



City of Patterson  
Public Works Department  
1 Plaza, P.O. Box 667  
Patterson, CA 95363

# Encroachment Permit

Phone: (209) 895-8060  
Fax: (209) 895-8069  
E-mail: publicworks@ci.patterson.ca.us  
**Form Updated: 4/8/19**

Application Date  Permit #  Expiration Date

Description of Work:

Job Location:

PROJECT SIZE: \_\_\_\_\_ SQ. FT. \_\_\_\_\_ ACRE(S) WILL THE ACTIVITIES BEING PERFORMED DISTURB SOIL?:  Yes  No

**IS THIS A NEW DEVELOPMENT PROJECT?** IF SO, WAS A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SUBMITTED TO THE CITY?:  Yes  No **IF A SWPPP PLAN WAS COMPLETED, PLEASE PROVIDE WDID#:** \_\_\_\_\_  
**NAME OF LEGAL RESPONSIBLE PERSON (LRP):** \_\_\_\_\_

**\*NOTE: EROSION & SEDIMENT CONTROL PLANS (ESCP) ARE REQUIRED BY STATE / LOCAL STORMWATER REGULATIONS AND IT APPLIES ONLY TO PROJECTS THAT DISTURB SOIL AND GO THROUGH PLAN CHECK/PERMIT PROCESS. THIS DOES NOT APPLY TO MAINTENANCE PROJECTS.**

<b>Permit Type:</b>	<b>Permit Purpose:</b>				<input type="checkbox"/> Abandon/Destroy Private Well \$142.62 (Includes 2 Inspections), \$55 - Additional Inspections
	<input type="checkbox"/> Install	<input type="checkbox"/> Repair	<input type="checkbox"/> Replace	<input type="checkbox"/> Curb Cut, Excavation, Trench \$98.82	<input type="checkbox"/> Additional Inspections for Encroachment \$78.70 [One (1) hour minimum]
	<input type="checkbox"/> Utility Connection \$98.82 (Water, Sewer, Storm)	<input type="checkbox"/> Street Cut \$71.31 Excavation/Trench	<input type="checkbox"/> Tree Work \$71.31	<input type="checkbox"/> Driveway Approach/Side-walk Construction \$98.82	<input type="checkbox"/> Double Fee (Work down without Permit) <b>OFFICE USE ONLY</b>
	<input type="checkbox"/> New Development \$98.82 Construction/Remodel	<input type="checkbox"/> Street Painting \$71.31	<input type="checkbox"/> Construction/ Demolition Project \$98.82	<input type="checkbox"/> Install/Remove Monitoring Well \$98.82	<input type="checkbox"/> On-site Private Septic Tanks - <b>STOP</b> , contact Stanislaus County for Permitting.
Other <input type="text"/>				<input type="checkbox"/> Swimming Pool \$71.31	<input type="checkbox"/> Other (Write in Below) \$71.31
					<input type="checkbox"/> Applicable Fees Apply

Job Location  Work Scheduled to Begin  and Completed by

Property Owner  Contact Person

Phone/Cell:  E-mail:

Property Owner's Address  City  State  Zip Code

Contractor's Name  Contact Person:

Contractor's Address  City  State  Zip Code

Phone/Cell:  E-mail:

City Business License #  State Contractor Lic.  Class

**SUBCONTRACTOR'S LIST (SUBS MUST HAVE A CITY BUSINESS LICENSE & BE LISTED ON INSURANCE)**

No.	Name	Address	Work to be Performed for General Contractor	City Business License #	Contractor's State License & Class
1.					
2.					
3.					
4.					



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## Encroachment Permit Applicant's Agreement

**(PLEASE REVIEW AND SIGN BELOW)**

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The Contractor or property owner/developer is required to submit to the City a certificate of liability insurance with at least 2,000,000 in coverage (per occurrence) and an Endorsement to the policy naming the City of Patterson and all subcontractors listed on this application (including its officers, agents, and employees) as additional insured. An ISO Form CG 20 10 and/or CG 20 37 (Completed Operations) is **REQUIRED** along with the certificate, including the "**Waiver of Subrogation**" Endorsement in favor of the City for General Liability, Workers Compensation, and Auto Liability. In addition to the insurance requirement, the contract must post a bond with the City of Patterson if monitoring wells are being installed in the City right-of-way. The bonds must be valid for the time that the monitoring wells are in service. The permit processing fee is non-refundable. Any work done without prior approval and/or permit will be subject to a double fee.

The applicant shall prepare traffic control plans and follow traffic control procedures in accordance with the CalTrans Manual for projects, which require work in public right-of-ways. The applicant further agrees that he or she shall take all necessary safety precautions reasonably required in performing any work pursuant to any permit granted by the City of Patterson, and specifically agrees to comply with any and all safety standards and rules that have been established by the State of California or the Federal Government.

The applicant further agrees that in consideration of the granting of any permit issued pursuant to this application that he shall indemnify and hold the City of Patterson harmless from any and all liability for damages resulting from the negligence of the applicant, its agents, employees, subcontractors, or assigns, including damages, fees of attorneys, and other expenses which the City of Patterson may sustain or incur as a consequence of the negligence of the applicant, its agents, employees, subcontractors or assigns.

The applicant agrees to comply with all Stormwater Regulations (Federal/State/Local) and will submit an Erosion & Sediment Control Plan (ESCP) and/or Stormwater Pollution Prevention Plan (SWPPP) if applicable and comply with the plan submitted for their project. Applicant also understands and agrees that Best Management Practices (BMPs) will be used during the duration of the project and understand and grants authorization to the City to monitor, inspect, and enforce stormwater regulations during the duration of the project. The applicant will make sure to contact Public Works at (209) 895-8060 to schedule an inspection prior to starting the project and after the project is complete. (City Ordinance No. 777).

