

Date Issued: \_\_\_\_\_ Permit No. \_\_\_\_\_



**City of Sonoma**  
**ENCROACHMENT PERMIT**  
Development Services  
No. 1 The Plaza, Sonoma, CA 95476

General Information: **707-938-3681**  
Public Works Inspector: **707-938-3681**  
Schedule an Inspection: **707-938-3681**  
City Hall Fax: **707-938-8775**

*Unless otherwise indicated, this permit is valid for a period of **30 days** from the date of approval. Driveway and sidewalk construction in a developed area must be completed within **14 days** after the start of removal or construction operations.*

**PROJECT LOCATION:** \_\_\_\_\_

**PROJECT TYPE:** *(check as many as applicable to the proposed project)*

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Aboveground Utility:         | <input type="checkbox"/> Underground Utility: | <input type="checkbox"/> Installation/Repair/Replacement: | <input type="checkbox"/> Parking Permit                     |
| <input type="checkbox"/> Electrical                   | <input type="checkbox"/> Water                | <input type="checkbox"/> Sidewalk                         | <input type="checkbox"/> Dumpster                           |
| <input type="checkbox"/> Telephone                    | <input type="checkbox"/> Gas                  | <input type="checkbox"/> Driveway                         | <input type="checkbox"/> Scaffolding/Barricades             |
| <input type="checkbox"/> Cable TV                     | <input type="checkbox"/> Electrical           | <input type="checkbox"/> Street Paving                    | <input type="checkbox"/> Trees (Planting, removal) [No Fee] |
| <input type="checkbox"/> New Development:             | <input type="checkbox"/> Sewer                | <input type="checkbox"/> Curb & Gutter                    | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Subdivision (5 or more lots) | <input type="checkbox"/> Storm Drain          |   |   |
| <input type="checkbox"/> Parcel Map (4 or fewer lots) | <input type="checkbox"/> Telephone            |   |   |
| City Plan No.: _____                                  | <input type="checkbox"/> Cable TV             |   |   |

Items *italicized* above are Minor Encroachment Permits. All others are Standard Encroachment Permits. (First hour of inspection is included in the permit fee. All subsequent inspection time will be billed at the currently adopted PW Inspection rate.) **Provide 24-hour prior notice for all inspection requests.**

**Project Plans Attached?**  Yes  No (If "no", please use the space below to sketch the proposed project.)

Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
License No.: \_\_\_\_\_

Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Bill Inspection Fees To:**  Contractor  Owner

**Sketch/Describe Proposed Project Here:** (Attach additional page(s) if necessary) **Estimated Start Date:** \_\_\_\_\_

Blank space for sketching the proposed project.

**Excavation in Public Right-of-Way Required?**  Yes  No If "Yes", U.S.A. Ticket # \_\_\_\_\_  
*<sup>1</sup>Permit will not be issued until applicant provides USA ticket number*

**Current Certificates of Insurance on File?**<sup>2</sup> Expiration Dates: W/C: \_\_\_\_\_ General: \_\_\_\_\_ Auto: \_\_\_\_\_  
*<sup>2</sup>Permit will not be issued until applicant provides current insurance certificates acceptable to the City of Sonoma*

**Current City of Sonoma Business License?**  Yes  No

*The undersigned does hereby agree to defend, indemnify and hold the City of Sonoma free and harmless from any liability in accordance with Section 12.20.060 of the Sonoma Municipal Code.*

**Signature:** \_\_\_\_\_  Owner  Owner's Agent **Date:** \_\_\_\_\_

<b>Final Inspection By:</b> _____ <b>Date:</b> _____	Permit Fee: \$ _____
	Receipt No: _____
	Issued By: _____

**\*\*\*See Reverse Side of this Form for All Conditions Applicable to this Permit\*\*\***

**ALL CHECKED CONDITIONS SHALL APPLY TO THIS ENCROACHMENT PERMIT:**

**General:**

- Dumpsters and debris boxes shall be obtained only through Sonoma Garbage Collector (996-7555).
- All work shall be constructed as per the City of Sonoma standard plans.
- Contractor shall provide a plan for safe pedestrian passage around the construction site. The plan shall be submitted to the City for review and approval prior to implementation. The plan shall be amended in the field as required by the City to accommodate field conditions.
- A construction traffic plan shall be approved by the City. Parking may be prohibited. Public parking shall be made available in the evenings and weekends.
- Caltrans encroachment permit is required for work within the state right-of-way (Highway 12).
- Contractor shall maintain barricades at all times.
- Subcontractors must obtain a separate encroachment permit.
- All disturbed traffic (paint) markings shall be replaced.
- No construction equipment shall be parked on City streets overnight unless specifically approved by the City.
- Businesses and residents in the immediate area shall receive written notice of the proposed work, days of road and sidewalk closure, hours of operation and a contact person for applicable questions. The written notice shall be reviewed and approved by the City prior to distribution, and must be distributed at least 24 hours prior to the start of work.
- Working hours are 8:00 a.m. to 6:00 p.m. Monday-Friday, 9:00 a.m. to 6:00 p.m. Saturdays, and 10:00 a.m. to 6:00 p.m. Sundays and holidays as per the City noise ordinance (Chap.9.56, SMC).

