



City of Rohnert Park
Development Services

NOTICE TO ENCROACHMENT PERMIT APPLICANTS (Owners and Contractors)

Please review the attached *Encroachment Permit* and *Insurance Requirements* carefully to ensure your insurance is in full compliance with requirements for encroachment on City rights-of-way. The City of Rohnert Park maintains a strict street work moratorium on roads that have been resurfaced. Call (707) 588-2232 to determine if a moratorium is in effect on any street. If emergency work must occur on a moratorium street, Development Services will notify you of the required extent of restoration work including removals, cold-planing, and resurfacing required.

INSURANCE:

Insurance which is not in compliance at permit submittal will require additional review time. This is especially true of submittals that are not on City-approved forms. Additional review time will significantly increase the approval time for the permit as well as the likelihood of additional fees. Please confer with your insurance broker before insurance is submitted and plan the scheduling of your encroachment projects accordingly.

FEES:

The current fees for an encroachment permit issued by the City of Rohnert Park are as follows:

Minor Permit: \$411.00*

Major Permit: \$1,701.00*

Investigative Fee: equal to applicable permit fee for work started without approved permit.

*Minimum charge per permit or actual cost at City Staff hourly rate, whichever is greater. All checks should be made payable to the City of Rohnert Park.

A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING ITEMS. PLEASE ENSURE THAT THEY ARE ALL SUBMITTED TOGETHER:

- ☐ Completed Encroachment Permit form;
- ☐ Plans/drawing/sketch for the proposed work;
- ☐ Minimum fee is due to begin review of permit;
- ☐ Completed Insurance Certificates
- ☐ Copy of proof of valid City of Rohnert Park Business License.

Thank you.



CITY OF ROHNERT PARK ENCROACHMENT PERMIT

Development Services
130 Avram Avenue, Rohnert Park, CA 94928
Ph: (707) 588-2232 FAX: (707) 794-9242
www.rpcity.org

{This section for City Use Only}

Permit No: EC _____ - _____

Original Permit to Permittee: _____
Date/Initials

Permit Expires: _____

Permit Finaled: _____
Date/Initials

Print clearly and legibly. Fill in all applicable sections. Only complete submittals will be accepted.

Permittee: _____ Phone: _____ Email: _____

Permittee Address: _____ City, State, Zip: _____

Work Site Address: _____

Contractor's Name: _____ State License No.: _____

Contractor's Address: _____ City, State, Zip: _____

Contact Name: _____ Phone: _____ Email: _____

Description of work: _____

This permit is to be strictly construed and no work or activity other than that specifically mentioned above is authorized hereby. Subject to all the terms, conditions, and restrictions written hereon or attached hereto, permission is hereby granted Permittee for the work above.

- ☐ INSURANCE CERTIFICATES AND ENDORSEMENTS REQUIRED (Refer to second page of permit for specific requirements.)
- ☐ PROOF OF BUSINESS LICENSE REQUIRED
- ☐ INSPECTION REQUIRED **(Call Public Works Inspector at 588-2237 at least 24 hours prior to commencement of work and/or requesting an inspection.)**
- ☐ FEE REQUIRED: Minor Encroachment Permit/Inspection: **\$411***; Major Encroachment Permit/Inspection: **\$1,701***
* Minimum charge per permit or actual cost at City Staff hourly rate, whichever is greater.
- ☐ PLANS/DRAWING/SKETCH FOR THE PROPOSED WORK – 8.5X11 OR 11X17

Work shall not proceed until the permit is approved by the City. If work commences without an approved permit, an additional **Investigative Fee** will be charged equal to the applicable permit fee. This permit shall expire 90 days from the approved date. Failure to complete the work within that time frame will require a new permit application and fees to be submitted and approved prior to the start of work. **Permittee shall call Underground Service Alert at 1-800-227-2600 a minimum of 48 hours before any excavation to locate existing underground utilities.**

To the full extent permitted by law, Permittee and Contractor (if applicable) shall indemnify, hold harmless, release and defend the City of Rohnert Park, its officers, elected officials, employees, agents and volunteers from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including Permittee, in whole or in part, arising out of Permittee's activities hereunder, including the activities of other persons employed or utilized by Permittee in the performance of this Written Agreement (including design defects and regardless of City's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of City. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for Permittee under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by Permittee and shall continue to bind the parties after termination/completion of this Permit.

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE CITY OF ROHNERT PARK STANDARDS AND SUBJECT TO THE PERMIT'S TERMS AND CONDITIONS, INCLUDING INSURANCE REQUIREMENTS ON PAGE 2 OF THIS PERMIT, AND SUBJECT TO INSPECTION AND APPROVAL.

No construction work shall be performed under this permit unless signed & stamped APPROVED by the City of Rohnert Park.

