



# *City of Farmersville*

## *Department of Public Works*

### **ENCROACHMENT PERMIT APPLICATION GUIDE**

1. What is an Encroachment?

An encroachment is any work that goes over, upon, under or uses the city's right-of-way.

2. What is an Encroachment Permit?

An encroachment permit is written authorization allowing an applicant to perform work or otherwise encroach within the city's right of way.

Encroachment permits provide necessary oversight so as to safeguard the city's right of way and to ensure continuing safety and convenience for the public.

3. When is an Encroachment Permit required?

A permit is required whenever work is proposed within the city's right-of-way or easement. Typical examples of work include:

- Trenching across city right-of-way for installation of water, sewer, storm drain, cable, and other underground utilities.
- Construction, repair or replacement of curb, gutter, sidewalk, driveway, and roadway pavement.
- Water monitoring and extraction wells, soil sample borings.

4. How do I get an Encroachment Permit?

To apply for an encroachment permit, complete the encroachment permit application, subcontractor list and worksite locations. Once completed, please print, sign and return along with invoice and payment to:

City of Farmersville  
Department of Public Works  
909 W. Visalia Road  
Farmersville, CA 93223

### **NOTICE**

**Once payment is received and processed a permit shall be emailed to the email address provided upon the application.**



# City of Farmersville

## Department of Public Works

### ENCROACHMENT PERMIT GENERAL PROVISIONS & RESTRICTIONS

1. **PERMIT:** This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Farmersville Municipal Codes.
2. **ACCEPTANCE OF PROVISIONS:** It is understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of all the general and specific conditions hereof.
3. **DISPLAY OF PERMIT:** The permit shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer upon demand.
4. **INSURANCE REQUIRED:** See attached "Minimum Insurance Requirements."
5. **GUARANTEE:** Should any failure of the work occur within a period of one year after acceptance by the Engineer of the project, or portions thereof which can be attributed to faulty materials, poor workmanship, or defective equipment, the Contractor shall promptly make the needed repairs at the contractor's expense.
6. **SAFETY:** The Applicant shall be solely responsible for work site safety and compliance with all safety regulations pursuant to CAL/OSHA
7. **NOTIFICATION:** Before starting work, the Permittee shall notify City of Farmersville Department of Public Works, phone (559) 747-3330, two working days in advance of the date work is to begin.
8. **NOTIFICATION OF ABUTTING PROPERTIES:** The Applicant shall notify abutting property owners of the pending work one week prior to starting any work pursuant to this permit. Unless such work is an emergency repair.
9. **U.S.A. NOTIFICATION REQUIRED:** The Permittee shall notify USA NORTH (Underground Service Alert – Northern California) two working days in advance of performing excavation work by calling 811 or 1 (800) 227-2600. U.S.A. notification to be renewed at not more than 14 calendar day intervals. All markings by contractors shall be made with chalk based aerosol paint.
10. **UNDERGROUND UTILITIES:** Disregard or destruction of underground utilities may be cause for revocation of this permit or denial of future permits at the discretion of the City Engineer. Any utility so damaged shall be immediately reported to the owner and Farmersville Department of Public Works.
11. **PUBLIC UTILITIES:** Sewer and Water lateral locations shall be indicated by the letters "S" or "W" imprinted on the top of the curb. All public utilities shall be repaired if damaged.
12. **CONSTRUCTION WATER:** It shall be unlawful for the Applicant, contractor or sub-contractors to obtain water from any unmetered service or hydrant. The Applicant or contractor SHALL obtain a fire hydrant meter prior to any water usage.
13. **PROSECUTION OF WORK:** Any work authorized by this permit shall be performed in a workman like, diligent and expeditious manner to the satisfaction of the City of Farmersville. The Applicant is responsible for ensuring that anyone employed to complete the work complies with all the provisions of this permit.
14. **POLLUTION PREVENTION:** The Applicant SHALL employ construction practices which will prevent pollutants such as mud, silt, chemical residue, and washings from concrete and saw-cutting from entering storm drains.
15. **SITE MAINTENANCE:** Applicant is responsible for daily maintenance (24/7) of the project site and travel routes for any imported or exported materials. Stockpiled debris and materials shall be kept clean, orderly and out of City traffic lanes. Travel routes shall be monitored and swept as required to minimize tracking and dust.
16. **WORK AND MATERIAL:** All work and materials shall be in compliance with current California Building Codes.



