



City of Marina
Public Works Department
211 Hillcrest Ave., Marina, CA 93933 • Phone: (831) 884-1212

APPLICATION AND PERMIT FOR ENCROACHMENT IN CITY STREET AREA

PERMIT NO.

PERMIT EXPIRATION DATE:

APPLICANT/CONTRACTOR

Name:		
Address:		
Phone:	Fax:	Email:
Business License #:	Contractor City License #:	Contractor State License #:
Expiration date:	Expiration date:	Type:
Estimated Cost of Work: \$		
Start Date:	End Date:	Duration:

PROPERTY/SITE INFORMATION

Property/Site Address:
If no address available, describe location using streets, intersections, etc.:

PROPOSED ENCROACHMENT

Describe Proposed Encroachment	
<i>Select project to be done in city's right-of-way:</i> ☐ Driveway Approach ☐ Parking Space Closure ☐ Trench/Asphalt Cut ☐ Landscaping ☐ Storm Drain ☐ Temporary Traffic Control ☐ ADA Ramp ☐ Curb & Gutter ☐ Utility Work (Describe Below) ☐ Other (Describe Below)	<i>Select type of work to be done:</i> ☐ New Construction ☐ Replace Existing ☐ Modify Existing ☐ Annual Encroachment Permit Work Permit #: _____ ☐ Other: _____
<i>Provide detailed additional description of project to be done (attach plans or sketch if necessary):</i>	
☐ Plans or Sketch Attached	

TRAFFIC CONTROL (if applicable)

Please attach the following to the permit application

- ☐ Traffic Control Plan*
- ☐ Construction Schedule

*The following minimum requirements shall be shown on the Traffic Control Plan:

- North Arrow and Scale or "NOT TO SCALE"
- Existing roadway improvements including existing speed limits, street names, striping, medians, traffic signals, pavement legends and signage
- If reducing speed for construction zones use "ROAD WORK SPEED LIMIT 25" signs
- Show entire work area including area where advance warning signs are to be placed.
- Show all proposed signs and/or MUTCD sign reference numbers in a legend

Point of Contact

Name

Address

Phone:

Fax:

Email:

Contractor City License #:

Contractor State License #:

Expiration Date:

Type:

**CALL FOR INSPECTION TWO (2) BUSINESS DAYS BEFORE BEGINNING WORK
(831) 884-1212**

The permittee agrees to properly maintain said encroachment at no expense to the city and to indemnify the City from any liability arising out of or caused by said encroachment, and that all work shall be in accordance with city standards. The permittee unconditionally guarantees and implies warranty for all materials and workmanship affected by this permit for a period of one year from the date of acceptance of the work. Acceptance by the city of the work completed under this permit is not a waiver of the permittee's obligation as stated above.

Applicant/Permittee Signature

Application Date

FOR CITY STAFF USE ONLY**PERMIT FEES**

Item	Quantity	Unit Fee	Subtotal
☐ Temporary Encroachment Permit	_____ EA	\$250.00	\$
☐ Permanent Encroachment Permit	_____ EA	Deposit and Fee Agreement with charges at Fully Allocated Hourly Rates for all personnel involved plus any outside costs.	\$
Curb and Gutter			
☐ 1-50 LF (base permit fee)	_____ LF	\$580.00	\$
☐ 50+ LF	_____ LF	\$580.00 + \$165.00/50LF	\$
Sidewalk			
☐ 1-250 SF (base permit fee)	_____ SF	\$580.00	\$
☐ 250+ SF	_____ SF	\$580.00 + \$165.00/250SF	\$
☐ Sidewalk Ramps	_____ EA	\$580.00 – Per Ramp (Max. 2 Ramps per Permit)	\$
☐ Driveway Approach	_____ EA _____ EA	\$580.00 – Residential \$745.00 – Commercial	\$
Potholes			
☐ 1-5 Locations (base permit fee)	_____ loc	\$1,105.00	\$
☐ 5+ Locations	_____ loc	\$1,105.00 + \$165.00/Location	\$
☐ Construction Haul Route	_____ EA	\$1,070.00	\$
Roadway Construction Inspection			
☐ 1-50SF (base permit fee)	_____ SF	\$1,680.00	\$
☐ 50+ SF	_____ SF	\$1,680.00 + \$1,540.00/50SF	\$
Traffic Control Plan/Inspection			
☐ Residential (1-day)	_____ EA	\$620.00	\$
☐ Arterial/Collector (1-day)	_____ EA	\$780.00	\$
☐ additional days after first day	_____ days	+ \$385.00 each additional day after first day	
☐ Multiple Location	_____ EA	\$555.00 in addition to:	\$
☐ Residential Street (per day)	_____ days	\$110.00 per day	\$
☐ Art/Coll Street (per day)	_____ days	\$220.00 per day	\$
☐ Road Closure (1-day)	_____ EA	\$1,955.00	\$
☐ number of days	_____ days	+\$415.00 per day	
Receipt No.		Total Fee	\$

