



☐ Sidewalk / Curb / Gutter ☐ Commercial ☐ Residential	DETAILED Description of Work
☐ Driveway ☐ Commercial ☐ Residential	DETAILED Description of Work



City of Willits Public Works & Engineering Department
STANDARD ENCROACHMENT

PERMIT NO.

EP ____ - ____

PROJECT INFORMATION continued...

- ☐ **Road Approach**
- ☐ Commercial
 - ☐ Single Family
 - ☐ Multi Family

DETAILED Description of Work

- ☐ **Road Markings**
- ☐ Removal
 - ☐ Maintenance
 - ☐ Addition of New

DETAILED Description of Work

- ☐ **Utilities CONNECTION**
- ☐ Water
 - ☐ Sewer
 - ☐ Storm Drain
 - ☐ Phone (not City)
 - ☐ Cable (not City)
 - ☐ Electric or Gas (not City)
 - ☐ Other (not City)

DETAILED Description of Work (this section is for main connections only. Use below if only a crossing is required)

This does not grant permission to tie into the utility. It only allows for excavation.
You must fill out an application for utilities.

- ☐ **Utilities CROSSING**
- ☐ Water
 - ☐ Sewer
 - ☐ Storm Drain
 - ☐ Phone (not City)
 - ☐ Cable (not City)
 - ☐ Electric or Gas (not City)
 - ☐ Other (not City)

DETAILED Description of Work (this section is only for crossings that enter the right-of-way. Use the above for connection to the mains)

This does not grant permission to tie into the utility. It only allows for excavation.
You must fill out an application for utilities.

- ☐ **Vegetation Management**
- ☐ Landscaping
 - ☐ One Time Tree Removal
 - ☐ One Time Tree Trimming

DETAILED Description of Work

- ☐ **Other**
- ☐ Survey
 - ☐ Fencing
 - ☐ Signals/Signage
 - ☐ Event Road
 - ☐ Construction Road Closure
 - ☐ Event
 - ☐ Other

DETAILED Description of Work



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Required Insurance Documents

The below **insurance documents** MUST be included with your application in order for it to be considered complete. Incomplete applications will be returned within 30 days and no further processing will take place. Please check off each item enclosed.

All insurance policies must be \$2,000,000 per occurrence / \$4,000,000 aggregate. If limits for any of the policies are deficient, an excess policy can be provided to show that the required limits are met.

CERTIFICATES OF INSURANCE FOR:

- ☐ General Liability
- ☐ Automobile Liability
- ☐ Worker's Compensation
- ☐ Professional Services Liability (if applicable)

GENERAL LIABILITY ENDORSEMENTS:

- ☐ Additional Insured Ongoing Operations
- ☐ Additional Insured Completed Operations
- ☐ Primary / Non Contributory Ongoing Operations
- ☐ Primary / Non Contributory Completed Operations
- ☐ Waiver of Subrogation

AUTO LIABILITY ENDORSEMENTS:

- ☐ Additional Insured
- ☐ Primary / Non Contributory
- ☐ Waiver of Subrogation

WORKERS COMP/EMPLOYER LIABILITY ENDORSEMENTS:

- ☐ Waiver of Subrogation

EXCESS LIABILITY ENDORSEMENTS:

- ☐ Schedule of Underlying Coverages/Insurance

PERFORMANCE BOND PROVIDED:

- ☐ Documentation from Corporate Surety Company

Other Required Documents

The following information must be included with your application in order for it to be considered complete. Incomplete applications will be returned within 30 days and no further processing will take place. Please check off each item enclosed.

- ☐ **One (1) set of (11x17) plans reflective of all items identified in the Project Information section**
Additional copies may be requested, if necessary.
- ☐ **Site specific, MUTCD compliant, traffic control plan**
- ☐ **Application deposit of \$75.00 (will be applied towards final fee)**
- ☐ **I have a City of Willits Business License; the number is referenced above**
- ☐ **Proper insurance as described above**
- ☐ **Other applicable project documents (i.e. drainage study). It is the applicants responsibility to determine what other documentation may be needed / required. See the City of Willits City Standards**

The undersigned agrees that the work will be done in accordance with City rules and regulations and subject to inspection and approval.

WRITTEN NAME	TITLE	SIGNATURE
DIRECT PHONE LINE	MOBILE PHONE	EMAIL ADDRESS

APPLICANT MAILING ADDRESS IF DIFFERENT FROM ABOVE

INDIVIDUAL WHO DRAFTED DRAWINGS (Print or Type)	BUSINESS PHONE
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* For all legally binding purposes, this permit shall be considered a contract.

REV. 08/2013