# City of Farmersville

## Department of Public Works

### ENCROACHMENT PERMIT

### GENERAL PROVISIONS & RESTRICTIONS

17. **STREET AND PEDESTRIAN TRAFFIC CONTROL:** No highway or street may be closed without first obtaining approval in writing from the City of Farmersville, Department of Public Works (559) 747-3330. If permission to close a street is granted, it shall be the Permittee's responsibility to notify the City of Farmersville Police and Fire Departments prior to closing the street.
18. **MAINTAINING AND PROTECTING UTILITIES AND FACILITIES:** Metal objects (such as manhole frames and lid valve boxes, bore casings, etc.) shall not be installed within 72 inches of a traffic detector loop. Any traffic signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the City elect to provide repair or replacement services, the permittee shall be required to reimburse the City for all costs involved.
19. **TEMPORARY TRAFFIC CONTROL:** Shall be used in compliance with the current MUTCD California Edition.
20. **SITE ACCESS:** The applicant is responsible for providing and maintaining an alternate accessible route around the work site at all times for pedestrians and bicyclists. Alternate access routes shall be in compliance with the Americans with Disabilities Act (ADA) and Title 24 of the California Code. The Applicant shall maintain access for all driveways and pedestrian ingress/egress for properties adjacent to the work site.
21. **TUNNELING OR BORING:** No tunneling or boring will be permitted, except on major work as may be specifically set forth on the face hereof.
22. **TRENCHING:** Not more than one-half of the width of a traveled way shall be disturbed at one time and the remaining shall be kept open to traffic by bridging or backfilling.  
  
**ADA COMPLIANCE:** Any project that creates, alters or affects any pedestrian facility shall design, construct and install such facility in accordance with the American with Disabilities Act.
23. **BACKFILL AND RESTORATION OF SURFACES:** Excavation backfill and restoration of surfaces shall conform to City of Farmersville Standard Construction Specifications. The backfill, tamp and compaction of the excavated area shall be no less than 90% relative compaction and no less than 95% relative compaction for any structural section.
24. **SOIL SETTLEMENT INSPECTION:** The Applicant shall inspect the excavated area 30 days after completion of work for soil settlement and make necessary repairs.
25. **CLEANUP:** Upon completion of the work, all brush, timber, scraps, material, etc., shall be entirely removed and the right-of-way shall be left in a condition equal to or better than existed before work started. All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all materials and debris.
26. **RESTORE IMPROVEMENTS:** Removal of existing pavement markings, signs, posts, concrete medians, landscaping, pavement, sidewalk, etc., both in the public right of way and upon private property, shall be approved by the City of Farmersville prior to removal. The applicant is responsible for assuring that all items removed are restored to their original locations and condition as existed prior to removal. Additionally, all temporary signs, pavement markings, storm water BMP's and other devices, marks and structures are to be completely removed from the work site.
27. **RECORD DRAWING:** Upon completion of underground or surface work of consequence, the Applicant shall furnish records and drawings to the City of Farmersville showing locations and details of work performed.
28. **FUTURE MOVING OF INSTALLATION:** The installation authorized herein shall, upon demand of the City Engineer, be immediately relocated by, and at the sole expense of the Permittee whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The Permittee must commence such relocation within the time specified in said demand and therefore diligently prosecute the same to completion.



# *City of Farmersville*

## *Department of Public Works*

### **ENCROACHMENT PERMIT**

### **GENERAL PROVISIONS & RESTRICTIONS**

29. **MAINTENANCE:** The Permittee agrees by the acceptance of this permit to exercise reasonable care to maintain properly any encroachment placed by it in the City right-of-way and to exercise reasonable care in inspecting for and immediately repairing and making good any damage to any portion of the right of way which occurs as a result of the maintenance of the encroachment into any roadway or as a result of the work done under this permit, including any and all damage to the roadway which would not have occurred had such work not been done or such encroachment not placed herein.



