



CITY OF LARKSPUR
PUBLIC WORKS DEPARTMENT
www.cityoflarkspur.org

400 Magnolia Avenue, Larkspur, CA 94939
(415) 927-5017 • publicworks@cityoflarkspur.org

Encroachment Permit Application

APPLICANT INFORMATION		OWNER INFORMATION	
Applicant Name		Owner Name	
Applicant Address		Owner Address	
City	State/Zip	City	State/Zip
Phone () -	Email address	Phone () -	Email address
If work is being performed by Contractor, provide the following information:			Contractor Lic # and Exp Date
Company Name	Email address	Name of Foreman/Supervisor	Cell Phone () -
The primary contact for this project is:			
PROJECT INFORMATION			
Location of Project (address or street name with cross streets):			
Number of Working Days Proposed: _____ days		Start Date:	End Date:
Description of project: (check all that apply and provide a written description below):			
☐ Debris Box	☐ Neighborhood/Block Party	☐ Photo Shoot	☐ Special Event (describe below)
☐ Sewer Improvement	☐ Water Service	☐ New/Repair Utilities	☐ Landscaping/Tree Work
☐ Driveway / Sidewalk / Curb & Gutter / Concrete Flatwork	☐ Retaining Wall / Steps	☐ Road Work	
☐ Retaining Wall / Steps	☐ Excavation / Grading	☐ Other (describe below)	
☐ EMERGENCY PERMIT FOR:	Is there a service interruption to a residence or business?		☐ Yes ☐ No
☐ Water/Sewer Lateral Repair, Trenchless	☐ Water/Sewer Lateral Repair, Open-Cut	☐ Work will include Sidewalk Cut/Replacement	☐ Other:
Written description of work (attach separate sheet if needed):			
What is the value of work in the public right-of-way? \$_____			(not needed for debris box, block party, photo shoot or special event permits)
Required Documents:			
☐ Improvement plans/sketch. Provide 1 hard copy and 1 electronic copy on flash drive or CD.			
☐ Traffic/Pedestrian control plan attached (as needed). Provide 1 hard copy and 1 electronic copy on flash drive or CD.			
☐ Insurance Certificate (see Insurance Requirements as described in Item #11 in attached Standard Conditions).			
Is the work related to a development project involving the Planning or Building Department?			☐ Yes ☐ No
Applicant Signature & Printed Name:			Date:
For City Use Only			
☐ Permit application approved by City Engineer; OK to issue permit.			Permit Expiration Date:
Notes:			
Signature of DPW Engineer: _____			Date: _____

Project Address: _____ Application Date: _____

- Upon approval, the Applicant is hereby given permission to encroach on public right-of-way to perform the work described above.
- This permit is issued under the provisions of the City of Larkspur's Municipal Code, Title 15.32, subject to the Standard Conditions for Encroachment Permits on the following page, as well as the permit-specific conditions and plans/specifications, and the applicant's execution of the indemnification agreement on this form below and incorporated herein by this reference.
- **Applicant is required to contact the City's Public Works Inspector a minimum of 2 business days prior to the start of construction. Work done without an inspection may have to be removed and reconstructed.**
- **You are required to notify the Public Work Inspector upon completion of project to schedule a final inspection. The final inspection must be scheduled prior to the permit expiration date.**
- Before excavating, applicant must contact USA at 811 or (800) 227-2600 for utility locations and the City's Public Works Division at (415) 927-5017 for potential irrigation locations. Excavations in the roadway or sidewalk shall be permanently surfaced within ten (10) calendar days after backfill is complete.
- Applicant is solely responsible for maintaining a safe construction site. Applicant is also responsible for the removal of all utility and construction markings at the completion of the project (see City's policy on page 5 of this application).
- Work being performed for utility agencies will require permit from applicable agency prior to issuance of City encroachment permit.

