

Encroachment Permit Application



Complete and return to:
City of Arcata Engineering Department
engineering@cityofarcata.org
(707)825-2128

736 F Street Arcata, CA 95521
cityofarcata.org

Project Information

Property Address: _____ Parcel Number: _____

Location of Work: _____ Building Permit Number: *(if applicable)* _____

Property Owner: _____ Phone: _____

Mailing Address: _____ Email: _____

Description of Work: *Please provide a brief description of work and attach additional page(s) with site plans, TCP, location map, etc.* _____

Project Valuation: _____ Type of Permit Requested: One Time Semiannual Annual

Start Date: _____ End Date: _____ Hours of Work: _____ To: _____

Applicant Information

Applicant Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Person Performing Construction: *(If different)* _____ Phone: _____

Mailing Address: _____ Email: _____

Contractors License Number: _____ Business License Number: _____

Project Contact Person: Property Owner Applicant Person Performing Construction Other

If other, Contact Name: _____ Phone: _____

Email: _____

Declaration

It shall be unlawful for any person to excavate in or to construct, install, or maintain any improvement, structure, or encroachment in, on, over, or under any City property, tidelands, street, or easement without first obtaining from the City Engineer a permit therefore, or to maintain the same without such permit or in violation of the terms or conditions thereof. ('63 Code, § 7-1.02)

Prior to issuance of an Encroachment Permit, each person performing construction shall furnish to the City of Arcata Engineering Department, Certificate(s) of Insurance and Endorsement(s) as described in the "Insurance Requirements for Contractors" handout, or such other insurance requirements as prescribed by the Department.

A separate Encroachment Permit shall be issued for each additional person/contractor performing construction.

Do not attach Encroachment Permit Fee to Application. The Encroachment Permit Fee is due when the Encroachment Permit is submitted, and the Permit must be signed in our office. The Permit is not valid, and work cannot begin until the applicant and/or contractor has signed the permit.

Please attach an additional page or pages with a brief project description, site plans, and a location map.

Signature

Date

ENCROACHMENT PERMITS - Application Checklist



Thank you for your applying for an encroachment permit with the City of Arcata.

Please submit the following items along with your completed application:

- Description of work, including site plan and location map
- Detail Sheet - Complete the attached detail sheet to provide information regarding your proposed plan for pedestrian/traffic control. Please include all information requested as it applies to your project. An incomplete submission of this material will result in the rejection of your encroachment permit application
- Traffic Control Plan (TCP) – Contractors working within the City’s right-of-way are responsible for the safety of their workers and the traveling public. An example TCP is attached for reference
- Insurance certificates and endorsements

If all of these items are not included with your application (unless specifically waived by department staff in advance), your application will be deemed incomplete and will not be reviewed until all required items have been submitted.

Application materials can be submitted digitally to engineering@cityofarcata.org, or by mail and in person here:

City of Arcata
Building & Engineering Dept
736 F Street
Arcata, CA 95521

Attn: Melanie

Please contact our office with any questions you may have about these requirements.

(707)825-2128

Detail Sheet

Traffic Control Plan (TCP) – Part 1

Encroachment Permit Application



1. Begin by providing the following information on your TCP:
 - North arrow
 - Label the names of all roads and cross roads within the vicinity of the work area
 - Add arrows to indicate the number of lanes and direction of travel for each of the roads
 - Label any other pertinent information for orientation (addresses, business names, etc.)

2. What type of Right-of-Way closure(s) are you proposing? *(check all closures that apply and circle references used)*
 - Sidewalk (reference TA-28, TA-29, etc.)
 - Shoulder (reference TA-3, TA-6, etc.)
 - Lane (reference TA-105(CA), TA-10, TA-18, TA-19, etc.)
 - Road (reference TA-20, etc.)
 - Intersection (reference TA-26, TA-27, etc.)

