For Office Use Only:
LPD EP App. No. _____

CITY OF SANTA CLARA
ENCROACHMENT PERMIT APPLICATION

ENGINEERING DEPARTMENT 1500 WARBURTON AVE., SANTA CLARA, CA 95050 TEL.: (408) 615-3000 FAX: (408) 985-7936 E-mail: engineering@santaclaraca.gov

NOTE: THIS IS NOT AN ENCROACHMENT PERMIT. Minimum review time is 2 weeks, depending on complexity of project and Engineering staff workload. It is also the Permittee's responsibility to comply with all insurance requirements prior to issuance of the Encroachment Permit.

SITE INFORMATION (PLEASE FILL OUT AS MUCH INFORMATION AS POSSIBLE):

Project Title: _____

Location Of Work/Address: _____

PROPOSED WORK INFORMATION (CHECK ALL APPLICABLE ITEMS BELOW):

ESTIMATED START OF CONSTRUCTION DATE: ____ / ____ / ____

____	WATER	____	SANITARY SEWER MAIN	____	DRIVEWAY	____	PAVEMENT
____	ELECTRIC	____	SANITARY SEWER LATERAL	____	SIDEWALK	____	POTHOLE
____	GAS	____	STORM DRAIN MAIN	____	CURB & GUTTER	____	SOIL BORING
____	COMMUNICATION	____	STORM DRAIN LATERAL	____	CURB RAMP	____	MONITORING WELL
____	MANHOLE	____	CLEANOUT	____	OTHER: _____		

DETAILED DESCRIPTION OF WORK: _____

DESCRIPTION OF ATTACHED PLANS: _____ No. of Sheets: _____

ESTIMATED CONSTRUCTION COST (attach estimate with application): $ Your Job No.:

OWNER/APPLICANT INFORMATION:

NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____ CELL PHONE: _____

_____ FAX NUMBER: _____

EMAIL:

ENGINEER/CONSULTANT INFORMATION:

NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____ CELL PHONE: _____

_____ FAX NUMBER: _____

EMAIL:

PERMITTEE INFORMATION:

NAME: _____ TELEPHONE NUMBER: _____

CONTACT PERSON: _____ EMERGENCY NO.: _____

ADDRESS: _____ FAX NUMBER: _____

_____ EMAIL: _____

NOTE: Permittee must have the following documentation prior to issuance of an Encroachment Permit:

1. Current business license with the City of Santa Clara. Call the Business License Unit @ (408) 615-2310 for an application or visit City website http://www.santaclaraca.gov/
2. Insurance documents in compliance with minimum requirements. Call Engineering Department @ (408) 615-3000 for the minimum requirements and to establish an insurance account, if necessary.

SUBMITTAL INFORMATION:

APPLICANT'S SIGNATURE: _____ DATE: ____ / ____ / ____

PRINT APPLICANT'S NAME: _____

FOR OFFICE USE ONLY:

APPLICATION ACCEPTED BY: _____ DATE: ____ / ____ / ____
(City Engineer or Designee) Signature Print Name

CITY OF SANTA CLARA
Land & Property Development Division
1500 Warburton Avenue, Santa Clara, CA 95050 Main: (408) 615-3000 Fax: (408) 985-7936 engineering@santaclaraca.gov

ENCROACHMENT PERMIT (EP) PROCESS
Flowchart & Checklist

Applicant

PLAN REVIEW:

☐ **1. PROVIDE 7 COPIES OF COMPLETE CONSTRUCTION PLANS FOR REVIEW**
(see page 2 for Plancheck list)

[NOTE: Please allow a MINIMUM of 2 weeks for each review cycle, depending on complexity of project, staff workload, and compliance with insurance requirements]

☐ **2. PLANS APPROVED BY ENGINEERING**
(Provide 4 final copies; 3 for our records and 1 returned with actual EP)

☐ **3. PROVIDE CONSTRUCTION ESTIMATE**
(only for work in the public right-of-way)