☒ I have read the above: Applicant's Signature: _____ Date: _____

INDEMNIFICATION AGREEMENT:

As part of this Encroachment Permit, the Applicant and its successors and assigns shall indemnify, defend and hold harmless the City of Larkspur ("City"), its elected officials, officers, employees, agents, representatives, contractors and assigns (collectively, the "Indemnitees") from and against any and all claims, demands, liabilities, judgments, damages (including consequential damages), awards, interest, attorneys' fees, costs and expenses of whatever kind or nature, at any time arising out of or in any way connected with the City's review and/or approval of this Encroachment Permit and/or any actions pursuant to the Encroachment Permit taken by the Applicant.

Applicant's obligation to indemnify, defend and hold harmless the Indemnitees under this Encroachment Permit shall apply, regardless of fault, to any acts or omissions, or negligent conduct, whether active or passive, on the part of the Applicant or the Indemnitees, with the exception of the Indemnitees' gross negligence or willful misconduct.

Applicant's obligation to defend the Indemnitees under this Encroachment Permit shall be at Applicant's sole expense and using counsel selected or approved by the City in the City's sole discretion.

☒ I have read the above: Applicant's Signature: _____ Date: _____

STANDARD CONDITIONS FOR ENCROACHMENT PERMITS:

Prior to starting work on the project, the contractor shall apply for an encroachment permit from the City of Larkspur. The following are supplemental conditions of the encroachment permit as outlined on the encroachment application form. Note: not all conditions may apply to your project.

1. **Construction Standards.** All work shall comply with City of Larkspur/County of Marin Uniform Construction Standards;
2. **Damage Repair.** Any damage to the surface of the street, such as deep scratches and gouges as well as areas where there are traces of oil drips from the contractor's equipment, shall be either resurfaced or receive slurry seal treatment. The Director of Public Works shall determine the type of repair.
3. **Pavement Markings/Striping:** All pavement markings damaged by the contractor shall be replaced to match existing pursuant to current City standards and the State of California Standard Specifications, July 1992. All pavement markings and striping shall be replaced in kind within the entire limit of the project. No partial striping or paint touch up will be allowed.
4. **Traffic and Pedestrian Control Plans:**
 - a. **Traffic and Pedestrian Control Plan.** The contractor shall not commence work within the City right-of-way until a detailed traffic control plan has been submitted to and approved by the City. The contractor's traffic control plan and all the contractor's operations within the City's right-of-way shall be in STRICT accordance with the most recent addition of the State of California Manual of Traffic Controls. Specifically, the contractor shall meet the standards outlined in this manual for: type, quantity, placement, and structural support of signs; delineator placement and taper lengths for lane closures and work near intersections; pedestrian access through work site; flagging procedures; and all other relevant standards. The traffic control plan prepared by the contractor shall include a detailed description of traffic control devices and procedures cited from the manual for work at all locations throughout the project.
 - b. **Road Closure:** if road closure needed, prior to closure, contractor must provide and get approval from the City, a detour plan and a sample notification letter to affected residents & businesses. After City's approval, the notification letter must be distributed a minimum of 10-days prior to commencement of work.
 - c. **Advance Notification Signs.** A minimum of four calendar days prior to beginning work on the project, the contractor shall place two advance notification signs at the locations designated by the City (locations subject to continued review and adjustment by the City). The contractor shall provide the two advance notification signs, and shall be responsible for the structural support and continued maintenance of the signs throughout the duration of the project in accordance with the standards in the traffic control manual cited above. In the event of emergency work, notification signs will be posted as soon as possible prior to work in the public right of way. In addition, "Road Work Ahead" (C18 or C23) signs shall be required on each side street within 500 feet of the immediate work area, to be placed at the beginning of each workday.
 - d. **No Parking Signs.** "No Parking" signs shall be posted a minimum of 72 hours in advance of intended date of restrictions.
5. **Written Notification.** Written notification shall be hand delivered to all property owners and homeowners associations affected by this project. The notice shall identify the nature of the project, the project limits and the date and duration of the project. The notice shall also contain the name and phone number of the project manager for anyone who may have any questions regarding this project. The Larkspur Fire Department (927-5110) and the Central Marin Police Authority (927-5150) shall be notified of any street closure a minimum of 72 hours in advance.
6. **Work Hours:** All work shall be performed between the hours of 7:00 AM and 6:00 PM, Monday through Friday,

Project Address: _____ **Application Date:** _____

excluding City/Federal holidays, unless otherwise specified by this permit. Weekend work requires prior approval from the Public Works Director.