The permit is only valid for the party, contractor's and sub contractors named in this permit and for the specific scope of work and job location listed above. Applicant must contact the Patterson Building Department at (209) 895-8030 to obtain the appropriate permit(s) for any work on private property. This permit is valid for 30 days from the date of Public Works approval, unless otherwise noted. Work may commence until all conditions of approval have been satisfied.

Inspections by Public Works staff will be billed at the corresponding fee per inspection and require a 24-hour notice. The cost for any inspections by the City's Engineer will be billed to the applicant and require a 48-hour notice. **Any jobs that encroach on City streets, including partial blockage or closure of streets, will require a traffic control plan and a designated date work will begin.** A pre-inspection walk thru is scheduled with the general contractor and the Public Works Inspector prior to work beginning. A "final" inspection walk thru needs to be scheduled when the project is completed and for closure of this permit. To schedule an inspection or for any questions, please contact Public Works at (209) 895-8060.

**Preservation of Survey Monument**

Contractor shall be responsible for identifying and preserving any and all existing Monuments or Survey Points (Apparent or Buried) which control Subdivisions, tracts, streets or highways, or Geodetic Control and/or Published Elevation Control. If monuments are inadvertently distributed by the contractor, the contractor is responsible for all costs of replacement and resetting the monument including survey costs. If monuments are to be disturbed, the contractor shall provide a minimum of 10 working days notice to the project Engineer or Land Surveyor prior to the disturbance or removal of any existing monuments (Apparent or Buried).

If a monument is to be disturbed the Contractor shall coordinate with the project Engineer or Land Surveyor to have a minimum of four ties to survey points, (set iron pipes, 5/8ths rebar or durable marker), a copy of the field notes showing the ties and a Corner Record shall be filed with the County Surveyor's Office, (Business and profession Codes 8771).

Monuments requiring replacement or resetting shall be of acceptable type and quality as directed by the Engineer. They shall be placed by a Surveyor registered in the State of California in a manner consistent with good and recognized engineering and surveying practices and in accordance with City's standard drawings, and the State of California regulations, and a Corner Record shall be filed for the replaced monument, (Business and profession Codes 8771).

By signing this agreement the property owner and contractor are also agreeing to all these requirements, terms & conditions of this page and **Page 3** of this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Name & Title Printed

\_\_\_\_\_  
Date



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**Encroachment Permit**  
**CONDITIONS OF CITY APPROVAL**  
**(To be Completed by City Personnel)**

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1. Call Underground Service Alert (U.S.A.) at 1-800-642-2444 at least 48 hours **BEFORE** digging in City right-of-way.
2. Shoring is required for trenches 5 feet or deeper.
3. All work, including Compaction, shall be completed to current City standards. Copies of standards can be found at [www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)
4. Any damage to public or private property or any damage to facilities in public right-of-way is the responsibility of the contractor to correct.
5. If the scope of work results in any significant impact to existing homes or businesses, the contractor may be required to pass out fliers to that effect.
6. A Pre-Construction meeting may be needed as determined by Public Works. **Please contact Public Works at (209) 895-8060 to schedule if marked Yes. Pre-Construction Meeting Required?**  Yes  No
7. If any water is needed from City fire hydrants, a Hydrant Use Permit is required. A meter deposit and water use charges apply. The meter must be returned back immediately to the City upon project completion. If meter is not received, the City will close-out the permit, retain the meter deposit, and bill out any remaining water use charges.
8. All work performed under this permit shall comply with the Phase II Storm water Regulations and the City's storm water ordinance, including the completion of a SWPPP and/or Erosion Sediment Control Plan (ESCP). BMPs must be in place and the City's QSP will inspect before starting any work. **Is a SWPPP and/or ESCP required for this project?**  Yes  No
9. Upon approval of this application, a Fee is due before work may be commenced.
10. Is a traffic control plan needed?  Yes  No Any jobs that encroach on city streets, including partial blockage or closure of streets, will require a traffic control plan and a designated date work will begin. Upon approval of encroachment permits, emergency services shall be notified and give the date work will begin.
11. Is the property free and clear of easements?  Yes  No
12. Pre-Inspections and Post Inspections are required for all Encroachment Permits. Please contact the Public Works Department at **(209) 895-8060** to schedule your inspections.
13. Other:
14. Has the Pre-Construction Meeting Completed?  Yes  No Date of Meeting: \_\_\_\_\_
15. The Contractor and/or Property Owner/Developer will obtain approval from the City prior to transferring any excess dirt removed from the project area. If the dirt is being transferred to a private property, a signed letter from the property owner granting their authorization will be required. Additionally, the excess dirt will be properly graded (mounds not allowed) and stabilized for erosion and sediment control to comply with Stormwater regulations.
16. The Contractor and/or Property Owner/Developer shall submit to the City, along with the Certificate of Insurance, CG 20 10 and/or CG 20 37 (Completed Operations), and a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

**John Vance, Public Works Inspector**  
**Craig Moon, Public Works Inspector**

\_\_\_\_\_  
**Signature**

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

**Robert Andrade, Deputy Director**  
**Mike Willett, Director**

\_\_\_\_\_  
**Signature**

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

**Sonia Delgado,**  
**Sr. Administrative Manager**

\_\_\_\_\_  
**Signature**

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

**Fernando Ulloa, City Engineer**  
**Jaspreet, Associate City Engineer**  
**Tiffany Rodriguez, Capital Project Manager**

\_\_\_\_\_  
**Signature**

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