



City of Camarillo
ENCROACHMENT PERMIT
Department of Public Works
601 Carmen Drive, Camarillo, CA 93010
(805) 388-5340

Permit No. _____

Project No. _____

APPLICATION
THIS SECTION TO BE COMPLETED BY APPLICANT

The Undersigned hereby applies for permission to encroach on the following described City Right of Way or other property :

Address: _____

Property Owner: _____

Description of the encroachment work to be done: _____

Contractor: _____

Contractor Address: _____ Phone: _____

NUMBER AND STREET

CITY AND ZIP CODE

Permittee: _____

Permittee Address: _____ Phone: _____

NUMBER AND STREET

CITY AND ZIP CPODE

PERMIT

THIS SECTION TO BE COMPLETED BY THE DEPT. OF PUBLIC WORKS

THE FOLLOWING SPECIAL CONDITIONS ARE ATTACHED:

CITY AND/OR COUNTY STANDARD DRAWING(s) ☐ Res. Dwy. ☐ Comm. Dwy. ☐ Rural Dwy.

☐ Curb, Curb and Gutter, Rolled Curb ☐ Sidewalk ☐ Curb Drain ☐ _____

☐ Utility Trenches **CONTACT DIGALERT 48 HOURS PRIOR TO DIGGING** ☐ City Stormwater Program Sheet
Toll Free: 811 Website: www.digalert.com

☐ CITY DRAWING Nos. _____

☐ ATTACHED SKETCH

☐ CALTRANS Std. _____

☐ TRAFFIC CONTROL PLAN ATTACHED

☐ SPECIAL CONDITIONS

CONDITIONS: Permittee shall sweep the job site and remove materials and equipment from the right-of-way at the end of each work day unless otherwise approved by this permit. Any material stockpiled in the right-of-way shall be barricaded. Traffic Control shall conform to conditions on page 3. Existing improvements shall be protected in place or replaced in kind if damaged. Permittee must follow requirements under the current Ventura County Municipal Stormwater NPDES permit and use best management practices (see attached sheet).

PERMITTEE SHALL NOTIFY _____, Public Works Inspector Phone: _____
48 HOURS PRIOR TO COMMENCING ANY WORK

City of Camarillo
ENCROACHMENT PERMIT
Department of Public Works
601 Carmen Drive, Camarillo, CA 93010
(805) 388-5340

Permit No. _____

Project No. _____

ACKNOWLEDGEMENT

I understand that any permit that may be granted as a result of this request may be revoked by the City at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, Chapter 13.04 of the Camarillo Municipal Code, the Standard Conditions on page 3 of this permit and any special conditions on page 1, or attached hereto.

I further agree to hold the City of Camarillo and its officials, officers, employees, agents and volunteers harmless of any claims, defense and legal costs, judgments for damages, or other relief against the City as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, of in part, by me or my representatives.

I further understand a violation of any of the conditions of this permit would constitute a violation of Section 13.04.670 of the Municipal Code, and the permittee would be liable for violations by administrative citation. Citation amounts are \$250 for first offense, \$500 for second offense, and \$750 for third and subsequent offenses.

Signature of permittee

Date

Name (Print)

Title (Print)

Permission is hereby granted to perform the activities described above subject to the statutes, ordinances, and conditions described above. Special Conditions hereon and attached here to are made a part hereof by reference. The permission is granted for the period of

_____ to _____

Time extension _____ to _____

By: _____
DEPARTMENT OF PUBLIC WORKS

By: _____ Date: _____

Issuance Fee: _____

Inspection Fee: _____

Atlas Fee: _____

TOTAL: _____

Date Paid/Invoiced: _____

Trust Fund Deposit: _____

Bond: _____

Certificate of Insurance: _____

Franchise: _____

Home Owner's Insurance: _____

City of Camarillo
ENCROACHMENT PERMIT
Department of Public Works
601 Carmen Drive, Camarillo, CA 93010
(805) 388-5340

Permit No. _____

Project No. _____

INSURANCE REQUIREMENTS:

The permittee is required to provide insurance naming the City of Camarillo and its officials, officers, employees, agents and volunteers as an additional insured for general liability and automobile coverage with policy limits of at least \$1,000,000 per occurrence which insurance shall be primary and non-contributory. The permittee must submit proof of insurance to the City in the form of a certificate of insurance and an endorsement prior to the insurance of this permit by the City.

