City of Arcata Public Works Department

Encroachment Permit Application

Complete and return to City of Arcata, 525 9th Street, Arcata, CA 95521, mail to 736 "F" Street, Arcata, CA 95521 or fax to 707-825-2042
Call PW Admin. Assistant 707-825-2128 if you need assistance.

Address or Location of Work	AP #

Description of Work (Attach Plans)

Applicant Name	Telephone

Address

Owner Name	Telephone

Address

Person Performing Construction	Telephone

Address

Contractor's License No.	Estimated Starting Date	Estimated Completion Date	Business License Number

Applicant's Signature	Date

NOTES:

- 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 Director of Public Works a permit therefor, or to maintain the same without such permit or in violation of the terms or conditions thereof. ('63 Code, § 7-1.02)
- 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 sign the Permit.
- 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.

INSURANCE REQUIREMENTS FOR THE CITY OF ARCATA

Certificates and Endorsements may be faxed to (707) 825-2042, emailed to pubworks@cityofarcata.org or mailed to Public Works Department, 736 "F" Street, Arcata, CA 95521. Call Public Works (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 Contractor and/or Homeowner, including any and all subcontractors working for the Contractor/ Homeowner, shall furnish the following documents to the Public Works Department for approval. Coverage shall be effective throughout the term of the permit:

HOMEOWNERS:

1. **A copy of the Homeowners Insurance Policy declarations page, showing coverage is currently in effect, and will remain in effect throughout the project period.**
2. **An additional insured endorsement which includes the following language, *"The City of Arcata, including its officers, officials, employees, and volunteers, are insureds."***

NOTE: If the agent/broker is unable to name the City as additional insured, the agent/broker must provide a memo or letter to the Public Works Department so indicating.

CONTRACTORS:

Certificates of insurance and endorsements with original, authorized signatures, showing that he/they has/have the following minimum insurance coverage(s):

1. **General Liability**: $2,000,000 per occurrence, with $2,000,000 per aggregate for bodily injury, personal injury, and property damage, including completed operations forms or $1,000,000 per occurrence, with $2,000,000 per aggregate plus a $1,000,000 excess umbrella coverage.
2. **Automobile Liability (if applicable)**: $2,000,000 Combined Single Limit per accident for bodily injury and property damage.
3. **Workers' Compensation**: **Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance of $2,000,000 per accident for bodily injury or disease.**

All insurance carriers shall be rated A:VII or better and certificates MUST be accompanied by the following endorsements:

A. LIABILITY INSURANCE ENDORSEMENT containing the following specific components:

1. The insurance policy number.

2. A statement that includes the following language:
"The City of Arcata, including its officers, officials, employees, and volunteers, are insureds"

3. **A statement that includes the following language:**

"The insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it."

4. **A statement that includes the following language**:

"The insurance afforded by this policy shall not be canceled except after thirty days prior written notice by certified mail return receipt requested has been given to the City."

NOTE: Insurance form CG 20 12 07 98 (or some form specific to a particular insurance company that has similar wording) is for the General Liability additional insured Endorsement.

NOTE: The City will accept strike out of the words "endeavor to" and everything after "…certificate holder named to the left," on the Certificate of Insurance in lieu of cancellation language on an endorsement.

Subcontractors performing work within the City Right-of-Way shall either be included upon the Contractor's policies as insureds, or shall furnish separate certificates and endorsements. All coverages for subcontractors shall be subject to all of the insurance requirements stated previously herein for the Contractor, and shall be effective throughout the term of the permit.

-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 then 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.**

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FOR OFFICE USE ONLY

Description of Fee	Rate	Units	Worksheet
A) Issuance Fee - all encroachment permits start with this	$ 82.00	Ea Permit	
B) New Sidewalk, Curb and Gutter (including Driveways - Up to 100 LF	$ 85.00	Lump Sum	
C) Additional Charge -**New** Sidewalk, Curb and Gutter over the base 100 LF	$ 0.68	LF	
D) Repair Sidewalk, Curb and Gutter - Up to 100 LF	$ 55.00	Lump Sum	
E) Additional Charge - **Repair** Sidewalk, Curb and Gutter over the base 100 LF	$ 0.55	LF	
F) Sidewalk **Infill** with curb and gutter - Up to 100 LF	$ 42.00	Lump Sum	
G) Additional Charge - Sidewalk **Infill** with curb and gutter - Over the base of 100 LF	$ 0.42	LF	
H) Driveway/Curb **Cut** only	$ 68.00	each	
I) Monitoring **Wells**	$ 42.00	each	
J) Paving, up to 1,000 Sq Ft.	$ 52.00	Lump Sum	
K) Additional **Paving** over 1,000 Sq Ft base	$ 0.052	Sq Ft	
L) Accessible Ramps, Each Location	$ 85.00	each	
M) Drainage per Drainage Inlet (DI) / Drain Pipe Storage Container	$ 55.00	each	
N) Utility, Less than 300 LF +$0.052/ft over 300 LF	$ 52.00	Lump Sum	
O) Install **Sidewalk Obstruction**, each location	$ 42.00	each	
P) Dumpster, each Location (not to exceed 1 month)	$ 42.00	each	
Q) Job Trailer, each location	$ 42.00	each	
R) Pedestrian Protection, (**Canopy** type each)	$ 87.00	each	
S) Pedestrian Protection, (**Railing** type each)	$ 55.00	each	
T) Street Obstruction - to be renewed every 30 days - billed monthly - Up to 500 Sq Ft:	$125.00	Month	
U) Street Obstruction Additional over 500 Sq Ft charge per sq ft.	$ 0.37	Sq Ft/Month	
V) Street Obstruction One Day (24 hours only)	$ 42.00	per day	
W) Sidewalk **Underdrain**	$ 42.00	each	
X) Housemoving, each section	$ 42.00	each	
Y) Street Repair - 500 sq ft	$ 53.00	Lump Sum	
Z) Temporary Parking Permit (buses & trailers)	$ 42.00	Lump Sum	
Z) Yearly Permit	$630.00	Lump Sum	
	Total Encroachment Fees:$		

Issuance Fee - $82.00 + permit fee* **Account #613** **Amount Paid** **$**_____
(101-00-00-46130)

Receipt Number _____

Receipt Date _____

Business Tax Certificate No:_____ **Expiration Date:** _____