

**City of Martinez**  
**Engineering Department**  
**Encroachment Permit Submittal Checklist & Guidelines**

The following items identified in the checklist below must be included in the application. Depending on the nature and complexity of the proposed project, the Engineering Department may require additional information.

**An application will not be accepted and reviewed by the City until all of the required items have been provided.** Documents shall be in “portable document format” (PDF), version 7 or later. Each PDF file must not exceed 10 MB. **Please submit documents via email or at the City Hall front counter.**

*You may obtain the Encroachment Application Form and Fees Schedule at:*

<http://www.cityofmartinez.org/depts/engineering/forms.asp>

**GENERAL SUBMITTAL CHECKLIST (REQUIRED):**

- A. Completed Application** – Encroachment permit application with attached “General Requirements” sheet.
- B. Copy of Insurance**– Certificate of Liability Insurance with City Additionally Insured.
- C. City Business License** – Updated city business License on file with the City.
- D. Plans** – Include each of the following plans:
  - D1. Site Plan** – Show the entire work site location.
  - D2. Pictures of Worksite** – Show the specific locations of intended work. Google maps images as needed for clarification.
  - D3. Proper Traffic Control Plan** – Plans that show impact on traffic flow in accordance to MUTCD. Major streets will need site-specific plans.

**ADDITIONAL MATERIALS (Depending on nature and complexity of project):**

- E. Detailed Plans** – Projects that need supplemental information.
- F. Street Tree Removal** – Separate Street Tree Replacement Permit Application submitted in person. No fee.



ENCROACHMENT PERMIT NO. \_\_\_\_\_

City of Martinez, 525 Henrietta Street, Martinez, CA 94553-2394

PROJECT LOCATION \_\_\_\_\_

APPLICANT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE \_\_\_\_\_ EMER PH. \_\_\_\_\_

PERMIT EXPIRES \_\_\_\_\_  
FILE NO. \_\_\_\_\_  
RECEIPT NO. \_\_\_\_\_  
PLAN CHECK FEE \$ \_\_\_\_\_  
INSPECTION FEE \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_  
CLEANUP DEPOSIT \$ \_\_\_\_\_  
POSTED BY \_\_\_\_\_

PERMIT EXTENSION:  
APPROVED BY \_\_\_\_\_  
EXTENDED TO \_\_\_\_\_  
FEE \_\_\_\_\_

**INSURANCE BOND INFORMATION**

Applicant's Insurance Carrier: \_\_\_\_\_ Liability Policy No.: \_\_\_\_\_  
Policy Expiration Date: \_\_\_\_\_ Amount of Coverage: \$ \_\_\_\_\_ City as "Additional Insured" Required  
I have read, understand, and agree to comply with the Encroachment Permit rules and regulations as stated on the reverse side of this permit. I further agree to comply with the City of Martinez's Standard Specifications, City Ordinances and Transportation Division requirements and conditions.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Work and Additional Requirements: \_\_\_\_\_

**CONDITIONS:**

Please read this permit carefully. Keep it at the work site. Phone 925-372-3596 at least two working days before you start work. **SEE REVERSE SIDE OF PERMIT FOR STANDARD REQUIREMENTS**

**ADDITIONAL CONDITIONS ATTACHED:**  YES  NO

I HAVE READ AND CONCUR WITH THE REQUIREMENTS OF THIS PERMIT.

CONSTRUCTION COMPLETED/BOND RELEASE OK:

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT APPROVED FOR CONSTRUCTION

PERFORMANCE SECURITY RELEASED:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

WHITE -file

YELLOW - inspector

PINK - applicant.