3. Identify the portions of the right-of-way requesting closure on the TCP (your Work Zone).

4. If a taper will be used to shift vehicles horizontally, circle the taper length(s) that applies to your project:

	Speed Limit	
	≤ 25 mph	≥ 25 mph
When merging into another lane (use L)	125 ft	245 ft
When shifting the lane use (L/2)	63 ft	123 ft
When tapering a shoulder use (L/3)	42 ft	82 ft
When tapering back to original downstream	50 ft (min) – 100 ft (max)	

Note: The dimensions shown here meet or exceed most conditions and may not apply to all situations. Applicant may substitute alternate dimensions provided that they are in accordance with the CA MUTCD

5. Identify any flaggers and/or channelizing devices (cones, barricades, barrels, etc.) proposed for use. Circle the channelizing device spacing(s) that applies to your project:

	Speed Limit	
	≤ 25 mph	35 mph
Device spacing along the taper	25 ft	35 ft
Device spacing adjacent to the Work Zone	50 ft	70 ft

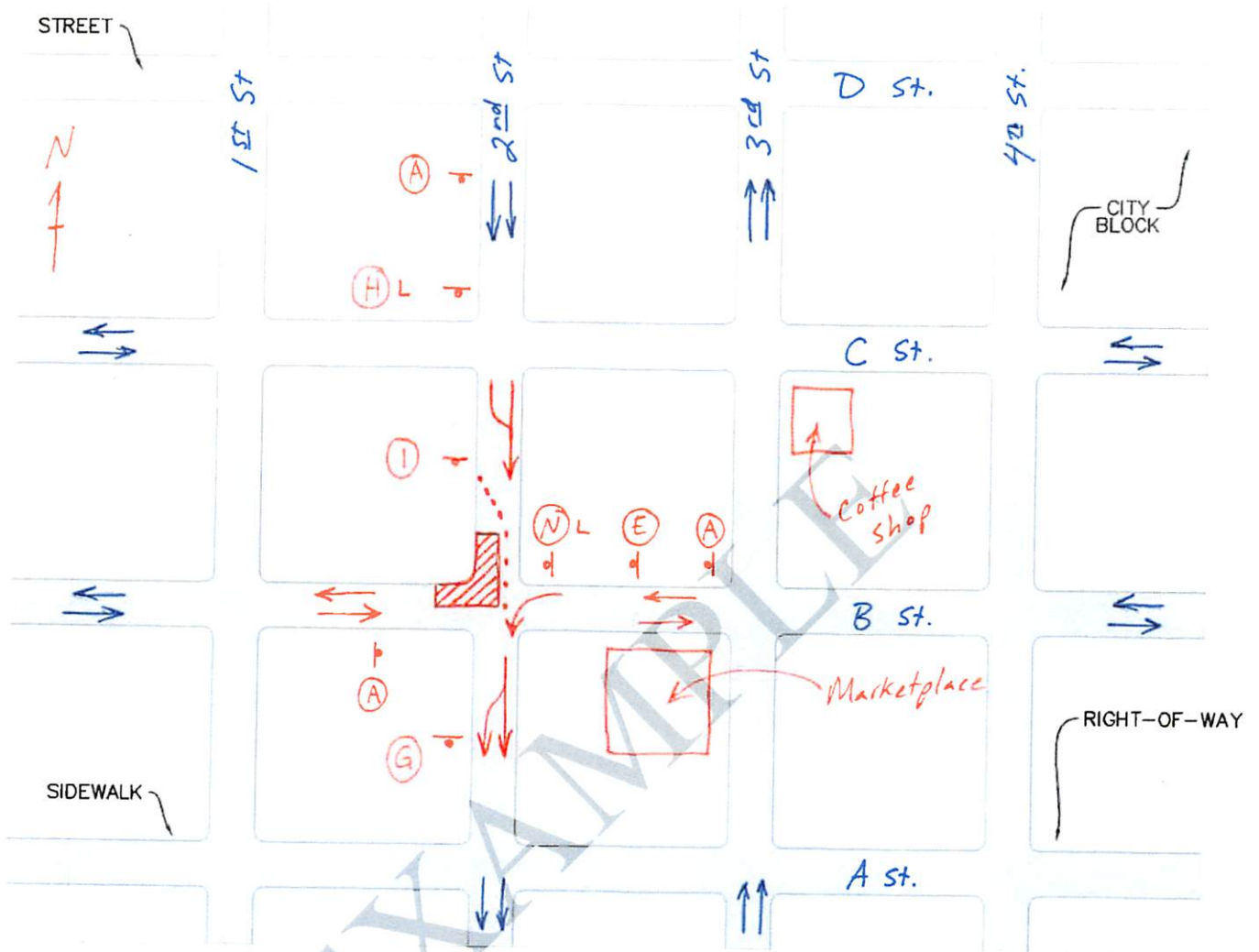
Note: The dimensions shown here meet or exceed most conditions and may not apply to all situations. Applicant may substitute alternate dimensions provided that they are in accordance with the CA MUTCD

