



2013

**City of Willits Public Works & Engineering Department
STANDARD ENCROACHMENT**

Dear Contractor:

Thank you for contacting the Public Works and Engineering Department for an encroachment permit to perform work within the public right-of-way.

Please ensure that you describe your work in a clear and concise manner. Once applications are received, they are routed to all City departments for review. Failure to have adequate work descriptions can result in permit processing delays.

Please also ensure you submit all required documentation as identified in the application, using the checklist provided. Failure to submit documents will deem the application incomplete and no further processing will occur until all documents are received.

Applicant shall provide a performance bond in an amount equal to 100% of the value of the work that will be performed under this permit. Bonds must be executed by and administered by a corporate surety company authorized to do business within the state of California and in accordance with applicable law and acceptable to the City. The foregoing provisions shall not apply to any public utility or other company paying franchise taxes or fees to the City.

**If you have any questions or require assistance, please feel free to contact me at the number below.
Thank you,**

**Shawna Jeavons
(707) 459-7125**



**City of Willits Public Works & Engineering Department
STANDARD ENCROACHMENT**

PERMIT NO.
EP 13-

Application Date:	In compliance with the City of Willits Encroachment Permit General Provisions and California Streets & Highway Code, the undersigned hereby applies for permission to construct the following improvements or otherwise encroach upon a City Road Reservation or Right of Way, as follows:	*CITY USE ONLY*
Complete all items below. If item is not applicable, enter "N/A" Application is not complete until all required attachments are included.		<input type="checkbox"/> INITIATION FEE COLLECTED TOTAL PERMIT FEE _____
PROPERTY OWNER INFORMATION		<input type="checkbox"/> FINAL FEE COLLECTED PERMIT APPROVED BY
PROPERTY OWNER NAME	PROPERTY OWNER PHONE	APPROVAL DATE
PROPERTY OWNER STREET ADDRESS		PERMIT EXPIRATION / WORK COMPLETE DATE:
Is the owner's street address the same as the work site address? <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> Insurance Required <input type="checkbox"/> Insurance Certificates Provided <input type="checkbox"/> Insurance Endorsement Provided <input type="checkbox"/> Insurance Reduced <input type="checkbox"/> Insurance Waived <input type="checkbox"/> Performance Bond Provided
SITE ADDRESS (If different than property owner mailing address)		Date of Supplemental Provisions _____
CONTRACTOR INFORMATION		
COMPANY NAME		COMPANY PHONE
CONTRACTOR'S LICENSE NO.	CITY OF WILLITS BUSINESS LICENSE NO.	
COMPANY STREET ADDRESS		CITY STATE ZIP CODE
PROJECT MNGR. NAME	PROJECT MNGR. PHONE	PROJECT MNGR. EMAIL ADDRESS
PROJECT INFORMATION		
This work is for: <input type="checkbox"/> NEW CONSTRUCTION (Major Work) <input type="checkbox"/> REPAIR / UPGRADE TO EXISTING (Minor Work)		
Were other permits required for this work? <input type="checkbox"/> YES <input type="checkbox"/> NO		TYPE & NO (S): _____

INSTRUCTIONS:

- 1) Check the appropriate category of work.
- 2) Explain the work that will be in the City Right of Way in detail.
NONDESCRIPT EXPLANATIONS OFTEN RESULT IN PROCESSING DELAYS.
- 3) **DO NOT** put "see attached," referencing plans, in lieu of describing work.
- 4) If more space is needed to explain work, attach a separate sheet.

<input type="checkbox"/> Sidewalk / Curb / Gutter <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	DETAILED Description of Work
<input type="checkbox"/> Driveway <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	DETAILED Description of Work



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EP 13-

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 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 only for the 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 your application 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 below **other documents** that MUST be included with your application in order for your application 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.

- Three (3) sets of (11x17) plans reflective of all items identified in the Project Information section
The City of Willits has the right to request additional copies, 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. The City of Willits City Standard may

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.