# *City of Farmersville*

## *Department of Public Works*

### **MINIMUM INSURANCE REQUIREMENTS**

A contractor shall maintain and require all of its subcontractors, consultants, and other agents to maintain the minimum level of insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

#### **A. Workers' Compensation & Employers Liability Workers'**

- Compensation insurance with statutory limits as required by the Labor Code of the State of California. Employers Liability with limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to City of Farmersville.
- The policy must include a written waiver of the insurer's right to subrogate against the City of Farmersville.
- Required Evidence Of Coverage:
  - 1 Subrogation waiver endorsement; and
  - 2 Properly completed Certificate of Insurance.

#### **B. General Liability**

- Commercial General Liability Insurance shall be required prior to any work performed.
- Coverage must be on a standard Occurrence form. Claims-Made forms are not acceptable without prior written consent. Modified, limited or restricted Occurrence forms are not acceptable without prior written consent.
- Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The General Aggregate must apply separately to each project.
- Prior written consent is required if the insurance has a deductible or self-insured retention in excess of \$25,000.
- Coverage shall be continued for one (1) year after completion of the work.
- City of Farmersville must be an additional insured for liability arising out of ongoing and completed operations by or on behalf of the contractor. City of Farmersville shall continue to be an additional insured for completed operations for (1) year after completion of the work.
- The insurance provided to the City of Farmersville as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by the City of Farmersville.
- Thirty (30) days' prior written notice of cancellation or material change must be provided to the City of Farmersville.
- The policy must cover inter-insured suits and include a "Separation of Insureds" or "Severability of Interest" clause which treats each insured separately.



# *City of Farmersville*

## *Department of Public Works*

### **MINIMUM INSURANCE REQUIREMENTS**

- Required Evidence of Coverage:
  1. Copy of the additional insured endorsement or policy language granting additional insured status;
  2. Copy of the endorsement or policy language indicating that coverage applicable to the City of Farmersville is primary and non-contributory; and
  3. Properly completed Certificate of Insurance.

#### **C. Automobile Liability**

- Minimum Limit: \$1,000,000 combined single limit per accident.
- Coverage must apply to all owned, hired and non-owned vehicles.
- City of Farmersville must qualify as an insured.
- Required Evidence of Coverage:
  1. Copy of the endorsement or policy language indicating that City of Farmersville is an insured; and
  2. Properly completed Certificate of Insurance.

#### **D. Standards for Insurance Companies**

- Insurance policies must be issued by an insurer with an A.M. Best's rating of at least A:VII



# City of Farmersville Department of Public Works

## APPLICATION FOR ENCROACHMENT PERMIT

PLEASE CHECK  
APPROPRIATE BOX:

Annual Utility Company Encroachment Permit

Standard Encroachment Permit

### APPLICANT INFORMATION

Application Date: \_\_\_\_\_ Contractor License #: \_\_\_\_\_

Applicant/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Foreman or Field Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### JOB INFORMATION

|                         |                              |
|-------------------------|------------------------------|
| <b>START DATE</b> _____ | <b>COMPLETION DATE</b> _____ |
|-------------------------|------------------------------|

Work will be performed by:                      Applicant / Contractor                      Sub-contractor (Contractor must complete subcontractor list)

Job Location: \_\_\_\_\_ Cross Street: \_\_\_\_\_

**NATURE OF WORK**

|            |                   |                      |                     |               |                  |
|------------|-------------------|----------------------|---------------------|---------------|------------------|
| Sidewalk   | Driveway Approach | Curb & Gutter        | Pedestrian Ramp     | Water Service | Storm Drain      |
| Excavation | Traffic Control   | Utility Installation | Utility Maintenance | Obstruction   | Boring/Trenching |

**DESCRIPTION OF WORK**

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**TRAFFIC AND PEDESTRIAN CONTROL** (Check all that apply)

|              |              |                  |        |
|--------------|--------------|------------------|--------|
| Road Closure | Lane Closure | Sidewalk Closure | Detour |
|--------------|--------------|------------------|--------|