{This section for City Use Only}

Permittee Signature _____

_____ Date

Contractor Signature _____

_____ Date

APPROVED: City of Rohnert Park _____

_____ Date



Insurance Requirements

NOTICE: Contractors/Homeowners shall not perform any work, or allow any work to be performed, on behalf of the City or in the City right-of-way, until insurance documents described below have been accepted and approved by the City.

Insurance Submission

The Certificate of Insurance, required endorsements, waivers, and declarations should be sent directly to the City's contract/permit point of contact: _____. The City's preferred method for certificate submission is email. Certificates that have been emailed should not also be sent in hard copy to the City.

Minimum Requirements for all Agreements and Permits:

- ☐ **Certificate of Insurance Listing the City as Certificate Holder:** The City of Rohnert Park, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations"
- ☐ **Policy Type:** An Occurrence Policy is required.
- ☐ **Additional Insured Endorsement:** Non-ISO forms must be at least as broad as the specified ISO form listed in the requirements. Acceptable forms for ongoing operations include CG 20 10, CG 20 12 (Good for permits only), CG 20 26 (must name the city), CG 20 33, CG 20 38 or insurance company's equivalent.
For completed operations CG 20 37 (also good for permits), CG 20 39, and CG 20 40 or insurance company's equivalent.
- ☐ **Primary and Non-Contributory Endorsement:** Primary and non-contributory language must be endorsed and/or included in the policy form. CG 20 01.
- ☐ **Notice of Cancellation Endorsement:** Thirty (30) days prior notice of cancellation or material change in coverage. Ten (10) days notice for non-payment of premium is acceptable. If endorsement cannot be provided, please include language on certificate of insurance "description of operations" section.
- ☐ **Waiver of Subrogation:** This applies to all categories listed in the Certificate of Insurance Forms (e.g.: general liability, auto liability, workers' compensation, professional liability, etc.). Check off "Subrogation Waived" box on Certificate of Insurance and provide endorsement. If endorsement cannot be provided, please include language on certificate of insurance "description of operations" section.
- ☐ **Additional Requirements:** Depends on Agreement and Permit Type. Please see below. Note – specialized insurance liability coverages will be evaluated on a case-by-case basis.

Contract/Permit Name: _____

Risk Manager (or designee) Approval: _____

Please see the next three pages for Insurance Requirements by Agreement Type

Requirement by Agreement & Permit Type

Contractual Services	☐ General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: CG 20 10 or CG 20 26 ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum ☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Encroachment Permits - Minor	☐ General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: Prefer to see CG 20 12 or CG 20 26, G 20 10, <u>AND</u> CG 20 37 (NOTE: CG 20 33, CG 20 38, CG 20 39, and CG 20 40 not acceptable as the work is not for the City) ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Encroachment Permits - Major	☐ General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: Prefer to see CG 20 12 or CG 20 26, G 20 10, <u>AND</u> CG 20 37 (NOTE: CG 20 33, CG 20 38, CG 20 39, and CG 20 40 not acceptable as the work is not for the City) ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Lease Agreements	☐ General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate ☐ Additional Insured Endorsement: CG 20 11 or CG 20 26 ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum ☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Park or Street Closure Permits/Use of City Facilities	☐ General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate ☐ Additional Insured Endorsement: CG 20 12 or CG 20 26 ☐ Primary & Non-Contributory Endorsement: CG 20 01

	☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000. ☐ Alcohol Liability (if applicable): \$2,000,000
Professional Services Agreement – Design or Environmental Services	☐ General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Professional Liability/ Errors and Omissions (If applicable): \$2,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Contractors – Construction (Low Risk)	☐ General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 AND CG 20 37, CG 20 39, or CG 20 40 ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Builders Risk : Value ☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Contractors – Construction (Intermediate Risk)	☐ General Liability: \$3,000,000 per occurrence and \$6,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 AND CG 20 37, CG 20 39, or CG 20 40 ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Builders Risk : Value ☐ Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.

Contractors – Construction (High/Major Risk)	☐ General Liability: \$5,000,000 per occurrence and \$10,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 AND CG 20 37, CG 20 39, or CG 20 40 ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Builders Risk : Value ☐ Workers’ Compensation (If applicable): Statutory limits and Employer’s Liability (E.L.) of \$1,000,000.
Transportation Permits	☐ General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate ☐ Auto Liability: \$1,000,000 combined single limit ☐ Additional Insured Endorsement: CG 20 10, CG 20 12, CG 20 26, or CG 20 33 (not allowed for sub-contractors), or CG 20 38 AND CG 20 37, CG 20 39, or CG 20 40 ☐ Primary & Non-Contributory Endorsement: CG 20 01 ☐ General Liability Declarations: Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) ☐ Workers’ Compensation (If applicable): Statutory limits and Employer’s Liability (E.L.) of \$1,000,000.

For any questions – please contact the City’s Risk Manager at (707) 588-2221 or jcannon@rpcity.org.