



PERMANENT ENCROACHMENT PERMIT APPLICATION

City of Carmel-by-the-Sea
Department of Community Planning & Building
P.O. Drawer G, Carmel, CA 93921
(831) 620-2010 OFFICE

EN _____
FEE PD _____
REC # _____
Copy Given to: _____
Date: _____

1. Property Owner: _____ Date: _____

2. Project Location: _____

Block: _____ Lot(s): _____ Parcel #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

3. Contractor/Contact Person (Circle One): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone # (_____) _____ E-Mail: _____

Contractor State Lic #: _____ Contractor City Lic #: _____
Type: _____

4. Date Work is Scheduled to Begin: _____ Projected Completion Date: _____

PLEASE ATTACH SITE PLAN AND PHOTOS DETAILING PROPOSED

FULLY DESCRIBE ALL WORK PROPOSED: _____

→PLEASE NOTIFY USA DIG (Call 811) 48 HOURS PRIOR TO DIGGING

→PLEASE NOTIFY PUBLIC WORKS DEPT. (831-620-2074) 48 HOURS PRIOR TO START OF WORK

→CONTROL OF DRAINAGE DURING AND AFTER CONSTRUCTION IS REQUIRED.

Applicant Acknowledgement

I understand and agree to comply with all pertinent conditions, standards and requirements as specified by the Carmel Municipal Code, State, County and Federal regulations pertaining to this permit application. I agree to properly maintain the subject work at no expense to the *City* and to indemnify the *City* from any liability arising from the permit issued. Acceptance by the *City* of the work described hereon is not a waiver of my obligations as stated herein.

Applicant Name (Print Clearly): _____

Signature: _____ Date: _____

CITY USE ONLY BELOW

Lead Department: Planning & Building

Public Works

Public Works: Approve/Disapprove

Forestry/Beach: Approve/Disapprove

By: _____ Date: _____

By: _____ Date: _____

Planning Department: Approve/Disapprove
(Optional)

Police Department: Approve/Disapprove
(Optional)

By: _____ Date: _____

By: _____ Date: _____

Additional Insurance: Approve/Disapprove
(Optional)

By: _____ Date: _____

Please protect all trees during construction:

→HAND DIG WITHIN 10 FEET OF TREES.

→NOTIFY FORESTER OF ROOTS 2" OR MORE THAT NEED TO BE CUT.

FINAL INSPECTION FROM PUBLIC WORKS: _____

DATE: _____

**INSTRUCTIONS TO THE APPLICANT
PERMIT FOR ENCROACHMENT IN THE PUBLIC RIGHT-OF-WAY
CITY OF CARMEL-BY-THE-SEA**

An application for an encroachment in the public right-of-way includes all of the following steps.

1. Encroachment Permit Application

This is the first step in the process of requesting the City’s approval for an encroachment in the public right-of-way. The application and the form entitled “Information Regarding Improvements in the ROW” are to be completed and returned, along with the encroachment application fee, currently \$895.00, to the Department of Community Planning & Building. A site plan sketch on an 8.5” x 11” sheet is also typically required (refer to the Site Plan Requirements handout, included with this application packet).

2. Hold Harmless Encroachment Agreement

Upon preliminary staff approval of the Encroachment Permit Application forms, submittal of the Hold Harmless Encroachment Agreement is required. This document must be executed by the legal owner(s) of the property adjacent to the public right-of-way upon which the encroachment is planned to be installed. The names must be written and signed as they appear in the official records of the City, i.e., “William L. and Elizabeth W. Jones” – not “Bill and Liz Jones.” The applicant(s)’ signature(s) must be notarized.

Special attention should be paid to paragraph 3 of this Agreement and the insurance requirements set forth therein. If the application is approved, **WORK MAY NOT BEGIN** until the Certificate of Insurance is on file with the City Clerk’s Office.

IMPORTANT NOTICE

TO THE AGENT PROVIDING INSURANCE COVERAGE ON THE ADDITIONAL INSURED POLICY FORM

When required to supply Liability Insurance, either in the amount of **\$1,000,000** (commercial properties) OR **\$1,000,000** (residential properties), it is imperative that the additional insurance coverage be in the form of an “endorsement” using the following language:

3. Notice Pursuant to Municipal Code § 12.08.110

“The City of Carmel-by-the-Sea, its elected officials, officers, agents and employees are additionally insured under the policy.”