6. Identify the Advanced Warning Signs that apply to your project. Circle the distance between signs that applies to your project:






	Speed Limit	
	≤ 25 mph	>25 mph
Urban Road Type	100 ft	250 ft

* EXAMPLE *










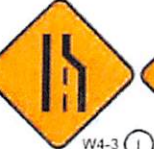





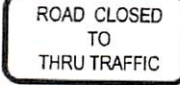
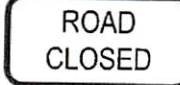
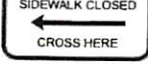
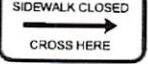
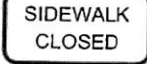


TRAFFIC CONTROL PLAN (TCP)– PART 2 (FOR ENCROACHMENT PERMIT)



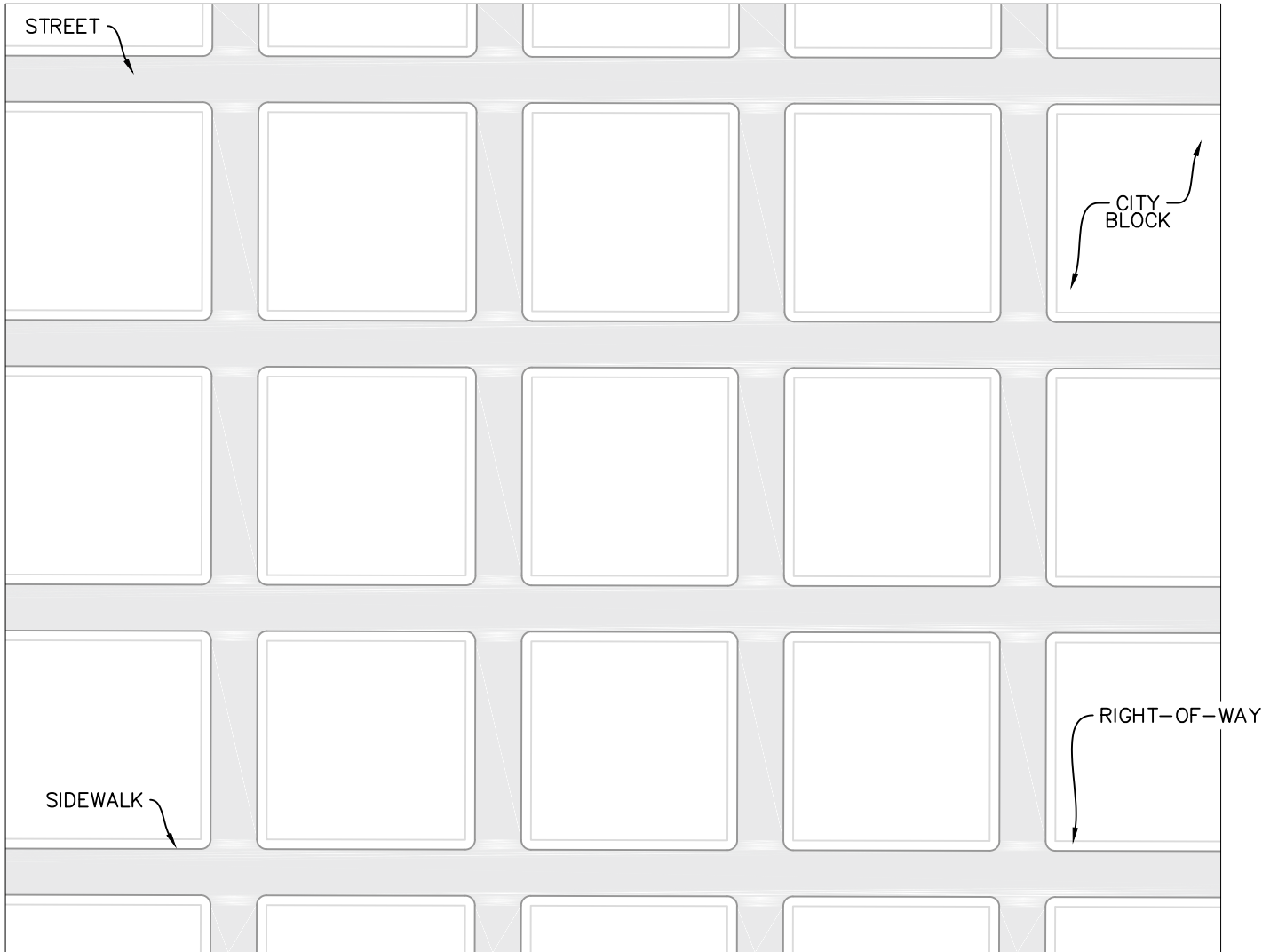
COMMON SIGNS AND SYMBOLS USED FOR TRAFFIC CONTROL

 WORK SPACE	 BARRICADE	 FLAGGER
 CHANNELIZING DEVICE (CONES, BARRELS, ETC.)	 SIGN (SHOWN FACING LEFT)	




NOTE: OTHER SYMBOLS CAN BE FOUND IN TABLE 6H-2 OF THE CA MUTCD OR CAN BE CUSTOM DRAWN AND LABELED





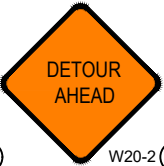










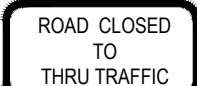
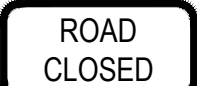
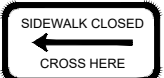
