



CITY OF SANTA CLARA ENCROACHMENT PERMIT APPLICATION

PUBLIC WORKS DEPARTMENT 1500 WARBURTON AVE., SANTA CLARA, CA 95050 TEL.: (408) 615-3000 FAX: (408) 985-7936 E-mail: engineering@santaclaraca.gov

NOTE: Minimum review time is 3 weeks, depending on complexity of project and Engineering staff workload. It is also the Permittee's responsibility to comply with all insurance requirements prior to issuance of the Encroachment Permit. Please be advised that the Santa Clara City Council adopted a Pavement Preservation Ordinance, [Ordinance No. 1998](#), to preserve pavements by restricting cuts and excavations in pavements that have been recently resealed, constructed, reconstructed, or resurfaced. For a current list of restricted streets and future list of restricted streets, see the link (<https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/pavement-preservation-ordinance>). Applicant may complete the Pavement Preservation Ordinance Exemption Request form (<https://www.santaclaraca.gov/home/showpublisheddocument/75487/637705113837500000>) for staff review on a case by case basis.

Is the proposed work area within the current list of restricted streets? Yes No (check one)

Project Title: _____

Location Of Work/Address: _____

PROPOSED WORK INFORMATION (CHECK ALL APPLICABLE ITEMS BELOW):

					ESTIMATED START OF CONSTRUCTION DATE: ____ / ____ / ____				
<input type="checkbox"/> CLEANOUT	<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> MONITORING WELL	<input type="checkbox"/> SANITARY SEWER MAIN	<input type="checkbox"/> STORM DRAIN LATERAL					
<input type="checkbox"/> COMMUNICATION	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> PAVEMENT	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> STORM DRAIN MAIN					
<input type="checkbox"/> CURB & GUTTER	<input type="checkbox"/> GAS	<input type="checkbox"/> POTHOLE	<input type="checkbox"/> SOIL BORING	<input type="checkbox"/> WATER					
<input type="checkbox"/> CURB RAMP	<input type="checkbox"/> MANHOLE	<input type="checkbox"/> SANITARY SEWER LATERAL	<input type="checkbox"/> OTHER:	_____					
DETAILED DESCRIPTION OF WORK: _____									
DESCRIPTION OF ATTACHED PLANS: _____								No. of Sheets: _____	
CONSTRUCTION COST (See note 3 below): \$ _____						Your Job No.: _____			

OWNER/APPLICANT INFORMATION:

NAME: _____	PHONE NUMBER: _____
ADDRESS: _____	CELL PHONE: _____
_____	FAX NUMBER: _____
_____	EMAIL: _____

ENGINEER/CONSULTANT INFORMATION:

NAME: _____	PHONE NUMBER: _____
ADDRESS: _____	CELL PHONE: _____
_____	FAX NUMBER: _____
_____	EMAIL: _____

PERMITTEE INFORMATION:

NAME: _____	PHONE NUMBER: _____
CONTACT PERSON: _____	EMERGENCY NO.: _____
ADDRESS: _____	FAX NUMBER: _____
_____	EMAIL: _____

NOTE: Permittee must have the following documentation prior to issuance of an Encroachment Permit:

1. Current business license with the City of Santa Clara. Call the Business License Unit @ (408) 615-2310 for an application or visit City website <http://www.santaclaraca.gov/>
2. Insurance documents in compliance with minimum requirements. Call Engineering Department @ (408) 615-3000 for the minimum requirements and to register for an Ebix account, if necessary.
3. Signed bid document or cost estimate subject to City review and approval.
4. The initial Encroachment Permit fees below shall be paid upon submittal of the Encroachment Permit application. The City shall determine the initial fees and will not start review of the plans until the initial fees are paid.

INITIAL ENCROACHMENT PERMIT FEES (NON-REFUNDABLE):

PROCESSING FEE.....	PARTIAL PLAN CHECK FEE – STREET.....
PARTIAL PLAN CHECK FEE – ENGINEERING.....	PARTIAL PLAN CHECK FEE – STREET (PKWYS & BLVDS).....
PARTIAL PLAN CHECK FEE – ELECTRIC.....	PARTIAL PLAN CHECK - WATER.....
TECHNOLOGY FEE.....	TOTAL: _____

SUBMITTAL INFORMATION:

APPLICANT'S SIGNATURE: _____	DATE: ____ / ____ / ____
PRINT APPLICANT'S NAME: _____	



ENCROACHMENT PERMIT (EP) PROCESS Flowchart & Checklist

Applicant

PLAN REVIEW:

- 1. FILL OUT EP APPLICATION AND SUBMIT APPLICATION ALONG WITH 7 COPIES OF COMPLETE CONSTRUCTION PLANS FOR REVIEW**
 (see page 2 for Plancheck list)

 [NOTE: Please allow a MINIMUM of 3 weeks for each review cycle, depending on complexity of project and staff workload.]
- 2. PROVIDE CONSTRUCTION ESTIMATE BREAKDOWN**
 (only for work in the public right-of-way)
- 3. PAY INITIAL EP FEES**
 (Processing and partial plan check fees.)
- 4. PLANS APPROVED BY CITY**
 (Provide 4 final copies; 3 for City records and 1 returned to applicant upon EP issuance.)

PRE-PERMIT ISSUANCE:

- 5. CONTRACTOR MUST HAVE CURRENT CITY BUSINESS LICENSE**
- 6. CONTRACTOR INSURANCE IN COMPLIANCE WITH EP REQUIREMENTS**
 - Call Land & Property Development Division (LPD) @ (408) 615-3000 to register for an Ebix account.
 - FAX or EMAIL insurance documents to Ebix Customer Service @ (770) 325-0409 or ctsantaclara@ebix.com (see page 3).
 - LPD does NOT review insurance documents. Call Ebix Customer Service @ (951) 766-2280 to verify if the documents have been reviewed and cleared, prior to issuance of the Encroachment Permit

PERMIT ISSUANCE:

- 7. PAY EP FEES @ FINANCE DEPARTMENT**
 (see page 5 for fee schedule)
- 8. PERMIT ISSUED**
 [NOTE: Work may proceed only AFTER two working days and permittee notifies the Public Works Inspector at least one (1) full City working day.]

CONSTRUCTION:

- 9. CALL USA @ 811 or 1-800-227-2600**
- 10. CALL ENGINEERING FIELD SERVICES DIVISION @ (408) 615-3000 AT LEAST 24 HOURS IN ADVANCE OF WORK.**
- 11. FIELD SERVICES DIVISION SIGNS OFF EP UPON COMPLETION OF WORK.**

Notes:



ENCROACHMENT PERMIT (EP) Plancheck List

In order to meet approval, plans submitted for review shall include the following minimum items, unless otherwise noted or not applicable. This checklist does not preclude the use of the City of Santa Clara (CSC) Design Criteria handbook (available online) to aid in preparing plans for construction in the public right-of-way and City easements, nor to take responsibility for professional engineer's work. For additional information or questions on EPs, call the Land & Property Development Division @ (408) 615-3000.

NOTE: ONLY FIRST TEN ITEMS APPLY FOR MINOR EP CONSTRUCTION WORK SUCH AS DRIVEWAY INSTALLATIONS/MODIFICATIONS and/or WIDENINGS

No.	Item Description	Yes	No	N/A
	▶ FIRST SHEET/PAGE REQUIREMENTS:			
1.	Title of Project (with brief description of work to be done in public right-of-way, if not specifically indicated in Title)			
2.	Assessor's Parcel Number (APN) and complete address of Project, or nearest address			
3.	Location Map (photocopies of common road maps or topo maps are generally NOT acceptable) and North arrow			
	▶ GENERAL REQUIREMENTS:			
4.	Plans legibly drawn and adequately dimensioned			
5.	Plans drawn to scale, no smaller than 1" = 40' for horizontal and 1" = 4' for vertical			
6.	Construction Notes, Legend, and dimensions are clear			
7.	ID all streets, right-of-way widths, centerlines and face-of-curb to property-line distances			
8.	Location of proposed construction referenced to cross streets and street centerline or right-of-way line or property line.			
9.	Location and dimension of existing curb, gutter, sidewalk, driveways and pavement. Other existing facilities shall be shown in sufficient detail to identify areas of potential conflict.			
10.	Show all curb, gutter, sidewalk and pavement to be removed and replaced in sufficient detail to compute an accurate area.			
11.	Elevations referenced to City benchmark (call Engineering @ (408) 615-3000 and have address or APN ready)			
12.	Continuous stationing, for projects exceeding 100' in length.			
13.	Profile drawing of all proposed underground facilities to be installed by open cut, push or bore method, complete with location of existing crossing utilities.			
14.	For proposed utility line, indicate material (RCP, VCP, PVC, etc.), size & slope			
15.	Reference depth of trench to existing top of curb. If no curb exists, reference shall be made to the crown or centerline of street.			
16.	Detail of trench section(s) properly dimensioned, including proposed facilities, width and depth of excavation, backfill methods and materials proposed, and structural pavement section and surface treatment in unpaved areas (Reference may be made to City Standards).			
17.	Location and depth of all existing parallel and transverse electric, water, gas, sanitary sewer and storm drain facilities, except local lateral services, which are within the working area of the proposed construction.			
18.	Final plans signed by responsible engineer of work. Plans submitted for review may be stamped "For Review Only".			

SEE NEXT PAGE FOR TRAFFIC CONTROL PLAN REQUIREMENTS

NOTE:

Please allow a MINIMUM of 3 weeks for review, depending on complexity of project, staff workload, and compliance with insurance requirements.



TRAFFIC CONTROL REQUIREMENTS

NOTE: ITEMS 1 TO 7 APPLY TO ALL ENCROACHMENT PERMIT APPLICATIONS.

No.	Item Description	Yes	No	N/A
	GENERAL REQUIREMENTS:			
1	Schedule a pre-submittal meeting for large projects expected to close major streets, use multiple stages on a major street, and/or have a total duration greater than 10 business days. Contact the Engineering Department at engineering@santaclaraca.gov , 408-615-3000 .			
2	Show entire work area needed for construction, vehicles, and materials.			
3	Show street names, speed limits, and North Arrow.			
4	Show proposed sequence/order of stages.			
5	Show proposed work hours and working days of each stage.			
6	Show proposed duration/number of days of each stage.			
7	Insert the following requirements: 1. Temporary traffic control must comply with the latest California MUTCD and devices must comply with the latest Caltrans Standard Specifications. 2. Channelizing devices (cones, delineators) must be at least 36 inches tall. 3. Street closures must use Type 3 barricades. 4. Flashing arrow signs/boards must be at least 60"x30". 5. Close travel lanes 9:00AM to 3:00PM, unless approved by the Transportation Manager. 6. Coordinate with affected property owners adjacent to the work area---access and/or noise. 7. Work is not allowed within the vicinity of Levi's stadium during events. Contact staff for more information. 408-615-3000 . https://www.levisstadium.com/events/category/tickets/			
8	If on-street parking is being removed , insert the following requirement: Install no parking signs at least 72 hours prior to starting work. Notify the Santa Clara Police Department at least 48 hours prior to starting work 408-615-4750 .			
9	If a bus stop is being closed , insert the following requirement: Notify the VTA bus.stop@vta.org , 408-321-5800 at least 72 hours prior to starting work.			
10	If there is a street closure with a detour , insert the following requirement: Install portable changeable message signs (PCMS) at least 7 calendar days prior to starting work, with messages stating street name, date of closure, and detour street name. Notify the Fire Department at jmadden@santaclaraca.gov , jray@santaclaraca.gov and the Police Department at 408-615-4750 .			
11	If applicable, select a Typical Application (https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/permits): If work area is on a 2 or 3-lane street, see Typical Application A-2 or 3-Lane Streets . If work area is on a 4, 5 or 6-lane street, see Typical Application B-4, 5, or 6-Lane Streets . If work area requires a half or full street closure, see Typical Application C-Street Closures . If work area is near an intersection, see Typical Application D- Intersections . If work area is within a sidewalk, see Typical Application E-Sidewalk .			
12	Attach the Typical Application drawing.			
13	Write the values for spacing of signs and channelizers and lengths of tapers.			
14	Fill out and attach Typical Application Drawing No. 49 for each Typical Application selected.			
15	If work cannot use a Typical Application, submit a site-specific traffic control plan .			

NOTE:

For complex projects, a permit may not be issued without an approved traffic control plan.

If a permit is issued without a traffic control plan, construction shall not occur until a plan is approved.

Construction may be delayed for a **MINIMUM** of 3 weeks after plan submittal.



ENCROACHMENT PERMIT (EP) Insurance Requirements

The Insurance Certificate must:

- * Be an original document.
- * List all subsidiaries or DBA's covered by the certificate provided.
- * Provide at least 30 days notice of cancellation.
- * Show complete insurance carrier names as listed in the A.M. Best Property & Casualty Guide
- * Be completed in its entirety and signed. Binders are not acceptable.

➤ **Commercial General Liability (CGL)**

- Occurrence form – requires coverage not less than:
 - \$1,000,000 General Aggregate
 - \$1,000,000 Products and Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Each Occurrence
- * Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.
- * Additional Insured Endorsement Required. Attach a CG 2026 11/85 Additional Insured Endorsement, or the combination of CG 20 10 03 97 & CG 20 37 10 01, or its equivalent [Note: if equivalent is submitted, anticipate longer review period]
- * Name of Additional Insured Person(s) or Organization(s) must read: The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers. [Note: Blanket endorsement language will NOT be accepted]
- * Location(s) of Covered Operations must read: All locations associated with the approved and issued encroachment permits within City of Santa Clara
- * Coverage must be Primary and Non-Contributory above any other insurance The City of Santa Clara, its City Council, commissions, officers, employees, agents and volunteers may carry.

➤ **Commercial Automobile Liability:**

- Must indicate coverage for Any Auto or Owned, Hired or Borrowed, and Non-owned Vehicles
 - \$1,000,000 Combined Single Limit
 - \$1,000,000 Bodily Injury per Accident
- * Coverage must be placed with a carrier rated not less than A- VI by A.M. Best & Co.

➤ **Workers' Compensation:**

- State Statutory Limits
- Employers' Liability Coverage
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease – Policy Limit
 - \$1,000,000 Disease – Each Employee

➤ **Certificate Holder:**

City of Santa Clara – Engineering Department
 c/o Ebix BPO – Insurance Compliance
 P.O. Box 100085 – S2
 Duluth, GA 30096

For Customer Service and inquiries:

Phone: (951) 766-2280

email: CTSantaClara@ebix.com

IMPORTANT: Fax or email insurance documents for compliance & verification to:

Fax: (770) 325-0409 (PLEASE DO NOT FAX TO CITY OF SANTA CLARA – ENGINEERING DEPT.)

- **PLEASE READ:** Engineering does NOT review insurance documents. **IT IS THE APPLICANT'S and/or CONTRACTOR'S RESPONSIBILITY TO MEET ALL THE MINIMUM INSURANCE REQUIREMENTS LISTED ABOVE.** Call Ebix BPO Customer Service to verify if the documents have been reviewed and cleared, prior to issuance of the EP. Clearance of insurance documents typically takes a MINIMUM of two weeks.



**ENCROACHMENT PERMIT (EP)
 FY 2024-2025 (Effective on July 1, 2024)
 Engineering Department Fees, Rates & Charges**

Encroachment Permit Processing Fee:	
Public improvements cost up to \$25,000	\$ 421
Public improvements cost over \$25,000	\$ 843
Engineering Plan Review Fee:	
Public improvements cost up to \$25,000 (fee includes 3 checks)	\$ 776/plan set
4 th and each of the subsequent checks	\$ 167/plan set
Public improvements cost between \$25,001 and \$35,000 (fee includes 3 checks)	\$ 1,553/plan set
4 th and each of the subsequent checks	\$ 167/plan set
Public improvements cost over \$35,000 (fee includes 3 checks)	\$ 1,854/plan sheet
4 th and each of the subsequent checks	\$ 309/plan sheet
Revisions after Encroachment Permit issuance	\$ 508/plan sheet
Permit extensions for all projects	\$ 466/permit
Engineering Inspection Fee:	
Public improvements cost	
\$0 - \$15,000	\$ 494.00
\$15,001 - \$25,000 (base + 4.04% of cost above \$15K)	\$ 617.50 (base)
\$25,001 - \$35,000 (base + 5.27% of cost above \$25K)	\$ 1,021.00 (base)
\$35,001 - \$50,000 (base + 23.49% of cost above \$35K)	\$ 1,548.00 (base)
\$50,001 - \$100,000 (base + 4.06% of cost above \$50K)	\$ 5,072.00 (base)
\$100,001 - \$200,000 (base + 6.09% of cost above \$100K)	\$ 7,100.80 (base)
\$200,001 - \$500,000 (base + 5.58% of cost above \$200K)	\$ 13,187.20 (base)
\$500,001 - \$1,000,000 (base + 5.27% of cost above \$500K)	\$ 29,924.80 (base)
> \$1,000,000 (base + \$14,201.60 for each additional \$500K or fraction thereof)....	\$ 56,299.20 (base)
Water Inspection Fee:	
Public Water improvements cost	
\$0 - \$15,000	\$ 627
\$15,001 - \$25,000 (base + 13.73% of cost above \$15K)	\$ 1,255 (base)
\$25,001 - \$50,000 (base + 11.87% of cost above \$25K)	\$ 2,752 (base)
\$50,001 - \$100,000 (base + 2.22% of cost above \$50K)	\$ 5,988 (base)
\$100,001 - \$200,000 (base + 4.22% of cost above \$100K)	\$ 7,198 (base)
\$200,001 - \$500,000 (base + 3.03% of cost above \$200K)	\$ 11,796 (base)
\$500,001 - \$1,000,000 (base + 0.67% of cost above \$500K)	\$ 21,718 (base)
> \$1,000,000 (base + \$7,803 for each additional \$500K or fraction thereof)	\$ 25,348 (base)
Electric Plan Review Fee (fee includes 3 checks)	\$ 453/plan sheet
4 th and each of the subsequent checks	\$ 64/plan sheet
(Applies to permit that have no electric service request & review for conflicts with existing electric infrastructure)	
Street Plan Review Fee (fee includes 3 checks)	\$ 177/plan sheet
4 th and each of the subsequent checks	\$ 39/plan sheet
Street Plan Review Fee for Parkways & Boulevards	\$ 585/plan set
Water Plan Review Fee:	
Single family home improvements (fee includes 3 checks)	\$ 664/plan set



Public improvements cost up to \$25,000 (fee includes 3 checks).....\$ 1,179/plan set
 4th and each of the subsequent checks\$ 721/plan set

Public improvements cost over \$25,000 (fee includes 3 checks).....\$ 2,850/plan sheet
 4th and each of the subsequent checks\$ 721/plan sheet

Field Marking (U.S.A.) Fee:

- A. Sanitary Sewer
 - First 50' of Excavation\$ 297
 - Each additional 50' or fraction thereof\$ 121
- B. Storm Drain
 - First 50' of Excavation\$ 185
 - Each additional 50' or fraction thereof\$ 123
- C. Electric - Fiber
 - First 50' of Excavation\$ 150
 - Each additional 50' or fraction thereof\$ 100
- D. Water
 - First 50' of Excavation\$ 297
 - Each additional 50' or fraction thereof\$ 121
- E. Recycled Water
 - First 50' of Excavation\$ 297
 - Each additional 50' or fraction thereof\$ 121
- F. Traffic Signal
 - First 50' of Excavation\$ 150
 - Each additional 50' or fraction thereof\$ 100

Slurry Seal Fee:
 Per application\$ 2.51/sq. ft.
 (Minimum fee \$115)

Record Drawing Archiving Fee:
 Per sheet (if applicable)\$ 88/plan sheet

Technology Fee:
 Per permit.....3.37% of the Encroachment
 Permit fee
 (Fee excludes the Electric,
 and Water fees)