

ENCROACHMENT PERMIT INSTRUCTIONS

Read Instructions Carefully

Note: Please fill permit and general conditions out in their entirety. Attach additional pages if further description of project is necessary.

- I. Site plans, or accurate sketches, showing all proposed work in the public right-of-way must accompany this application. These plans should include the following:
 - a. Proposed curb and gutter work
 - b. Proposed sidewalk work
 - c. Proposed new sewer lateral
 - d. Proposed new storm drainage
 - e. Proposed driveway
 - f. Proposed pedestrian ramps

II. Additional requirements may be placed on applicant as a result of field review. No permit will be issued unless applicant agrees to construct additional requirements as determined.

III. No permit will be issued until applicant provides acceptable insurance certificates to the Building Department as per the following:

I. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

1. Public Liability and property damage insurance coverage in the amount of two million dollars (\$2,000,000) per occurrence on account of bodily injuries, including death, or on account of property damage and injury to persons in connection with the work sought to be done under the permit.

NOTE: All contractors shall be required to file with the City of Cotati a certificate or certificates which shall certify TOTAL LIMITS OF COVERAGE in effect if such limits are higher than the minimum limits required by the City.

2. The “City of Cotati, its officers, agents, and employees” must be specifically names as additionally insured on the Insurance Certificate (except as to Workers’ Compensation coverage). Any indorsements used for purposes of providing the required additional insured coverage must contain **NO** exclusions.
3. The cancellation clause should read as follows: ***“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail a thirty (30) day written notice to the certificate holder.”***

The phrase “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives” are **UNACCEPTABLE**.

II. WORKERS’ COMPENSATION INSURANCE to meet minimum State requirements with thirty (30) day advance notice for cancellation is required.

IV. Bonds may be required prior to issuing permit. If this becomes the case you will be notified.

V. The ***General Conditions*** must be complied with.

ENCROACHMENT PERMIT DEFINITIONS

- ❖ **Major construction:** Construction requires inspections from the city and has a significant impact on public Right-Of-Way. Examples include lane closures and trenching.
- ❖ **Minor construction:** Construction does not significantly disrupt the public Right-Of-Way. Examples include bell holes and tree trimming.
- ❖ **Non-construction:** Traffic control or equipment parking needed in Public Right-Of-Way, but all construction is on private property or within a different jurisdiction.