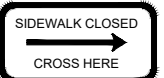
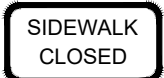




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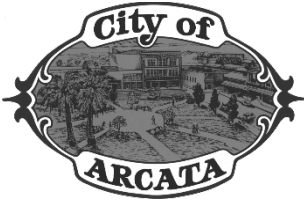


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● CHANNELIZING DEVICE (CONES, BARRELS, ETC.)	└ SIGN (SHOWN FACING LEFT)	

NOTE: OTHER SYMBOLS CAN BE FOUND IN TABLE 6H-2 OF THE CA MUTCD OR CAN BE CUSTOM DRAWN AND LABELED.

 W20-1 (A)	 W20-4 (B)	 W20-4 (C)	 W21-5 (D)	 W20-2 (E)	 C9A(CA) (F)	 G20-2 (G)	
 W74(CA) [L/R] (H)	 W74(CA) [L/R] (H)	 W4-3 (I)	 W4-2 (J)	 W1-4 [L/R] (K)	 W1-4 [L/R] (K)	 R3-1 (L)	 R3-2 (M)
 R11-4 (O)	 R11-2 (P)	 R9-11a [L/R] (Q)	 R9-11a [L/R] (Q)	 R9-9 (R)	 M4-10 [L/R] (N)	 M4-10 [L/R] (N)	
					 W1-6 [L/R] (S)	 W1-6 [L/R] (S)	



ENCROACHMENT PERMIT INSURANCE REQUIREMENTS FOR THE CITY OF ARCATA

Certificates and Endorsements may be sent:
via email to engineering@cityofarcata.org,
via facsimile to (707) 825-2029,
or mailed to: City of Arcata Engineering Department,
736 F Street, Arcata, CA 95521.

