

ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS
CITY OF VERNON
ENGINEERING DIVISION

(For information regarding Encroachment Permits call the 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. All work under this Encroachment Permit must be done by a contractor with a Class A license unless otherwise approved by the City Engineer.
3. 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 WATCH or CALTRANS for driving lane or sidewalk closure on either an arterial or collector street. "No Parking" notice shall be posted 48 hours 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.
4. 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.
5. Attach all required insurance documentation (see attached) to Encroachment Permit Application.
6. Submit completed Permit Application package and pay permit fees according to attached fee schedule. (Permit fees are based on approximate quantities. Once work is completed, the exact measurements will be taken and billed to permittee).
7. After submittal of the completed Encroachment Permit Application package, the City Engineer will review application package and submit insurance documentation to City Attorney for approval. Allow a minimum of 2 weeks for processing. (The amount of time necessary to process the application varies depending on the complexity of the project)
8. Once Insurance is approved and all divisions involved review application, permit application package is given to the Director of Community Services & Water for final approval. Applicant is notified of approval. After the encroachment permit is issued, work must start with in 90 days and continue to completion or the permit is void.
9. Applicant must notify the City for any field construction inspection 48 hours in advance. Weekend (Friday -Sunday) field inspection is subject to additional fees (see Fee Schedule attached). Any work done without proper inspection will be subject to rejection.
10. Encroachment Permit is signed-off once exact measurements are taken and inspector approves final work.

CITY OF VERNON

APPLICATION FOR ENCROACHMENT PERMIT

Date _____

Permit No. _____

LOCATION OF WORK _____

DESCRIPTION OF WORK _____

ESTIMATE OF NEEDED STREET REPAIRS: (If the encroachment will disrupt/damage the street or sidewalk, complete the following)

Pavement _____ sq. ft. Type of Surface _____ Thickness _____ in. Curb Ramp _____ ea.

Sidewalk _____ sq. ft. Driveway _____ sq. ft. Curb & Gutter _____ l.f. Curb drain _____ ea.

Asphalt and Concrete removal _____ cu. ft. Permanent Restoration to be completed by: City Permittee

ESTIMATED DATE OF COMMENCEMENT _____ ESTIMATED DATE OF COMPLETION _____

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 ServiceAlert, 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.

CONTRACTOR _____

LICENSE NO. _____ EXP. DATE _____

ADDRESS _____

TELEPHONE _____

NAME/TITLE (please print) _____

FAX _____

SIGNED _____ Owner Contractor Other _____

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

Insurance Documents: Submitted <input type="checkbox"/> Reviewed <input type="checkbox"/>	Site Plan: Submitted <input type="checkbox"/> Reviewed <input type="checkbox"/> N/A <input type="checkbox"/>
Traffic Control Plan (Must comply with latest edition of WATCH): MUTCD <input type="checkbox"/> Submitted <input type="checkbox"/> Reviewed <input type="checkbox"/> N/A <input type="checkbox"/>	
Shoring Plans by Registered Civil Engineer: Submitted <input type="checkbox"/> Reviewed <input type="checkbox"/> N/A <input type="checkbox"/>	

FEES

Issuance Fee	_____	011.1043.410290
Inspection Fee	_____	011.1043.450120
Permit Fee	_____	011.1043.410215
Restoration	_____	011.1043.466400
Other	_____	011.1043.450120

CLEARANCES:

	By	Date
Administration	_____	_____
Engineering	_____	_____
Inspector	_____	_____
Water	_____	_____

APPROVED BY DIRECTOR OF COMMUNITY SERVICES

TOTAL _____ 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.

