



A Tradition of Stewardship
A Commitment to Service

ENCROACHMENT APPLICATION/PERMIT

Department of Public Works - Roads Division

1195 Third Street, Suite 101

Napa, CA 94559-3082

(707) 944-0196 or (707) 253-4351

PMC Application # _____

PLEASE FILL IN ALL BLANKS BELOW:

Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

LOCATION OF ENCROACHMENT- Give street addresses, approximate distance to nearest public road intersection, and the approximate location in the field to any readily identifiable fixed object.

DESCRIPTION OF WORK TO BE PERFORMED - Detailed plans or sketch required with application submittal

Assessor's Parcel Number: _____ Expected Date of Completion: _____

Associated Building-Grading Permit #: _____

UNDER GROUND SERVICE ALERT TAG #
Applicants are required to call 811 to obtain a tag number

***Please return this application to the address as shown above with signature and fee as required.
In completing and signing this application, I agree to comply with all terms and conditions of the permit:***

Signature of Applicant: _____ Date: _____

BELOW IS FOR OFFICE USE ONLY

This permit is issued on _____ subject to the conditions and restrictions attached and to the special regulations listed on the reverse side hereof. The terms of this permit shall be strictly complied with and only the work specifically authorized hereby shall be accomplished.

THIS PERMIT EXPIRES: _____ BY: _____

- Encroachment - Standard \$465.88
- Encroachment - Road Improvements/Trenching
Requires Deposit of \$3,000/\$5,000 Multiple Permit
- Encroachment - Utilities \$465.88
- Encroachment - Fee Waiver
(Must meet Napa County Code for Fee Waiver)

PERMITTEE NOTES:

All Encroachments over, upon or under County Road rights of way are regulated by County of Napa Code TITLE 12 ROADS AND VEHICLES - ENCROACHMENTS and the ROADS AND STREETS STANDARDS adopted pursuant thereto. Copies of these are available for review at the Department of Public Works, 1195 Third Street, Room 101, Napa, California 94559. The failure of the Permittee to fully accomplish or satisfy the terms hereof shall render this permit null and void.

GENERAL PERMIT REGULATIONS

- Work done under this permit shall be in accordance with the latest edition of the California Manual on Uniform Traffic Control Devices, the above mentioned code, and the specifications and provisions listed herein: The Napa County Code and attached specifications shall govern in case of conflict.
- Permittee is responsible to obtain all other permits required by other public or private agencies or individuals for the performance of the intended work.
- Underground Service Alert (USA) must be contacted at 811 or on the web at www.usanorth811.org. The ticket or tag number must be listed on the front side of this application form prior to the issuance of the permit. Proof of renewal from USA must be submitted to the Roads Division prior to final permit closure.
- Authorization for any installation granted by virtue of this permit is revocable by the County at any time.
- Whenever County sponsored construction, reconstruction or maintenance work on the highway or facility requires any installation authorized by this permit shall, upon order of the Road Commissioner, be promptly removed or relocated by and at the expense of the Permittee.
- The Permittee shall provide, erect, and maintain all safety measures and warning signs, lights or other barricades in accord with the current edition of the California Manual on Uniform Traffic Control Devices. All signage shall be out of the bicycle lane whenever possible. Failure of these standards may result in the County performing these functions and billing the applicant.
- During work within the traveled way, at least one 12-foot wide traffic lane shall be open at all times unless specifically authorized. Access to existing driveways and fire hydrants shall be provided for at all times.
- Existing drainage facilities must be operable at all times.
- There shall be a minimum of 30 inches of cover over pipes and conduits installed, except as may be specifically authorized by this permit.
- Upon completion of the work, the Permittee shall clean the Right of Way of all rubbish, debris, trees, brush, excess material, and temporary structures. Road and Right of Way shall be left in a neat and clean condition free of all extraneous debris and dirt and shall leave the area in at least as presentable a condition as before the work began.
- ***GUARANTEE: For a period of one year after acceptance by the COUNTY, the permittee shall guarantee all work performed under this permit. Any failure caused by defective materials or workmanship shall be promptly repaired or replaced at the permittee's expense. Failure of the permittee to make such corrections within any time period demanded by COUNTY will cause the COUNTY to make or have made any necessary repairs at the permittee's expense.***
- County assumes no responsibility for any damages to the encroachment authorized by this permit due to roadway maintenance or construction activities.
- Permittee agrees to hold the County and its officers harmless for any and all claims or liabilities as a consequence of the issuance of this permit. Permittee shall be responsible for all costs incurred by County relative to Permittee's activities under this permit, including reasonable attorney's fees.
- Erosion control measures shall be provided for work performed between October 15 and May 1 as approved by the County's Planning, Building and Environmental Services Department and shall be at Permittees expense.
- The joint between proposed driveway access and the public roadway shall be saw cut in a neat and straight line.
- The Permittee shall be responsible for all work to connect the driveway with the existing public roadway.
- All costs of construction shall be the responsibility of the Permittee.
- Maintenance, replacement, repair and cleaning of culvert(s), including inlets and outlets, are strictly the responsibility of the Permittee.
- The Permittee shall maintain roadside vegetation to provide adequate sight distance for ingress and egress from the driveway.
- **The Permittee shall notify the Roads Division THREE (3) days prior to the commencement of any work authorized by this permit and shall advise when the work is complete and ready for final inspection. This permit shall be kept at the job-site at all times. Please call 944-0196 to notify of work and schedule final inspection.**