



# City of Turlock Engineering Division

156 S. Broadway, Suite 150  
Turlock, CA 95380  
(209) 668-5520 Fax (209) 668-5563

Permit #:

## APPLICATION FOR ENCROACHMENT PERMIT

**PLEASE PROVIDE ALL INFORMATION FOR ITEMS 1 THROUGH 9 (INCOMPLETE APPLICATIONS WILL BE RETURNED)**

1. Location of Work: \_\_\_\_\_ Assessors Parcel #: \_\_\_\_\_
2. Owner: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_
3. Contractor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
State License Number: \_\_\_\_\_ City/Business License Number: \_\_\_\_\_
4. Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_
5. Description of Work: \_\_\_\_\_
6. Provide an engineers estimate or contractor's bid price for all off site improvements (REQUIRED): \$
7. Total improvement area (square feet):
8. Total new and reconstructed impervious surface area (square feet):
9. Total new and rehabilitated landscape area (square feet):

**PLEASE CHECK ALL ITEMS THAT APPLY (Documents must be submitted and approved by the City prior to issuance of a permit.)**

**10. Insurance Requirements:**

- A. If construction shall be performed by Homeowner, please provide the following:
  - 1. Proof of homeowner's Insurance (Including: general liability coverage, address insured and policy number.)
- B. If construction shall be performed by Contractor, please provide the following:
  - 1. Certificate of Insurance "ACORD" evidencing commercial general liability, automobile liability, and applicable workers' compensation coverages.
  - 2. 30-days Notice of Cancellation Endorsement.
  - 3. Additional Insured CG 20 10 Endorsement naming "the City of Turlock, its elective and appointive boards, officers, agents, employees and volunteers."
  - 4. Additional Insured CG 20 37 Endorsement naming "the City of Turlock, its elective and appointive boards, officers, agents, employees and volunteers."
  - 5. Primary/Non-contributory Endorsement.
  - 6. Commercial General Liability Waiver of Subrogation Endorsement.
  - 7. Workers' Compensation Waiver of Subrogation Endorsement.
- C. If construction shall be performed by Contractor and the work is related to a trip and fall complaint, please provide all items under both A and B.

**11. Improvement Security:**

- A. If construction shall be performed by Contractor, please provide improvement security, in the form of cash, check, bond or letter of credit, equal to 110% of the total construction cost.

**12. Improvement Plans:**

- A. If you do not have plans approved by the City, please provide a sketch of the proposed work showing all dimensions, property lines, existing improvements and proposed improvements.

**13. MS4 Requirements: (If applicable)**

- A. If the proposed work will create a soil disturbance, please provide a completed Erosion and Sediment Control Plan Worksheet (ESCP) or Storm Water Pollution Prevention Plan (SWPPP).
- B. If the proposed work creates or replaces more than 2,500 square feet of impervious surface, please provide a completed Post Construction BMP Worksheet.

**14. Monument Preservation: (If applicable)**

- A. If the proposed work will be in close proximity to property corners or other monuments, please provide the following from a Licensed Land Surveyor or Professional Engineer authorized to perform Land Surveying.
  - 1. Completed Acknowledgement of Monument Responsibility Certificate.
  - 2. Completed Acknowledgement of Monument Preservation Certificate (Required prior to sign-off of permit).

**15. Traffic Control Plan: (If applicable)**

- A. If the proposed work is in the City right of way, please provide a Traffic Control Plan designed in accordance with the MUTCD for temporary traffic control.

**16. Utility Access Agreement: (if applicable)**

- A. If construction includes the televising of City utility pipes, manholes, cleanouts, catch basins or lift stations, a Utility Access Agreement is required.

Applicant (or owner's authorized agent) hereby acknowledges that he/she has read the contents of this application, is familiar with and will abide by City of Turlock standards, specifications, drawings and ordinances. Failure to do so may result in postponement or cancellation of the work and Applicant will be responsible for any costs associated therewith. Applicant hereby assumes all responsibility to construct the improvements in compliance with City of Turlock standards, specifications, drawings and ordinances.

\_\_\_\_\_  
Signature of Applicant (or authorized agent)

\_\_\_\_\_  
Date