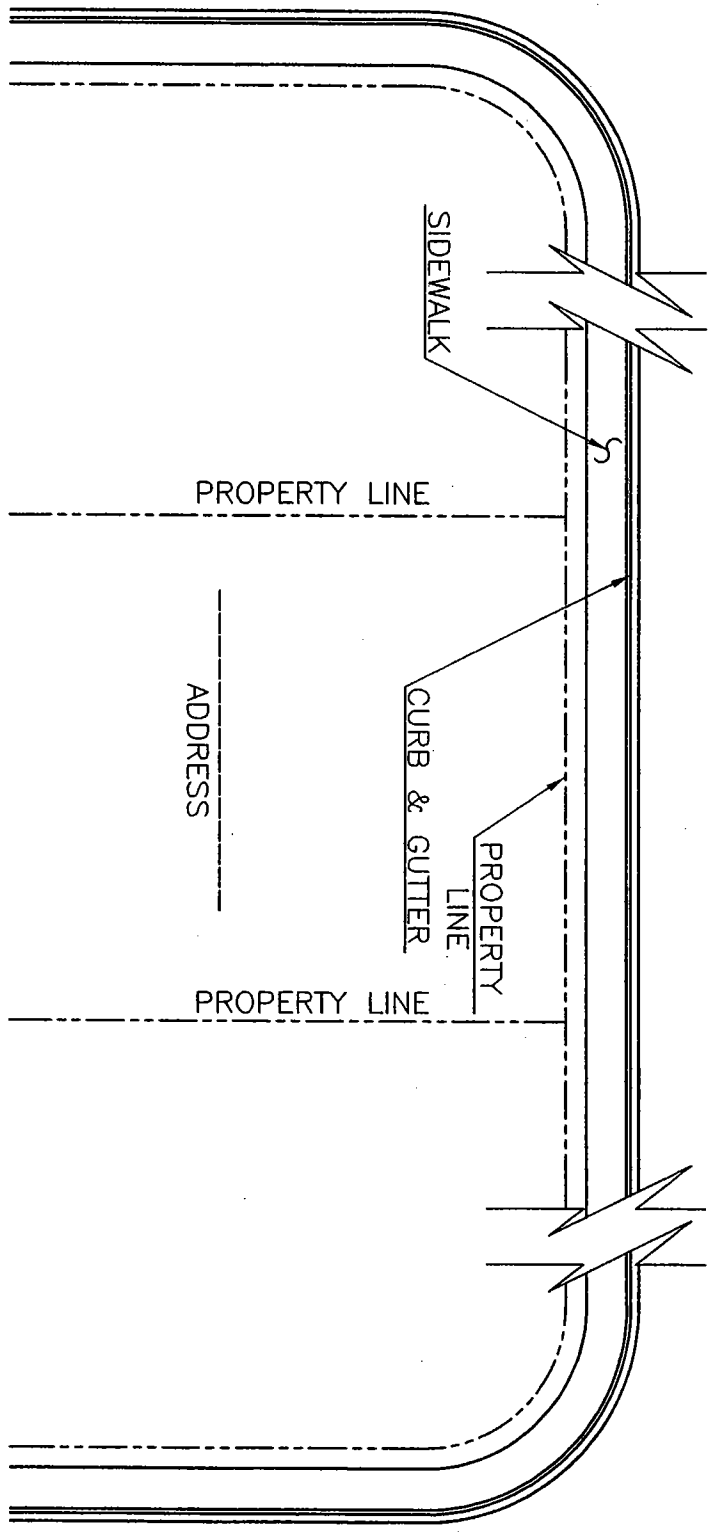
Signature: _____
Print Name: _____ Title: _____
Date: _____

SIDE STREET NAME

STREET NAME

CENTERLINE

SIDE STREET NAME



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):

1. 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, if both capacities are identified.)	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 members – not required unless otherwise provided in governing documents if managed by manager(s) – 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 PERMIT FEE AND SCHEDULE

	DESCRIPTION	COST
(A)	PERMIT ISSUANCE FEE	\$20.00
(B)	INSPECTION FEES	
	(1) Regular Time (7:00 a.m. - 5:30 p.m.)	\$20.00/hour
	(2) Over Time - Fri., Sat., Sunday, Holidays & nights-(\$50/hr.-4 hours min.)	\$200.00/min
(C)	PERMIT FEES	
	(1) Curb and/or gutter	\$0.25/lin. ft
	(2) Pavement, sidewalk, driveway	\$0.20/sq. ft
	(3) Roof, Area and Fire Sprinkler drain thro. Curb plus any curb, gutter, sidewalk	\$15.00/ea.
(D)	RECONSTRUCTION INSPECTION FEES FOR WORK COMPLETED BY CITY	
	(1) Asphalt pavement (Min. \$190.00)	\$0.75/in/sq. ft
	(2) Concrete pavement driveway, gutter & sidewalk (Min. \$190.00)	\$0.75/in/sq. ft
	(3) Concrete curb (Min. \$190.00)	\$6.50/lin. ft
	(4) Concrete curb and gutter (Min. \$190.00)	\$12.50/lin. ft
	(5) Asphalt, concrete and soil removal	\$0.50/in/sq. ft
(E)	FURNISH AND MAINTAIN TRAFFIC CONTROL DEVICES FEES	
	(1) Per service call (one round trip from and to the job site)	\$100.00/ea.
	(2) Per device/barricade per day	\$1.25/ea.
(F)	CITY OF VERNON MONUMENT REPLACEMENT FEE	
	(1) Survey monument replacement	\$320.00/ea.
(G)	ALL OTHER DIRECT COST TO THE CITY BY THE PERMITTEE'S ACTIVITY	
	(1) Actual cost plus 15% administrative cost	