

CITY OF PIEDMONT CALIFORNIA



Public Works Department

Instructions for an Encroachment Permit November 2, 2023

PERMIT APPLICATION PROCESS:

1. Fill out an “Application for Encroachment Permit” form. Please include all requested information and as much detail as possible. If you are using our fillable PDF Form, please remember to print Page 1 of the completed application as a PDF and rename it with the address, your company, and the words “Encroachment Permit”. This is the only way to save your information. Keep a copy for your records.
2. Your contact person named in the application form is important because that person should be best able to respond to engineering, construction, and traffic control questions.
3. Attach copies of the applicable plans, specifications, and traffic control information.
4. Each specific site requires a separate Encroachment Permit. Do not combine different sites on a single application.
5. There is a base fee of \$489 for each application, which must be paid for the application to be entered into the permit tracking system for processing.
6. Email items to encroachments@Piedmont.ca.gov
7. If you have any questions, you may contact Viba Regalado-Silva, Administrative Assistant at (510) 420-3050.

PERMIT APPROVAL PROCESS:

1. When the permit is received and the application fee has been paid, it will be entered into our permit tracking system and forwarded to the Director of Public Works for review.
2. For simple, smaller projects with little or no impacts to the City’s right-of-way and/or residents other than the usual inconvenience of the construction, the process of approval is approximately 2-5 weeks.
3. If it is determined that the scope of work and/or potential impacts to the city right-of-way and/or residents are significant, it will be routed to our City Engineer for further review. The process for approval of these permits depends on the scope of the work, but you can expect at least 3-8 weeks.
4. When the permit has been approved by the City Engineer, and the Director of Public Works, it will be prepared for issuance. If a deposit for reimbursement of costs is stipulated, it must be paid before issuance of the encroachment permit.

FOR STAFF USE ONLY

Date Received: _____ Received By: _____ Application No. _____

Bldg. Official _____ Date _____ PWD Director _____ Date _____

_____ Additional Conditions Apply (see attached list if checked) Inspection Required _____ (yes/no)

**APPLICATION FOR ENCROACHMENT PERMIT
CITY OF PIEDMONT, DEPARTMENT OF PUBLIC WORKS**

120 Vista Avenue, Piedmont, CA 94611

Tel: 510-420-3050 Fax: 510-658-3167

Email application to: encroachments@Piedmont.ca.gov

WORK ADDRESS: _____

(List street(s) and address range if more than one property/location)

UTILITY COMPANY OR CONTRACTOR REFERENCE/JOB NO.: _____

Company Name: _____

Contact Name: _____ E-Mail: _____

Address: _____ City: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Contractors License No. _____ Piedmont Business License No. _____

SITUS ADDRESS OWNER INFORMATION:

Name(s): _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-Mail: _____

Application is hereby made for a permit to perform:

Traffic control

Utility Work

Sidewalk

Driveway curb cut

Drainage

Other (explain below)

For the purpose of: _____

I have enclosed the appropriate drawings, plans, maps, and traffic control information.

The undersigned hereby applies for permission to perform the above-described work and/or otherwise encroach on City of Piedmont right-of-way or property. Permittee agrees to accept all responsibility for loss or damage to any person or entity and to indemnify, hold harmless, and defend and release the City of Piedmont, its agents, volunteers and employees from and against any and all liability actions, claims, damages, costs, or expenses including, but not limited to, attorneys' fees and court costs, which may be asserted by any person or entity, including Permittee, arising out of or in connection with the willful act or negligence of Permittee performing the work associated with this Permit, whether or not there is concurrent negligence on the part of the City, but excluding liability due to the sole active negligence or sole willful misconduct of the City. The fees associated with this permit are considered a deposit only. The applicant understands that if actual costs for inspections, City administration or legal fees are more than the deposit, the applicant shall pay any additional costs prior to acceptance of the improvements and release of surety. Any unused portions of monies paid shall be refunded to the applicant.

SIGNATURE OF APPLICANT: _____

PRINT NAME & TITLE: _____