**Excavation:**

- All trenches shall be closed at the end of the work day with steel plates or temporary cut back.
- Trench backfill shall be as per City Standard Plan 501. Contractor shall install permanent paving as required.
- Contractor shall excavate and expose all existing utilities. Utility elevations shall be verified by the design engineer (or if applicable by the contractor and observed by the City Public Works Inspector).
- All construction and related work shall be coordinated between the contractor, utility representatives, and the county and city representatives.
- Sawcut along lip of gutter. Do not damage existing pavement. If pavement is damaged, the pavement shall be saw cut and replaced a minimum width of 2 feet or as directed by the City Engineer/Public Works Inspector.
- Existing roadway has pavement fabric. Sawcut a minimum of 4 inches deep to cut through the fabric. Do not tear fabric during excavation.
- Contractor shall obtain a grading permit from the City of Sonoma Building Division for any proposed disposal of excess excavated material within the City.

**Sidewalk/Driveway:**

- Sawcut along score lines of the sidewalk.
- Install driveway approach in accordance with Title 24-California Code of Regulations and the Americans with Disabilities Act (ADA).
- Concrete sidewalk shall be replaced as per City standards within two weeks of the start of work. The limits of removal and replacement shall be marked in the field by the City Public Works Inspector.
- Pave a minimum of 20 ft. behind driveway approach.
- Bore under sidewalk or remove and replace sidewalk to install the underground pipe. Tunneling is not permitted.
- Wheelchair ramps shall be in accordance with Caltrans Standard Plan RNSP A88 dated May 2006.
- Concrete forms must be approved by the City Public Works Inspector prior to concrete pour.

**The following additional Conditions shall also apply:**

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## Insurance Requirements for Encroachment Permits

The following insurance provisions are required to be met prior to obtaining a City Encroachment Permit for work in the public right-of-way. The applicant shall procure and maintain for the duration of the work insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work provided by the applicant, his agents, representatives, employees or subcontractors.

For questions call (707) 938-3681 or fax at (707) 938-8775.

1. Workers' Compensation with "waiver of subrogation" language.
  - Workers' Compensation Policy provided
  - Waiver of subrogation provided
2. General Liability with an endorsement listing the City of Sonoma, its officers, officials, employees, and volunteers as additionally insured. (See Item "D.1." below for specific endorsement language)
  - General Liability Policy provided
  - City of Sonoma as additionally insured endorsement provided. *The endorsement is a separate page from the Certificate of Liability Insurance page.*
3. Automobile and Employer's Liability (See Item E below for specific Waiver of Subrogation language)
  - Automobile and Employer's Liability Policy provided
  - Waiver of subrogation provided
4. Insurance forms may be faxed or emailed, but must be followed with an original copy.

### Specific Requirements:

#### **A. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01 12 07).
2. Insurance Services Office form number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

#### **B. Minimum Limits of Insurance**

Contractor shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

**C. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**D. Other Insurance Provisions**

The **general liability** and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The “**City, its officers, officials, employees, and volunteers**” are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor: and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with “**your work**” or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance or as a separate Owner’s policy. **As an alternative, a municipal G/L Endorsement, such as CG 20 12 7/98, may be used.**
2. For any claims related to this project, the Contractor’s insurance coverage shall be **primary** insurance as respects the City, 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 Contractor’s insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state, “coverage shall not be cancelled by either party, except after ten (10) days’ prior written notice to the City.”
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

**E. Waiver of Subrogation**

The workers’ compensation policy is to be endorsed with a **waiver of subrogation**.

**F. Verification of Coverage**

Contractor shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. The endorsements and policies shall conform to the City’s requirements and meet the City’s approval. **All certificates and endorsements are to be received and approved by the City before work commences.** The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, affecting the coverage required by these specifications, at any time.

**G. Subcontractors**

Each subcontractor shall furnish separate certificates and endorsements, or be included as additional insureds on the contractor’s insurance. All coverage for subcontractors shall be subject to all of the requirements stated herein.

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