



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

Date Issued: _____ Permit No. _____

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) |
| <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: _____	Owner: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
License No.: _____	

Bill Inspection Fees To: Contractor Owner

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

Excavation in Public Right-of-Way Required? Yes No If "Yes", U.S.A. Ticket # _____

¹Permit will not be issued until applicant provides USA ticket number

Current Certificates of Insurance on File?² Expiration Dates: W/C: _____ General: _____ Auto: _____

²Permit 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:** _____

Final Inspection By: _____ Date: _____	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:
