



# ENCROACHMENT PERMIT

**City of La Verne**  
Public Works Department  
3660 "D" Street  
La Verne, CA 91750  
(909) 596-8741

## INSPECTION PHONE

**(909) 596-8741**

Inspections shall be required at least two (2) workdays prior to commencing permitted use.

***Failure to obtain inspection shall void this permit***

Hours of Operation  
Mon-Thurs 8 a.m. - 6 p.m.  
Inspections  
8:00 a.m. to 3:00 p.m.

**Work Start Date**

**Expiration Date**

Permit No.

**19-**\_\_\_\_\_

### A. GENERAL INFORMATION:

PROJECT CONTACT PERSON (OR HOMEOWNER) \_\_\_\_\_

EMAIL \_\_\_\_\_ 24 Hr. # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

STATE CONTRACTOR'S LICENSE \_\_\_\_\_ CITY BUSINESS LICENSE \_\_\_\_\_ EXPIRATION \_\_\_\_\_

**B. LOCATION OF PROPOSED WORK** \_\_\_\_\_

**C. PROPOSED WORK** \_\_\_\_\_

**D. DETAILED PLANS** –Submit application and detailed plans electronically to [permits@cityoflaverne.org](mailto:permits@cityoflaverne.org) If plans are larger than 11 X 17, please deliver **three** hard copies to La Verne City Hall at 3660 D Street La Verne, CA 91750. Failure to do so will delay application processing.

**E. ACCEPTANCE OF PROVISIONS** Approval of this permit is subject to the authority and restrictions set forth in Chapters 12.08 and 12.20 of the La Verne Municipal Code (LVMC). By signing this application and utilizing this Public Works Permit when issued, applicant hereby agrees to all rules, regulations and conditions of the aforementioned chapters of the LVMC and all conditions listed in all attachments and incorporated herein by this reference.

**F. HOLD HARMLESS AND INDEMNIFICATION** The permittee hereby agrees to indemnify and hold harmless the City of La Verne (hereinafter "CITY"), its officers and employees, from and against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the CITY, and shall defend, indemnify and hold harmless CITY, its officers, and employees, from and against any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, worker's compensation claims, resulting from or arising out of the work or any temporary or permanent encroachment authorized by this permit. Failure to comply with permit conditions, state or federal laws regarding excavation and dumping, may result in substantial civil and criminal penalties.

### G. APPLICANT'S ACCEPTANCE

\_\_\_\_\_  
(Applicant's Signature Required) DATE: \_\_\_\_\_

### H. ADDITIONAL REQUIREMENTS

a. \_\_\_\_\_

b. \_\_\_\_\_

### I. CITY APPROVAL

\_\_\_\_\_  
(Public Works Approval) DATE: \_\_\_\_\_

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**I. GENERAL REQUIREMENTS**

**a. Standard Specifications** All work shall be performed in accordance with all applicable city ordinances and state laws and shall conform to the latest edition of the Standards and Specifications for Public Works construction (“Green Book”) and City of La Verne Standards and Specifications.

**b. Insurance Requirements** Prior to commencement of authorized work, the applicant shall cause the City of La Verne to be named as an additional insured on a general liability policy with coverage limits of at least \$1,000,000.00 (One Million Dollars) (include endorsement page) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit (\$2,000,000).

The insurance certificate MUST specify the following language as additional insured **“The City of La Verne, its elected and appointed officials, employees and/or agents”**. Said insurance shall be primary to any other policy and shall clearly cover proposed operations and the portion of the property encroaching into the public rights of way, if any. Said policy shall require the insurance carrier to give the City of La Verne at least 30 (thirty) days advance, written notice of any termination, cancellation, non-renewal or material alteration of the policy. *Owner/Builder applicants must submit a copy of their homeowners insurance showing coverage of at least \$1,000,000.00.*

**c. Responsible Party** No party other than the named permittee or their agent is authorized to work under any permit.

**d. Permit** and approved plans shall be maintained on job site

**e. Underground Service Alert** Underground Alert shall be contacted at least **two working days** prior to the beginning of construction at 1-800-227-2600. It is the responsibility of the applicant to notify the utility companies before starting any construction that may involve their underground or overhead facilities. The applicant is responsible to pay for any removal or relocation of any utility and for the repair of any damage to utility during construction.

