



**City of Menlo Park
Engineering Division
701 Laurel Street
Menlo Park, CA 94025
Telephone (650) 330-6740**

PERMIT NO.: _____
Keep this permit at the work site at all times

**Call 24 hours in advance of working in the public right of way AND for each inspection request.
*Uninspected work will be rejected.***

ENCROACHMENT PERMIT APPLICATION

- | | | |
|---|--|--|
| <input type="checkbox"/> Major Encroachment | <input type="checkbox"/> Temporary Encroachment | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Minor Encroachment | <input type="checkbox"/> Debris or Container Box | <input type="checkbox"/> City-Mandated Repairs |

ONE PERMIT PER ADDRESS

| | | | | | |
|--|--|--|-------|--------------------|-----------|
| Location of Work | Applicant Represents <input type="checkbox"/> Contractor <input type="checkbox"/> Owner | Applicant e-mail: Applicant fax: | | | |
| Name of Applicant (person) | Address | City | State | Zip | Telephone |
| Name of Contractor | Address | City | State | Zip | Telephone |
| California Construction License No. | Menlo Park Business License No. | Est. Start Date | | Est. Complete Date | |
| Estimated Construction Cost <small>(Estimate work in city R/W only. Do not include value of utility.)</small> \$ _____ | Bond or Deposit * \$ _____ | Bond or Deposit provided by: <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Other (provide name, company, address) | | | |

Description of work to be done:

- Applicant submits the following:
- 3 copies of sketch or plans
 - 3 copies of traffic control plans
 - insurance certificate

Call Underground Service Alert (USA) at 1-800-227-2600 before you dig

GENERAL CONDITIONS OF PERMIT ATTACHED.

Signature below acknowledges that special working hours may apply – check the approved traffic control plan.

I hereby acknowledge that I have read this permit and the attached conditions, that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant
(Owner or authorized agent)

Title

Date

DO NOT WRITE BELOW THIS LINE -- CITY STAFF USE ONLY

| | | | | |
|----------------------------------|------|-------------------|-------------------------------|----|
| Approved by Engineering Division | Date | Permit expires | Fees (retained by City) | \$ |
| | | Total Due to City | <input type="checkbox"/> Paid | \$ |

** Bond or deposit requests must originate from the bond/deposit provider. A copy of the original receipt must accompany the refund request. All deposits or bonds are subject to forfeiture to comply with City Codes and Ordinances.*



GENERAL CONDITIONS OF PERMIT

Engineering Division
701 Laurel Street
Menlo Park, CA 94025

Notification of Work or Inspection Requests: (650) 330-6740

1. This permit, regardless of when dated, shall not be in effect until the applicant has obtained all licenses and other permits required by law.
2. This permit is declared **null and void** if work has not commenced three (3) months after the date of permit issuance.
3. Traffic control plan is required for work that will block public right-of-way. Plan shall include re-routing of vehicles, bicycles and pedestrians.
4. Any damages to existing facilities and improvements above ground or below ground, shall be promptly repaired or replaced at the permittee's expense, and claims for damage to City property must be promptly paid.
5. Applicant is responsible for determining exact locations or depths of existing utilities or other facilities. Call Underground Service Alert (USA) at 1-800-227-2600 a minimum of 48 hours prior to performing work.
6. Applicant carries sufficient insurance to work in the public right of way, and names City of Menlo Park as additional insured. Applicant agrees to keep insurance active for the duration of the project.
7. All work shall comply with the City and Caltrans Standards, including traffic control.
8. **Street Opening, Sidewalk, Curb and Gutter, and Driveway Permits.** Permittee shall notify the Public Works Inspector at least **24 hours prior to: beginning work, inspection requests, or concrete placement.** The number and type of inspections required, and any tests that may be required will be as directed by the Public Works Inspector. The Public Works Inspector may be contacted by calling (650) 330-6740.
9. All trench plates used in the public right of way must have a non-skid surface.
10. Construction activities are restricted to Monday through Friday (City holidays excepted) between the hours of 8:00 AM and 5:00 PM, unless otherwise approved in writing by the Engineering Services Division.
11. A faithful performance bond or a cash deposit in an amount equal to the estimated cost of the proposed work is required for curb and gutter, driveway, or street opening permits
12. This grant of permission does not constitute a deed or grant of easement by the City, is not transferable or assignable and is revocable at any time at the will of the City.
13. This permit does not authorize tree trimming or tree removal.
14. The traffic control plan as attached must be adhered to at all times. *Note that the traffic control plan may have restricted working hours for working in the public right of way, which supersedes the standard encroachment permit working hours.*
15. The use of City property by permittee shall be limited to the purposes set forth by this permit and no structures of any kind, except those expressly permitted shall be erected or placed thereon.
16. Debris boxes/storage containers shall have reflectors so that they can be seen at night. This permit must be taped to the outside of debris boxes in a visible location.
17. This permit does not include overnight street parking for any vehicles. A separate parking permit can be obtained from the Police Department.
18. All stormwater BMP's must be in place between October 15th and April 15th, or as directed by the Public Works Inspector.
19. Additional conditions (if any) are attached to this permit and shall be followed accordingly.

Additional Conditions: