



Town of Ross

Department of Public Works

P. O. Box 320, Ross, CA 94957

Telephone (415) 453-1453 Fax (415) 460-9761

www.townofross.org

ENCROACHMENT PERMIT APPLICATION

APPLICATION DATE: _____ APN: _____

LOCATION OF WORK OR ENCROACHMENT: _____
No. Street City/Town

NEAREST CROSS STREET: _____ # OF DAYS OF ENCROACHMENT: _____

STARTING DATE: _____ COMPLETION DATE: _____

THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO PERFORM THE FOLLOWING DESCRIBED WORK AND/OR OTHERWISE ENCROACH ON A LOCAL AGENCY RIGHT-OF-WAY (ROW):

DESCRIPTION OF WORK OR ENCROACHMENT (Include plans or sketch)

Check all that apply to the project and provide a written description:

- Driveway Approach Landscaping Curb/Gutter/Sidewalk Debris Box
- Gas Utility Water Utility Sewer Utility Special Event

Will work Require a Traffic Control Plan: Yes No

Will construction conform to the Marin County Standards: Yes No Other _____

Describe the work: _____

If the project includes excavation, storage, etc, within the Town Right-of-way, street or sidewalk, or requires traffic control, the applicant shall include a set of plans for the work to be done. If no plans exist, then provide a drawing or sketch of sufficient quality and with enough information to allow town staff to assess the location and nature of the work being done, and to locate the work during a pre-construction site visit.

I, further, agree to comply with all ordinances of the Town of Ross, County, State, and Federal laws pertaining to the above application, and hereby agree that in the event of injury to persons or property by reason of the above work, I agree to defend, indemnify and hold harmless the Town of Ross, employees, agents, representatives & officials thereof, free from all liability against any and all such claims which might be asserted against it, or them, by reason of such injury, except when resulting from the sole negligence or willful misconduct of the Town, it's officers, representatives, agents, or employees.

I further agree to remove said encroachment within a reasonable time, after written notice from the Department of Public Works to do so. Said removal to be at my expense.

I agree to comply with any conditions set as a condition of approval and understand non-compliance will be cause for revocation of this permit. I understand this authorization for encroachment may be revoked at any time for any reason.

I agree to exercise care not to damage existing property. Any damage caused shall be paid for at my expense. Damage shall be repaired to the satisfaction of the Town.

Contractor shall provide a one year guarantee for all work done under this permit.

Please note that e-mail is the preferred method of communication that the Town will use to communicate. If this presents a problem, please indicate this when submitting the application to the public works department.

PROPERTY OWNER INFORMATION:

OWNER'S NAME: _____

MAILING ADDRESS: _____

CONTACT INFORMATION: _____
Daytime Phone Email Address

CONTRACTOR/APPLICANT INFORMATION: (NOTE: be sure to provide legible contact e-mail address)

CONTRACTOR'S NAME: _____ Contractor's License No: _____

CONTACT INFORMATION: _____
Daytime Phone Email Address

TOWN of ROSS
BUSINESS LICENSE #: _____

MAILING ADDRESS: _____

APPLICANT'S SIGNATURE: _____
SIGNATURE PRINT NAME DATE

ENCROACHMENT PERMIT CONDITIONS

Location of Work: _____

BELOW ARE A LISTING OF STANDARD ENCROACHMENT PERMIT CONDITIONS. NOT ALL CONDITIONS WILL APPLY TO ALL PROJECTS, BUT ANY EXCEPTIONS TO THESE CONDITIONS WILL BE LISTED BELOW.

All construction shall be in accordance with the Marin County Uniform Standards.

Traffic control plans shall conform to the Manual on Uniform Traffic Control Devices (MUTCD). Provide safe pedestrian and wheelchair access, per ADA and State requirements, during construction.

Dust and erosion control measures shall comply with the Marin County Stormwater Pollution Prevention Program (MCSTOPPP).

All work shall be performed between the hours of 8:00 AM and 5:00PM, except for work in the Town Center area which is from 9:00AM to 3:00 PM unless otherwise noted.

Compaction test is required for all work in the travel portions of the street. Compaction test results shall be submitted to the Public Works Department as they are available.

Contractor shall maintain local resident access and provide emergency vehicle access at all times.

Contractor shall install "no parking" signs, as appropriate at least seventy two (72) hours prior to the start of construction.

If concrete work is within the Town's Right-of-way, (curbs, gutters, sidewalks, driveways, etc.,) forms must be checked by the Town before pouring. Please contact the Public Works department at least seventy two (72) hours prior to start of work to schedule any necessary inspections.

Comprehensive General Liability insurance shall be provided in amounts not less than \$1,000,000 combined single limit applying to bodily injury, personal injury and property damage are required. Additional Insured Endorsement shall also be provided wherein the Town is named as an additionally insured on a separate endorsement sheet that modifies the general liability policy. (see insurance instructions form for more information)

Special Conditions:

For Agency Use Only		
Accepted by:		Fees:
Final inspection cleared:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application:
Insurance on file:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Plan Review & Inspection:
Indemnification agreement on file:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Subtotal:
Road Moratorium:	<input type="checkbox"/> Yes <input type="checkbox"/> No	TSF:
Security deposit received:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total: \$

<u>Encroachment Permit Approval</u>		
Permit Number:	_____	Date: _____
Approved by:	_____	Date: _____
Inspected by:	_____	Date: _____

72 HOURS PRIOR TO STARTING WORK:

Please call Underground Service Alert (USA) by dialing “811” from any phone to request utility location in the work area.

Post any “No Parking” or road closure signs.

48 HOURS PRIOR TO STARTING WORK PLEASE EMAIL:

jchinn@townofross.org, Town Manager

emasterson@townofross.org, Police Chief

llopez@townofross.org, Town Clerk

rmaccario@townofross.org, Public Works Superintendent

siamotte@townofross.org, Building Department Secretary

publicworks@townofross.org, Plan review and inspection

Additionally, please call police dispatch directly at 415-453-2727 to inform police and fire that you will be doing the work at that site.

ROAD CLOSURE POLICY:

Roads may only be closed with written authorization from the Public Works Department.

Prior to road closure a 72-hour notice should be given to all of the affected residents.

Prior to starting work every day contractor shall call police dispatch and inform them of the location and length of time of that day’s proposed road closure. The police shall then notify Ross Valley Fire and others as needed.

Roads should ideally not be closed for more than 2-3 hours at a time, and only between the hours of 9am and 3pm unless specifically authorized in writing.