

ENCROACHMENT PERMIT APPLICATION

Solano County Public Works Engineering
675 Texas Street, Suite 5500
Fairfield CA, 94533-6341
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Phone: (707) 784-6077 FAX (707) 784-2894

FOR SOLANO COUNTY USE
Permit No:
Required Completion Date:

APPLICANT (work by ___ Contractor ___ Private Resident)

LOCATION OF PROPERTY

Name/Contractor (include license #)/Organization

Assessor's Parcel Number (required if associated with work)

Address

Address/work site

City, State, Zip Code

side of N/S/E/W Road Name

Telephone No. E-mail

ft/mi N/S/E/W of Cross Road/Intersection

SEND INVOICE TO (account holders only):

Address City, State, Zip Code Job Number (where applicable)

TYPE OF ENCROACHMENT: () Permanent () Temporary

PROPOSED WORK: () Install driveway Driveway purpose: () Residential () Commercial
() Install utilities (pipeline, cable, conduit, etc.)
() Excavation within: ___ paved roadway ___ shoulder roadway
() Other- indicate: _____

Is this encroachment permit application associated with building permit and/or use permit? Yes ___ No ___

If yes, provide the building permit number and/or use permit number: _____

Describe work fully. Attach complete plans, trench dimensions, dimensioned diagram of driveway location on parcel if applicable, maps, etc.:

When do you plan to start work? (month, year) _____ finish? _____

I certify that all information is true and correct to the best of my knowledge. I agree to comply with all terms and conditions of this permit, including all Standard and Special Conditions, and Federal, State, and County laws and regulations.

Signature of applicant Title Date
(This application does not authorize work. Approved permit will be sent/emailed to the above stated applicant.)

