

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 Tony Iacopi, Deputy Director of Public Works, at 435-7399.
- No Inspection Required.

CONDITIONS OF APPROVAL: _____

Approved by Tony Iacopi, Deputy Director of Public Works

Approval Date

APPLICATION INFORMATION

Basic applications (e.g., driveway resurfacing or routine utility connections) are reviewed by the Deputy Director of Public Works and usually granted within 5 to 7 business days. The basic Encroachment Application fee is \$90. Applications for more involved projects are reviewed by the Town Engineer. The applicant may be charged an additional fee for applications requiring review by the Town Engineer. After the encroachment application has been reviewed and granted by either the Deputy Director of Public Works or the Town Engineer, 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 may be performed by the Deputy Director of Public Works and/or Town Engineer.

Location of Work & Nearest Cross Street

Name of Property Owner

Description of Proposed Work –Attach drawings to illustrate. 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.

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 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:

- Driveway approach
- Street and drainage improvements
- Repair and maintenance of utility services
- Minor tree trimming or thinning
- Sidewalk repair or installation
- Traffic control or lane closures, e.g. work or events requiring temporary closure or diversion of traffic lanes. (Street closures require an encroachment permit application from the Tiburon Police Department).

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

1. A completed encroachment permit application, including a description of the proposed work, start and finish dates, and contractor's name and phone number, must be filed in person at Town Hall.
2. A site plan or other diagram illustrating general location and scope of the work.
3. Payment of a \$90.00 application deposit (cash or check only). The Deputy Director of 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. No additional fees will be required for minor improvements.
 - Minor Improvement or Application Associated with a Building Permit.....\$90.00
 - 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.

Routine applications are reviewed by the Deputy Director of 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 may be performed by the Department of Public Works upon completion of the project.

ALL PERMITS ARE VALID FOR EXACTLY ONE YEAR FROM THE DATE OF ISSUANCE