7. **Work Site Conditions & Stockpiling of Materials:** The contractor shall at all times maintain a clean work site to the satisfaction of the City. No stockpiling of materials or parking of equipment in the public right-of-way is allowed without the written permission of the Director of Public Works.
8. **Steel Plates:** Should it become necessary to use steel plates on the roadway, there shall be a two feet wide A/C taper along all four edges of the plate. If there is more than one plate used, all contiguous plates shall be welded.
9. **Precautions:** The contractor shall schedule his work to minimize inconvenience or disruption to residents and business owners during the course of the work and shall take all reasonable precautions to restrict his operations to the least area of work possible. Any private or public property (i.e. structures, landscaping vegetation, irrigation improvements, paved areas or any other property) which is disturbed by the work shall be repaired and restored to its original condition and to the satisfaction of the Director of Public Works. The cost of said repairs shall be paid by the applicant.
10. **Inspection Deposit Fees:** The permit fee shall be calculated per actual working day that the contractor is working on City maintained streets and rights-of-way. The contractor shall be aware that additional fees may be charged by the City if excessive staff time is required in order to ensure that the contractor maintains the permit conditions herein.
11. **Insurance Requirements:** Prior to issuance of any encroachment or grading permit, the following insurance requirements must be met:
 - Comprehensive General Liability insurance in amounts not less than \$1,000,000 combined single limit applying to bodily injury, personal injury and property damage are required.
 - Additional Insured Endorsement: The City must be named as an additionally insured on a separate certificate/endorsement sheet that modifies the general liability policy.

☒ *I have read the above:* **Applicant's Signature:** _____ **Date:** _____

Project Address: _____ Application Date: _____

CITY OF LARKSPUR CONSTRUCTION POLICY RE: REMOVAL OF UTILITY & CONSTRUCTION IDENTIFICATION MARKINGS:

This policy applies to street and sidewalk markings used to identify the location of utility services under the Underground Service Alert program (USA) and construction related markings, including but not limited to horizontal and vertical grade markings, survey stationing, offsets, curb lines, and other layout lines.

- **STREET & SIDEWALK MARKINGS:** The facilities shall not be marked more than 14 calendar days in advance of the work performed. The contractor must outline their excavation area by marking in white spray chalk and include their name or initials with white marks. The City will allow chalk-based marking products as an alternate to solvent-based markings. Marking of brick pavers or concrete shall be in chalk-based or other naturally weathering materials that allow removal as specified below, but contractors and utility companies are encouraged to avoid marking in these areas by using offset markings.
- **REMOVAL OF STREET & SIDEWALK MARKINGS:** It is the responsibility of the permit holder to remove all utility identification and construction related markings after the completion of the work or as determined by the City Inspector and to the satisfaction of the City. Permit holders are responsible for removal of any markings within two (2) months of the date the markings are no longer needed, or upon completion of the work, whichever is sooner. The City will accept natural weathering of markings if the markings disappear within the two-month period. If the markings are in brick paver or concrete areas and if by natural weathering the markings still remain after two months, the contractor must replace the concrete or the brick pavers in-kind. The contractors and utility companies are encouraged to avoid marking in these areas by using offset markings.
- **COMPLIANCE WITH NPDES:** Removal of markings shall comply with the federal, state and local requirements of the National Pollutant Discharge Elimination System (NPDES) and the San Francisco Bay Area Water Quality Control Board.
- **FAILURE TO REMOVE MARKINGS:** Street and sidewalk markings not removed by the required time frame may be removed and the sidewalk or street repaired/replaced by the City at its discretion. The City will charge the permit holder a service fee equal to the actual costs of removal plus an administrative fee of 20% for removing the markings and making any repairs and/or replacements. This fee will include the cost to comply with NPDES.

☒ I have read the above: **Applicant's Signature:** _____ **Date:** _____