



**City of Camarillo**  
**ENCROACHMENT PERMIT**  
**Department of Public Works**  
601 Carmen Drive, Camarillo, CA 93010  
(805) 383-5622

Permit No. \_\_\_\_\_

Project No. \_\_\_\_\_

**APPLICATION**  
*THIS SECTION TO BE COMPLETED BY APPLICANT*

The Undersigned hereby applies for permission to encroach on the following described City Right of Way or other property:

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Description of the encroachment work to be done (Sketch Required): \_\_\_\_\_

Trench Excavation Length: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Surface Material: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
NUMBER AND STREET CITY AND ZIP CODE

Email: \_\_\_\_\_ Business License #: \_\_\_\_\_

Permittee: \_\_\_\_\_

Permittee Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
NUMBER AND STREET CITY AND ZIP CODE

**INSURANCE REQUIREMENTS:**

The permittee is required to provide **general liability coverage with policy limits of at least \$2,000,000 per occurrence/\$4,000,000 aggregate for non-excavation work and \$5,000,000 per occurrence for excavation work** and **automobile coverage with policy limits of at least \$1,000,000**. Such insurance must name the City of Camarillo and its officials, officers, employees, agents and volunteers as additional insureds on a CG 20 12, and must be primary and non-contributory, and include a waiver of subrogation. The certificate of liability insurance must list the City of Camarillo as the certificate holder and include encroachment permit in the description. Proof of **workers compensation coverage per statutory requirements** must also be provided. The permittee must submit to the City certificates of insurance with proper endorsements prior to issuance of this permit by the City. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess liability. All insurance companies must meet an A.M. Best Rating of A- and VII. No variation from these insurance requirements shall be allowed unless approved by the City Attorney. The insurance limits of permittee's existing insurance coverages shall apply to any and all claims relating to this work even if those limits are in excess of the limits required by this permit.

**THIS SECTION TO BE COMPLETED BY THE DEPARTMENT OF PUBLIC WORKS**

THE FOLLOWING SPECIAL ITEMS ALSO APPLY:

CITY AND/OR COUNTY STANDARD DRAWING(s)  Residential Driveway  Commercial Driveway  Rural Driveway

Curb, Curb and Gutter, Rolled Curb  Sidewalk  Curb Drain  City Stormwater Program Sheet

Utility Trenches **CONTACT DIGALERT 48 HOURS PRIOR TO DIGGING** Toll Free: 811 Website: [www.digalert.com](http://www.digalert.com)

CITY DRAWING Nos. \_\_\_\_\_  ATTACHED SKETCH

CALTRANS Std. \_\_\_\_\_  TRAFFIC CONTROL PLAN ATTACHED

SPECIAL CONDITIONS (See Page 2)  ANNUAL BLANKET PERMIT CONDITIONS

**STREETS IN MORATORIUM:** \_\_\_\_\_

PERMITTEE SHALL NOTIFY \_\_\_\_\_, Public Works Inspector Phone: \_\_\_\_\_  
**48 HOURS PRIOR TO COMMENCING ANY WORK**

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**SPECIAL CONDITIONS**

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

**ACKNOWLEDGEMENT**

I understand that any permit that may be granted as a result of this request may be revoked by the City at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, Chapter 13.04 of the Camarillo Municipal Code, the Standard Conditions on page 3 of this permit and any special conditions on page 1, or attached hereto.

I further agree to hold the City of Camarillo and its officials, officers, employees, agents and volunteers harmless of any claims, defense and legal costs, judgments for damages, or other relief against the City as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, of in part, by me or my representatives.

I further understand a violation of any of the conditions of this permit would constitute a violation of Section 13.04.670 of the Municipal Code, and the permittee would be liable for violations by administrative citation. Citation amounts are \$250 for first offense, \$500 for second offense, and \$750 for third and subsequent offenses.

I further understand copies transmitted via email shall have the same force and effect as an original.

Normal working hours are Monday through Friday 7:00 AM to 3:30 PM **Initials** \_\_\_\_\_

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title (Print)

Permission is hereby granted to perform the activities described above subject to the statutes, ordinances, and conditions described above. Special Conditions hereon and attached here to are made a part hereof by reference. The permission is granted for the period of

\_\_\_\_\_ to \_\_\_\_\_  Normal Hours

Time extension \_\_\_\_\_ to \_\_\_\_\_

By: \_\_\_\_\_  Alternate Hours

By: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT OF PUBLIC WORKS \_\_\_\_\_

Issuance Fee: \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_

Inspection Fee: \_\_\_\_\_

Franchise: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Policy Expiration: \_\_\_\_\_

Date Paid/Invoiced: \_\_\_\_\_

Bond: \_\_\_\_\_