

ENCROACHMENT PERMIT APPLICATION PROCEDURES

SUBMITTAL:

1. **TWO COPIES of plans** showing proposed improvements within the public Right-of-Way.
2. “Turn Around” time will depend upon the magnitude of the proposed improvements and the completeness of the application. Please allow up to one week for review and issuance.

REVIEW and APPROVAL:

1. **The following must be received prior to review of a permit application.**

- A. **Cost Estimate-** Owner and/or Contractor shall provide a cost estimate for all proposed work within the Public Right-of-Way.
- B. **U.S.A Locate Inquiry Number-** Contractor shall call for a U.S.A. Locate by dialing 811 **or 1-800-227-2600**. Contractor shall provide U.S.A. ticket number before issuance of the permit. The permit shall become valid no earlier than two days after calling.
- C. **Liability Insurance and Endorsement-** Applicant must provide two items, (1) a certificate of Liability Insurance and (2) an endorsement form which names the “City of Morgan Hill, its’ elected officials, officers, employees, agents, volunteers and representatives” as “Additionally Insured”. The general liability coverage of the policy must be for at last One Million Dollars (\$1,000,000.00).
- D. **Contractor-** Applicant must provide the name, phone number, license type and license number of the contractor and all sub-contractors. Contractor must have a current class “A” Contractor’s License in order to perform work within the Public Right-of-Way. A class C-8 License is acceptable for jobs consisting only of concrete curbs, gutters, sidewalks or driveway approaches. Contractor must also have a current City Business License unless excluded by the City Engineer.
- E. **Traffic Control-** If the proposed work impedes vehicular and/or pedestrian traffic, the contractor and/or sub-contractor shall submit two copies of a traffic control plan for review and approval prior to any change in traffic flow. NOTE: An Engineered Traffic Control Plan shall be required for arterial streets and shall be prepared by Licensed Traffic Engineer (TE).
- F. **City Standards-** All work shall conform to the latest edition of the City of Morgan Hill standard Details for Construction. All deviations or revisions must be submitted in writing for City Engineer approval.
- G. **Bonds-** All public improvements work in excess of \$50,000 will require a 100% performance bond, a 100% Labor & Material Bond and a 50% Warranty Bond.
- H. **Permit/Engineering & Inspection Fees-** The permit fee is **\$672 or 13.3%** (whichever is greater) of estimate cost of construction, which includes a 5% GIS technician fee. *Res.6503 1/18/12 (updated 9/27/21). Service fee of 2% of the payment amount will be assessed on all credit card payment.*
- I. **Inspection-** Contractor must request an inspection forty-eight (48) hours prior to the start of work and subsequent inspections. Contact the Inspection Division at 408-776-7333.



ENCROACHMENT PERMIT APPLICATION

JOB/PROJECT INFORMATION: Location of work- Address (APN or Tract#/Lot#)

Nearest Cross Street: _____ Building Permit #: _____

Description of work to be performed within the right-of-way: _____

Estimated start & completion date: _____ & _____ Cal OSHA Permit#: _____

Applicable City Std. Details: _____ USA#: _____

OWNER INFORMATION: Owner's Representative: _____

Company Name: _____

Address: _____ City/State: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION: Owner/Company Name: _____

Contractor's License# and Type (A, C-#): _____

Address: _____ City/State: _____

Phone: _____ Email: _____

City Business License#: _____

Company Rep./Foreman: _____

SUBCONTRACTORS LIST: (Company Name, Contractors' License # & Type): _____

I understand that the City's acceptance of this encroachment permit application does not constitute approval by the City. Furthermore, I understand that any person who does or causes to be done any improvement or encroachment work of any kind within the City's right-of-way without first having obtained a permit therefore, is in violation of Municipal Code Section 12.08.040 and therefore deemed guilty of a misdemeanor and upon conviction thereof shall be subject to a fine of not more than \$1,000.00 or by imprisonment in the county jail for not more than six months, or by both fine and imprisonment, per Municipal Code Section 12.08.150.

Application Signature

Print Name

Date