

CITY OF SUNNYVALE
Department of Public Works
Engineering Division

OFFICE USE ONLY	
Permit Number:	_____
Date of Issue:	_____
Expiration Date:	_____

PERMIT FOR ENCROACHMENT
(Non-Transferable)

- Construction - Private Facilities
 Construction - Public Facilities
 Emergency
 Occupancy

APPLICANT:

Name: _____ Date: _____
 Mailing Address: _____ Phone: _____
 Private Individual/Entity Other: _____ Email: _____
 Franchised Public Utility Certificated Communications Co.

LOCATION: _____

Contractor Name: _____ Phone: _____
 Address: _____
 Plans: _____ Attached Email: _____

Contractor shall have a _____ license to do permitted work.

Description of Work:

Box to be Completed by Staff											
	Subgrade	Form	Place	FINAL	Trench	Install	Backfill	FINAL			
Sidewalk					Storm						
Driveway					Sewer						
Curb					Gas						
Paving					Water						
						Telephone					
						Electric					
						Fire Service					
Completion:						1 Year:					

PERMISSION IS HEREBY GRANTED to the above-named applicant for **ENCROACHMENT** specified at the location on or between designated dates in the above application, subject to the conditions listed on the reverse side of this application, SMC Ch. 13.08, plus the following **SPECIAL CONDITIONS**:

I have read the general requirements on the back of this application and shall comply with them, any special conditions, and all provisions of SMC Ch. #13.08, if a permit for this application is granted.

Applicant Understands License Requirement

(initial)

CONTRACTOR SHALL CALL (408) 730-7415 BEFORE 4:00 PM, 24 HOURS PRIOR TO STARTING ANY WORK AND FOR EACH INSPECTION REQUEST, INCLUDING THE FINAL INSPECTION.

Name of Applicant/Agent (print)

(initial)

Uninspected work will be rejected

(initial)

Signature of Applicant/Agent

FEES

CONSTRUCTION (STREET-CUT)	
Single Permit to 50 LF.....	\$ _____
Each additional 100 LF or fraction thereof.....	\$ _____
Each additional class of work (i.e., water, sewer....)	\$ _____
OCCUPANCY/USE OF RIGHT-OF-WAY	
Permit Fee.....	\$ _____
TOTAL AMOUNT DUE.....	\$ _____

Insurance Certificate Attached	
Insurance Certificate Waived	
Bond Posted	
Bond Requirement Waived	

Sunnyvale Public Works Official

CITY OF SUNNYVALE
Public Works Department/Engineering Division
Encroachment Permit Requirements

For All Work Within the Public Right Of Way and/or Public Utility Easement
(Applicant must allow 10 working days to process, review, and issue permit if no revisions are required. Do not schedule any construction within this 10-day minimum windows)

The following requirements shall be met prior to issuance of an encroachment permit for any work within the public right of way:

- Improvement plans or plot map approved by Public Works Department/Engineering (2 sets). For single item improvement, the plan can be prepared on 8-1/2" x 11" paper. The plan shall show existing and proposed improvements (e.g., driveway approach) with dimensions. All utility features in the public right-of-way (e.g., water meter, tree, fire hydrant, streetlight, etc.) shall be shown on the plans.
- Traffic control plans (2 sets) with completed Temporary Traffic Control (TCC) checklist (1 set) - as needed depending upon location, hour and/or nature of work approved by Traffic Engineer.
- Encroachment permit application form completed and signed.
- Application package is not accepted online or by email. Mail (or hand deliver) application package to:
Public Works Department / Engineering Division / Land Development
456 West Olive Avenue, Sunnyvale, CA 94088
- Permit fee paid per current fiscal year fee schedule.
- Applicant provides Certificate of Insurance with general liability insurance of single coverage of **\$1,000,000.00 minimum**. Said policy shall name **the City of Sunnyvale as an additional insured** (A separate endorsement sheet is required with the insurance policy, and **the location and job description** must be included on the policy).
- Contractor provides proof of worker's compensation coverage.
- Contractor has a **Class A General Engineering license**. The following licenses are acceptable for the scope of work as described. All other class licenses will only be issued a permit upon approval by the Assistant City Engineer.
 - B General Building** may perform incidental work as approved by the City Engineer.
 - C8 Concrete Contractor** may perform driveway approach and sidewalk project.
 - C12 Earthwork and Paving Contractors** may perform grading work.
 - C16 Fire Protection Engineering Contractors** may perform installation of fire service lines.
 - C27 Landscaping Contractors** may perform landscaping related work.
 - C31 Construction Zone Traffic Control Contractor** may perform traffic control work.
 - C32 Parking and Highway Improvement Contractors** may perform parking lot pavement work including installation of protective vehicle signage and/or device.
 - C34 Pipeline Contractor** may perform water and gas line work including trenching, compacting and surface paving.
 - C42 Sanitation System Contractors** may perform sanitary sewer line work including trenching, compacting and surface paving. Under no circumstance shall the C36 Plumbing Contractors be allowed to perform sewer line work in the public right-of-way.
 - C57 Water Well Drilling Contractor** may perform installation and repairs of water wells and pumps by boring, drilling, excavating, casing, cementing and cleaning to provide a supply of uncontaminated water.
- Applicant, contractor, and sub-contractor(s) (if applicable) shall have a valid city business license.
- Approval from other agencies (Caltrans, Santa Clara Valley Water District, etc.).

GENERAL CONDITIONS/REQUIREMENTS

Encroachments in the City of Sunnyvale

Note: Below are listed general requirements to be followed for work within all public street or utility easement areas. However, these do not relieve the applicant from full conformance with all the terms, conditions, and rules of the Encroachment Ordinance, and the Standard Specifications and Details of the City of Sunnyvale.

1. Anyone found working in the right-of-way without personal protective equipment will be asked to stop work.
2. Prior to commencing construction, Permittee shall **notify Underground Service Alert 800-642-2444**, which will advise agencies having installations in the area adjoining the street cut to mark their utilities.
3. Permittee shall provide access to all areas in the vicinity of the encroachment and shall provide necessary temporary sidewalks and warning signs as requested by Section 13.08.190 of the Encroachment Ordinance.
4. Permittee shall **notify the Public Safety Department** if the work will block the passage of emergency vehicles.
5. Permittee 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.
6. Permittee shall make construction zones safe for passage by bicyclists by protecting the work zone, minimizing pavement surface disruptions, and posting warning signs for bicyclists. *(See attached Standard Operating Procedures)*
7. A permit for an **emergency street cut** shall be secured not later than the working day immediately following the emergency street cut.
8. If the completion/expiration date stated on the permit will be exceeded, an application for a **time extension** must be filed with the City Engineer. The new completion date shall be indicated on the permit.
9. A Permittee for an encroachment permit for a driveway shall apprise himself of the conditions set out in Section 13.08.180 of the Encroachment Ordinance.
10. If an unknown **underground facility is encountered**, work shall cease immediately and both the City Engineer and the utility shall be notified. Work will not proceed until permission is granted by the City Engineer.
11. Except for Public Utilities, all Permittees shall show an **emergency telephone number** on their barricades.
12. Permittee shall replace all pavement and concrete work according to Sections 13.08.200 and 13.08.210 of the Encroachment Ordinance, and/or the Special Provisions shown on the permit.
13. Failure of the Permittee to set the required traffic control warning devices in accordance with the approved traffic control plan and latest MUTCD standards may result in a project shutdown, and charges for costs incurred by the City.
14. Between 30 and 45 days after notice of completion, the Permittee shall check for trench settlement and make necessary adjustment, if any, and then call for an inspection.
15. Permittee shall be released 1 year after completion notice from all **requirements to maintain trench pavement and patches**.
16. All **trenches in existing pavement** shall be neatly saw cut. Trench spoils shall be removed from the job site. Backfill shall be per City Standard Detail 16A-1 and 16A-2.
17. Sewer and Water lateral locations shall be indicated by the letters "S" or "W" imprinted on the **top of the curb**.
18. Contractor shall provide as-built drawings to the Public Works inspector prior to final acceptance of the work. Provide survey monumentation letter prior to final acceptance, if applicable.