Call the Engineering Department at (707) 825-2128 if you have questions.

Prior to performing work for the City of Arcata or receiving an encroachment permit to perform work in the City right-of-way, the Permittee (i.e. Homeowner and/or Contractor), including any and all subcontractors working for the Permittee, shall procure and maintain for the duration of the permit agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the encroachment permit issued by the City to the Permittee. The Permittee shall agree to indemnify, defend and hold harmless the City, its officers, officials, employees and volunteers from and against all losses, liabilities, damages, costs and expenses, including attorney's fees and costs, to the extent same are caused in whole or in part by any negligent act, or omission to act by the Permittee, or by any individual or entity for which Permittee is legally liable, including but not limited to its officers, agents, employees or subcontractors.

Permittee must furnish insurance coverage documents to the Engineering Department for approval that such document meet the requirements described below.

MINIMUM SCOPE AND LIMIT OF INSURANCE:

Coverage shall be at least as broad as:

1. ***Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

***Homeowners Insurance:** The required general liability coverage described above may be met through a rider added to Permittee's Homeowners Insurance. A copy of the policy declarations page showing the applicable coverage, limits, and duration of specific coverage (which must be in effect throughout the entire project period) and an *additional insured endorsement*, as described below in "Other Insurance Provisions" must be furnished for approval. *If a Homeowners Insurance agent/broker is unable to name the City of Arcata as additional insured, said agent/broker must provide the Engineering Department a memo or letter indicating the reasoning for this.*

2. **Automobile Liability:** ISO Form Number CA 00 01 covering Code 1 (any auto), or if Permittee has no owned autos, Code 8 (hired) and Code 9 (non-owned autos), with limit no less than **\$2,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

(Not required if Permittee provides written verification it has no employees.)

If the Permittee maintains broader coverage and/or higher limits than the minimums shown above, the City of Arcata requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Arcata.



OTHER INSURANCE PROVISIONS:

The insurance policies must contain, or be endorsed to contain, the following provisions:

1. *Additional Insured Status*

The City of Arcata, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Permittee including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Permittee's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40..

2. *Primary Coverage*

For any claims related to this contract, the Permittee's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Arcata, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Permittee's insurance and shall not contribute with it.

3. *Notice of Cancellation*

Permittee shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Permittee shall forthwith obtain and submit proof of substitute insurance.

4. *Waiver of Subrogation*

Permittee hereby grants to City a waiver of any right to subrogation which any insurer of said Permittee may acquire against the City by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Permittee, its employees, agents and subcontractors.

5. *Self-Insured Retentions*

Self-insured retentions must be declared to and approved by the City. The City may require the Permittee to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

6. *Acceptability of Insurers*

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

7. *Verification of Coverage*

Permittee shall furnish the City of Arcata Engineering Department with original Certificates of Insurance including all required amendatory endorsements with applicable policy numbers (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City of Arcata reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

8. *Subcontractors*

Permittee shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Permittee shall ensure that City is an additional insured on insurance required from subcontractors

9. *Special Risks or Circumstances*

City of Arcata reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

-INSURANCE FORM SAMPLES FOLLOW-

Note: Alternative forms are subject to approval by the City of Arcata.

The City of Arcata reserves the right to require more or less coverage than indicated above, and to reject any language or forms that do not meet the City's requirements.

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY
CG 20 12 07 98**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR POLITICAL
SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

**State Or Political Subdivision: City of Arcata, Its Officers, Officials, Employees & Volunteers
736 "F" Street, Arcata, CA 95521**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

2. This insurance does not apply to:

- a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

***Such insurance as is afforded by the General Liability policy is primary insurance and all other insurance shall be excess and not contribute to the insurance afforded by this endorsement.**