

# Encroachment Permit Application



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

736 F Street Arcata, CA 95521  
[cityofarcata.org](http://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 attach an additional page(s) with a brief description, site plans, and a location map.* \_\_\_\_\_

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.

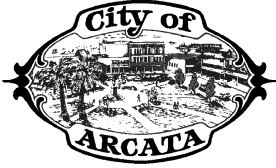
A separate Encroachment Permit shall be issued for each additional person/contractor performing construction.

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



## INSURANCE REQUIREMENTS FOR THE CITY OF ARCATA

Certificates and Endorsements may be emailed to  
[engineering@cityofarcata.org](mailto:engineering@cityofarcata.org) or mailed to:  
Building and Engineering Department, 736 "F" Street, Arcata,  
CA 95521.

Call Engineering 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 Contractor and/or Homeowner, including any and all subcontractors working for the Contractor/ Homeowner, shall furnish the following documents to the Engineering 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 insured's."*

**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 Engineering 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 insured's"*

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 insured’s, or shall furnish separate certificates and endorsements. All coverage’s 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 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.**

**CG 20 12 07 98** Copyright, Insurance Services Office, Inc., 1997 **Page 1 of 1**

**FOR OFFICE USE ONLY**

Description of Fee	Rate	Units	Worksheet
<b>Issuance Fee</b> - all encroachment permits start with this	\$ 142.00	Ea Permit	
<b>A) New</b> Sidewalk, Curb and Gutter, Including Driveways - Up to 100 LF	\$ 93.00	Lump Sum	
Additional Charge - <b>New</b> Sidewalk, Curb and Gutter over the base 100 LF	\$ 0.75	LF	
<b>B) Repair</b> Sidewalk, Curb and Gutter - Up to 100 LF	\$ 60.05	Lump Sum	
Additional Charge - <b>Repair</b> Sidewalk, Curb and Gutter over the base 100 LF	\$ 0.61	LF	
<b>C) Sidewalk Infill</b> with curb and gutter - Up to 100 LF	\$ 45.80	Lump Sum	
Additional Charge - Sidewalk <b>Infill</b> with curb and gutter - Over the base of 100 LF	\$ 0.46	LF	
<b>D) Driveway/Curb Cut</b> only	\$ 75.30	each	
<b>E) Monitoring Wells</b>	\$ 45.80	each	
<b>F) Paving</b> , up to 1,000 Sq Ft.	\$ 57.00	Lump Sum	
Additional <b>Paving</b> over 1,000 Sq Ft base	\$ 0.56	Sq Ft	
<b>G) Accessible Ramps</b> , Each Location	\$ 92.65	each	
<b>H) Drainage</b> per Drainage Inlet (DI) / Drain Pipe Storage Container	\$ 60.05	each	
<b>I) Utility</b> , Less than 300 LF +\$0.55/ft over 300 LF	\$ 57.00	Lump Sum	
<b>J) Install Sidewalk Obstruction</b> , each location	\$ 45.80	each	
<b>K) Dumpster</b> , each Location (not to exceed 1 month)	\$ 45.80	each	
<b>L) Grease Bin</b> , each location (billed quarterly)	\$ 12.20	Month	
<b>M) Job Trailer</b> , each location	\$ 45.80	Month	
<b>N) Pedestrian Protection, (Canopy type</b> each)	\$ 95.70	each	
<b>O) Pedestrian Protection, (Railing type</b> each)	\$ 60.05	each	
<b>P) Street Obstruction</b> - to be renewed every 30 days - billed monthly - Up to 500 Sq Ft:	\$137.40	Month	
<b>Street Obstruction</b> Additional over 500 Sq Ft charge per sq ft.	\$ 0.40	Sq Ft/Month	
<b>Street Obstruction</b> One Day (24 hours only)	\$ 45.80	per day	
<b>Q) Sidewalk Under drain</b>	\$ 45.80	each	
<b>R) House moving</b> , each section	\$ 45.80	each	
<b>S) Street Repair</b> - 500 sq ft	\$ 58.00	Lump Sum	
<b>T) Temporary Parking Permit (buses &amp; trailers)</b>	\$ 45.80	Day	
<b>U) Six-month Encroachment Permit</b>	\$1,251.20	each	

**Total Encroachment Fees: \$**

**Issuance Fee - \$142 + permit fee\* Account #613 Amount Paid** **\$** \_\_\_\_\_  
(101-00-00-46130)

**Receipt Number** \_\_\_\_\_

**Receipt Date** \_\_\_\_\_

**Business Tax Certificate No:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_