



City of Grover Beach
Department of Public Works

154 South 8th Street
Grover Beach, CA 93433
(805) 473-4530 | publicworks@groverbeach.org

EP #

Encroachment Permit Fee: **\$320.00**
Cash, Check or Credit Card
Payable at Grover Beach City Hall

ENCROACHMENT PERMIT APPLICATION

Please email completed Encroachment Permit Application to publicworks@groverbeach.org

Before you perform ANY work in the public Right-of-Way, you must have an approved encroachment permit issued by the Public Works Department. Failure to secure an approved encroachment permit will result in double permit fees. Please note this application is not complete until all required attachments are received. Incomplete applications will be rejected.

Project Address: _____

Project Description: _____

Project Start Date: _____ Project End Date: _____

Scope of Work (check all that apply):

- ☐ Sewer Lateral, Length: _____ feet
☐ Water Lateral, Length: _____ feet
☐ Fire Protection Line, Length: _____ feet
☐ Curb, Gutter, Sidewalk, Length: _____ feet ☐ Monolithic pour OR ☐ Two pours
☐ Sewer, Water, or Storm Drain Main Extension, Length: _____ feet
☐ Traffic Control Inspection and Verification, Number of Days: _____
☐ Sidewalk Obstructions: _____ # of scaffoldings OR _____ # of tables
☐ Special Event (parade, sales, festivals, rallies), Date: _____
☐ Description / Other: _____

Owner's Name: _____

Phone Number: _____ Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor/Contact's Name: _____

Phone Number: _____ Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor's License #: _____ Class(es): _____ Expiration Date: _____

City of Grover Beach [Business Tax Certificate](#) #: _____ Expiration Date: _____

Excavating? Call (800) 227-2600 - Underground Service Alert (USA) Number: _____

Please Attach the Following Documentation

- ☐ Site Plan/Drawing
☐ Certificate of Insurance-naming City as additional insured, \$1,000,000 per occurrence. Exp. Date _____
☐ Proof of Workers' Compensation Insurance. Expiration Date _____
☐ Other: _____



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Standard Encroachment Conditions (applicable to all permits):

1. Standards and Specifications: All work to be done, including traffic control, shall be in accordance with the adopted [Grover Beach Standards and Specifications](#) and any approved project plans submitted for this, or any other, required project permits.
2. Notification and Inspection: 24 hours prior to starting any construction work authorized by this permit, the permittee shall notify the Public Works Department Inspection Line. Required Inspections shall be requested at least 24 hours prior by calling the Public Works Inspection Line. Completion of work shall be called in to the Public Works Inspection Line at (805) 473-4534.
3. Emergency Notification: During emergencies only, please contact the Grover Beach Non-Emergency Dispatch at (805) 473-4511 to request a response from the on-duty Public Works crew member.
4. No Work Days: No scheduled work shall be on a [City Holiday or a furlough day](#).
5. Proof of Permit: A Copy of this Permit shall be kept at the work site at all times and shall be shown to any Agency employee, agent or duly authorized representative or any law enforcement officer upon demand.
6. Damages to Agency Property: Any damage caused to Agency property as a result of the work approved under this Permit shall be repaired by Permittee at their sole expense to the satisfaction of the City Engineer. Upon notification of damage, Permittee shall immediately make repairs or the Agency may make repairs and Permittee will be billed and shall reimburse Agency for all costs incurred.
7. Cancellation of Permit: Unless otherwise specified herein, this Permit may be revoked or canceled at any time by the City Engineer. Upon written cancellation or revocation of this Permit for any cause, Permittee shall promptly restore Agency Right-of-Way and property to its condition prior to the issuance of the Permit and shall vacate agency property.
8. Traffic Control: A traffic control plan shall be submitted with an encroachment permit application for work on West Grand Avenue, Oak Park Boulevard, Fourth Street, Farroll Road, and El Camino Real. Work on other streets may require submittal of a traffic control plan depending on the work proposed. Pedestrian control should be addressed as part of all traffic control plans.
9. Best Management Practices: Permittee shall employ Best Management Practices (BMPs) for all work areas to maintain a clean working area. Failure to comply with Grover Beach municipal stormwater regulations shall result in a Stop Work notice, applicable fines, and/or cancellation of this permit.
10. See Page 3 for Project Specific Condition of Issuance

Indemnification Agreement & Acknowledgement

_____ (hereinafter referred to as "APPLICANT") shall indemnify, hold

(Please print)

harmless, and defend the CITY OF GROVER BEACH and each of its officers, officials, employees, agents and volunteers from any and all claims, losses, damages, injuries and liabilities arising from the death or injury of any person or persons, or from the damage or destruction of any property or properties, caused by or connected with the performance of completion of the project or improvement by APPLICANT(S), or the agents, subcontractors or employees of APPLICANT(S).

This is an application only. APPLICANT hereby certifies that they have read and examined this application and know the same to be true and correct. In signing below, they understand and agree that NO work is to be performed until this application is fully executed.

Applicant Signature: _____

Date: _____

A FULLY EXECUTED COPY OF THIS APPLICATION SHALL CONSTITUTE A PERMIT



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FOR CITY USE ONLY

Project Specific Conditions of Issuance:

1. _____
2. _____
3. _____
4. _____

Additional Permits Required:

☐ Cal Trans ☐ OSHA ☐ Building ☐ Fire ☐ Other: _____

Encroachment Permit Base Fee	
Additional Fees:	
Traffic Control Inspection & Verification Fee (per day):	
Total Due:	

Receipt Number: _____

Date

Encroachment Permit Application Approved By:

City Engineer (or designee)

Date