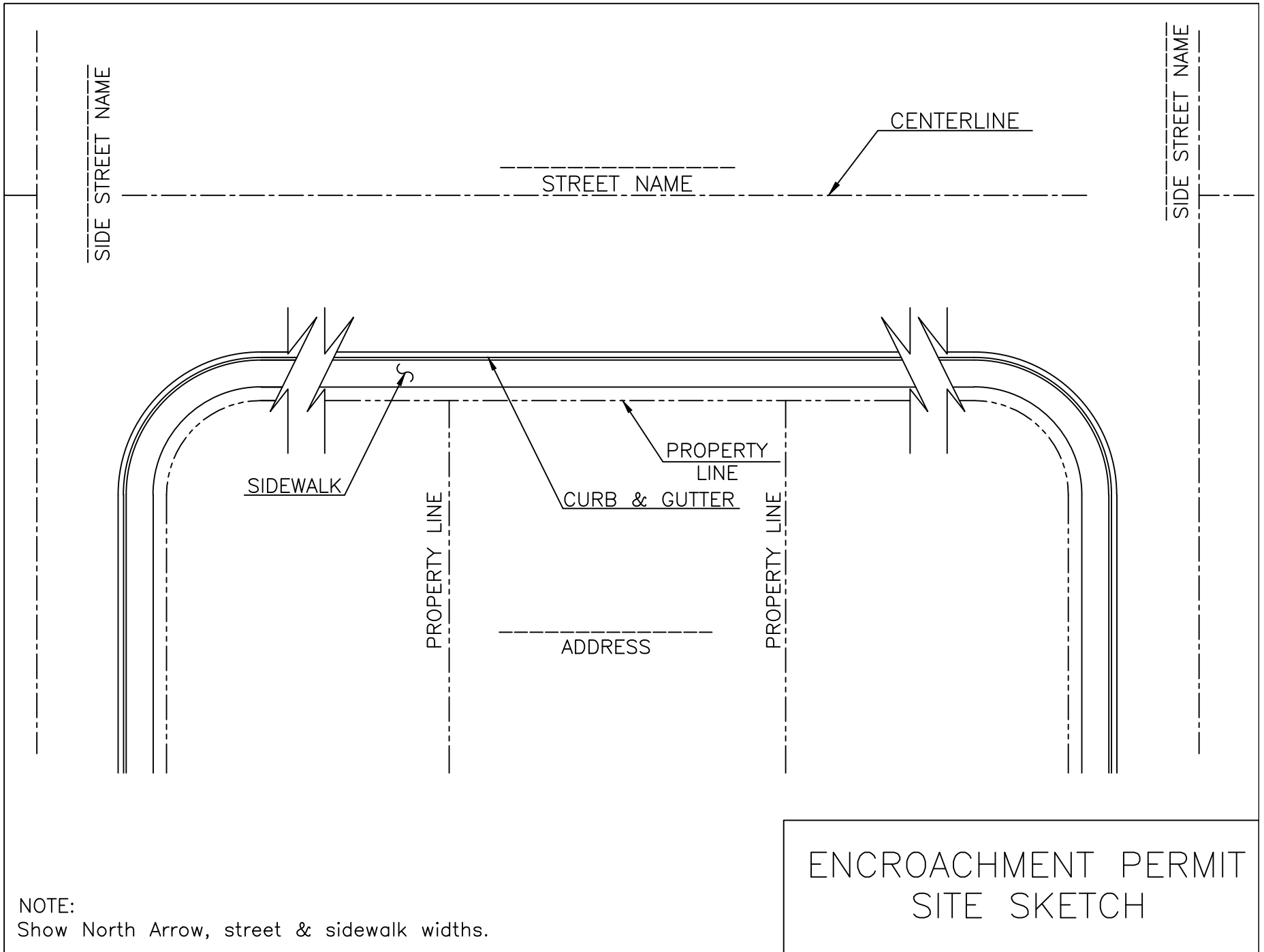
- Sediments from disturbed soils shall be retained on site to the maximum extent practicable through the use of structural sediment controls; and
- Erosion of disturbed soil shall be minimized to the maximum extent practicable through the use of soil stabilization materials and procedures; and
- All construction wastes shall be managed in such a way that no wastes are either directly or indirectly discharged to the storm drain; and
- All concrete trucks will wash out to a contained area to prevent the discharge of concrete truck rinse water from entering the storm drain.