PRE-PERMIT ISSUANCE:

☐ **4. CONTRACTOR MUST HAVE CURRENT CITY BUSINESS LICENSE**

☐ **5. CONTRACTOR INSURANCE IN COMPLIANCE WITH EP REQUIREMENTS**
- Call (408) 615-3000 Land & Property Development Division (LPD) to register for an account in the EP Insurance Database.
- FAX insurance documents to Ebix BPO @ (770) 325-0409 (see page 3)
- Call Ebix BPO @ (951) 766-2280 to verify compliance with requirements

PERMIT ISSUANCE

☐ **6. FILL OUT EP APPLICATION @ ENGINEERING (PERMIT CENTER)**

☐ **7. PAY EP FEES @ FINANCE DEPARTMENT**
(see page 4 for fee chart)

☐ **8. PERMIT ISSUED**
[NOTE: Work may proceed only AFTER two working days]

CONSTRUCTION:

☐ **9. CALL USA @ 811 or 1-800-227-2600**

☐ **10. CALL ENGINEERING FIELD SERVICES DIVISION @ (408) 615-3000 AT LEAST 24 HOURS IN ADVANCE OF WORK.**

☐ **11. CONSTRUCTION COMPLETE; FIELD SERVICES DIVISION SIGNS OFF INSPECTION OF WORK.**

Notes:

ENCROACHMENT PERMIT (EP)
Plancheck List

In order to meet approval, plans submitted for review shall include the following minimum items, unless otherwise noted or not applicable. This checklist does not preclude the use of the City of Santa Clara (CSC) Design Criteria handbook (available for a nominal fee from the CSC – Engineering Department) to aid in preparing plans for construction in the public right-of-way and City easements, nor to take responsibility for professional engineer's work. For additional information or questions on EPs, call the Land & Property Development Division @ (408) 615-3000.

NOTE: ONLY FIRST TEN ITEMS APPLY FOR MINOR EP CONSTRUCTION WORK SUCH AS DRIVEWAY INSTALLATIONS/MODIFICATIONS and/or WIDENINGS

No.	Item Description	Yes	No	N/A
▶	**FIRST SHEET/PAGE REQUIREMENTS:**			
1.	Title of Project (with brief description of work to be done in public right-of-way, if not specifically indicated in Title)			
2.	Assessor's Parcel Number (APN) and complete address of Project, or nearest address			
3.	Location Map (photocopies of common road maps or topo maps are generally NOT acceptable) and North arrow			
▶	**GENERAL REQUIREMENTS:**			
4.	Plans legibly drawn and adequately dimensioned			
5.	Plans drawn to scale, no smaller than 1" = 40' for horizontal and 1" = 4' for vertical			
6.	Construction Notes, Legend, and dimensions are clear			
7.	ID all streets, right-of-way widths, centerlines and face-of-curb to property-line distances			
8.	Location of proposed construction referenced to cross streets and street centerline or right-of-way line or property line.			
9.	Location and dimension of existing curb, gutter, sidewalk, driveways and pavement. Other existing facilities shall be shown in sufficient detail to identify areas of potential conflict.			
10.	Show all curb, gutter, sidewalk and pavement to be removed and replaced in sufficient detail to compute an accurate area.			
11.	Elevations referenced to City benchmark (call Engineering @ (408) 615-3000 and have address or APN ready)			
12.	Continuous stationing, for projects exceeding 100' in length.			
13.	Profile drawing of all proposed underground facilities to be installed by open cut, push or bore method, complete with location of existing crossing utilities.			
14.	For proposed utility line, indicate material (RCP, VCP, PVC, etc.), size & slope			
15.	Reference depth of trench to existing top of curb. If no curb exists, reference shall be made to the crown or centerline of street.			
16.	Detail of trench section(s) properly dimensioned, including proposed facilities, width and depth of excavation, backfill methods and materials proposed, and structural pavement section and surface treatment in unpaved areas (Reference may be made to City Standards).			
17.	Location and depth of all existing parallel and transverse electric, water, gas, sanitary sewer and storm drain facilities, except local lateral services, which are within the working area of the proposed construction.			
18.	Final plans signed by responsible engineer of work. Plans submitted for review may be stamped "For Review Only".			

