ENCROACHMENT PERMIT APPLICATION

To Whom It May Concern:

The undersigned hereby applied for permission to excavate, construct and/or otherwise encroach upon the Right-of-Way of the County of San Mateo road(s) listed:

DESCRIBED LOCATION OF PROPOSED ACTIVITY

DESCRIBED PROPOSED ACTIVITY: <Attach site plan and sketch or scaled drawing>

NOTE: State of California Government Code Sections 4216 through 4216.9 require an INQUIRY IDENTIFICATION NUMBER be assigned to every person planning to conduct an excavation in a Public Right-of-Way or Private Easement. If applicable, the applicant shall call the “USA” Regional Notification Center at 800-642-2444 a minimum of two (2) days prior to commencing that excavation. NO PERMIT TO EXCAVATE ISSUED BY SAN MATEO COUNTY SHALL BE VALID UNLESS THE APPLICANT HAS OBTAINED AN INQUIRY ID NUMBER FROM “USA.”

PROPOSED ENCROACHMENT DATE(S): START ______________________ FINISH ______________________

Applicant agrees to accomplish the described activity in accordance with applicable County of San Mateo codes, regulations, restrictions and specifications and to be subject to inspection and approval by the Dept. of Public Works.

Applicant shall indemnify and save harmless the County, its officers, agents, employees and servants from all claims, suits or actions on every name, kind and description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work authorized or required by the County in conjunction with this request.

Applicant is required to maintain property damage and liability insurance in amounts equivalent to or exceeding the legal minimums as a condition of this permit.

APPLICANT COMPLETE

“USA” Inquiry

Date

USA Inquiry ID Number

PLEASE PRINT

Applicant Name

Mailing Address

City, State Zip

Area Code & Phone and email

Applicant Signature

FRM00403.DOC (2/4/2015)
INSTRUCTIONS FOR COMPLETING APPLICATION FOR ENCROACHMENT PERMIT
April 2014

1. Describe Location of Proposed Activity: Include street address and city/town, and attach a copy of your site plan. The site plan should show the property line and the location and limits of the proposed work.

2. Describe Proposed Activity: Include a brief description of the work to be performed within the public right of way. If any work involves construction other than “County Standard,” include a plan drawing showing the type of work and any details necessary to fully describe the work.

The Department of Public Works publishes “Standard Drawings for Public and Private Construction” and “Special Provisions” for a variety of activities. Drawings for the most frequent types of encroachments are available at no cost at the Planning/Building Counter. The full edition of the Standard Drawings is available for purchase at the Department of Public Works, 555 County Center, 5th Floor.

Drawings available at the Planning/Building Counter include:

- Driveway Plan/Profile
- Driveway Widths and Curb Openings (Residential & Commercial)
- Interim Access Roads
- Under-Sidewalk Drains
- Trench Backfill and Bedding

Drawings and specifications for County standard sewer structures are available at the Department of Public Works, 555 County Center, 5th Floor.

3. Proposed Start and Finish Dates: Must be completed. Allow at least 3 working days for processing of your permit application when completing this section.

4. USA Inquiry: Application must include the date of your USA (Underground Service Alert) contact and the Inquiry ID Number issued by USA for any work involving soil disturbances. Contact information for USA is provided on the application form.

5. Initial you must agree to the indemnification and insurance clauses.

6. Applicant Name, Mailing Address and Signature: Must be completed and signed.

7. Telephone Number: Provide telephone number with area code to contact the applicant.

8. Application fee S____ must accompany this application (for checks please make payable to County of San Mateo. Credit Card payments are accepted with a 3% surcharge). Note: Projects that involve subdivision improvements, wells and other substantial construction projects may require an inspection deposit. Your DPW Permits staff can assist you with inspection fees and security deposits.