



CITY OF ATASCADERO

PUBLIC WORKS DEPARTMENT

6500 PALMA AVE., ATASCADERO, CA 93422

(805) 470-3456

ENCROACHMENT PERMIT SUBMITTAL CHECKLIST

This checklist provides guidance for applicants regarding components that are required to be submitted with an Encroachment Permit Application.

Requirements		Notes	Type of Work in the Right of Way:			
			Driveway Construction/ Replacement	Tree Work in Public Right of Way	Utility Work	Other
<input type="checkbox"/>	Encroachment Permit Application: Including: ● Contractor name, address, contact info, City of Atascadero Business License #, and Contractor's State License # ● Any associated blanket or building permit number	<ul style="list-style-type: none"> ● A valid Contractors State License is required. ● The contractor must be licensed for the type of work to be performed. "A" Licensed General Engineering Contractors can perform all work in the public right-of-way. ● A current City business license must be maintained. For information on obtaining a City business license, please contact the Community Development Department at 805-461-5035. 	required	required	required	required
<input type="checkbox"/>	Encroachment Permit Signatures	Include name, signature, and date on permit application (pages 1 & 3) and final permit.	required	required	required	required
<input type="checkbox"/>	Contractor's Certificate of Liability Insurance (COLI)	Including at least \$1 million in General Liability coverage, and listing the City of Atascadero as the Certificate Holder.	required	required	required	*
<input type="checkbox"/>	Stormwater and Water Pollution Control Plan	<ul style="list-style-type: none"> ● May be required, depending on project. ● Guidance available from Caltrans at: https://dot.ca.gov/programs/construction/storm-water-and-water-pollution-control 	*	*	*	*
<input type="checkbox"/>	Traffic and Pedestrian Control Plan	<ul style="list-style-type: none"> ● A traffic and/or pedestrian control plan is required if the work with disrupt access. ● Stock traffic control plans may be used, depending on the complexity of the work. 	required	required	required	*
<input type="checkbox"/>	Construction Plans	<ul style="list-style-type: none"> ● These may include building plans, engineering plans, miscellaneous project plans, public improvement plans, and/or subdivision plans. ● Construction plans must be submitted and approved prior to permit issuance. ● Plans must show public Right-of-Way. 	required	required	required	required
<input type="checkbox"/>	Engineering Standards	<ul style="list-style-type: none"> ● Encroachment permit work must conform to City Engineering Standards and Standard Specifications, unless alternate plans are approved. ● Applicants should reference specific standards in their plan submittal, or the City will add this info to permit conditions. 	required	required	required	required
<input type="checkbox"/>	Tree Removal Permit	<ul style="list-style-type: none"> ● Contact Community Development at 805-461-5035 to determine if a tree removal permit is required. ● Permits or permission must be first granted by Community Development before an Encroachment permit may be issued. 	NA	required	NA	NA
<input type="checkbox"/>	Payment of Permit Fees		required	required	required	required


* May be required, depending on project. Contact Public Works: publicworks@atascadero.org or 805-470-3456.

rev01.10.23

ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY MUST BE PERFORMED BY A CONTRACTOR LICENSED TO DO SUCH WORK. ISSUANCE OF THIS PERMIT IS AT THE SOLE DISCRETION OF THE CITY ENGINEER.

PERMIT REQUESTS AND PICKUPS MAY BE DONE MON – FRI BETWEEN 8:30 A.M. - 4:30 P.M.

Payment methods accepted: Cash or Check (*we do not accept credit / debit cards*)