## **GENERAL REQUIREMENTS**

1. **WORK MUST BE INSPECTED** – Call Engineering Inspection, 372-3596, at least 48 hours before starting or resuming work. City inspection is required prior to placement of final backfill on street work and prior to any concrete or asphalt placement. Work done without inspection may have to be removed or performed again with inspection; also a stop work order may be issued.
2. **PROTECTION** – Provide and maintain sufficient barricades, lights, signs, flagman and other safety measures to protect the public, in accordance with City’s WATCH Manual of Warning Signs, Lights and Devices. Cleanup deposit may be used without notice should signing not meet the requirements of said manual.
3. **TRAFFIC** – A City street may not be closed to public traffic without the approval of the City Council. Detours, lane and sidewalk closures shall require a written traffic control plan approved by the City Engineer.
4. **STANDARDS** – Work shall be in accordance with the APWA Standard Specification Green Book, the City of Martinez Standard Special Provisions and Drawings.
5. **UTILITIES** – Utility relocation is the responsibility of the applicant. Utility locations are shown for informational purposes only. Applicant is responsible to verify location in the field.
6. **UNDERGROUND SERVICE ALERT** – Telephone 800-227-2600. Contact at least 48 hours prior excavating in the City right of way.
7. **HOURS OF WORK** – Work shall not begin before 8:00 A.M. and shall not continue later than 5:00 P.M. with working days restricted to Monday through Friday, unless otherwise specified by the City.
8. **LIABILITY AND INSURANCE** – All work shall be in accordance with the Martinez Municipal Code and other applicable codes. Except for city’s sole negligence, willful misconduct or active negligence, applicant agrees to indemnify, defend, release and save harmless City, its officers and employees from and against any and all claims, liabilities, actions, damages or penalties by any person including applicant, his/her employees and agents for any personal injury, death or damage to property from any cause whatsoever arising out of or in connection with work pursuant to this permit. Applicant shall so indemnify City regardless of: City’s approval of plans or inspection, any limitation on the amount or type of damages or compensation payable by or for applicant under workers compensation, disability or other employee benefit acts, or the terms, applicability or limitations of any insurance held by applicant. The applicant shall file with the City certificates of required insurance coverage. The City shall be included as an additional insured by certificate or separate endorsement.
9. **DEPOSIT** – In order to minimize traffic hazards and public nuisance, arising out of applicant’s development, applicant shall ensure that adjacent properties and improved surfaces of surrounding streets stay free and clear of silt, tracked mud, dust, etc., coming from or in any way related to applicant’s project and its development. Applicant grants City the right to take or cause to be taken, without prior notice to applicant, immediate corrective action, including, without limitation, utilizing applicant’s cleanup deposit.

## **II. SPECIAL REQUIREMENTS** – (See City Standard Special Provisions and Drawings for Detailed Requirements)

1. **TRENCH EXCAVATION** – Do not start until pipe and other material are at the site. Open up only that length of trench which can be backfilled the same day. Shoring shall comply with “Trench Construction Safety Orders” of the California State Industrial Accident Commission. Pavement shall be scored to neat lines and removal shall not cause damage to pavement outside the scored lines. Excess excavated material shall be removed immediately from the site. No open trenches or excavating should be allowed overnight. Steel plates may be used as approved by City Engineer for temporary use only.
2. **COMPACTION TESTS** – Tests shall be required prior to placing aggregate base and again prior to placing asphaltic concrete. Failed tests will require retesting at applicants expense.
3. **RESTORATION** – The applicant shall restore the construction site to its original condition including the repair or replacement of traffic signs, posts, striping, landscaping and other improvements, remove all USA markings prior to acceptance of work.
4. **CONCRETE REMOVALS** – Existing concrete curb, gutter and/or sidewalk to be removed or required to be removed by the City for new improvements shall be saw cut at next nearest expansion joint or score mark. A form board must be used at the gutter lip and the pavement restored with asphaltic concrete. The new sidewalk and curb shall be doweled.
5. **TEMPORARY PAVING** – Temporary paving (or permanent paving) shall be placed at the end of each work day. Temporary pavement shall be 1-1/2-inch minimum thickness and shall be replaced within two weeks with permanent pavement. If not done in two weeks, it may be done by City forces and the owner will be charged the cost plus appropriate overhead expenses.
6. **BASE AND PAVEMENT REPLACEMENT** – The roadway structural section shall be replaced as stated on the permit; otherwise, replacement shall be in kind except that the minimum replacement shall be three (3) inches of asphalt concrete and six (6) inches of Class 2 (CalTrans) Aggregate Base.
7. **EQUIPMENT** – All construction equipment used or traveling over paved surfaces must be equipped with rubber wheels unless specifically authorized by the City Engineer.