



ENCROACHMENT PERMIT

Department of Public Works
30001 Ladyface Ct.
Agoura Hills, CA 91301

Permit No. EP - _____

Date Received _____
Project No. _____
<input type="checkbox"/> Cert. of Ins. <input type="checkbox"/> Bus. Reg.

This is issued in accordance with and subject to California Vehicle Code, Sections 35780, 35782, and Division 12 of the California Vehicle Code, and Title 16, Chapter 16.06 of the Los Angeles County Code as adopted by the City. Please allow a minimum of 3 full working days for permit to be processed.

THIS SECTION TO BE COMPLETED BY PERMITTEE

PERMITTEE _____	CONTRACTOR _____
ADDRESS _____	ADDRESS _____
PHONE _____	CONTRACTOR LIC. NO. _____

The undersigned hereby requests permission to encroach on the following public street, sidewalk, parkway, alley, easement or other public place at the described location. (This application is valid 60 days from the date of receipt by Public Works Dept.)

Roads and/or public places to be used (Enclose 2 sets of plans) _____

Purpose _____

Excavation Size and Surface Type _____

Drawing No.'s if applicable _____

In consideration for issuance of this permit, Permittee agrees to defend, indemnify, and hold harmless the City of Agoura Hills from and against all claims, lawsuits, liabilities or damages arising out of or in connection with, or relating in any manner to any act or omission of Permittee, its agents, employees, and subcontractors of any tier and employees thereof in connection with the performance or nonperformance of work authorized by this encroachment.

The Permittee shall thoroughly investigate any and all claims and indemnify the City, and do whatever is necessary to protect the City, officials, officers, employees, agents, and representatives as to any such claims, lawsuits, liabilities, expenses, or damages.

This agreement is intended to be part of the original contract of insurance. Failure to perform will establish a prima facie case for breach of contract.

SIGNATURE OF PERMITTEE

DATE

THIS PERMIT OR A COPY MUST BE ON SITE AT ALL TIMES

THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

Conditions: (1) This permit is issued subject to stipulations printed on the back of this form and any other special provisions attached hereto; (2) This permit is issued subject to inspection being notified 72 hours before construction is started;

(3) Working Hours: Monday through Friday 7:00 am to 3:30 pm 9:00 am to 3:00 pm Other _____ to _____

Estimated completion time in calendar days _____ Beginning _____ 20____ and ending _____ 20____.

SPECIAL PROVISIONS: _____

Permission is hereby granted to perform the activities described above subject to the City of Agoura Hills statutes, ordinances and conditions described above. Special provisions hereon and attached hereto are made part hereof by reference.

By _____ Date _____

Time Extension From _____ To _____
By _____ Date _____

Preinspection Notes: _____

Potential damage to traffic signal equipment requires coordination w/ City Engineer

Inspector _____ Date _____ 818-597- _____
Phone No. _____

<u>Guarantees/Deposits</u>	<u>Date Paid</u>
Amount \$ _____	_____
Bond/Deposit _____	_____
Fees	
Permit Fee \$ _____	_____
Inspection Fee \$ _____	_____
Other Fees \$ _____	_____
Total Fees \$ _____	_____
Receipt # _____	_____

Certification of Completion:
Unless noted below, work has been completed according to all applicable plans and specifications. Surety bonds/trust deposit may therefore be released.

Inspector _____ Date _____

STANDARD SPECIFICATIONS FOR ALL ENCROACHMENT PERMITS

The following defines the contractor's responsibility with regards to convenience of public traffic in connection with his operations on existing maintained City roads.

1. The Contractor shall so conduct his operations as to offer the least possible obstruction and inconvenience to the public and he shall have under construction no greater length or amount of work than he can execute properly with due regard to the rights of the public.
2. Unless otherwise provided in the special provisions of the Encroachment Permit, all public traffic shall be permitted to pass through existing maintained City streets with as little inconvenience and delays as possible. No City Street may be closed to public traffic without the written approval of the City Engineer.
3. Spillage resulting from hauling operations along or across any public traveled way shall be removed immediately at the Contractor's expense.
4. Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to the use of abutting properties. The Contractor shall notify all occupants in the immediate area directly affected by his work 48 hours before commencing the work.
5. No fewer than two (2) ten-foot lanes shall be provided for public traffic at all times, except during daylight working hours when competent flagmen are on duty, and additional lane closures have been approved by the City.
6. Contractor shall protect the work by adequate installation of traffic control devices such as signs, barricades, and delineators, warning lights and flashing arrow signs. As a minimum, traffic control shall be in conformance with the latest edition of "Work Area Traffic Control Handbook" published by Building News, Inc., Los Angeles, California.
7. Water or dust palliative shall be applied if ordered for the alleviation or prevention of dust nuisance.
8. **NO CONCRETE SHALL BE CUT WITHOUT PRIOR APPROVAL OF THE CITY ENGINEER OR THE CITY ENGINEER'S REPRESENTATIVE.**
9. Shoring shall be provided for all trenches in accordance with the provisions of Article 6, of the Construction Safety Orders, of the Administrative Code (Title 8), of the State of California.
10. No poles shall be placed in any traffic island, median, or walk, unless shown on City approved plans.
11. In the event of a suspension of work, all traveled way shall be adequately maintained by the Contractor as directed by the City Engineer.
12. Unless otherwise indicated on the permit, all work shall be in compliance with the Standard Specifications for Public Works Construction, latest edition (SSPWC).
13. Safety Provisions - The Contractor shall conform to the rules and regulations pertaining to safety regulations established by the California Division of industrial Safety.
14. Protection of Utilities - Utility structures, conduits, pipes, cables, under or above ground, sewer lines and any other facilities or other improvements within the public right of way shall be protected from injury or damage. If such objects are damaged by reason of the

Contractor's operation, they shall be replaced or restored at the Contractor's expense to a condition as good as when the Contractor entered upon the work. PERMITTEE SHALL NOTIFY UNDERGROUND SERVICE ALERT 48 HOURS PRIOR TO START OF EXCAVATION (800-422-4133).

15. The Contractor is required to follow the National Pollution Discharge Elimination System (NPDES) requirements for construction projects.
16. Costs for inspection shall be borne by the Permittee.
17. Modification of the above requirements and/or additional requirements may be made in the field by the City of Agoura Hills City Engineer or his designated representative.
18. IT IS THE RESPONSIBILITY OF THE PERMITTEE TO REQUEST A FINAL INSPECTION FOR THIS PERMIT. Any deposit will only be released upon final inspection and certificate of completion being signed by the City Inspector.

When Do I need an Encroachment Permit?

Encroachment permits are needed any time your project encroaches onto or impacts the public right of way. This includes vehicles during road way improvement projects, large refuse bins for construction projects when there is no room on the project site, etc.

Where and When Can I get a Permit?

Permits are available at Agoura Hills City Hall, 30001 Ladyface Ct., Public Works Department.

Once your application is complete, please submit your form to EncroachmentPermits@AgouraHillsCity.org.

What is the Fee?

The encroachment permit issuance fee is \$147.00 plus the applicable inspection fee.