

# PERMIT TO ENCROACH ONTO PUBLIC RIGHT-OF-WAY



DATE OF ISSUE: \_\_\_\_\_

EXPIRE DATE: \_\_\_\_\_

WORK DURATION: \_\_\_\_\_ DAY(S)

WEEKEND OR NIGHT WORK:  YES  NO

W.O. NUMBER (INTERNAL USE ONLY): \_\_\_\_\_

**PERMIT NO.** \_\_\_\_\_  
(NOT VALID WITHOUT PERMIT NUMBER)  
PERMIT IS NON-TRANSFERABLE

**PROJECT ADDRESS:** \_\_\_\_\_

**SCOPE OF WORK:** \_\_\_\_\_

**FOR INSPECTIONS, CALL (626) 932-5510; A MINIMUM OF 48 HOURS IN ADVANCE**

**(e-mails and voicemail messages are not valid for inspection requests)**

**CONDITIONS**

- A COPY OF THIS PERMIT SHALL BE POSTED AT THE JOB SITE OR AT THE ENCROACHMENT LOCATION.**
- THIS PERMIT SHALL NOT BE EFFECTIVE UNLESS AND UNTIL THE APPLICANT POSTS AND MAINTAINS WITH THE CITY A POLICY OF PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE, APPROVED AS TO FORM AND INSURER BY THE RISK MANAGER OF THE CITY OF MONROVIA AND CONDITIONED SO AS TO PROTECT, INDEMNIFY AND SAVE HARMLESS THE CITY, ITS OFFICERS AND EMPLOYEES FROM ALL LOSS, DAMAGES, LIABILITY, COSTS AND EXPENSES THAT MAY RESULT FROM OR ARISE OUT OF THE GRANTING OF THIS PERMIT FOR AND THE INSTALLATION OF THE ENCROACHMENT, AND TO PAY ANY AND ALL LOSS OR DAMAGE THAT MAY BE SUSTAINED BY ANY PERSON AS A RESULT THEREOF.
- APPLICANT AGREES TO SAVE THE CITY OF MONROVIA AND ANY OF ITS OFFICERS OR EMPLOYEES FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS OR DAMAGE TO PERSONS OR PROPERTIES AS THE RESULT OF THIS ENCROACHMENT.
- APPLICANT SHALL COMPLY WITH ALL APPLICABLE LOCAL, STATE, FEDERAL, ENVIRONMENTAL, HEALTH AND SAFETY REQUIREMENTS.
- (FOR ALL WORK COVERED BY CALOSHA) – THE APPLICANT CERTIFIES THAT EXECUTION OF THIS PROJECT (APPLICATION) WILL MEET OR EXCEED CALOSHA REQUIREMENTS.
- APPLICANT/CONTRACTOR MUST NOTIFY THE FOLLOWING IN WRITING: PUBLIC WORKS DEPARTMENT, MONROVIA POLICE DEPARTMENT, MONROVIA FIRE DEPARTMENT, SCHOOL DISTRICT, UTILITY COMPANIES, SERVICE PROVIDERS AND RESIDENTS ON THE ENTIRE BLOCK 48 HOURS IN ADVANCE OF ANY PROPOSED WORK OR ROAD CLOSURE. NO PARKING SIGNS SHALL STATE COMPANY NAME, PROJECT DATE (S), & TIME.**
- ROAD CLOSURE IS SUBJECT TO APPROVAL BY THE CITY ENGINEER, ROAD CLOSURE MAY BE PERMITTED BETWEEN THE HOURS OF 9:00 A.M.AND 3:00 P.M. ONLY. PLEASE CONSULT THE ENGINEER FOR SPECIAL HOURS ON THE FOLLOWING STREETS; HUNTINGTON DR, FOOTHILL BLVD, MOUNTAIN AVE, AND MAYFLOWER AVE.**
- APPLICANT SHALL COMPLY WITH ATTACHED DRAWING, IF APPLICABLE, AS INDICATED IN THE SPECIAL CONDITIONS BELOW.
- SPECIAL CONDITIONS AS REQUIRED: \_\_\_\_\_  
(SEE ADDITIONAL CONDITIONS ON THE BACK)
- PRIOR APPROVAL REQUIRED FOR WEEKEND OR NIGHT TIME WORK WITH A 10 BUSINESS DAY ADVANCE NOTICE. ADDITIONAL FEES APPLY.
- SEE ADDITIONAL NOTES/INSTRUCTIONS/REQUIREMENTS ON THE BACK.**

BY SIGNING BELOW, THE APPLICANT AGREES WITH THE CONDITIONS, INSTRUCTIONS/REQUIREMENTS OF THIS PERMIT.

