

# ENCROACHMENT PERMIT INFORMATION

Effective July 1, 2009

## GENERAL INFORMATION

An Encroachment Permit is required for any operation or construction in any public right-of-way (Title 7, Chapter 2 of the Antioch Municipal Code).

Each request for an Encroachment Permit should be submitted on an Encroachment Permit Application Form and must be accompanied by payment of appropriate application fees.

***The application should include a sketch drawing of the proposed work, showing how that work relates to existing public improvements.*** Particular attention should be paid to the location of fire hydrants, water meters, sanitary sewer cleanouts, driveways, street lights, etc.

Upon receipt of an application for Encroachment Permit, staff will review the request and, in most cases, will review the site of the proposed work to ensure that the work will not interfere with existing public improvements. After this review, the City Engineer will approve or deny the requested permit.

Should the application be for construction of a substantial, long-term improvement (retaining walls, concrete fences, planters, etc.) within the right-of-way, an Encroachment Agreement may be required. The Encroachment Agreement will be reviewed by the City Engineer and, upon approval, will be recorded in the Office of the County Recorder. It should be noted that approval of such substantial improvements within the right of way will only be made in cases where the property owner suffers a hardship not suffered by other similar property owners.

Encroachment Permits may ONLY be issued to owners of adjacent property or to contractors licensed by the State. All contractors are required to have a current CITY BUSINESS LICENSE.

Approved Traffic Control Plans are required for work in travel lanes.

## REQUIREMENTS

1. Submit completed Encroachment Permit Application Form.

### UPON APPROVAL OF THE APPLICATION

2. Deposit with the City cash or an acceptable surety bond in the amount of 100% of the construction costs or \$500.00, whichever is greater, guaranteeing faithful performance of the work covered by the Encroachment Permit. This bond is refundable upon satisfactory completion of the work.
3. Submit evidence of public liability insurance in the minimum amount of \$500,000, and property damage in the minimum amount of \$50,000. **Such insurance shall name the City of Antioch as a named insured.**
4. Pay required applicable fees as specified in the table below:

<b>Inspection Fee</b>	
Value of Work	Amount of Fee
\$0-\$1500	\$150.00
\$1501-\$10,000	10% of Value
\$10,001-\$100,000	10% of 1st \$10,000 + 5% of remainder of Valuation
Over \$100,000	Time(\$112.00 or \$129.00/hr) + Materials
<b>Application and Processing</b>	<b>\$150.00</b>
<b>Encroachment Agreement</b>	<b>\$50.00</b>

## EXCEPTIONS

There shall be no charge for city standard mail box (CD-61) permits.