NOTE:
Please allow a MINIMUM of 2 weeks for review, depending on complexity of project, staff workload, and compliance with insurance requirements.

ENCROACHMENT PERMIT (EP)
Insurance Requirements

The Insurance Certificate must:

* Be an original document.
* List all subsidiaries or DBA's covered by the certificate provided.
* Provide at least 30 days notice of cancellation.
* Show complete insurance carrier names as listed in the A.M. Best Property & Casualty Guide
* Be completed in its entirety and signed. Binders are not acceptable.

➢ **Commercial General Liability (CGL)**

- Occurrence form – requires coverage not less than:
  - $1,000,000 General Aggregate
  - $1,000,000 Products and Completed Operations Aggregate
  - $1,000,000 Personal and Advertising Injury
  - $1,000,000 Each Occurrence

* Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.
* Additional Insured Endorsement Required. Attach a CG 2026 11/85 Additional Insured Endorsement, or the combination of CG 20 10 03 97 & CG 20 37 10 01, or its equivalent. [Note: if equivalent is submitted, anticipate longer review period for City Attorney's Office Approval]
* Additional Insured Wording must read: The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers.
* Coverage must be Primary and Non-Contributory above any other insurance The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers may carry.

➢ **Commercial Automobile Liability:**

- Must indicate coverage for Any Auto or Owned, Hired or Borrowed, and Non-owned Vehicles
  - $1,000,000 Combined Single Limit
  - $1,000,000 Bodily Injury per Accident

* Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.

➢ **Workers' Compensation:**

- State Statutory Limits
- Employers' Liability Coverage
  - $1,000,000 Each Accident
  - $1,000,000 Disease – Policy Limit
  - $1,000,000 Disease – Each Employee

➢ **Certificate Holder:**

City of Santa Clara – Engineering Department
c/o Ebix BPO – Insurance Compliance
P.O. Box 12010-S2 or 151 North Lyon Avenue
Hemet, CA 92546-8010 Hemet, CA 92544-3831

For Customer Service and inquiries:
Phone: (951) 766-2280 email: CTSantaClara@ebix.com

IMPORTANT: Fax or email insurance documents for compliance & verification to:
Fax: (770) 325-0409 (PLEASE DO NOT FAX TO CITY OF SANTA CLARA – ENGINEERING DEPT.)

➢ **PLEASE READ:** Engineering does NOT review insurance documents. **IT IS THE APPLICANT'S and/or CONTRACTOR'S RESPONSIBILITY TO MEET ALLTHE MINIMUM INSURANCE REQUIREMENTS LISTED ABOVE.** Call Ebix BPO Customer Service to verify if the documents have been reviewed and cleared, prior to issuance of the EP. Clearance of insurance documents typically takes a MINIMUM of two weeks.

ENCROACHMENT PERMIT (EP)
FY 2012-2013
Engineering Department Fees, Rates & Charges
(Effective on 08-12-2012)

Encroachment Permit:
- Processing Fee ..... $ 186.00
- Review & Inspection Fee..... 8% of Construction Cost (Minimum Fee: $179.00)

Field Marking (U.S.A.) Fee:

A. Sanitary Sewer
   - First 50' of Installation ..... $ 137.00
   - Each Additional Lineal Foot..... $ 1.13/ft

B. Storm Drain
   - First 50' of Installation ..... $ 137.00
   - Each Additional Lineal Foot..... $ 1.13/ft

Slurry Seal Fee:
- Per Application..... $ 1.50/sq.ft. (Minimum Fee $68.50)

Record Drawing Archiving Fee:
- Per Sheet (if applicable)..... $ 39.95