



ENCROACHMENT PERMIT APPLICATION

Please fill out completely

Location of Work: _____

Improvements or Impact to ROW: _____

- Improvement Plans or Drawing Attached (Please attach a drawing showing the location of work to be done)
- Traffic Control Plan (For sidewalk, lane, or road closure)
- Engineer's Estimate of Cost or Contractor's Bid Amount: _____
- Plan Check Deposit for 3% of Cost Estimate (Full Improvement Plans Only)

Estimated Starting Date: _____

Estimated Time to Complete: _____

The undersigned does hereby agree to comply with the current City of Woodland Standard Specifications and Details, City ordinances, and **with the Rules and Regulations as stated on the reverse side of this permit.** Application will not be processed without a signature.

APPLICANT'S SIGNATURE: _____

DATE: _____

PRINT NAME CLEARLY: _____

APPLICANT INFORMATION

(To be contacted with permit questions)

Name, Company: _____

Name, Person: _____

Title: _____

Address: _____

City, State, Zip: _____

Office Phone: _____

Cell Phone: _____

Other: _____

- Owner
- Contractor
- Other _____

FIELD CONTACT

(To be contacted with construction questions)

Name, Company: _____

Name, Person: _____

Title: _____

Best Phone: _____

ENGINEER/ARCHITECT

Name, Company: _____

Name, Person: _____

Title: _____

Best Phone: _____

BILLING INFORMATION

Company: _____

Contact Name: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Customer Job#: _____

Billing available for public utility companies only.

OFFICE USE ONLY

Field Review by: _____

Date: _____

- Field Review Approved TCP Routed
- TCP Approved

Field Notes: _____

Permit #
ENCR- -

Fees Due:	
Permit	\$ _____
Inspection	\$ _____
Tap Fees	\$ _____
Other	\$ _____
Total Permit Fees	\$ _____
Plan Check Paid	\$ _____
Balance Due	\$ _____
<input type="checkbox"/> PAID	

Submitted by:

- Counter Fax
- Mail Email

Billing Info:

- TO BE BILLED

of Insp. Hours _____

Customer # _____

Billing # _____

Billing Date _____

Bill Sent _____

- Payment Received
- Receipt Date _____
- Receipt # _____

VALIDATION

GENERAL PROVISIONS

- 1. NOTIFICATION OF POLICE, FIRE, AND PUBLIC WORKS DEPARTMENTS** – When streets are to be blocked, the Police, Fire, and Public Works Departments are to be notified each day the street is to be blocked and/or when traffic is delayed or hindered. Access to fire hydrants shall be maintained at all times. Streets will not be closed without prior approval of the Public Works Director or his authorized representative. *Call County Communications at (530) 666-8920.*
- 2. VALIDATION** – This permit is not valid unless signed by the Public Works Director or his authorized representative.
- 3. REVOCATION** – This permit is non-transferable and is void if work is not completed prior to expiration date. An extension may be granted if such extension is requested forty-eight (48) hours before the permit expires.
- 4. ACCEPTANCE OF PROVISIONS** – It is understood and agreed by the permittee that the doing of any work under the permit shall constitute an acceptance of the provisions.
- 5. KEEP PERMIT ON JOBSITE** – This permit shall be kept on the jobsite and must be shown to any representative of the City of Woodland upon request.
- 6. INSPECTION AND APPROVAL** – A minimum of twenty-four (24) hours notice shall be required prior to placing any backfill, connection to any existing facility or the placement of any concrete or paving work. Inspection shall not be deemed a waiver on the part of the City of the right to demand correction of defects discovered at a subsequent date.
- 7. STANDARD SPECIFICATIONS** – All work shall conform to the City of Woodland Standard Specifications and Details and the State of California Standard Specifications.
- 8. MINIMUM INTERFERENCE WITH THE PROTECTION OF TRAFFIC** – All work shall be planned and carried out so there will be the least possible inconvenience to the traveling public. Placing of lights, barricades, warning signs and other safety devices required for public safety shall be the responsibility of the permittee. All safety provisions and devices shall conform to the requirements of the current edition of California Manual of Uniform Traffic Control Devices.
- 9. FAILURE TO COMPLY WITH GENERAL PROVISIONS** – The permittee agrees to reimburse the City for performing all work and furnishing all material to correct any failure to comply with these provisions as well as all applicable City Ordinances and Standard Specifications currently in effect.
- 10. NOTIFICATION OF UTILITY COMPANY** – The permittee shall notify utility companies two (2) working days prior to beginning any construction which may involve underground or overhead facilities and will pay all expenses for any removal or relocation necessary. Notification shall be given through Underground Service Alert (USA) 1-800-227-2600. Valves on water mains may not be turned off without permission of the Public Works Director or his authorized representative.
- 11. CLEANUP OF JOBSITE** – The permittee will remove all refuse material from the jobsite within three (3) days after completion of the work.
- 12. DELINQUENT BILLS** – Failure to pay any delinquent bill accrued under any previous permit issued by the Public Works Department will be cause for rendering the applicant ineligible for any other permit from the Public Works Department until such bill is paid.
- 13. MEETING EXISTING IMPROVEMENT** – The permittee is responsible for meeting all adjacent frontage improvements such as paving and sidewalks.
- 14. MAINTENANCE AND REPAIR** – The permittee is responsible for the maintenance and repair of encroachment for a period of one (1) year after acceptance by the City.

TO THE PERMITTEE

To provide a more efficient and economical inspection service for Encroachment Permit construction, we are asking that the following procedure be followed by all permittees when work authorized by the permit will be required by the City.

1. Notify the inspector at least forty-eight (48) hours prior to the start of work.
2. Discuss with the inspector any unusual or difficult features of the construction.
3. Notify the inspector one (1) day in advance to cancel a scheduled inspection or to request an additional or earlier inspection.
4. Notify the inspector upon completion of construction (530) 661-5961.

INSPECTION SCHEDULE

Listed below are several types of construction and points at which inspection must be made prior to continuing construction operations. Unauthorized continuance of construction beyond an inspection point may result in rejection of all work.

CONCRETE

1. Grade and excavation before forming.
2. Forms before placement of concrete.
3. Cleanup and final approval.

PIPE LAYING

1. Excavation and bedding.
2. Pipe laying.
3. Backfill (compaction test may be required)
4. Final approval.

TRENCHING

1. Prior to backfill.
2. Prior to placing concrete cap.
3. Prior to and after paving.

Read Initials