CITY OF CARMEL-BY-THE-SEA

INFORMATION REGARDING IMPROVEMENTS IN THE PUBLIC

RIGHT-OF-WAY

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: (Business): _____ (Home or Cell): _____
(E-Mail Address): _____

EXACT LOCATION OF PROPOSED ENCROACHMENT(S): _____

BLOCK: _____ Lot(s): _____ APN: _____

TYPE OF ENCROACHMENT(S): If there is more than one required (e.g. fence and steps), please list each separately. Attach additional sheet(s) if necessary.

1. _____
2. _____
3. _____

DIMENSION(S) OF ENCROACHMENT(S): (Attach an 8 ½" x 11" site plan showing all existing and proposed improvements in the right-of-way.)

1. _____
2. _____
3. _____

TYPE OF MATERIAL TO BE USED FOR EACH ENCROACHMENT REQUESTED:

1. _____
2. _____
3. _____

WHEN RECORDED, MAIL TO:

CITY OF CARMEL-BY-THE-SEA
BOX CC
CARMEL-BY-THE-SEA, CA 93921

THIS SPACE FOR RECORDER'S USE ONLY

HOLD HARMLESS ENCROACHMENT AGREEMENT

AGREEMENT made this _____ day of _____, 20____, between the CITY OF CARMEL-BY-THE-SEA, hereinafter called CITY, and _____, hereinafter called OWNER, with reference to the following facts:

OWNER is in possession of and owns certain real property in CITY known as Block _____, Lot(s) _____, Assessor's Parcel No. _____, Zoning District _____, street location _____.

OWNER has requested from CITY permission to construct and maintain a structural encroachment on CITY street or sidewalk area adjacent to or near the property, described as follows:

_____.

NOW, THEREFORE, the parties, in consideration of the mutual covenants contained herein, agree as follows:

1. CITY grants permission to OWNER to construct and maintain a structural encroachment on CITY street or sidewalk area adjacent to or near OWNER'S property, as described above. Said permission is subject to the following conditions:

- a. Execution of the Hold Harmless Agreement and compliance with the provisions of paragraph 3 below.
- b. _____

2. OWNER, his successors and assigns, agrees to name CITY an additional insured and to hold CITY harmless from any and all claims, actions and demands of third parties of any kind, character and description arising out of or due to any accident or mishap in, on , or about said structural encroachment so constructed or so maintained or any error or omission resulting in personal injury or property damage.

3. OWNER, agrees to provide CITY and maintain a certificate of insurance from an insurance carrier acceptable to CITY certifying that OWNER has public liability and property damage insurance with limits of not less than \$1,000,000 combined single limit for personal injury and/or property damage for property located in the R-1 zoning district and limits of not less than \$1,000,000 for property located in all other zoning districts. The certificate must indicate this insurance is primary over any other valid or collectible insurance CITY may have, insures owner's performance of this Hold Harmless Agreement and that the Carrier will notify CITY in the event of any material change in the policy, including the nonrenewal thereof. Said Certificate of Insurance must name CITY, its elected officials, officers, agents and employees as additional insured insofar as the insurance pertains to this encroachment. Owner further agrees to maintain said insurance as long as said encroachment remains on CITY property.

In the event of cancellation or nonrenewal, the insurance company will give thirty (30) days' written notice to CITY. The Certificate must be signed by an authorized employee of the insurance carrier and mailed to: City Clerk, Carmel-by-the-Sea, P.O. Box CC, Carmel-by-the-Sea, CA 93921.

4. CITY may terminate and revoke this Agreement at any time that it is determined by the City Council to be in the best interests of City and necessary to promote the public health, safety or welfare. Any expenses caused to OWNER, his successors or assigns, by termination of this Agreement shall be borne by OWNER, his successors or assigns.

5. The parties agree that this contract is for the direct benefit of the land in that it makes the property more usable and increases its value, as such, agree that the covenants herein shall run with the land, and the parties agree that the covenants shall bind the successors and assigns of OWNER.

