ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS
CITY OF VERNON

(For information regarding Encroachment Permits call Public Works, Engineering Division at (323) 583-8811)

1. An Encroachment Permit is required for all work performed within the City's street right-of-way, by governmental agencies, utility companies, property owners and private contractors, as well as closing of traffic lanes, detouring traffic, interfering with the normal parking or the pedestrian use of the sidewalk.

2. **If the permit will require restoration of any component of the street right-of-way, a cash deposit or surety bond will be required. The minimum amount of security shall be $5,000.**

3. **All contractors conducting business in the City of Vernon need to have a valid City of Vernon Business License prior to applying for Encroachment Permit.**

4. All work under this Encroachment Permit must be done by a contractor with a Class A license unless otherwise approved by the City Engineer.

5. Complete and sign the Encroachment Permit Application.
   - Describe the work in detail including: type of work, materials, dimensions, work limits, lane closures, start and end hours and days, reason for permit etc.
   - Include a Site Sketch (see attached). Not required if permit is part of Frontage Improvement Plans.
   - Provide required insurance documents. See attached insurance requirements.
   - Provide Dig Alert Number for any digging.
   - Provide a permit from the Department of Occupational Safety and Health (DOSH) for any trenching five feet or deeper.
   - Provide a traffic control plan according to the latest version of the MUTCD (Manual on Uniform Traffic Control Devices) or the CJUTCM (California Joint Utility Traffic Control Manual) for driving lane or sidewalk closure on either an arterial or collector street. "No Parking" notice shall be posted 48 hrs in advance.
   - Provide estimated dates of commencement and completion of proposed work.
   - Authorized representatives as noted in the attached "Signature Requirements for City Agreements" shall sign the statement of Indemnification.

6. Complete and sign the attached "Statement of Intent to Comply with Minimum Requirements of Stormwater Permit". Projects in excess of 1acre in size must obtain a "Notice of Intent" from the Regional Water Quality Control Board.

7. Attach all required insurance documentation (see attached) to Encroachment Permit Application.

8. Submit completed Permit Application and pay permit fees according to attached fee schedule. (Reconstruction fees for work completed by the City are based on approximate quantities. Once work is completed, the exact measurements will be taken and billed to permittee).

9. Engineering Department reviews the application and submittals and forwards insurance documents to Risk Management for review and approval. **Allow a minimum of 2 weeks for processing.**

10. Once insurance is approved, application and plans have been reviewed, the permit is given to the Director for final approval. Applicant is notified of approval and instructed to pick up permit and pay for additional fees. Once permit is issued, work must start with in 90 days and continue to completion or the permit is void.

11. Applicant must notify the City of any field construction inspection 48 hrs in advance. Weekend (Friday–Sunday) and night field inspection is subject to a minimum of 4 hours of inspection fees (see Fee Schedule attached). <u>Any work done without proper inspection will be subject to rejection.</u>

12. Encroachment Permit is signed-off once exact measurements are taken and inspector approves final work. Applicant will be billed for final inspection fees and any City completed restorations.

CITY OF VERNON

ENCROACHMENT PERMIT APPLICATION

DATE: _____ PERMIT NO._____

ADDRESS/LOCATION OF WORK:_____

DESCRIPTION OF WORK:_____

_____

_____

ESTIMATED DATE OF COMMENCEMENT _____ ESTIMATED DATE OF COMPLETION_____

INSPECTION REQUIRED ON ALL WORK. CALL (323)583-8811 EXT. 220 48 HRS BEFORE COMMENCEMENT

PERMANENT RESTORATION COMPLETED BY: ☐ N/A ☐ CITY ☐ PERMITTEE (See back of application)

IMPORTANT NOTICE: Section 4216/4217 of the Gov. Code requires a Dig Alert Identification No. to be issued before a "Permit to Excavate" will be valid. For Service Alert, TOLL FREE 1-800-422-4133 TWO working days BEFORE you dig.

DIG ALERT NO. _____

Will this encroachment include trench(es) or excavation(s) of five feet or deeper?

Yes ☐ No ☐ DOSH Permit # _____

APPLICANT (Name/Title): _____

COMPANY: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

Hereby makes application for a permit to encroach in the public street in accordance with the attached plan at the described location subject to the provisions required by Ordinance No. 796 and the specified requirements.

