

City of Camarillo
Encroachment Permit Application Instructions

1. Business Tax Certificate

All contractors must have a City of Camarillo [Business Tax Certificate](#).

2. Complete application-(1 copy)

Fill out the fillable sections, permittee initial acknowledging the normal working hours, and permittee sign the permit application. Letters of authorization are not accepted.

3. Insurance from the permittee-(1 copy)

The permittee is required to provide **general liability coverage with policy limits of at least \$2,000,000 per occurrence/\$4,000,000 aggregate for non-excavation work and \$5,000,000 per occurrence/\$10,000,000 aggregate for excavation work and automobile coverage with policy limits of at least \$1,000,000**. Such insurance must name the City of Camarillo and its officials, officers, employees, agents and volunteers as additional insureds on a CG2012 and CA2048, and must be primary and non-contributory on a CG2001 and CA 0449, and include a waiver of subrogation on a CG2404 and CA0444. The certificate of liability insurance must list the City of Camarillo as the certificate holder and include encroachment permit in the description. Proof of **workers compensation coverage per statutory requirements** must also be provided. The permittee must submit to the City certificates of insurance with proper endorsements prior to issuance of this permit by the City. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess liability. Proof of following form for excess or umbrella coverage, over primary coverage, found within the policy coverage forms, must be submitted. All insurance companies must meet an A.M. Best Rating of A- and VII. **No variation from these insurance requirements shall be allowed unless approved by the City Attorney.** The insurance limits of permittee's existing insurance coverages shall apply to any and all claims relating to this work even if those limits are in excess of the limits required by this permit.

4. Sketch-(1 copy)

Provide a sketch of the location of the work.

For second driveways or driveway modifications: provide a sketch showing the driveway width showing the existing driveway and the proposed modification.

5. Traffic Control Plan-(1 copy)

If the work requires a lane closure, a detour, or shifting traffic to a different path of travel, the permittee shall prepare a temporary traffic control (TTC) plan by a C-31 Licensed Contractor and allow for **three weeks** review by the Traffic Division. All plans need to be on **11"x17"** with a legend. TTC do not need to be stamped by a traffic engineer. The primary function of TTC is to provide for the reasonably safe and efficient movement of vehicles and pedestrians through or around TTC zones while reasonably protecting workers and equipment. Flaggers shall be provided where two-way traffic is restricted to one travel lane.

Work shall conform to Part 6, Temporary Traffic Control, of the *California Manual on Uniform Traffic Control Devices* (MUTCD). All signs, barricades, delineators, pavement markings, etc.

shall conform to California MUTCD specifications. **Photocopies of the MUTCD are not accepted.**

In the vicinity of any Elementary, Middle, or High school, the permittee/contractor must determine arrival and departure times of said school and must provide for adequate traffic control for any school age pedestrian and/or bicycle routes to the school during the arrival and departure periods. The submittal of traffic control plans must include arrival and departure times for each school.

For additional questions regarding traffic control, contact the traffic engineer, Jason Samonte, at (805) 383-5650.

6. Fee

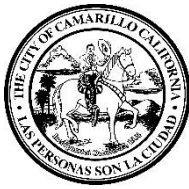
The fee is calculated based on the type of work, see [How to Compute Fees](#). Each permit has an issuance fee (Fee No. 2b through 2d) and an inspection fee (Fee No. 2.1 through 3.5). Methods of payment accepted: cash, check, Visa or MasterCard. Note the credit card holder will need to speak with cashier for payment processing.

Upon approval of the above 1-5, the fee is paid at permit issuance.

7. All documents are required for submittal. Documents may be submitted via mail, fax, or email.

City of Camarillo
Attn: Land Development Division
601 Carmen Drive
Camarillo, CA 93010
Fax: (805) 419-7827
Email: PWPermits@cityofcamarillo.org

Note: permits without traffic control average a week for processing.



City of Camarillo
ENCROACHMENT PERMIT
Department of Public Works
 601 Carmen Drive, Camarillo, CA 93010
 (805) 383-5622 / Fax (805) 419-7827

Permit No. _____

Project No. _____

Rev. 2020

The undersigned hereby applies for permission to encroach on the following described City Right of Way or other property:

Location of Work/Address: _____

Property Owner: _____

Description of the encroachment work to be done (Sketch Required): _____

Trench Excavation Length: _____ Width: _____ Depth: _____ Surface Material: _____

Contractor: _____

Contractor Address: _____ Phone: _____

NUMBER AND STREET

CITY AND ZIP CODE

Email: _____ [City of Camarillo Business License #:](#) _____

Permittee: _____

Permittee Address: _____ Phone: _____

NUMBER AND STREET

CITY AND ZIP CODE

INSURANCE REQUIREMENTS:

The permittee is required to provide **general liability coverage with policy limits of at least \$2,000,000 per occurrence/\$4,000,000 aggregate for non-excavation work and \$5,000,000 per occurrence/\$10,000,000 aggregate for excavation work and automobile coverage with policy limits of at least \$1,000,000.** Such insurance must name the City of Camarillo and its officials, officers, employees, agents and volunteers as additional insureds on a CG2012 and CA2048, and must be primary and non-contributory on a CG2001 and CA 0449, and include a waiver of subrogation on a CG2404 and CA0444. The certificate of liability insurance must list the City of Camarillo as the certificate holder and include encroachment permit in the description. Proof of **workers compensation coverage per statutory requirements** must also be provided. The permittee must submit to the City certificates of insurance with proper endorsements prior to issuance of this permit by the City. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess liability. Proof of following form for excess or umbrella coverage, over primary coverage, found within the policy coverage forms, must be submitted. All insurance companies must meet an A.M. Best Rating of A- and VII. **No variation from these insurance requirements shall be allowed unless approved by the City Attorney.** The insurance limits of permittee's existing insurance coverages shall apply to any and all claims relating to this work even if those limits are in excess of the limits required by this permit.

ACKNOWLEDGEMENT

I understand that any permit that may be granted as a result of this request may be revoked by the City at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all applicable laws including, but not limited to, the provisions of California Vehicle Code Sections 35780, 35782, Chapter 5.04, 13.04 of the Camarillo Municipal Code, the Standard Conditions attached to this permit and any special conditions on page 2, or attached hereto.

I further agree to hold the City of Camarillo and its officials, officers, employees, agents and volunteers harmless of any claims, defense and legal costs, judgments for damages, or other relief against the City as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, of in part, by me or my representatives.

I further understand a violation of any of the conditions of this permit would constitute a violation of Section 13.04.670 of the Municipal Code, and the permittee would be liable for violations by administrative citation. Citation amounts are \$250 for first offense, \$500 for second offense, and \$750 for third and subsequent offenses.

I further understand copies transmitted via email shall have the same force and effect as an original.

Normal working hours are Monday through Friday 7:00 AM to 3:30 PM **Initials** _____

Signature of Permittee

Date

Print Name

Title (Print)