



Encroachment Permit Application

City of Guadalupe Public Works Department

Application Date: _____ Application Number: _____

Job Site Location: _____

Applicant: _____

Owner _____ Contractor _____ Agent _____

Name of Company: _____

Address: _____

Phone: _____ Fax: _____

Contractor: _____

Address: _____

Phone: _____ Fax: _____

License Classification and Number: _____

Describe proposed project: _____

PUBLIC IMPROVEMENT/ENCROACHMENT TO BE INSTALLED:

☐ Alley Approach	☐ Handicap Ramp	☐ Storm Drain	☐ Other: _____
☐ Alley Paving	☐ Pave Parkway	☐ Street Paving	_____
☐ Alley Staking	☐ Sewer Main	☐ Tree Well	_____
☐ Curb & Gutter	☐ Sewer Lateral	☐ Water Main	_____
☐ Drive Approach	☐ Sidewalk	☐ Traffic Control plan included	_____

Estimated start of work: Date _____ Time _____

Estimated time of completion: Date _____ Time _____
(PLEASE NOTIFY THE CITY OF SCHEDULE CHANGES)

- **Notify the Public Works Department 48 hours prior to the start of work to allow for sufficient time to schedule inspections, posting of streets, etc. The department can be contacted directly at (805) 356-3889**
- **Public Safety inspections will be conducted randomly. Violation will result in immediate suspension of work until corrected.**
- **The contractor shall contact Underground Service Alert (USA) at least (2) two working days prior to beginning of construction at 1-800-422-4133 (Government Code Section 4216/4217)**
- **The contractor shall practice safety and shall furnish, erect, and maintain such fences, barricades, lights and signs per California Manual of Warning Signs, lights, and devices, necessary to give adequate protection to the public at all time. Temporary traffic control plans shall be reviewed and approved by the City Engineer before installations.**
- **The permittee shall be responsible during construction for cleaning city streets, curbs, gutters and sidewalks of dirt tracked from the subject site. The flushing of dirt and debris to storm drain or sanitary sewer facilities is strictly prohibited. The cleaning shall be performed after each workday or as directed by the City Engineer.**
- **This permit is valid for a period of 90 days from the date fees are collected. A \$15.00 renewal fee will be charged for each renewal before expiration of the permit.**
- **New fees will be charged for permits allowed to expire.**
- **Work that is not diligently pursued will result in the permit being revoked when public safety is a concern and all deposits shall be applied to the completion or correction of the item of concern.**
- **It is the permittee's responsibility to keep this permit; all approved plans and specifications at the work sited and furnish it upon request to all City employees.**
- **A \$2,000.00 deposit is required for all boring jobs done into City streets.**

Special Instructions

- **Encroachment permits must be obtained at least two weeks before the work is scheduled to begin in order to allow sufficient time for the review of the application by City Departmental Staff. Changes to an approved Encroachment permit requires resubmittal and an additional two weeks for review.**
- **Application must be submitted with (3) three copies of on site/off site improvements, plans and specifications for any repairs to streets, sidewalks and/or public property.**
- **Required inspections will be determined by the City Engineer and/or Public Works Director.**
- **Please show extent of disturbed street, sidewalk, curb and gutter. Include all dimensions (linear and square footage) of work to be done on your plan**
- **Submit any traffic control plans prior to start of work**

Review Staff**Inspection Required**

	Yes	No	Conducted
Wastewater Supervisor	_____	_____	_____
Water Supervisor	_____	_____	_____
Street Supervisor	_____	_____	_____
Fire Chief	_____	_____	_____
Police Chief	_____	_____	_____
City Planner	_____	_____	_____
City Engineer	_____	_____	_____

Inspector's remarks: _____

On June 23, 2009 the City of Guadalupe adopted the City of Santa Maria standard specifications and drawings, Resolution 2009-24. Please reference applicable standards on your submitted drawings. You can find these standards at: www.cityofsantamaria.org All work on public property shall conform to these specifications and drawings.

Fees:

Permit	<u>\$82.00</u>	<u>\$82.00</u>
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Inspections **\$155.00** x number of required inspections \$ _____

Deposit \$ _____ (from schedule below) \$ _____

Total : \$ _____

Date collected: _____

Saw cut Lines	\$2.00 per linear foot deposit
Concrete curb & gutter	\$21.00 per linear foot deposit
Concrete sidewalk	\$5.00 per square foot deposit
Excavate or remove pavement	
Within street	\$2.50 per square foot deposit
Area of sidewalk or pavement to	
Be repaired/replaced	
Length of saw cut lines or concrete	
Curb & gutter	
Boring within street	\$2,000.00 Deposit

The Surety deposit of \$ _____ will be returned upon presentation of Encroachment permit with Inspector's approval to the Public Works clerk.

Inspector's Approval and

Remarks:

Approved:

Approved: _____
Permittee's Signature: _____