I have read and understand the requirements listed above and certify that I will comply with the minimum requirements above.

Signature: _____

Print Name: _____ Title: _____

Date: _____



NOTE:
Show North Arrow, street & sidewalk widths.

ENCROACHMENT PERMIT
SITE SKETCH

INSURANCE SCHEDULE (CONTRACTOR)

The contractor shall provide proof of insurance, including a standard certificate of insurance, in at least the following amounts and coverage (combined single limit permitted):

I. Coverage and Limits

<u>Hazards</u>	<u>Bodily Injury</u>		<u>Property Damage</u>
	<u>Each Person</u>	<u>Each Accident</u>	<u>Each Accident</u>
<u>Automobile Liability</u>			
Owned Automobiles	\$500,000	\$1,000,000	\$500,000
Hired Automobiles	\$500,000	\$1,000,000	\$500,000
Non-Owned			
Automobiles	\$500,000	\$1,000,000	\$500,000
Workers' Compensation	\$ Statutory		
Employers' Liability	\$1,000,000 per employer		

II. Liability

Premises Operations	\$1,000,000	\$2,000,000	\$1,000,000
Elevators			
(if applicable)	\$1,000,000	\$2,000,000	\$1,000,000
Independent			
Contractors	\$1,000,000	\$2,000,000	\$1,000,000
Products - Completed			
Operations	\$1,000,000	\$2,000,000	\$1,000,000
Contractual Liability	\$1,000,000	\$2,000,000	\$1,000,000
Umbrella Liability	\$2,000,000	\$2,000,000	\$2,000,000

- a. The general liability policy shall contain the following special endorsements which shall be noted on or attached to the standard certificate of insurance:
1. An endorsement naming the City of Vernon, its officers, and employees as insureds under the policy.
 2. An endorsement providing the City of Vernon thirty (30) days notice of cancellation or material reduction of coverage.
 3. An endorsement providing coverage for all operations under the City of Vernon permit and specifying the activities covered.
 4. Such other endorsement as may be required by addendum hereto.
 5. A copy of your general and umbrella insurance policy declarations page.
 6. Copy of schedule of forms of endorsements.

NOTE: Contact City of Vernon, Risk Management at (323) 583-8811 with any questions.

CITY OF VERNON
SIGNATURE REQUIREMENTS FOR CITY AGREEMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	chairman of the board, president, any vice president	corporate secretary, assistant secretary, chief financial officer, any assistant treasurer (Note: A person can hold more than one corporate office; e.g., a vice –president can also be a secretary. That person can sign the agreement twice, <i>if both capacities are identified.</i>)	Corp. Code sec. 313 Corp. Code sec. 5214
Limited Liability Company (“LLC”)	if managed by members – by any member if managed by manager – by a manager (Note: A member or manager may have a title such as president or vice-president)	if managed by <i>members</i> – not required unless otherwise provided in governing documents if managed by <i>manager(s)</i> – by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
Partnership	any partner, unless authority restricted in “statement of partnership authority” recorded in County Recorder’s Office (for real property transactions) or filed with secretary of state (for contracts, etc.)	not required, unless “statement of partnership authority” provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Limited Partnership	a general partner, subject to same exceptions for partnership	same as partnership	Corp. Code sec. 15509
Limited Liability Partnership (“LLP”)	same as partnership	same as partnership	Corp. Code sec. 16955.5
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.