CONTRACTOR: _____

VERNON LICENSE No.: CBL-_____ EXP. DATE: _____

STATE LICENSE No.: _____ EXP. DATE: _____

STATEMENT OF INDEMNIFICATION

Permittee agrees to indemnify, defend and hold harmless the City of Vernon and each officer, agent and employee thereof from any liability or responsibility for any accident, loss or damage to persons or property happening or occurring as a proximate result of the encroachment or construction thereof.

Vernon City Code

Sec. 22.49-1, Permits – Indemnity and insurance

Signed _____

Title _____

Endorsement must comply with City of Vernon Signature Requirements for City Agreements.

CONTRACTOR SHALL COMPLY WITH ATTACHED NPDES REQUIREMENTS.

ADDRESS:_____ PHONE:_____

CONTACT (Name/Title):_____ EMAIL:_____

SIGNED _____ ☐ Applicant ☐ Contractor ☐ Other: _____

Insurance: Applicant hereby agrees to provide insurance in the amounts and forms as determined by the Risk Manager. Applicant shall provide an endorsement naming the City of Vernon, its officers, and employees as additional insured under the general liability policy.

THIS IS YOUR PERMIT WHEN SIGNED BY THE DIRECTOR OF PUBLIC WORKS

Insurance Documents: ☐ Submitted ☐ On File ***Traffic Control Plans:*** ☐ Submitted ☐ MUTCD ☐ CJUTCM ☐ N/A

Construction Plans: ☐ Submitted ☐ N/A ***Shoring Plans by Registered Civil Engineer:*** ☐ Submitted ☐ N/A

*****ANY WORK DONE WITHOUT PROPER INSPECTION WILL BE SUBJECT TO REJECTION *****

PERMIT FEES:			**CLEARANCES:**	By	Date	**WORK HOURS/NOTES:** ☐ Weekdays ☐ Weekend
Issuance	_____	011.1043.410290				
Plan Check	_____	011.1043.466200	Admin.	_____	_____	_____
Inspection	_____	011.1043.450120	Engineer	_____	_____	_____
Reconstruction	_____	011.1043.466210	Inspector	_____	_____	_____
Annual	_____	011.1043.466230	Water	_____	_____	_____
Add. Plan Check	_____	011.1043.466200	_____	_____	_____	_____
Other	_____	011.1043.450120		Type		Name on card or check
TOTAL	_____	☐Cash ☐Check #_____	☐ CC _____	#_____		_____
Security Deposit	_____	011.230230 ☐Check #_____	☐ CC _____	#_____		_____

APPROVED BY THE DIRECTOR OF PUBLIC WORKS, WATER & DEVELOPMENT SERVICES

_____ _____

Derek Wieske, P.E. Date

VOID IF NOT STARTED IN 90 DAYS OF ISSUANCE AND CONTINUED TO COMPLETION

INSPECTOR'S REPORT

Date Work Started _____ Inspector _____

Date Completed _____ Inspector _____

ESTIMATE OF STREET REPAIRS

(If the encroachment will disrupt/damage the street or sidewalk, complete the following)

Street Restoration: ☐ By Permittee ☐ By City Work Order # _____

A.C. Pavement _____ sq. ft. Concrete Pavement _____ sq. ft. Sidewalk _____ sq. ft.

Curb Ramp_____ea. Driveway_____ sq. ft. Curb & Gutter_____ l.f.

Curb drain_____ea. Asphalt, Concrete & Soil Removal _____ sq. ft.

Tree Removal _____ ea. Tree Planting _____ ea. Monument _____ ea.