	CITY of ATASCADERO Public Works Department ENCROACHMENT PERMIT APPLICATION City of Atascadero 6500 Palma Avenue, Atascadero, CA 93422 (805) 470-3456 (805) 470-3487 FAX	(DATE STAMP RECEIVED)
<p>Is this work a part of: <input type="checkbox"/> Blanket Encroachment Permit (<i>Public Utilities Only</i>); or <input type="checkbox"/> Another Permitted Project; Permit number: _____ - _____</p> <p>Contractor's Project or Job number (<i>if applicable</i>): _____</p> <p>Project Address (please provide exact or closest street address): _____</p> <p>Nearest Cross Street: _____</p> <p>Description of work: _____</p> <p>_____</p> <p><input type="checkbox"/> DRIVEWAY(S): length _____ X width _____ <input type="checkbox"/> SIDEWALK: length _____ X width _____</p> <p><input type="checkbox"/> OBJECT <input type="checkbox"/> UTILITY PATCH: length _____ X width _____ <input type="checkbox"/> PIPELINE: length _____</p> <p>Will This Work Require a Street Closure or Block Parking During Construction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is this work near a <input type="checkbox"/> Public School or <input type="checkbox"/> US-101 Interchange? <input type="checkbox"/> No</p> <p>Anticipated Start Date: _____ and End Date: _____</p> <p>Total anticipated number of work days to complete project: _____</p> <p>PLEASE NOTE: ● <i>Failure to schedule a Public Works Inspection at (805) 466-8099 at least 24 hours prior to starting work will void the permit (additional fees apply).</i> ● <i>Failure to notify the City of scheduling changes will void the permit (additional fees apply).</i></p>		
<p>OWNER:</p> <p>ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____</p> <p>PHONE #: _____ FAX#: _____ E-MAIL: _____</p>		
<p>CONTRACTOR:</p> <p>CSLB #: _____ LICENSE CLASS #: _____ CITY BUSINESS LIC. #: _____</p> <p>ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____</p> <p>PHONE #: _____ FAX#: _____ E-MAIL: _____</p>		
<p>24 HOUR PROJECT CONTACT</p> <p>PHONE #: _____ FAX#: _____ E-MAIL: _____</p>		

I have read this application and I acknowledge receipt of the City of Atascadero Encroachment Permit Rules, Regulations and attached special conditions, which I have read, agree to, and accept as part of this permit.

SIGNATURE OF PERMITTEE _____

DATE _____

ENCROACHMENT PERMIT RULES AND REGULATIONS

1. **Definition:** This permit is issued pursuant to Title 7, Chapter 12 of the Atascadero Municipal Code.
2. **Acceptance of Provisions:** Permittee agrees that the doing of any work under this permit shall constitute an acceptance by the Permittee of the provisions herein.
3. **Liability for Damages:** Permittee will indemnify, hold harmless and assume defense of, in any actions of law or in equity, the City of Atascadero, its officers, employees, agents, officials and volunteers from all claims, losses, damages, including property damages, personal injury, including death, and liability of every kind, nature and description arising out of your work or in any way connected with the performance of this permit by the Permittee or any contractor, or subcontractor. This indemnification shall extend to claim losses, damage, injury and liability for injuries occurring after completion of the permitted operations, as well as during the work's progress.
4. **Liability Insurance:** Permittee shall obtain at its sole cost and keep in full force and effect during the term of this permit, and for one year thereafter, commercial general liability insurance in a form and amount acceptable to the City's Risk Manager, naming the City of Atascadero, its officials, officers, directors, employees, agents, and volunteers as additional insured. The general liability insurance must be primary with respect to the additional insured; any other insurance available to the additional insured shall be excess and noncontributing.
5. **Permits from Other Agencies:** Permittee must obtain consent from any other public or private agencies or individuals required to complete such work. Such consent may be required to be obtained prior to requesting a permit from the City. If this provision is not complied with, this permit shall be void.
6. **Required Pre-Construction Meeting:** Prior to commencing work authorized by this permit, Permittee shall provide 48 hour notification to the City of Atascadero Public Works Inspector at (805) 466-8099 for an initial inspection. When work has been interrupted for more than two (2) working days, an additional 24-hour notification is required before restarting.
7. **Notification of Property Owners:** If required by the City Engineer or designee, the Permittee shall notify abutting property owners prior to starting any work pursuant to this permit.
8. **Hours of Work:** Work shall only be conducted between the hours of 7:00 a.m. and 9:00 p.m., Monday through Friday. Work hours may be further restricted in conformance with approved traffic control plans and City holidays. Lane closure hours are typically 9:00am through 3:00pm. Work outside these hours may be authorized with an After Hours Permit based on City staff availability.
9. **Display of Permit:** This permit shall be kept at the site of work. Upon request, the permit must be shown to any representative of the City Engineer or law enforcement officer.
10. **Display of Emergency Contact Information:** During the progress of the work, the permittee shall maintain a sign at such work site bearing the name, address, telephone number of the permittee and a twenty-four (24) hour emergency telephone number where assistance may be obtained throughout the duration of the work permitted. This section shall not be applicable to utilities doing their own maintenance, repairs or installation by their own employees. However, if a utility uses an outside contractor to do such work, the contractor must post a sign in accordance with this section.
11. **Traffic Control:** At the City's request, site specific traffic control plans shall be submitted for City approval. All warning safety devices and use of flaggers shall conform to the current California Manual of Uniform Traffic Control Devices (CAMUTCD).
12. **Inspection Prior to Placement:** Permittee shall request inspection of all conduit installations, connections, and any repairs made to existing underground utilities prior to backfilling. All concrete forms shall be inspected prior to placement of concrete. Compaction tests are at the discretion of the City Inspector.
13. **Construction and Repair:** Permittee shall properly construct, maintain and repair any encroachment authorized herein, and shall exercise responsible care in inspecting and immediately repairing any damage to the public right-of-way and underlying utilities which occurs as a result of existence of said encroachment or as the result of any work done pursuant to this permit. Failure to use proper backfill materials, proper compaction, or inspection prior to placement will result in increased inspection fees and liability for re-work. All buried pipes or conduits shall be installed with a minimum of twenty four (24) inches of cover unless approved by the City Engineer.

