



CITY OF FORT BRAGG  
ENCROACHMENT PERMIT APPLICATION

416 N. FRANKLIN STREET  
FORT BRAGG, CA 95437  
(707) 961-2823

Permission is requested to encroach on the City of Fort Bragg right of way as follows: (Complete all items: Use NA if not applicable.) Application is not complete until all required attachments are included.

Location:

Address or Street Name

Cross Street (include distance and direction)

Portion of Right of Way

Work to be performed by ☐ Own Forces ☐ Contractor

Est. Starting Date

Est. Completion Date

Start/End Times (a.m./p.m.)

Estimated Cost in City Right of Way

DESCRIBE WORK WITHIN CITY RIGHT OF WAY (ATTACH SKETCH):

NOTE: If application is for excavation and/or piping please attach plans (5 sets folded 8-1/2 x 11), specs, calcs, maps, etc.

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH CITY OF FORT BRAGG RULES AND REGULATIONS AND SUBJECT TO INSPECTION AND APPROVAL

Organization or Applicant

Phone

Architect, Engineer or Project Manager

Phone

Address (include city and zip code)

Authorized Signature

Title

Date Received  
At City Hall

TO BE COMPLETED BY CITY

LIABILITY INSURANCE REQUIRED? ☐ No ☒ Yes Amount \$2 MILLION

ENVIRONMENTAL REVIEW REQUIRED: ☐ No ☐ Yes

FEES (Account 110-0000-3731):

Issuance Fee: \$ 75.00

Permit Fee: \$ \_\_\_\_\_

SITE INSPECTION REQUIRED: ☐ No ☐ Yes  
(Site Inspection is to verify that applicant has met all encroachment permit conditions. Please contact the Engineering Department at 961-2823 to schedule inspection.)

Inspected by: \_\_\_\_\_

Date of Inspection(s): \_\_\_\_\_

cc: Public Works Department \_\_\_\_\_  
Police Department via FAX \_\_\_\_\_  
Applicant \_\_\_\_\_  
Community Dev. Dept. \_\_\_\_\_  
Engineering Dept. \_\_\_\_\_

Logged into computer \_\_\_\_\_

Date

Initials

Check category below which describes the Project:

- |  |   |
|--|---|
| <input type="checkbox"/> Survey  | <input type="checkbox"/> Mailbox  |
| <input type="checkbox"/> Flags, Signs, Banners<br>Decorations  | <input type="checkbox"/> Parades,<br>Celebrations                       |
| <input type="checkbox"/> Public Utility Modifi-<br>cations, Extensions,<br>Hookups                                 | <input type="checkbox"/> Erosion Control                                |
| <input type="checkbox"/> Sidewalk/Gutters  | <input type="checkbox"/> Movie, TV Filming                              |
| <input type="checkbox"/> Single Family Dwelling<br>Driveway  | <input type="checkbox"/> Sidewalk Sale                                  |
| <input type="checkbox"/> Ditch Paving  | <input type="checkbox"/> Maintenance of Exist-<br>ing Landscaping       |
| <input type="checkbox"/> Regulatory Warning,<br>Information Signs  | <input type="checkbox"/> Fence  |
| <input type="checkbox"/> Facade Restoration  | <input type="checkbox"/> Remove/Replace<br>Distinctive Road<br>Markings |
| <input type="checkbox"/> Street Furniture (planter box, bench, etc.)   |   |
| <input type="checkbox"/> Maintenance, Reconstruction, or Resurfacing of a Drive-<br>way or Road Approach           |   |
| <input type="checkbox"/> None of the Above. If project cannot be described in<br>above categories, describe: _____ |   |

ATTACHMENT B

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## ENCROACHMENT PERMIT GENERAL PROVISIONS

1. A permit is issued under the provisions of Chapter 5.5 of Division 2 of the Streets and Highways Code and Chapter 9.78 of the Fort Bragg Municipal Code. Except as otherwise provided for public agencies and franchise holders, the permit is revocable on five (5) days notice.
2. It is understood and agreed by the applicant that the doing of any work under the permit shall constitute an acceptance of the provisions, terms, conditions and/or restrictions
3. Before starting any construction work authorized by the permit, the permittee shall notify the Engineering Department. Such notice shall be given at least 48 hours in advance of the time work is to start. If the work entails street closures or detours, please see Special Conditions attached
4. The permit shall be kept at the site of the work and must be shown to any representative of the grantor or any law enforcement officer upon demand.
5. PUBLIC CONVENIENCE - Applicant shall so conduct his operations as to offer the least possible obstruction and inconvenience to the public. Unless otherwise provided on the permit, all public traffic shall be permitted to pass through the work with as little inconvenience and delay as possible. Spillage resulting from hauling operations along or across any public traveled way shall be removed immediately by the permittee at his expense. Any soil or debris tracking from a construction site is strictly prohibited. If the spillage is hazardous, the Mendocino County Office of Environmental Health must be notified at 964-2714, as well as the Fort Bragg Police Department at 964-0200.
6. PUBLIC SAFETY - Should the Applicant's operations create a condition hazardous to the public, he shall furnish, erect, and maintain, at his expense, such fences, barricades, lights, signs, and other devices as are necessary. Applicant shall furnish at his expense, such flagmen and guards as are necessary to prevent accidents or damage or injury to the public. No material or equipment shall be stored where it will interfere with the free and safe passage of public traffic. Should the Applicant's operations create a condition hazardous to traffic, please see Special Conditions attached.
7. All work shall conform to recognized standards of construction and those specifications prescribed on the face of this permit. All the work shall be done subject to the supervision of, and to the satisfaction of, the grantor. Upon completion of the work, all brush, timber, scraps, dirt, mud, construction dust or debris, and material shall be entirely removed and the right of way left in as presentable condition as before work started. Work which requires the presence of an employee of the grantor as inspector, the salary and other incidental expenses of such inspection during the work shall be paid by the permittee upon presentation of a bill therefor.
8. It is understood by Applicant that whenever construction, reconstruction, or maintenance work on the highway may require the relocation of the installation provided for herein, it shall, upon request of the grantor, be immediately moved by, and at the sole expense of, the permittee.
9. An encroachment permit does not relieve permittee from the responsibility of obtaining all applicable permits and/or licenses as may, in connection with the work or activity therein described, be required from other public agencies and/or commissions. Failure by applicant to secure all necessary and applicable permits and/or licenses shall nullify the permit.
10. LIABILITY FOR DAMAGES - Applicant is responsible for all liability for personal injury or property damage which may arise out of work herein permitted, or which may arise out of failure on the permittee's part to perform his obligations under the permit in respect to maintenance. In the event any claim of such liability is made against the City of Fort Bragg, or any department, officer, or employee, thereof, applicant shall defend, indemnify and hold them and each of them harmless from such claim.
11. DUE CARE shall be exercised to avoid injury to existing Highway improvements or facilities. City road surfacing shall be replaced by equal or better than the surfacing disturbed. The cost of all materials, labor, etc. necessary for installation of the encroachment shall be borne by the permittee. The cost of any labor and materials for repairs to the road by city forces, made necessary by the work done under the permit, shall be charged to the permittee at actual cost.
12. If the work herein contemplated shall interfere with the established drainage, ample provision shall be made by the permittee to provide for it as may be directed by the grantor.
13. Upon completion of underground or surface work of consequence, the permittee shall furnish a plan to the Department of Public Works showing the location and details.
14. The permittee agrees by the acceptance of the permit to exercise reasonable care to maintain properly any encroachment placed by it in the highway and to exercise reasonable care in inspecting for and immediately repairing, and making good any injury to any portion of the highway which occurs as a result of the maintenance of the encroachment in the highway or as a result of the work done under the permit including any and all injury to the highway which would not have occurred had such work not been done or such encroachment not placed therein.
15. Permittee shall obtain an encroachment permit from the Office of the City Clerk prior to advertising the conduct of the activity. Permittee shall arrange for adequate security, traffic and litter control by conferring with the Police Department. Permittee shall reimburse City for any extraordinary costs of providing City services in support of the event. Extraordinary costs may include City employee overtime, disposal fees, the cost of supplies and materials and/or contract services.

Approved: \_\_\_\_\_

(City Clerk)

\_\_\_\_\_  
(Date)

A FULLY EXECUTED COPY OF THIS APPLICATION SHALL CONSTITUTE A PERMIT





**City of Fort Bragg**  
**Administrative Regulation No. I-1**

**INSURANCE REQUIREMENTS**

**I. OBJECTIVE**

The City of Fort Bragg practices risk transference in order to limit the City's liability as part of

- 1) issuing permits for events including, but not limited to, special events, street furniture, sidewalk sales, construction and remodeling, and operation of peddler vehicles and taxicabs;
- and 2) entering into contracts/agreements with contractors and consultants.

**II. PROCEDURES**

1. Prior to performing any work for which insurance is required under the Municipal Code or other City regulations, the applicant shall meet with the City Clerk, or his or her designee, to discuss the limits of insurance required.
2. The City Clerk's office will provide these requirements, including preferred certificates and endorsements, in writing to the applicant and/or his or her insurance broker.
3. Insurance provided as required above shall be effective throughout the term of the contract or permit.
4. Types and limits of insurance are summarized below. Depending on the type and location of work, these amounts may be increased at the City's discretion.

**a) Contractors Working for the City**

- General Liability: \$2 million per occurrence / \$2 million aggregate for bodily injury, personal injury, and property damage is required **at a minimum**. The amount for specific projects will be determined depending on the type of work being performed and included in the Request for Proposals and the Construction Contract.
- Automobile Liability: \$2 million combined single limit per accident for bodily injury and property damage.
- Workers' Compensation: Statutory Limits as required by the State of California and Employer's Liability Insurance of \$1 million per accident for bodily injury or disease.

**b) Consultants Working for the City**

- General Liability: \$1 million per occurrence / \$2 million aggregate for bodily injury, personal injury, and property damage. The amount for specific contracts will be determined depending on the type of work being performed and will be included in the Request for Proposals and the Professional Services Agreement.
- Automobile Liability: \$1 million combined single limit per accident for bodily injury and property damage.
- Workers' Compensation: Statutory Limits as required by the State of California and Employer's Liability Insurance of \$1 million per accident for bodily injury or disease.
- Professional Liability: \$1-2 million covering errors and omissions. The amount for specific contracts will be determined depending on the type of work being performed and will be included in the Request for Proposals and the Professional Services Agreement.

**c) Encroachment Permits**

- General Liability: \$1-2 million per occurrence / \$1-2 million aggregate for bodily injury, personal injury, and property damage depending on the type, location, and duration of the permit.
- Workers' Compensation: Statutory Limits as required by the State of California and Employer's Liability Insurance of \$1 million per accident for bodily injury or disease.