CITY OF SUNNYVALE
Department of Public Works
Engineering Division

OFFICE USE ONLY
Permit Number: _____
Date of Issue: _____
Expiration Date: _____

PERMIT FOR ENCROACHMENT

(Non-Transferable)

❑ Construction - Private Facilities ❑ Construction - Public Facilities ❑ Emergency ❑ Occupancy

APPLICANT:

Name: _____ Date: _____

Mailing Address: _____ Phone: _____

❑ Private Individual/Entity ❑ Certificated Communications Co.
❑ Franchised Public Utility ❑ Other: _____

LOCATION: _____

Contractor Name: _____ Phone: _____

Address: _____

Plans: _____ Attached ( )

Contractor shall have a _____ license to do permitted work.

DESCRIPTION OF WORK:

		Subgrade	Form	Place	**FINAL**			Trench	Install	Backfill	**FINAL**
	Sidewalk						Storm				
	Driveway						Sewer				
	Curb						Gas				
	Paving						Water				
Other:							Telephone				
							Electric				
							Fire Service				

Completion:	**1 Year:**

PERMISSION IS HEREBY GRANTED to the above-named applicant for **ENCROACHMENT** specified at the location on or between designated dates in the above application, subject to the conditions listed on the reverse side of this application, SMC Ch. 13.08, plus the following **SPECIAL CONDITIONS**:

I have read the general requirements on the back of this application and shall comply with them, any special conditions, and all provisions of SMC Ch. #13.08, if a permit for this application is granted.

Applicant Understands License Requirement _____ (initial)

CONTRACTOR SHALL CALL (408) 730-7415 BEFORE 4:00 PM, 24 HOURS PRIOR TO STARTING ANY WORK AND FOR EACH INSPECTION REQUEST, INCLUDING THE FINAL INSPECTION. _____ (initial)

Uninspected work will be rejected _____ (initial)

_____
Name of Applicant/Agent (print)

_____
Signature of Applicant/Agent

FEES

CONSTRUCTION (STREET-CUT)	
Single Permit to 50 LF	$_____
Each additional 100 LF or fraction thereof	$ _____
Each additional class of work (i.e., water, sewer)	$ _____
OCCUPANCY/USE OF RIGHT-OF-WAY	
Permit Fee	$ _____
TOTAL AMOUNT DUE	**$ _____**

Insurance Certificate Attached	
Insurance Certificate Waived	
Bond Posted	
Bond Requirement Waived	

_____
Sunnyvale Public Works Official

Copies: Field Engineer; PW File; Applicant; Revenue

GENERAL CONDITIONS/REQUIREMENTS

Encroachments in the City of Sunnyvale

Note: Below are listed general requirements to be followed for work within all public street or utility easement areas. However, these do not relieve the applicant from full conformance with all the terms, conditions, and rules of the Encroachment Ordinance, and the Standard Specifications and Details of the City of Sunnyvale.

1. Anyone found working in the right-of-way without personal protective equipment will be asked to stop work.

2. Prior to commencing construction, Permittee shall notify Underground Service Alert (800) 642-2444, which will advise agencies having installations in the area adjoining the street cut to mark their utilities.

3. Permittee shall provide access to all areas in the vicinity of the encroachment and shall provide necessary temporary sidewalks and warning signs as requested by Section 13.08.190 of the Encroachment Ordinance.

4. Permittee shall notify the Public Safety Department if the work will block the passage of emergency vehicles.

5. Permittee shall employ construction practices which will prevent pollutants such as mud, silt, chemical residue, and washings from concrete and saw-cutting from entering storm drains.

6. Permittee shall make construction zones safe for passage by bicyclists by protecting the work zone, minimizing pavement surface disruptions, and posting warning signs for bicyclists. *(See attached Standard Operating Procedures)*

7. A permit for an emergency street cut shall be secured not later than the working day immediately following the emergency street cut.

8. If the completion/expiration date stated on the permit will be exceeded, an application for a time extension must be filed with the City Engineer. The new completion date shall be indicated on the permit.

9. A Permittee for an encroachment permit for a driveway shall apprise himself of the conditions set out in Section 13.08.180 of the Encroachment Ordinance.

10. If an unknown underground facility is encountered, work shall cease immediately and both the City Engineer and the utility shall be notified. Work will not proceed until permission is granted by the City Engineer.

11 Except for Public Utilities, all Permittees shall show an emergency telephone number on their barricades.

12. Permittee shall replace all pavement and concrete work according to Sections 13.08.200 and 13.08.210 of the Encroachment Ordinance, and/or the Special Provisions shown on the permit.

13. Failure of the Permittee to set the required traffic control warning devices in accordance with the approved traffic control plan and latest MUTCD standards may result in a project shutdown, and charges for costs incurred by the City.

14. Between 30 and 45 days after notice of completion, the Permittee shall check for trench settlement and make necessary adjustment, if any, and then call for an inspection.

15. Permittee shall be released 1 year after completion notice from all requirements to maintain trench pavement and patches.

16. All trenches in existing pavement shall be neatly saw cut. Trench spoils shall be removed from the job site. Backfill shall be per City Standard Detail 16A-1 and 16A-2.

17. Sewer and Water lateral locations shall be indicated by the letters “S” or “W” imprinted on the top of the curb.

18. Contractor shall provide as-built drawings to the Public Works inspector prior to final acceptance of the work. Provide survey monumentation letter prior to final acceptance, if applicable.