INSPECTOR COMMENTS:

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PERMIT APPROVED
(To be completed by the City)

By: _____ Date: _____

I have examined the work covered by this permit and find that it is in accordance with the standards of the City of Marina and recommend acceptance.

ENCROACHMENT INSPECTOR

Date: _____

STANDARD ENCROACHMENT PERMIT PROVISIONS

1. All work shall be in accordance with the City of Marina Standard Specifications, Design Standards, and Standard Plans 2006 Edition, as amended (herein after called City Standards). In case of conflict between the City Standards and these Conditions of Approval, the Conditions of Approval shall prevail.
2. Temporary traffic control shall be provided in accordance with the State of California Department of Transportation MUTCD California Supplement, as amended. Traffic control plans must be submitted **two weeks prior to start of construction** and approved by the City Engineer prior to implementation.
3. Pavement restoration shall conform to "A.C. Improved Areas" or "P.C.C Improved Areas" cross-section detail as shown on City Standard Plan No. SD-1.
4. Existing traffic striping, pavement markings, and pavement markers within the limits of the proposed work that are damaged or partially damaged shall be replaced in whole. Upon request by the City Engineer, the permittee shall submit a replacement/rehabilitation plan along with the temporary traffic control plan for review and approval.
5. Existing traffic signal loop detectors within the limits of the proposed work that are damaged shall be replaced per the City Engineer.
6. Notify in writing abutting property owners at least 10 calendar days, and again in 72 hours, in advance of work which would affect their access.
7. Access to private property shall be maintained at all times unless the closing of such access is approved by the City Engineer. The permittee shall request in writing permission from the City Engineer in advance of making such closing.
8. Existing traffic signs shall be protected in place by the permittee during the construction period.
9. The permittee shall furnish, post, and maintain temporary "No Parking" signs in those parking areas in which the permittee will be working at least 72 hours in advance of parking restriction. Include reference to MMC 10.040.40G and CVC 22651(m) on "No Parking" signs.
10. No trench shall be permitted to remain open overnight or when construction activities are not in progress. Each trench shall be backfilled to the surface. The permittee shall not open more trench than can be successfully completed and backfilled in one day. Where this requirement is impracticable, the permittee shall request in writing permission from the City Engineer to extend the trench to its practical limit and to bridge the trench with steel plates. Steel plates shall be imbedded into roadway to match flush to existing grade. The bridging shall be placed to permit an unobstructed flow of traffic. Advanced warning signs shall be required when trenches and other excavation are bridged in the travel way.
11. Personal operated vehicles of the permittee's contractor(s) shall not be parked on the traveled way or shoulders, including any section closed to public traffic.
12. The permittee shall cooperate with Public Safety Department relative to handling traffic through the area and shall make arrangements relative to keeping the working area clear of parked vehicles. See Provision 9 for clarification on "No Parking" signage requirements.
13. Permittee shall follow MMC Section 9.24.040 and 15.04.055 regarding construction noise regulations & Chapter 17.51 for tree protection.
14. Hours of construction within the intersection of Reservation Road and Crescent Avenue shall be between the hours of 8 a.m. and 4 p.m. (standard time) on Monday through Saturday, and between the hours of 10 a.m. and 4 p.m. (standard time) on Sunday and holidays. Holidays shall include New Year's Day, July 4th, Thanksgiving, and Christmas. Hours of construction on Imjin Pkwy shall be between the hours of 9 a.m. and 4 p.m.

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