**PERMITTEE / CONTRACTOR:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_

**MOBILE PHONE:** \_\_\_\_\_

CITY  
APPROVAL: \_\_\_\_\_

FEE: \$ \_\_\_\_\_

## **SPECIAL CONDITIONS**

- 9-1) The applicant is required to submit a draft notification letter to residents/business owners to be approved by the City prior to distribution.
- 9-2) Prior to issuance of the permit the applicant shall submit schedule of proposed work describing the work to be done; work schedule shall indicate the location (street address or approximate block number) and duration of work (from start date to completion date). It is extremely important that the applicant follow the submitted schedule. The City will not allow the work to continue or suspend the permit if not in accordance with the submitted schedule.
- 9-3) Applicant shall e-mail any changes in the work schedule 72 hours in advance or at least minimum 24 hours for emergency conditions only to the following to avoid cancellation of this permit. Richard Cortez – [rcortez@monroviaca.gov](mailto:rcortez@monroviaca.gov) copy e-mail to the following: Amy Ly - [aly@monroviaca.gov](mailto:aly@monroviaca.gov), and [pwcomments@monroviaca.gov](mailto:pwcomments@monroviaca.gov).
- 9-4) Public Works Inspector and staff will occasionally visit the sites; depending on how the traffic controls affect the safety and traffic conditions of the surrounding area the City may request changes to the traffic control devices already placed on the site; the applicant upon request from the City shall immediately comply with the City's request; non compliance will result to cancellation of the permit.

**Note:**

Applicant shall comply with all applicable local, state, federal, environmental, health and safety requirements. For all work being performed by the applicant covered by CALOSHA, and by signing below, the applicant certifies that execution of this work/project/permit will meet or exceed CALOSHA requirements. The Applicant hereby releases and agrees to indemnify and save the City of Monrovia harmless from and against any and all injuries to and deaths of persons and damages to property, and all claims, demands, costs, loss, damage and liability, howsoever the same may be caused and whensoever the same may appear, resulting directly or indirectly from the performance or nonperformance of any or all work to be done in and upon the public right of way in and upon the premises adjacent thereto pursuant to this permit application, and also from any and all injuries to and deaths of persons and injuries to property or other interests, and all claims, demands, costs, loss, damage, and liability, howsoever same may be caused and whensoever the same may appear, either directly or indirectly, made or suffered by the applicant, the applicant's agents, employees, contractors and subcontractors, while engaged in the performance of said work.

## **ENCROACHMENT PERMIT ATTACHMENT NOTES, ADDITIONAL INSTRUCTIONS/REQUIREMENTS**

**MMC 12.48.010 Encroachment Permits**

*No person shall erect, construct, place or maintain any building, structure, fence, wall, porch, step, post, pole, pipe, conduit, sign, blockade, seat, bench, table, merchandise or other physical encroachment or obstruction in, over or upon any street, alley and public ways which have been dedicated or are open to public use and the curbing, sidewalk and parkway, if any, adjacent thereto without first obtaining and maintaining a permit therefore.*

- 1. Dumpsters shall be placed on minimum 1" thick, 12" x 12" plywood to protect the pavement.
- 2. Stockpiling of material, soil or debris in the public right of way is not allowed unless written approval is obtained in advance. All material shall be stored onsite.
- 3. All stockpiles of dirt and/or sand onsite shall be covered with plastic and sand bags (2 wide and 2 high) placed around the stockpiles.
- 4. The Applicant shall comply with the City's Storm Water Management Ordinance, MMC 12.36. The design, implementation, construction activities and maintenance of the management devices shall mitigate and reduce pollutants in storm water discharges to the maximum extent practicable.
- 5. Waste water/sediment runoff from construction site materials is prohibited from entering the City street and storm drain system.
- 6. Washout of equipment or vehicles on the public right-of-way is prohibited. All washout of concrete equipment shall be disposed of on site.
- 7. Tarp shall be placed under all mixing equipment that is utilizing the public right-of-way.
- 8. Cleanup of the public right-of-way shall utilize dry methods (sweeping, vacuuming, etc.).
- 9. Applicant shall remove all erected structures within the street right-of-way within 14 days, at his expense, and/or upon request by the City.
- 10. Applicant shall provide reflectorized barricades as required and be approved by the City.
- 11. Additional requirements may be imposed or required by the Public Works Department upon actual inspection of the (project) site. Applicant shall comply with the requirements immediately, or upon receipt or knowledge of the requirements, non compliant will make this permit null and void.