**f. Start and Completion of Work** Permit is void if work is not started within 30 days and continued to completion.

**g. Permits Required by Other Agencies** This permit is valid ONLY for the public right of way. Applicants must obtain all other permits required by other public or private agencies or individuals necessary in order to perform the intended work. If this provision is not complied with, this permit shall be null and void.

**h. Inspections** *Inspections are performed Monday through Thursday between 8 a.m. and 3 p.m.* Inspections shall be required at least two working days prior to commencing permitted use. Failure to obtain inspection shall void this permit and may require removal of work performed.

**i. Permitted Work Days and Hours** Monday-Friday from 7 a.m.-5 p.m.,

**II. SITE REQUIREMENTS**

**a. Street/Lane Closures** Per WATCH Manual requirements, applicant shall maintain a minimum of one paved traffic lane and one bike lane in each direction at all times during the construction work. Additional lanes may be required to remain open to traffic on arterial and collector streets. Prior to any street, traffic lane or bike lane closure, the applicant shall receive approval from the Public Works Department. It is the applicant’s responsibility to notify the Police and Fire Department of any street, traffic lane or bike lane closure each day.

**b. Barricades** Barricades must be kept on all trenches, excavations and obstructions. Lights must be maintained at night. All signs, flags, lights and other warning and safety devices shall conform to the requirements set forth in the current Traffic Manual issued by the State of California.

**c. Access** Access to fire hydrants shall be maintained at all times. Access to adjacent property shall be provided.

**d. Clean Work Site** Applicant shall keep the public right of way clean and clear of building materials on all streets. Refuse or unused materials shall be removed within three (3) days after completion of the work or it may be removed by the City and the cost of removal billed to the applicant.

**e. Drainage** Existing drainage conditions must be provided for in every instance.

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**III. CLEAN WATER/NPDES REQUIREMENTS**

- a. Take measures to protect storm drain inlets prior to construction (asphalt, concrete removal, sawcutting, applying seal coat, slurry seal, etc.) Cover inlets or block or berm around inlets using sandbags or equivalent filter devices. Clean afterwards by sweeping or vacuuming all related materials.
- b. Do not wash excess material from exposed aggregate concrete or similar treatments into an unprotected street or storm drain inlet.
- c. Use only as much water as necessary for dust control to avoid runoff.
- d. Clean up spills and leaks from equipment and work site areas using "dry" methods. Properly dispose of absorbent materials.
- e. If it rains, take appropriate action to prevent pollution of storm water runoff.

**IV. CONSTRUCTION REQUIREMENTS**

- a. **Backfill and Restoration of Surfaces** Excavation backfill and restoration of surfaces shall conform to the latest edition of the Standards and Specifications for Public Works construction ("Green Book") and City of La Verne Standards and Specifications. Compaction testing, if required by the "City", shall be the responsibility of the applicant.
- b. **Temporary asphalt** Temporary asphalt (cold mix) may be used, but must be rolled flush with adjacent paving, maintained at all times and replaced within four weeks with permanent asphalt.
- c. **Restoration** In every case, the permittee shall be responsible for restoring to the specifications, as nearly as may be possible, any portion of the City facility that has been excavated or otherwise disturbed by permittee. The permittee shall maintain the surface over facilities placed under any permit. If the facility is not restored as herein provided for, or if the Department elects to make repairs, permittee agrees by acceptance of permit to bear the cost thereof.
- d. **Pavement Markings:** All pavement markings removed during construction must be repainted to the pre-existing condition.

If checked, please refer to attached sheet(s) for additional conditions and requirements.

**V. INSPECTORS RECORD**

DATE	WORK INSPECTED/NOTES	INSPECTOR

**VII. PAYMENT INFORMATION**

FEE	DATE PAID	METHOD OF PAYMENT

## SITE PLAN

- a) Submit this site plan along with your application.
- b) Show right of way measurements. Right of Way \_\_\_\_\_
- c) Show location of all utilities (water meter, electric, cable, etc.).
- d) Give measurements from each utility to proposed improvement.
- e) Give all dimensions of proposed improvement and where it will be placed in the right of way.

Street Name