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

() Major () Minor Application Fee: \$ _____ Annual Fee: \$ _____

Inspection Deposit: \$ _____ Receipt No.: _____

Check No.: _____

Concrete Driveway Required? () Yes () No

Utility Underground District? () Yes () No

If yes, will permit require special conditions? () Yes () No

ENCROACHMENT PERMIT STANDARD CONDITIONS

1. The permittee shall comply with all of the terms and conditions of this permit, including any supplemental conditions if applicable, and with the provisions of Chapter 24 of the Solano County Code. Supplemental conditions shall take precedence over these standard conditions, in the event of any conflict. All encroachment work shall be performed in accordance with good design and construction practice. The permittee shall supply a bond if requested by the Solano County Department of Resource Management – Public Works Engineering.
2. The permittee is responsible for all liability for injury to, or death of, any person, or damage to property which may occur through any act or omission of either the permittee or Solano County arising from the issuance of this permit. In the event any claim, suit or action is brought against Solano County, its officers, agents or employees, by reason of, or in connection with, any such act or omission, permittee shall defend, indemnify, and hold harmless Solano County, its officers, agents and employees from such claim, suit or action. If required by Solano County, the permittee shall provide a certificate of insurance that meets Solano County's requirements. The insurance shall normally be in the amount of \$5,000,000, but may be more or less as required by Solano County.
3. The permittee agrees to assume responsibility for the maintenance, repair, and replacement of encroachments installed pursuant to this permit. The permittee agrees that Solano County shall not be responsible for any future damages incurred by any facilities placed underground pursuant to this permit. All encroachments installed pursuant to this permit shall be kept in a good state of repair to include trimming surrounding vegetation/foliage on driveway encroachments to maintain appropriate sight distance according to the current American Association of State Highway and Transportation Officials (AASHTO) standards.
4. All permits, other than those issued to public agencies or public utility having lawful authority to occupy county road, are revocable on five days notice, at which time the encroachment must be removed or relocated as may be specified by the director.
5. This permit shall expire unless all work is performed by the required completion date, but under no circumstances later than two years from the date of issuance of this permit, unless extended by Solano County Public Works. Upon construction completion, this permit will remain valid to allow for the maintenance, repair and replacement of encroachments as described in condition 3 of these standard conditions.
6. The permittee shall provide for public safety and convenience and proper traffic control during construction in accordance with the requirements set forth in the current Manual of Uniform Traffic Control Devices (MUTCD) and the MUTCD California Supplement, and in Sections 7-1.08 and 7-1.09 of the Caltrans Standard Specifications. The permittee shall contact the Senior Engineering Technician (Traffic) at 707-784-6077 and Public Works Operations at 707-421-6055 prior to any lane closure and reopening.
7. Unless the permittee is a public utility, the permittee shall not impede two-way traffic flow on any Solano County road. If the permittee is a public utility, the permittee may provide for one-way traffic only during working hours. In the event the permittee restricts traffic to one-way only, the permittee shall provide appropriate warning signs, cones, barricades and flagmen to direct traffic.
8. The permittee shall be responsible for determining the existence and location of any prior encroachment or underground facility. Should such a prior encroachment or underground facility conflict with the proposed new work, the new permittee must either redesign the proposed new work to avoid such existing facilities, or arrange for any necessary removal or relocation with the prior permittee or underground facility. Any such removal or relocation will be at no expense to the County. The permittee shall locate (horizontally and vertically) such facilities in the field upon the request of Solano County Public Works.
9. The permittee shall, whenever required by law, secure written authorization for any work that must be approved or permitted by any federal, state or local agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate the County's permit.
10. Permanent driveways shall conform to the following requirements: 1) the driveway width shall be a minimum of 12 feet; 2) the driveway shall be paved with 2 inches of asphaltic concrete over 6 inches of aggregate base, or constructed of 5 inches of Portland cement concrete; 3) culverts installed under the driveway shall be a minimum of 15 inches in diameter; 4) the driveway shall in all other regards conform to the Solano County Public Works standard drawing entitled "Driveway Connection" or "Commercial Driveway / Private Road Connection", as appropriate.
11. Temporary driveways shall conform to the following requirements: 1) aggregate base material shall be used for construction of the driveway; 2) the permittee shall remove the driveway and restore the site to its original condition within six months of the date of issuance of this permit. To permanently retain a temporary encroachment, the permittee shall obtain a permanent encroachment permit.
12. Utilities (such as pipelines, cables, conduits, and wires) shall conform to the following requirements: 1) facilities installed under good condition or unmarked pavement must be bored or jacked; 2) if pavement is to be cut, it must be saw cut or jack hammered in neat, uniform lanes; 3) if trenches are to be dug, trench backfill located under the pavement or within three feet of the edge of pavement shall be comprised of structure backfill material, and installed as set forth in Section 19-3 of the State Specifications; 4) all cables installed within ten feet of existing drainage culverts or pipes shall be provided with an armor protective covering; 5) all facilities installed shall be provided with a minimum of 3 feet of cover, and shall be installed no closer than 4 feet from the edge of pavement, unless otherwise noted.
13. Seismic surveys shall conform to the following requirements: 1) no seismic testing shall be performed within the traveled way of any Solano County road; 2) a \$10,000 surety bond shall be on file in the office of the Solano County Department of Resource Management; 2) the permittee shall be responsible for repairing any damages resulting from actions performed pursuant to this permit to the satisfaction of Solano County Public Works.
14. The permittee shall take the following actions (if checked):
 - Contact Underground Service Alert (USA) at 1-800-642-2444 between two (2) and fourteen (14) days before excavating.
 - Repair the affected road structural section according to Solano County Trench Detail.
 - Install a _____ inch diameter (minimum) 14 gauge galvanized corrugated steel pipe (or approved alternate) in accordance with the drawing entitled "Solano County Public Works Driveway Connection".
 - Provide a certificate of insurance in the amount of \$5,000,000 to Solano County's satisfaction.
 - Bore or jack under the existing pavement
 - No cutting of the pavement is allowed.
 - Depress the driveway entrance to provide adequate drainage.
 - Remove the existing curb, gutter and/or sidewalk either by sawing or removing at the nearest joint.
 - Notify _____, the Solano County Road Maintenance Supervisor, at (_____) _____ not less than two working days prior to the start of work.
 - Other: _____