



377 J STREET

CRESCENT CITY, CALIFORNIA 95531-4025

Administration/Finance: 707-464-7483  
Utilities: 707-464-6517

Public Works/Planning: 707-464-9506  
FAX: 707-465-4405

ENCROACHMENT PERMIT

Number \_\_\_\_\_

I, \_\_\_\_\_

(please print applicant name, address and telephone number)

\_\_\_\_\_, hereby make application for permission to excavate and/or construct the following described work on the Crescent City public right-of-way or to City owned facilities at the following described location and subject to all City Ordinances, the requirements of the City Engineer and Conditions of Permit located on back of this permit.

**Location:** \_\_\_\_\_

**Description of Work**

\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets, plans, etc., if needed.)

**Applicant:** \_\_\_\_\_

Name (please print)

Signature

**Fees Due:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

Insurance Information:	
Worker's Compensation w/_____	General Liability w/_____
Waiver of Subrogation Endorsement	Additional Insured Endorsement

**Reviewed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

City Engineer

Inspection Notes:

\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Permit:**

1. Applicant agrees to do all work in accordance with the **Special Conditions** (Item 8 below) herein, all rules, regulations and ordinances of the City subject to inspection and approval by City Engineer.
2. Applicant will contact the Office of the City Engineer at least 24 hours prior to beginning work in order that inspection may be arranged.
3. The Contractor and/or Owner shall save, keep and hold harmless the City, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity that may at any time arise, or be set up because of damages to property or personal injury received by reason of or in the course of performing work which may be occasioned by any willful or negligent act or omission of the Contractor and/or Applicant, any of the Contractor's employees, or any subcontractors. The City will not be held liable for any accident, loss or damage to the work prior to its completion and acceptance.
4. Applicant agrees to pay any damages resulting to the City of Crescent City from the negligent or improper design, construction, or installation of the encroachment, and will restore the property crossed to its former state and so as not to have impaired unnecessarily its usefulness or will repay to the City of Crescent City cost of such restoration.
5. Except as specifically noted herein, all driveways, sidewalks, curbs and gutters, water lines, sewer lines, storm drains, pavement or other improvements under this permit become the property of the City and the Applicant hereby disclaims any legal title in same.
6. All debris (soil, concrete, pavement, wood, etc.) shall be removed and the work location shall be swept clean upon completion.
7. Work authorized under this permit must be performed within one year from date of approval, but may be extended for six months upon payment of \$25.00 fee.
8. **Special Conditions:**

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THE CITY OF CRESCENT CITY REQUESTS THE FOLLOWING  
INSURANCE TO PERFORM WORK WITHIN THE  
STREET RIGHT OF WAY AND ENCROACHMENT PERMIT SIGNED BY CITY ENGINEER

GENERAL LIABILITY INSURANCE POLICY

Policy shall be for a minimum of \$1,000,000.

The City of Crescent City shall be named as an *additional insured* on this policy. The language contained therein should be: the City of Crescent City, its officials, officers, employees and volunteers are named in all liability policies described above as insureds as respects: A) activities performed for the City by or on behalf of the named insured, B) products and completed operations of the named insured, and C) premises owned, leased or used by the named insured.

WORKER'S COMPENSATION POLICY

Policy shall include a "Waiver of Subrogation" endorsement.

A "Certificate of Insurance" for both insurance policies shall be submitted to:

Linda Jangala  
City of Crescent City  
377 J Street  
Crescent City, CA 95531

If you have any questions, please contact Linda Jangala, Public Works Secretary at 464-9506.

The Certificates must come directly from your insurance center. Your insurance agent may fax us the certificates at (707) 465-4405, provided the hard copy follow by mail.

Once the certificates are received, an encroachment permit will be issued.