

ENCROACHMENT PERMIT APPLICATION

Town of Tiburon • 1505 Tiburon Boulevard • Tiburon, CA 94920 • (415) 435-7354



FOR OFFICE USE ONLY

Payment Amt: _____

Encroachment Permit No: _____

Check No: _____

Date Received: _____

Cash

Plan Attached: Yes No

Notes: _____

- Inspection Required. Contact Public Works at 435-7399 two days before starting work.
- Performance Bond / Deposit required
- Additional Conditions Apply – See Attached List.

CONDITIONS OF APPROVAL: _____

Approved by Public Works Approval Date Planning Dept. Rev. (if apply): _____
Initials

The permit is valid for 6 month from approval date, unless otherwise stated.

APPLICATION INFORMATION

Basic applications (e.g., driveway resurfacing or routine utility connections) are reviewed by the Public Works and usually granted within 5 to 7 business days. The basic Encroachment Application fee is \$85 with a \$150 Inspection Fee (for 1 inspection). Applications for more involved projects are reviewed by the Town Engineer and there may be an additional fee charged. After the encroachment application has been reviewed and granted, the applicant will be notified to pick up a copy of the approved application which serves as the permit. When the project is completed, a final inspection will be performed. If related to a building project, occupancy permit will be withheld until final Public Works approval.

Location of Work & Nearest Cross Street

Name of Property Owner

Description of Proposed Work – Attach any drawings, documents, schematics, and written description to illustrate your scope. For driveways, specify type of surfacing and size of culvert, if applicable.

Estimated Start Date:

Estimated Completion Date:

Name of Applicant

Name of Contractor

(Area Code) Phone Number

License No.

(Area Code) Phone Number

The undersigned hereby applies for permission to perform the above described work and/or otherwise encroach on Town of Tiburon right-of-way or property pursuant to any required building permits. **Applicant agrees that all work shall be performed in accordance with the rules, regulations and standards of the Town of Tiburon, in addition to the General Provisions or Special Conditions as applicable.** All work shall be subject to inspection and approval by the Public Works Department. Applicant agrees to indemnify, defend and hold the Town of Tiburon, and its employees, agents, and officials, harmless from any claims, losses or damages that may arise from Applicant's exercise of this encroachment permit and any other permit granted by the Town. Proof of insurance is required upon request.

Applicant's Signature: _____ **Date:** _____

ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS AND FEES

An encroachment permit must be obtained from the Department of Public Works for any work or activity performed within Town streets, public right-of-ways, or Town-owned land, or for any work that may affect these areas. Examples of work requiring an encroachment permit are:

- Debris Box (special fee may apply – see No. 5 below and must be coordinated with Building)
- Driveway approach
- Street and drainage improvements
- Repair and maintenance of utility services
- Minor tree trimming or thinning
- Sidewalk repair or installation
- Lengthy traffic control or lane closures, e.g. work or events requiring temporary closure or diversion of traffic lanes. (Must be coordinated with Police and Tiburon Fire District).
- Transportation – Heavy, wide, and unusual loads through a separate Tiburon Transportation Permit (Must be coordinated with Police)

The following items must be submitted prior to the issuance of an encroachment permit:

1. A completed encroachment permit application, including a comprehensive description of the proposed work, start and finish dates, and contractor's name and phone number, must be filed in person at Town Hall (see reverse side of this sheet).
2. A site plan or other diagrams illustrating general location and scope of the work.
3. Payment of an **\$85.00 application processing fee** (cash or check only). Public Works will determine whether the proposed work is considered to be a minor or major improvement. In accordance with the current Engineering Fee Schedule Exhibit A, the applicant may be required to submit additional fees if the work is determined to be a major improvement and involves review by the Town Engineer.
 - **Minor** Improvement or Application Associated with a Building Permit.....**Total \$235.00**
 - **Major** Improvements.....**3%** of Value of Right-of-Way Improvements (**\$300.00 min**)
4. Additional application fees for major improvements will be due at the time of pick-up. The applicant may not begin work until these fees have been paid.
5. **Debris Box** Application Fee is \$85 with a \$75 Inspection Fee. Usually a debris box associated with a Building Permitted project will not require an encroachment permit.

Routine applications are reviewed by Public Works and are usually granted within 5 to 7 business days. Applications for more involved projects are reviewed by the Town Engineer and may require additional time to process.

Once the application has been reviewed and granted, the applicant will be notified to pick up a copy of the approved application which serves as the permit. **The applicant must comply with all special notes, general conditions, and/or special provisions applicable to their project.**

A Final Inspection will be performed by the Department of Public Works upon completion of the project. **A phone call is required** to Public Works to request final inspection.