



**SANTA CLARA CITY**  
**Application for Encroachment Permit**  
**(Work Cannot Begin until Permit is Approved & Signed)**  
*Fee: \$50 / Minor Permit \$20*

**Permit#:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Date: \_\_\_\_\_, 20\_\_

**Company Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Company Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**On-Site Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**ENCROACHMENT INFORMATION:** We request approval to do the following work in the City right of way:

**Work Site Address/Location:** \_\_\_\_\_

**Subdivision / Project Name:** \_\_\_\_\_ **Lot#:** \_\_\_\_\_

**Building Permit#:** SAC \_\_\_\_\_ **Tax ID#:** \_\_\_\_\_

**\*Requested Permit Dates:**

\_\_\_\_\_ **to** \_\_\_\_\_  
 Start Date (Month, Day, Year) Ending Date (Month, Day, Year)

• Extensions may be granted if requested before permit expires, not to exceed a total of 90 days.

**Construction Trades:**

- |  |                                   |                                      |   |
|--|-----------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Plumbing – Water    | <input type="checkbox"/> Concrete | <input type="checkbox"/> Electrical  | <input type="checkbox"/> Communications, CATV, etc. |
| <input type="checkbox"/> Plumbing-Wastewater | <input type="checkbox"/> Asphalt  | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Other: _____               |

**Road Excavation?**

Yes  No If yes:  ft. long \_\_\_\_\_  ft. wide \_\_\_\_\_  ft. deep \_\_\_\_\_

**Excavation Dimensions:**

**Sidewalk?**

Yes  No

**Curb?**

Yes  No

**Traffic Control Requested:**

- |   |   |   |                         |
|---|---|---|-------------------------|
| <input type="checkbox"/> Sidewalk Closure | <input type="checkbox"/> Shoulder Closure | <input type="checkbox"/> Lane Closure                   | Road Closure – Detour** |
| <input type="checkbox"/> Shoulder Work    | <input type="checkbox"/> Lane Shift       | <input type="checkbox"/> Road Closure to Thru Traffic** | Other: _____            |

\*\*See "Fact Sheet – Encroachment Permits" for public notifications required by contractors prior to start of work for all road closures.

**Barricade Company:** Request Traffic Control Plan (TCP) from barricade company unless traffic control provided by permittee

Self (attach TCP)  Other: \_\_\_\_\_

**Description of work:**

\_\_\_\_\_  
 \_\_\_\_\_

If this permit is granted, we agree to comply with all conditions and regulations contained in the Santa Clara City Standard Specification for Design and Construction and "Special limitations" required by the Public Services Director, or his duly authorized representative. Minor Permit: Material on public right-of-way (code ref) 12.04.050.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**\*\*\*CITY USE ONLY\*\*\***

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**TO BE COMPLETED BY ENCROACHMENT OFFICER:**

- Application complete and signed
- Insurance Certificate
- Required attachments provided
- Permit Bond
- Traffic Control
- Asphalt Cut Area \_\_\_\_\_ feet
- Permit Fee \$ \_\_\_\_\_
- Asphalt Cut Fee \$ \_\_\_\_\_
- Approved

**TOTAL FEE: \$** \_\_\_\_\_

Waived (circle): Fee   ACF   PtB   PFB T   CP   Performance Bond   Asphalt Cut Fee   Other \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For completion inspection, please see attached inspection reports.

## **INSTRUCTIONS – ENCROACHMENT PERMIT APPLICATION**

### **Except in Emergency, 48 Hours Notice is required to get a permit**

1. Application – The Encroachment Application must be made by the company/person who will be working in the public right-of-way (ROW), whether it is the owner or a contractor. Give the company name, address, phone and FAX.
  - On-Site Contact – Give the name, title & phone/cell phone of the on-site point of contact.
  - Site Address – Give a specific address for the work along with the Building Permit and subdivision or project name if applicable. If needed, give geo-references such as intersections, lot numbers, GPS points, etc.
  - Description of Work – Describe the work to be done, i.e., “Cut roadway, remove sidewalk, repair water line, replace sidewalk, repair roadway.”
  - Construction Trades – Check the boxes for the construction trades involved in each aspect of the work within the City ROW. Identify others not listed.
  - Excavation Details – If within the roadway, give length, width, and depth of excavation in feet. All jobs requiring roadway cuts will be assessed an Asphalt Cut Fee (ACF) in the amount of \$0.50 per square foot.
  - Permit Dates – Give anticipated start and finish dates for the event or construction within the City ROW.
  - Traffic Control – Select the level of traffic control needed & the professional barricade company to be used.
2. Attachments – The application and following attachments may be FAXED to the Cities Public Services Director at (435) 879-5298.
  - Traffic Control Plan (required) – The traffic control plan shall follow the latest edition of the US Department of Transportation’s Manual of Uniform Traffic Control Devices (MUTCD).
  - Certificate of Insurance, with Santa Clara City listed as additionally Insured (Required) –
    - o Liability insurance coverage in minimum amounts of \$1,200,000 per occurrence, and \$2,000,000 aggregate per occurrence.
    - o Property damage coverage in minimum amounts of \$300,000 per occurrence, and \$1,000,000 aggregate per occurrence.
  - Permit Bond (Required) – A corporate surety permit bond shall be filed with Santa Clara City in the amount of \$10,000, conditioned on the permittee’s compliance with the requirements of city ordinances, city standards and specifications for design and construction, and any permit conditions.
  - Performance Bond – In addition to the permit bond, the permittee shall file a performance bond in the sum of 100% of the cost of the work to be performed under the permit guaranteeing the faithful performance of the work authorized under the permit.
  - Site Plan (if applicable) – Site plan shall include proposed location of structures and utilities with reference to pavement and right-of-way lines.
3. Permit processing & Fees – Upon review & approval of the application and all required attachments, the Encroachment Officer shall prepare a permit for signature by the applicant. The permittee will be notified when the permit is ready for signature.
  - Fee Schedule – Permit Fee \$50 per permit. Asphalt Cut Fee (ACF) \$0.50 per square foot of asphalt cut area. The City accepts payment by cash or check.
4. Inspections – The permittee shall arrange for inspections by calling the automated inspection line at (435) 879-5313 and giving 24 hours notice for the various inspections as required. Inspections may be obtained for drive approach sighting, traffic control, backfilling, concrete forms, and asphalt and/or concrete placement. The Encroachment Permit Number is required for inspection notification.
5. Permit Closure – Permits are closed upon expiration, or when compaction test certificates are received in cases where road excavations are made. Compaction test results should identify the Encroachment Permit Number and may be forwarded via FAX to the City Encroachment Officer.
6. A call must be made for inspection before asphaltting or back filling any utilities.