CITY OF CARMEL-BY-THE-SEA:

OWNER(S):

By: Chip Rerig, City Administrator

ATTEST:

Tom Graves, City Clerk

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____
Insert Name and Title of the Officer

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) , or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraphs is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



CITY OF CARMEL BY THE SEA

COMMUNITY PLANNING AND BUILDING DEPARTMENT

SITE PLAN SKETCH REQUIREMENTS FOR TEMPORARY AND PERMANENT ENCROACHMENT PERMITS AND DRIVEWAY PERMIT APPLICATIONS

General Requirements:

- Site Plan Sketch should be drawn to scale, or to approximate scale with key measurements (driveway width and length, pathway width and length, property line lengths) noted
- Include North arrow
- If a supplemental sheet, Site Plan Sketch should be on an 8.5"x11" sheet
- If on a supplemental sheet, include Project Address, APN, Owner's Name, and Date

Project Information:

- Show and call out all property boundaries with street frontage.
- Label streets with street names
- Note all improvements in the City Right-of-Way (ROW) for adjacent roadways. Identify the street, the edge of the pavement, and depict existing and any proposed improvements within the ROW.
- Show the location of the main building or edge of the building
- Depict existing and any proposed hardscape in the area of work (driveways, patios, paths, etc.), and note existing and proposed. Include dimensions or widths and call out materials (asphalt, pavers, decomposed granite, etc.)
- Show any areas proposed for staging of construction or demolition materials.
- Show all existing trees with a trunk diameter > 2 inches that are within 10 feet of all work areas. Call out approximate tree diameter and species, if known.

Last revised: March 2016



Right-of-Way Vision Statement

In most neighborhoods, the edges of the public right-of-way (between the road edge and adjacent private property lines) are unpaved. The right-of-way is often left unplanted resulting in an informal character of volunteer plantings, packed earth and pine needles. The right-of-way is also often planted with indigenous species consistent with a forest appearance. Both approaches contribute to a linear green belt appearance that helps to create the “village in a forest” character that defines the City.

The City has adopted clear standards that guide the treatment of the right-of-way in the residential district. These standards can be found at www.ci.carmel.ca.gov or at the Department of Community Planning and Building located at City Hall. Some of these standards include:

- Drought-tolerant, native plants, informally arranged may be permitted.
- Formal plant arrangements with highly colorful flowering plants are prohibited.
- When possible, plantings should not extend to the street edge to allow for off-street parking.
- Paving, gravel, boulders, logs, timbers, planters or other above-ground encroachments are prohibited, except paving for driveways, unless an encroachment permit has been obtained from the City.
- A narrow crushed Decomposed Granite pathway from the street to the property entrance may be allowed without an encroachment permit.

The City is requesting your assistance to ensure that the right-of-way adjacent to your property complies with City standards. If you would like assistance in determining whether the right-of-way adjacent to your property is out of compliance, please contact the Department of Community Planning and Building at (831) 620-2010.



City of Carmel-By-The-Sea

TRAFFIC CONTROL PLAN – 2018 HANDOUT

Objective:

The objective of a Traffic Control Plan (TCP) is to permit a contractor, utility, or developer to work within the public right-of-way in a safe, efficient, and effective manner while maintaining a safe, uniform flow of vehicle traffic. Additionally, a TCP ensures safe provisions for bicyclists and pedestrians to bypass the construction Work Zone.

TCPs shall be submitted to the Community Planning and Building Department at Carmel City Hall on Monte Verde, between Ocean and 7th Avenue, at least 48 hours prior to obstructing any travel to allow for Public Works review and approval and for notifications to the Carmel Police and Fire Departments.

A TCP must be submitted to the City for approval in the following circumstances:

1. Obstructing one or more travel lanes along any arterial street: Carpenter Street, Junipero Street, Ocean Avenue, Rio Road, and San Carlos Street (south of Ocean).
2. Obstructing one or more travel lanes along the truck and bus routes (including portions of 2nd Avenue, 8th Avenue, Carpenter Street, Junipero Street, and San Carlos Street (south of Ocean).
3. Obstructing one or more travel lanes along any of the following collector streets: 4th Avenue (west of Dolores), 8th Avenue, Camino Del Monte Avenue, Mountain View Avenue, San Antonio (Ocean to Santa Lucia), Santa Lucia (east of Dolores), and Scenic Drive.
4. Obstruction of one travel lane in a residential area for more than eight (8) hours.
5. Obstruction of one travel lane in the business district for more than four (4) hours.
6. All proposed road closures.

Note: As an alternative to obstructing traffic, parking spaces can be purchased on a day-by-day basis by contacting the Executive Assistant at City Hall at phone number (831) 620-2000.

Traffic Control Plan Preparation Requirements:

Every TCP submitted for City review and approval must conform to the following guidelines:

1. TCP shall reflect actual job site conditions.
2. TCPs shall be prepared to scale on 24" x 36" or 11" x 17" sheets.
3. Use legible lettering.
4. Provide a legend for symbols used.
5. Provide a north arrow.