Other _____

INSPECTION RECORD

Date	Hours	Inspector	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments: _____

_____

_____

_____

_____

COMPLETION REPORT

Final Inspection Date: _____ Approved by Inspector_____

Total Inspection Hours ☐ Signature: _____

ADDITIONAL FEES:

Plan Check	_____	011.1043.466200
Inspection	_____	011.1043.450120
Reconstruction	_____	011.1043.466210
Other	_____	011.1043.450120

NOTES

_____

_____

_____

_____

TOTAL _____ Billing Date: _____ By: _____

☐ Completed Date _____ By: _____

☐ Void Reason _____

Statement of Intent to Comply with Minimum Requirements of the Stormwater Permit

CITY OF VERNON

PUBLIC WORKS, WATER & DEVELOPMENT SERVICES DEPARTMENT

Construction Stormwater Program

Permit Number: _____ Date: _____

Applicant: _____

Project Address: _____

Property Owner: _____

Contractor: _____

Contractor's Address: _____

Phone: _____

The National Pollutant Discharge Elimination System (NPDES) is a portion of the Clean Water Act that applies to the protection of receiving waters. Under permits from the Los Angeles Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. To meet the standards of the Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watershed of Los Angeles County, Except those Discharges Originating from the City of Long Beach MS4 (CAS004001), the City of Vernon has adopted minimum standards for stormwater runoff from development construction activities.

These minimum standards require the implementation of an effective combination of erosion and sediment control Best Management Practices (BMPs) to prevent erosion and sediment loss, and the discharge of construction waste at each site. At a minimum, the construction activity associated with the construction project identified above shall be conducted in such a manner that:

- Prevents illicit construction-related discharges of pollutants into the MS4 and receiving waters.
- Implements and maintains structural and non-structural BMPs to reduce pollutants in stormwater runoff from construction sites.
- Reduces construction site discharges of pollutants to the MS4 to the maximum extent practicable.
- Prevents construction site discharges to the MS4 from causing or contributing to a violation of water quality standards.

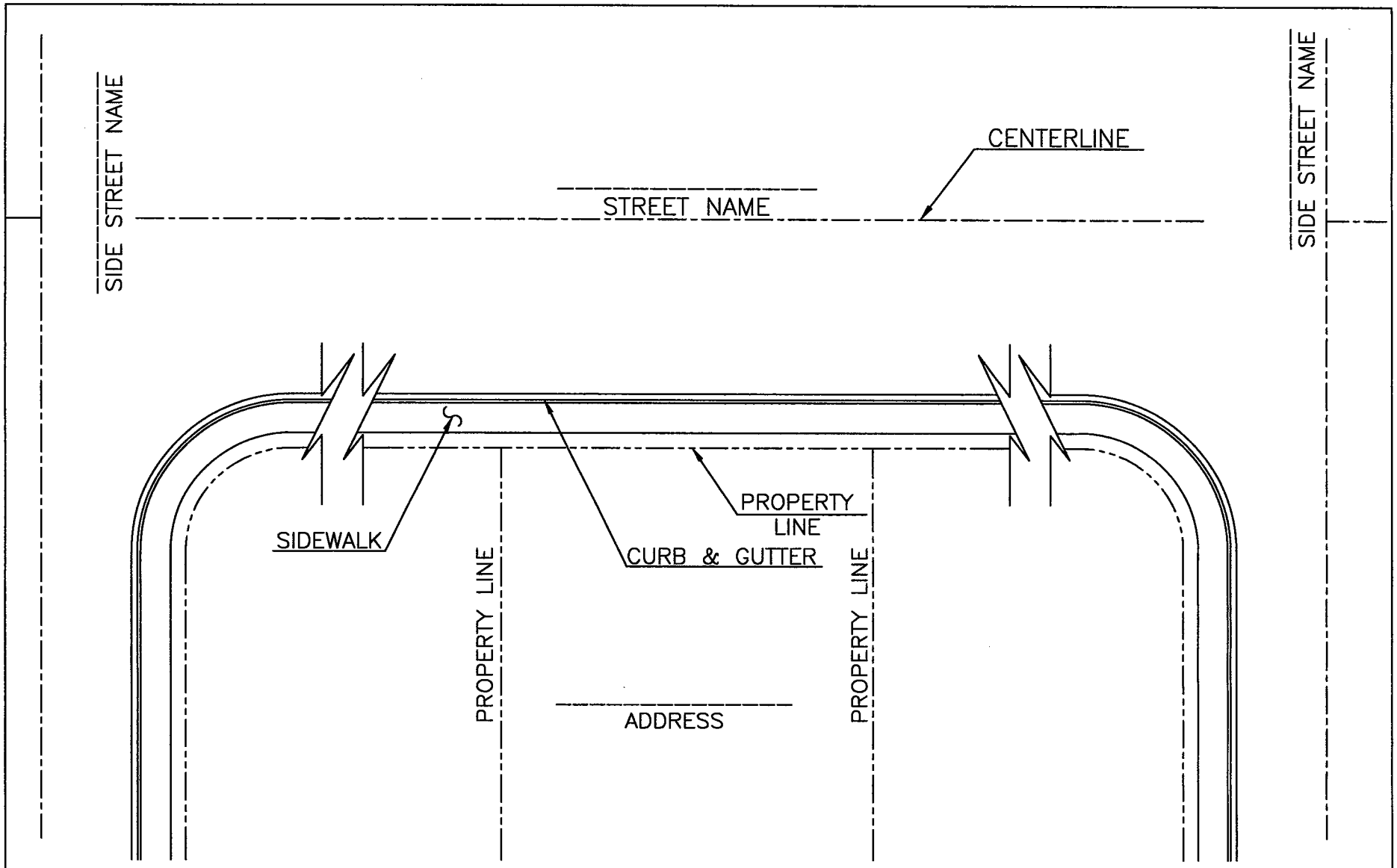
Note: The Stormwater BMP Construction Handbook sheets developed by the California Stormwater Quality Association shall be used as guidance in determining and implementing required BMPs. The BMP sheets may be reviewed at the Public Works, Water & Development Services Department counter during regular business hours. A General Construction Permit shall be obtained and maintained for all construction sites one (1) acre or greater. Additional conditions may be required for these sites.

