



**Public Works Department**

**Engineering Division**

701 Laurel Street  
Menlo Park, CA 94025  
650-330-6740

**Encroachment Permit Application Instructions  
For Homeowners and Contractors**

Encroachment permits are required whenever a property owner or contractor needs to perform work in the public right-of-way.

“No person shall perform any work, construct any facility, make any excavation or fill any excavation, store materials and/or vehicles in or upon any real property in which the City has an interest, whether by title, easement, right-of-way, license or otherwise, without first obtaining an **encroachment permit** to do so from the Director of Public Works.” (Menlo Park Municipal Code Section 13.18.020)

Other activities requiring an encroachment permit include:

- Installation, replacement or repair of sanitary sewer laterals or water service connections
- Enlargement or replacement of driveway
- Replacement of sidewalk, curb or gutter
- Temporary storage of a debris box or moving container
- Potholing

Please allow 3 to 5 days for the Engineering Division to process the encroachment permit application. Be sure to submit all items listed below, or permit approval may be significantly delayed. Permits for storage of debris or moving boxes and for emergency work can typically be processed within one day.

**List of required items:**

- 1) Fill out an encroachment permit **application form**. A hardcopy is available at the front counter of City Hall, or can be obtained online:  
<http://www.menlopark.org/departments/eng/encroachment.pdf>
- 2) Submit a site specific **sketch of the work** proposed. Include street name labels, pertinent dimensions, and locations of permanent facilities such as joint poles and trees. If the construction activity is related to a development project, include a copy of the plans in lieu of a sketch.
- 3) Submit a **traffic control plan**. Include pedestrian and bicycle diversion, if applicable. Traffic control plan preparation information can be found on the website at:  
<http://www.menlopark.org/departments/trn/traffic%20control%20guidelines.pdf>. For residential streets, a simplified traffic control plan may be applied. Contact staff for further information.

- 4) Submit **fees**, per the master fee schedule. The fee schedule is available online at: <http://www.menlopark.org/departments/eng/EngFeeSched010709.pdf>. Additional fees may be required pending review of the permit submittal package.
- 5) **Proof of insurance**. The City of Menlo Park's officials, agents, employees, and contractors must be named as additional insured. A sample insurance form with minimum insurance limits is available at: <http://www.menlopark.org/departments/pwk/ICS.pdf>
- 6) **Security bond** (required when street pavement will be affected). In most instances, the minimum amount of \$1,000 shall apply. Please note that credit card payments for bonding purposes will not be allowed. Be sure to *save a copy of your receipt if you want the City to return the bond!*
- 7) Contractors must have a City of Menlo Park **Business License**.
- 8) Contractors must have a **State contractor's license** to work in the public right-of-way. Class A and C8 are the most common.
- 9) Photographs of the construction area are helpful, but not required.

These items may be submitted in person at the front counter at the City Administration Building, by email to [nvscribner@menlopark.org](mailto:nvscribner@menlopark.org), or by fax (650) 327-5497.

## Release of Bonds

Upon completion of the work, Contractor may request return of the bond after the following conditions are met:

- 1) Engineering Inspector has done a **final inspection** of the improvements in the public right-of-way. Inspector must approve the open trench, backfill, compaction, forms and finished pavement. Contact the Engineering Division at 650-330-6740 to schedule inspections.
- 2) Submit the **Application for Bond Release** form: <http://www.menlopark.org/departments/pwk/AppForRefundOfBond.pdf>
- 3) Provide a copy of the original receipt.
- 4) Submit to the attention of: Nathan Scribner, Interim Senior Engineer  
Fax: 650-327-5497  
E-mail: [nvscribner@menlopark.org](mailto:nvscribner@menlopark.org)
- 5) A letter will be sent in the mail once the bond release has been processed, with the check following via mail within four (4) weeks.