TRAFFIC CONTROL CONDITIONS:

Work in the public right of way that occupies a location for three days or less shall conform in principle to the recommended standards in the *Work Area Traffic Control Handbook* (WATCH). Work exceeding three days shall conform to Part 6, Temporary Traffic Control, of the *California Manual on Uniform Traffic Control Devices* (MUTCD). All signs, barricades, delineators, pavement markings, etc. shall conform to California MUTCD specifications.

If the work requires a lane closure, a detour, or shifting traffic to a different path of travel, the permittee shall prepare a temporary traffic control (TTC) plan and submit it to the City for approval three weeks prior to the anticipated start of work. The primary function of TTC is to provide for the reasonably safe and efficient movement of vehicles and pedestrians through or around TTC zones while reasonably protecting workers and equipment. Flaggers shall be provided where two-way traffic is restricted to one travel lane.

At the end of each work day, streets shall be restored to accommodate two-way traffic and street surfaces shall be restored to smooth conditions, free of humps and depressions, for use by the public. Upon completion of the work project, all existing traffic improvements such as traffic signals, traffic signs, striping and pavement markings which were damaged, removed or obliterated as a result of the permittee's work shall be repaired or replaced. Repairs and replacements shall be equal to or better than the existing improvements and shall match them in finish and dimension.

CLEANUP, BACKFILLING AND COMPACTION CONDITIONS:

CLEANUP AFTER COMPLETION – Immediately after the completion of work, the permittee shall cleanup and remove all materials, earth and debris of any kind. If the permittee fails within 24 hours after having been notified to do so by the City, the work may be done by the City and the permittee charged in accordance with the schedule of fees adopted by the City of Camarillo. When a pole, guy-stub or similar timber is removed and not replaced, the entire length thereof shall be removed from the ground and the hole backfilled and compacted.

BACKFILLING AND COMPACTION – Backfilling and compaction of an excavation shall be in accordance with standards established by the City and adopted by resolution of the City Council, both as to material and method. Backfilling shall commence within 48 hours after work in trench is completed.

RESTORATION OF RIGHT OF WAY – Upon completion of the encroachment work authorized by a permit, the permittee shall restore the right of way, including bridges and any other structure thereon, by replacing, repairing or rebuilding it in accordance with the specifications or any special requirements but not less than to its original condition before the encroachment work was commenced. The permittee shall remove all obstructions, materials, and debris upon the right of way and shall do any other work necessary to restore the right of way to a safe and useable conditions, as directed by the City. When excavation occurs within areas already paved, the City may require temporary paving to be installed within 24 hours after excavated area is backfilled. In the event that the permittee fails to act promptly to restore the right of way as herein provided, or should or should the nature of any damage to the right of way require restoration before the permittee can be notified or can respond to the notification, the City may make the necessary restoration. The permittee shall reimburse the City in accordance with the schedule of charges as adopted by the City Council.

PROTECTION AND REPAIR OF EXISTING FACILITIES CONDITIONS:

PROTECTION AND REPAIR OF FACILITIES – The permittee shall support and protect all wires, cables, pipes, conduits, poles, and other apparatus, both aerial and underground, by a method satisfactory to the owner. The owner has the right to support or protect any of its facilities at the sole expense of the permittee. In any case, if said wires, cables, pipes, conduits, poles or apparatus should be damaged (and for this purpose, pipe coating or other encasement of devices are considered as part of the structure), they may be repaired by the owner at the expense of the permittee or, if authorized by the owner, may be repaired by the permittee under the supervision of the owner. The expense of repairs to any damaged facilities shall be borne by the permittee.

Initials_____