I have read and understand the requirements listed above and certify that I will comply with the minimum requirements above.

Signature: _____ Print Name: _____

Title: _____

Property Owner: _____



ENCROACHMENT PERMIT SITE SKETCH

NOTE:
Show North Arrow, street & sidewalk widths.

INSURANCE SCHEDULE (CONTRACTOR)

The contractor shall provide proof of insurance, including a standard certificate of insurance, in at least the following amounts and coverage (combined single limit permitted):

1. Coverage and Limits

Hazards	Bodily Injury Each Person	Bodily Injury Each Accident	Property Damage Each Accident
Automobile Liability			
Owned Automobiles	$500,000	$1,000,000	$500,000
Hired Automobiles	$500,000	$1,000,000	$500,000
Non-Owned Automobiles	$500,000	$1,000,000	$500,000
Workers' Compensation	$ Statutory		
Employers' Liability	$1,000,000 per employer		

II. Liability

Premises Operations	$1,000,000	$2,000,000	$1,000,000
Elevators (if applicable)	$1,000,000	$2,000,000	$1,000,000
Independent Contractors	$1,000,000	$2,000,000	$1,000,000
Products - Completed Operations	$1,000,000	$2,000,000	$1,000,000
Contractual Liability	$1,000,000	$2,000,000	$1,000,000
Umbrella Liability	$2,000,000	$2,000,000	$2,000,000

a. The general liability policy shall contain the following special endorsements which shall be noted on or attached to the standard certificate of insurance:
   1. An endorsement naming the City of Vernon, its officers, and employees as insureds under the policy.
   2. An endorsement providing the City of Vernon thirty (30) days notice of cancellation or material reduction of coverage.
   3. An endorsement providing coverage for all operations under the City of Vernon permit and specifying the activities covered.
   4. Such other endorsement as may be required by addendum hereto.
   5. A copy of your general and umbrella insurance policy declarations page.
   6. Copy of schedule of forms of endorsements.

NOTE: Contact City of Vernon, Risk Management at (323) 583-8811 with any questions.

