



**City of Willits Public Works & Engineering Department
STANDARD ENCROACHMENT**

PERMIT NO.

EP ____-____

Application Date:	In compliance with the City of Willits Encroachment Permit General Provisions and California Streets & Highway Code, the undersigned hereby applies for permission to construct the following improvements or otherwise encroach upon a City Road Reservation or Right of Way, as follows:	*CITY USE ONLY*	
Complete all items below. If item is not applicable, enter "N/A" Application is not complete until all required attachments are included.		<input type="checkbox"/> INITIATION FEE COLLECTED TOTAL PERMIT FEE _____	
PROPERTY OWNER INFORMATION		<input type="checkbox"/> FINAL FEE COLLECTED PERMIT APPROVED BY	
PROPERTY OWNER NAME	PROPERTY OWNER PHONE	APPROVAL DATE	
PROPERTY OWNER STREET ADDRESS		PERMIT EXPIRATION / WORK COMPLETE DATE:	
Is the owner's street address the same as the work site address? <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> Insurance Required <input type="checkbox"/> Insurance Certificates Provided <input type="checkbox"/> Insurance Endorsement Provided <input type="checkbox"/> Insurance Reduced <input type="checkbox"/> Insurance Waived <input type="checkbox"/> Performance Bond Provided Date of Supplemental Provisions _____	
SITE ADDRESS (If different than property owner mailing address)			
CONTRACTOR INFORMATION			
COMPANY NAME		COMPANY PHONE	
CONTRACTOR'S LICENSE NO.	CITY OF WILLITS BUSINESS LICENSE NO.		
COMPANY STREET ADDRESS		CITY	STATE
		ZIP CODE	
PROJECT MNGR. NAME	PROJECT MNGR. PHONE	PROJECT MNGR. EMAIL ADDRESS	

PROJECT INFORMATION			
This work is for: <input type="checkbox"/> NEW CONSTRUCTION (Major Work) <input type="checkbox"/> REPAIR / UPGRADE TO EXISTING (Minor Work)			
Were other permits required for this work? <input type="checkbox"/> YES <input type="checkbox"/> NO		TYPE & NO (S): _____	

INSTRUCTIONS:

- 1) Check the appropriate category of work.
- 2) Describe all work to be performed in the City Right of Way in detail.
Nondescript descriptions may result in processing delays.
- 3) Please describe the work in writing, even if plans are attached.
- 4) If more space is needed to describe the work, attach a separate sheet.

<input type="checkbox"/> Sidewalk / Curb / Gutter <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	DETAILED Description of Work
<input type="checkbox"/> Driveway <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	DETAILED Description of Work



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PROJECT INFORMATION continued...

Road Approach

- Commercial
- Single Family
- Multi Family

DETAILED Description of Work

Road Markings

- Removal
- Maintenance
- Addition of New

DETAILED Description of Work

Utilities CONNECTION

- Water
- Sewer
- Storm Drain
- Phone (not City)
- Cable (not City)
- Electric or Gas (not City)
- Other (not City)

DETAILED Description of Work (this section for main connections only. Use below if only a crossing is required)

This does not grant permission to tie into the utility. It only allows for excavation. You must fill out an application for utilities.

Utilities CROSSING

- Water
- Sewer
- Storm Drain
- Phone (not City)
- Cable (not City)
- Electric or Gas (not City)
- Other (not City)

DETAILED Description of Work (this section only for the crossings that enter the right-of-way use the above for connection to the mains)

This does not grant permission to tie into the utility. It only allows for excavation. You must fill out an application for utilities.

Vegetation Management

- Landscaping
- One Time Tree Removal
- One Time Tree Trimming

DETAILED Description of Work

Other

- Survey
- Fencing
- Signals/Signage
- Event Road
- Construction Road Closure
- Event
- Other

DETAILED Description of Work



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Required Insurance Documents

The below **insurance documents** MUST be included with your application in order for your application to be considered complete. Incomplete applications will be returned within 30 days and no further processing will take place. Please check off each item enclosed.

All insurance policies must be \$2,000,000 per occurrence / \$4,000,000 aggregate. If limits for any of the policies are deficient, an excess policy can be provided to show that the required limits are met.

CERTIFICATES OF INSURANCE FOR:

- General Liability
- Automobile Liability
- Worker's Compensation
- Professional Services Liability (if applicable)

GENERAL LIABILITY ENDORSEMENTS:

- Additional Insured Ongoing Operations
- Additional Insured Completed Operations
- Primary / Non Contributory Ongoing Operations
- Primary / Non Contributory Completed Operations
- Waiver of Subrogation

AUTO LIABILITY ENDORSEMENTS:

- Additional Insured
- Primary / Non Contributory
- Waiver of Subrogation

WORKERS COMP/EMPLOYER LIABILITY ENDORSEMENTS:

- Waiver of Subrogation

EXCESS LIABILITY ENDORSEMENTS:

- Schedule of Underlying Coverages/Insurance

PERFORMANCE BOND PROVIDED:

- Documentation from Corporate Surety Company

Other Required Documents

The below **other documents** that MUST be included with your application in order for your application to be considered complete. Incomplete applications will be returned within 30 days and no further processing will take place. Please check off each item enclosed.

- Three (3) sets of (11x17) plans reflective of all items identified in the Project Information section**
The City of Willits has the right to request additional copies, if necessary.
- Site Specific, MUTCD Compliant, Traffic Control Plan**
- Application Deposit of \$75.00 (will be applied towards final fee)**
- I have a City of Willits Business License; the number is referenced above**
- Proper Insurance as Described Above**
- Other Applicable Project Documents (i.e. drainage study). It is the applicants responsibility to determine what other documentation may be needed / required. The City of Willits City Standard may**

The undersigned agrees that the work will be done in accordance with City rules and regulations and subject to inspection and approval.

WRITTEN NAME	TITLE	SIGNATURE
DIRECT PHONE LINE	MOBILE PHONE	EMAIL ADDRESS
APPLICANT MAILING ADDRESS IF DIFFERENT FROM ABOVE		
INDIVIDUAL WHO DRAFTED DRAWINGS (Print or Type)		BUSINESS PHONE

* For all legally binding purposes, this permit shall be considered a contract.