Duration of closure?      \_\_\_\_\_ Day/s      \_\_\_\_\_ Week/s      Other: \_\_\_\_\_

- FMC 12.04.010 A permit shall be obtained for all underground facilities where pavement, driveways or sidewalks are cut or excavations are made in public right-of-way in the City where the City has accepted the streets for maintenance.
- FMC 12.04.020 A permit for the necessary work is to be obtained and approved prior to the start of any work.
- FMC 12.12.040 Installation of curb, gutter, sidewalks and drive approach required before permit issuance for any building, electrical or plumbing work.

In consideration of granting of this application, it is agreed by the applicant that the City of Farmersville and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of any street it must be removed or relocated, as designated by the City Engineer, at the expense of the applicant or their successor in interest.

I hereby certify the foregoing to be true and correct, and that all construction to be performed hereunder shall be performed in compliance with City of Farmersville Municipal Codes, Ordinances and/or State of California laws.

I hereby acknowledge that I have read and hereby agree to all the provisions of this Encroachment Permit Application.

I understand that this application IS NOT A PERMIT and does not authorize any work to be performed.

**I understand that application approval is subject to the payment of fees and is revocable for any violation.**

\_\_\_\_\_ Applicant Signature                      \_\_\_\_\_ Date



*City of Farmersville*  
*Department of Public Works*

**SUBCONTRACTORS**

**If you have subcontractors or multiple job location sites,  
you must complete and submit the following two sheets with your application.**

1. The "subcontractors" sheet is to be completed listing all subcontractors that will be working under your approved permit. Please enter "Yes" or "No" in the insurance field if the subcontractor is covered under your (applicant's) insurance policy.
2. The "Site Locations" sheet is to be completed listing the address or road segment for each job location site.

These forms must be submitted with your application prior to approval and issuance of a permit.



# City of Farmersville

## Department of Public Works

### SUBCONTRACTOR LIST

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 1. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 2. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 3. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 4. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 5. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 6. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 7. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |

|                |                       |   |      |    |
|----------------|-----------------------|---|------|----|
| Business Name: | Contractor License #: | Contractor insured under applicant's policy | Yes  | No |
| 8. Address:    | City:                 | State:                                      | Zip: |    |
| Office Phone # | Field Foreman:        | Cell Phone #                                |      |    |



*City of Farmersville*  
*Department of Public Works*

**SITE LOCATIONS**

| NATURE OF WORK<br>(check all that apply) |          |     |              |              |         |               |              |
|--|----------|-----|--------------|--------------|---------|---------------|--------------|
| Electric                                 | Concrete | Gas | Sewer System | Storm System | Streets | Phone / Cable | Water System |

|     |  |
|-----|--|
| 1.  | Location: _____<br>Cross Street: _____ |
| 2.  | Location: _____<br>Cross Street: _____ |
| 3.  | Location: _____<br>Cross Street: _____ |
| 4.  | Location: _____<br>Cross Street: _____ |
| 5.  | Location: _____<br>Cross Street: _____ |
| 6.  | Location: _____<br>Cross Street: _____ |
| 7.  | Location: _____<br>Cross Street: _____ |
| 8.  | Location: _____<br>Cross Street: _____ |
| 9.  | Location: _____<br>Cross Street: _____ |
| 10. | Location: _____<br>Cross Street: _____ |



*City of Farmersville*  
*Department of Public Works*

**ENCROACHMENT PERMIT  
INVOICE**

**APPLICANT INFORMATION**

Application Date: \_\_\_\_\_ Contractor License #: \_\_\_\_\_

Applicant/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Foreman or Field Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**DESCRIPTION OF SERVICE**

**AMOUNT**

|  |         |          |
|--|---------|----------|
| Annual Utility Company Encroachment Permit | \$80.00 | \$ _____ |
| Standard Encroachment Permit               | \$30.00 | \$ _____ |

**TOTAL AMOUNT DUE**

\$

\_\_\_\_\_

**RETAIN A COPY OF INVOICE FOR YOUR RECORDS**