CITY OF VERNON
SIGNATURE REQUIREMENTS FOR CITY AGREEMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	chairman of the board, president, any vice president	corporate secretary, assistant secretary, chief financial officer, any assistant treasurer (Note: A person can hold more than one corporate office; e.g., a vice –president can also be a secretary. That person can sign the agreement twice, *if both capacities are identified.*)	Corp. Code sec. 313 Corp. Code sec. 5214
Limited Liability Company ("LLC")	if managed by members – by any member if managed by manager – by a manager (Note: A member or manager may have a title such as president or vice-president)	if managed by *members* – not required unless otherwise provided in governing documents if managed by *manager(s)* – by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
Partnership	any partner, unless authority restricted in "statement of partnership authority" recorded in County Recorder's Office (for real property transactions) or filed with secretary of state (for contracts, etc.)	not required, unless "statement of partnership authority" provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Limited Partnership	a general partner, subject to same exceptions for partnership	same as partnership	Corp. Code sec. 15509
Limited Liability Partnership ("LLP")	same as partnership	same as partnership	Corp. Code sec. 16955.5
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.

"SAMPLE"

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

State or Political Subdivision:

City of Vernon, Its officers and employees
4305 South Santa Fe Avenue
Vernon, CA 90058

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

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
   a. "Bodily injury," "property damage," "personal injury" or "advertising injury" arising out of operations performed for the state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

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ENCROACHMENT, LICENSE & FRANCHISE FEES		
DESCRIPTION		**FEE**
PERMIT ISSUANCE FEE		$125.00
PERMIT INSPECTION AND PLAN CHECK FEES		**RATE**
	REGULAR TIME (7:00 A.M.-5:30 P.M.)	$129.000/HR.
	OVERTIME-FRIDAY, SATURDAY, SUNDAY, HOLIDAYS AND NIGHTS (4 HRS. MINIMUM)	$190.00/HR.
	ANNUAL PERMIT FEE FOR ROUTINE MAINTENANCE (NO STREET CUTS)	$450.00
RECONSTRUCTION FEES FOR WORK COMPLETED BY CITY	**RATE**	**MINIMUM**
ALL OTHER DIRECT COSTS TO THE CITY RESULTING FROM THE PERMITEE'S ACTIVITY, CALCULATED AT ACTUAL COST PLUS 25% ADMINISTRATIVE COSTS		

ENCROACHMENT, LICENSE & FRANCHISE FEES		
DESCRIPTION	**ISSUANCE**	**ANNUAL FEE**
FRANCHISES AND LICENSES (ISSUANCE & ANNUAL RENEWAL)		
RAILROAD CROSSINGS, CONVEYOR BRIDGES, AND TUNNELS ACROSS A STREET	$25,000.00	$2,500.00
RAILROAD TRACKS, PIPELINES OR CONDUITS ALONG A STREET	$25,000.00 FOR EACH ONE-HALF (1/2) MILE OR PORTION THEREOF	$2,500.00 FOR EACH ONE-HALF (1/2) MILE OR PORTION THEREOF
FOR PIPELINES OR CONDUITS ACROSS A STREET OR A METERING MANHOLE IN THE STREET	$12,500.00	$1,250.00
FOR BUILDING FOOTINGS AND APPENDAGES, TRAFFIC SENSORS, SIGNS, MONITORING WELLS AND ARCHITECTURAL PROJECTIONS	$5,000.00	$500.00
The fee for any encroachment not specifically listed in the table shall be the same fee for the most similar structure listed in the table as determined by the City.		

ENCROACHMENT, LICENSE & FRANCHISE FEES

ENCROACHMENT PERMIT FAITHFUL PERFORMANCE BOND OR CASH DEPOSIT REQUIREMENTS

The amount of an encroachment permit cash deposit, certified or cashier's check, surety bond, or letter of credit shall be determined by multiplying the quantity of asphalt paving, concrete paving, sidewalk, concrete curb, monuments and trench excavations proposed to be removed, disturbed or opened by the rate shown in the table below, the sum of the totals shall establish the minimum amount of the bond or deposit, except that in no case shall the faithful total security be less than $5,000. Authorized by Vernon Municipal Code § 22.47.

TYPE OF WORK TO BE PERFORMED	RATE
ASPHALT PAVEMENT	$17.75/SQ. FT.
CONCRETE PAVEMENT AND DRIVEWAY	$19.75/SQ. FT.
CONCRETE SIDEWALK	$10.25/SQ. FT.
CONCRETE CURB & GUTTER	$52.50/LIN. FT.
TRENCH EXCAVATIONS	$7,500.00/EACH OPEN EXCAVATION
MONUMENT REPLACEMENT	$3,000.00/MONUMENT