**ENCROACHMENT, LICENSE & FRANCHISE
FEES**

		FEE
PERMIT ISSUANCE FEE		\$75.00
PERMIT INSPECTION AND PLAN CHECK FEES		RATE
	REGULAR TIME (7:00 A.M.-5:30 P.M.)	\$84.50/HR.
	OVERTIME-FRIDAY, SATURDAY, SUNDAY, HOLIDAYS AND NIGHTS (4 HRS. MINIMUM)	\$84.50/HR.
	ANNUAL PERMIT FEE FOR ROUTINE MAINTENANCE (NO STREET CUTS)	\$500.00
RECONSTRUCTION FEES FOR WORK COMPLETED BY CITY	<u>RATE</u>	<u>MINIMUM</u>
ASPHALT PAVEMENT	\$11.75/SQ. FT.	\$1,500.00
CONCRETE PAVEMENT AND DRIVEWAY	\$13.25/SQ. FT.	\$1,500.00
CONCRETE SIDEWALK	\$6.75/SQ. FT.	\$1,000.00
CONCRETE CURB & GUTTER	\$35.00/LIN. FT.	\$1,500.00
ASPHALT, CONCRETE & SOIL REMOVAL	\$9.00/SQ. FT.	\$1,000.00
TREE REMOVAL	\$725.00 EACH	\$ 725.00
TREE PLANTING	\$800.00 EACH	\$ 800.00
LIGHTS, BARRICADES, OR WARNING DEVICES FURNISHED AND/OR MAINTAINED	\$100.00/SERVICE CALL PLUS \$2.50/BARRICADE/DAY	\$100.00 plus \$2.50/ BARRICADE/DAY
MONUMENT REPLACEMENT	\$2,000.00/monument	\$2,000.00
ALL OTHER DIRECT COSTS TO THE CITY RESULTING FROM THE PERMITEE'S ACTIVITY, CALCULATED AT ACTUAL COST PLUS		

ADMINISTRATIVE COSTS	15%	
FRANCHISES AND LICENSES (ISSUANCE & ANNUAL RENEWAL)	<u>ISSUANCE</u>	<u>ANNUAL</u>
RAILROAD CROSSINGS, CONVEYOR BRIDGES, AND TUNNELS ACROSS A STREET	\$ 25,900.00	\$ 2,590.00
RAILROAD TRACKS, PIPELINES OR CONDUITS ALONG A STREET	\$ 25,900.00 FOR EACH ONE-HALF (1/2) MILE OR PORTION THEREOF	\$ 2,590.00 FOR EACH ONE-HALF (1/2) MILE OR PORTION THEREOF
FOR PIPELINES OR CONDUITS ACROSS A STREET OR A METERING MANHOLE IN THE STREET	\$ 12,950.00	\$ 1,295.00
FOR BUILDING FOOTINGS AND APPENDAGES, TRAFFIC SENSORS, SIGNS AND ARCHITECTURAL PROJECTIONS	\$ 5,180.00	\$ 518.00

**ENCROACHMENT PERMIT FAITHFUL PERFORMANCE BOND OR
CASH DEPOSIT REQUIREMENTS**

The amount of an encroachment permit performance bond or cash deposit shall be determined by multiplying the quantity of asphalt paving, concrete paving, sidewalk, concrete curb, monuments and trench excavations proposed to be removed, disturbed or opened by the rate shown in the table below, the sum of the totals shall establish the minimum amount of the bond or deposit, except that in no case shall the faithful performance bond or cash deposit be less than \$5,000.

TYPE OF WORK TO BE PERFORMED	<u>RATE</u>
ASPHALT PAVEMENT	\$17.75/SQ. FT.
CONCRETE PAVEMENT AND DRIVEWAY	\$19.75/SQ. FT.
CONCRETE SIDEWALK	\$10.25/SQ. FT.
CONCRETE CURB & GUTTER	\$52.50/LIN. FT.
TRENCH EXCAVATIONS	\$7,500.00/EACH OPEN EXCAVATION
MONUMENT REPLACEMENT	\$3,000.00/MONUMENT