Insurance Certificate Example

August 27, 2001

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YY)				
PRODUCER Name of Producer (<i>Insurance Agent</i>) Address Telephone No.		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.								
INSURED Name of Insured (<i>Permittee, Contr., Developer*</i>) Address <i>*As required by permit, agreement, etc.</i>		INSURERS AFFORDING COVERAGE								
		INSURER A: Name of Insurer (<i>Insurance Companies must</i>								
		INSURER B: Name of Insurer <i>have a minimum Best's Rating</i>								
		INSURER C: Name of Insurer <i>of A and a Financial</i>								
		INSURER D: <i>Performance Rating of VII.)</i>								
INSURER E:										
COVERAGES										
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS					
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	GL00000000 (<i>Gen. Liability Policy No.</i>) <i>Must be "occurrence"</i> <i>Large projects may require higher coverage</i>	Begin Date	Expiration Date	EACH OCCURRENCE	\$ 1,000,000				
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC				FIRE DAMAGE	\$				
	GEN'L AGGREGATE LIMIT APPLIES PER:				MED EXP	\$				
					PERSONAL & ADV INJURY	\$ 1,000,000				
					GENERAL AGGREGATE	\$ 2,000,000				
					PRODUCTS - COM/POP AGG	\$				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	AL00000000 (<i>Auto Liability Policy No.</i>) \$1,000,000 general aggregate limit is required if the limit is applied separately to the permit, agreement, etc. \$2,000,000	Begin Date	Expiration Date	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000				
						BODILY INJURY (Per person)	\$			
						BODILY INJURY (Per accident)	\$			
						PROPERTY DAMAGE (Per accident)	\$			
					AUTO ONLY - EA ACCIDENT	\$				
					OTHER THAN EA ACC	\$				
					AUTO ONLY: AGG	\$				
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO										
general aggregate limit is required for insurance written on an occurrence basis.										
EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$										
					EACH OCCURRENCE	\$				
					AGGREGATE	\$				
						\$				
						\$				
						\$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WC00000000 (<i>Workers Comp. Policy No.</i>)	Begin Date	Expiration Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER				
						E.L. EA ACCIDENT	\$ 1,000,000			
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000			
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000			
OTHER										
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS/ ADDED BY ENDORSEMENT/SPECIAL PROVISIONS										
Certificate holder is named additional insured, endorsement CG 20 10 <i>The certificate holder should be made out to the attention of the "Public Works Dept./Engineering" This will help prevent your certificates from being sent to the wrong department within the city.</i>										
Job Loc: xxxxxx, Sunnyvale, CA Job Description: Replace driveway approach for residential home										
CERTIFICATE HOLDER		<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: A		CANCELLATION						
City of Sunnyvale P.O. Box 3707 Sunnyvale, CA 94088-3707 Attn: Public Works Dept./Engineering				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.						
				AUTHORIZED REPRESENTATIVE						

Commercial General Liability Endorsement Example

August 27, 2004

POLICY NUMBER: GL00000000

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

**City of Sunnyvale
PO Box 3707
Sunnyvale, CA 94088-3707
Attn: Public Works Dept.**

(If no entry appears above, the information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

- a. **The City of Sunnyvale, its officers, officials, employees and volunteers are to be covered as additional insureds.**
- b. **For any claims related to this project, named insured's insurance coverage shall be primary.**
- c. **Each insurance policy required shall be endorsed that a thirty (30) day notice be given to CITY in the event of cancellation or modification to the stipulated insurance coverage.**