6. Provide a "USA/811 Call Before You Dig" warning stamp.
7. Lay out streets in proper orientation and label streets.
8. Indicate posted speed limits.
9. Show and label (or use legends for) existing crosswalks, bike lanes, parking spaces, striping, ADA ramps, berms, and drainage facilities.
10. Show existing regulatory signs in the vicinity of the construction Work Zone.
11. Identify the type of construction (i.e. install gas line, pave new driveway).
12. Indicate location and dimensions of the proposed construction Work Zone.
13. Show your proposed equipment/materials staging area, if applicable.
14. Note the contractor's business name, address, phone number, and license number.
15. Note the name and phone number(s) of 24-hour contact(s) for emergencies.
16. Indicate the proposed start date and estimated construction completion date.
17. Label proposed temporary construction signs, barricades, delineators, flaggers, etc.
18. Label proposed taper lengths, width, and delineator spacing.
19. Label signs/barricades to navigate bicyclists and pedestrians around the Work Zone.
20. Label any proposed temporary parking restrictions.
21. Copy the following General Notes onto the TCP.

Traffic Control Plan General Notes:

1. All traffic control devices shall conform to the latest edition of the California Manual on Uniform Traffic Control Devices (MUTCD).
2. Work hours are 8:00 am – 6:30 pm Monday-Friday, and 8:00 am to 5:30 pm on Saturdays.
3. Any night work will require prior written approval from the Community Planning & Building Department.
4. The contractor shall maintain traffic control devices 24 hours per day, 7 days per week.
5. Traffic control devices shall be removed from view when not in use.
6. Travel lanes through construction sites shall be at least 12 feet wide.
7. Temporary "No Parking" signs must be posted at least 48 hours prior to work.
8. Open trenches must be backfilled or plated during non-working hours.
9. A flashing arrow board is required prior to the taper for arterial lane closures.
10. Workers shall wear visibility vests in the day and reflective vests at night.
11. Flaggers shall be trained in the fundamentals of flagging traffic and equipped with a vest, hard hat, and C-28 "Stop/Slow" paddle.
12. TCPs for construction work along an arterial street or within the downtown business district shall be signed and stamped by a registered Civil Engineer or Traffic Engineer.
13. Road closures and detours require prior written approval by the Director of Public Works.
14. The Director of Public Works, Director of Public Safety, or designee, are authorized to order changes to assure public safety.



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May 30, 2017

PG&E Urges Customers to Always Call 811 to Avoid Damaging Utility Lines in Carmel-by-the-Sea

CARMEL-BY-THE-SEA, Calif. — With spring's warmer weather comes an abundance of pre-summer outdoor projects that require digging. To prevent damage to underground utility lines in Carmel-by-the-Sea, Pacific Gas and Electric Company (PG&E) urges customers to call 811 before starting any project that involves digging.

"Whether you are planning to do it yourself or hire a professional, you should always call 811 before each job to have underground utility lines marked," said Rob Morse, senior manager of PG&E's Central Coast division. "It's a free and easy service that protects public safety and helps avoid damage to utility lines, service interruptions and fines."

Last year, there were more than 1,735 strikes on PG&E's underground infrastructure – six of them in Carmel-by-the-Sea. This year, the city has experienced two dig-ins. Fencing, water and sewer projects are the top three activities that have resulted in underground utility strikes in Carmel. Of the 1,735 strikes in 2016, more than 55 percent had not called ahead to have underground utility lines properly marked. The average cost to those who damaged PG&E's underground utility lines, including fines and repairs, amounted to \$7,500.

About the 811 Free Safety Service

811 is a free nationwide service that sends utilities to mark the location of underground lines, including gas, electric, water and fiber optic services. Underground Service Alert (USA) North, which operates 811 in PG&E's service area, created 811express.com to reduce demand to the 811 call line and provide a convenient way for the public to request utility markings.

Homeowners and contractors can prevent gas leaks and power outages while protecting themselves and the safety of their community by requesting a USA ticket. Contractors are required by law to contact 811 at least two working days prior to excavation, but any digging project requires a USA ticket, including planting a tree or setting posts for a picket fence.

About PG&E

Pacific Gas and Electric Company, a subsidiary of PG&E Corporation (NYSE:PCG), is one of the largest combined natural gas and electric energy companies in the United States. Based in San Francisco, with more than 20,000 employees, the company delivers some of the nation's cleanest energy to nearly 16 million people in Northern and Central California. For more information, visit www.pge.com/ and pge.com/news.