- 14. Steel Plate Bridging Excavations:** Plate bridging of shored trench excavation shall be secured against movement and shall be installed to operate with minimum noise. All plates shall be skid resistant. Plates shall be ramped to the elevation of the contiguous pavement. All steel plate placements shall be approved by the City Inspector.
- 15. Failure to Restore Street Surface:** Whenever the Permittee disturbs the surface of any public property for any purpose; Permittee shall restore that property to the condition that existed prior to that disturbance in accordance with City Standard Plans. When any opening, cut, or other modification is made by Permittee in any City street or other public right-of-way, Permittee must promptly refill the opening, restore the pavement in accordance with City Standard Plans, and remove all U.S.A. markings. If the Permittee fails to perform that work in a timely manner or in accordance with City specifications, the City may refill, repave, or remove U.S.A. markings. The cost to City for performing that work, whether by contract or by City forces, including the costs of inspection and supervision, shall be deducted from any Performance Deposit and the balance paid by the Permittee within 30 days of receipt of an invoice for that work.
- 16. Stormwater Pollution Prevention Program:** The Permittee shall implement and maintain measures to keep sediment, wash waters, equipment maintenance products, and other construction related material/debris from entering the storm drainage system. Dumping or discharge into the City's storm drainage system is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work.
- 17. Storage of Material:** Stockpiling of material is not allowed in the street or sidewalk area unless specifically approved by the City.
- 18. Clean Up Right-of-Way:** Upon completion of work, all brush, timber, scraps, and other material/debris shall be entirely removed and the right-of-way left in a condition satisfactory to the City Engineer or designee.
- 19. Maintenance and Repair:** Permittee shall promptly make any and all repairs to public right-of-way if required by the City Engineer or designee. The Permittee is responsible for the materials and workmanship of this encroachment for a period of one (1) year after acceptance by the City.
- 20. Blanket Permits:** Blanket permits, renewable annually, may be issued to any private or public utility, subject to compliance with all applicable provisions of this chapter or of the permit. The Engineer may revoke any such blanket permit if the permittee fails to comply with any of the provisions of this chapter or the permit. The issuance of a blanket permit does not relieve the permittee from making such reports of activity under the blanket permit as may be required by the Engineer or of the requirements for paying for inspection, repairs and other costs incurred by the City due to the permittee's activity under the blanket permit. Blanket permits for excavations shall be limited to utility trenches not exceeding three (3) feet in width, dug at a right angle to the centerline of the road, or an excavation not exceeding thirty (30) square feet in area unless specifically approved by the Engineer. Two-way traffic shall be maintained at all times.
- 21. Permits are Nontransferable:** Permits issued under the authority of Municipal Code Title 7, Chapter 12, shall be nontransferable.
- 22. Work Performed without Permits:** Work performed without a permit; removal of work which poses a threat to the health, safety, or general welfare of the public.
 - (1) Failure to obtain a permit for an encroachment, as required by this chapter, shall constitute a violation of this Title 7, Chapter 12, and subject a person performing such work to all penalties thereof.
 - (2) Whenever an encroachment has been installed without a permit as required by Title 7, Chapter 12 and that work poses a threat to the health, safety and general welfare of the public, the Engineer may, at the permittee's or owner's sole expense, remove the encroachment. Whenever an encroachment has been installed with a permit as required by this chapter and that encroachment does not conform to the design and specification approved by the permit, and that encroachment poses a threat to the health, safety and general welfare of the public, the Engineer may, at the permittee's or owner's sole expense, remove the encroachment.
- 23. Responsibility of Owner:** All obligations, responsibilities and other requirements of the permittee as described in this chapter shall be binding on subsequent owners of the encroachment. (Ord. 438 § 4 (part), 2004; Ord. 397 (part), 2002; Ord. 332 § 2 (part), 1997)

Signature: _____ **Date:** _____

Print Name: _____