



City of Patterson  
Public Works Department  
1 Plaza, P.O. Box 667  
Patterson, CA 95363

# Encroachment & Trench Cut Permit

**On-site Private Septic Tanks and Well Abandon/Destruction - STOP,**  
contact Stanislaus County for Permitting. (209) 525-6700  
**PLEASE CALL (209) 895-8060 THREE (3) WORKING DAYS BEFORE START**  
**OF CONSTRUCTION ACTIVITIES FOR A PRE-INSPECTION & AT**  
**COMPLETION OF PROJECT FOR A FINAL INSPECTION**

Phone: (209) 895-8060  
Fax: (209) 895-8069  
E-mail: publicworks@ci.patterson.ca.us  
**Form Updated: 1/19/22**  
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Application Date  Permit #  Expiration Date

Description of Work:

Job Location:

PROJECT SIZE: \_\_\_\_\_ SQ. FT. \_\_\_\_\_ ACRE(S) WILL THE ACTIVITIES BEING PERFORMED DISTURB SOIL?:  Yes  No

IS THIS A NEW DEVELOPMENT PROJECT? IF SO, WAS A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SUBMITTED TO THE CITY?  Yes  No

IF A SWPPP PLAN WAS COMPLETED, PLEASE PROVIDE WDD#: \_\_\_\_\_ NAME OF LEGAL RESPONSIBLE PERSON(LRP): \_\_\_\_\_

**\*NOTE: EROSION & SEDIMENT CONTROL PLANS (ESCP) ARE REQUIRED BY STATE / LOCAL STORMWATER REGULATIONS AND IT APPLIES ONLY TO PROJECTS THAT DISTURB SOIL AND GO THROUGH PLAN CHECK/PERMIT PROCESS. THIS DOES NOT APPLY TO MAINTENANCE PROJECTS.**

<b>Permit Type:</b>	<b>Permit Purpose:</b> <input type="checkbox"/> Install		<input type="checkbox"/> Repair	<input type="checkbox"/> Replace	<input type="checkbox"/> All in One Permit Fee \$169.00 (Includes Fire Hydrant Use Permit if needed) <input type="checkbox"/> Additional Inspections for Encroachment \$233.00 [One (1) hour minimum] <input type="checkbox"/> Double Fee (Work done without Permit) <b>OFFICE USE ONLY</b> <b>* If trench is selected, please include a trench plan and fees will be calculated.</b>
	<input type="checkbox"/> Curb Cut, Excavation, Trench <input type="checkbox"/> Driveway Approach/Side-walk Construction <input type="checkbox"/> Install/Remove Monitoring Well Other List Here: _____	<input type="checkbox"/> Utility Connection (Water, Sewer, Storm) <input type="checkbox"/> New Development Construction/Remodel <input type="checkbox"/> Install Groundwater Well	<input type="checkbox"/> Street Cut/Excavation/Trench * <input type="checkbox"/> Street Painting <input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Tree Work <input type="checkbox"/> Construction/ Demolition Project <input type="checkbox"/> Other (Write in Below)	

**Trench Cut Fee (Based on PCI)** **FOR OFFICE USE ONLY**  
 Trench Cut in Street (Ordinance No. 840) \*Please only enter the name of the street and segment.  
 A copy of the City's PCI (Pavement Condition Index) Listing, can be located on the City's website at [www.ci.patterson.ca.us](http://www.ci.patterson.ca.us) along with the Trench Cut Detail/Standards.

Street Name \_\_\_\_\_ Street Name \_\_\_\_\_ Street Name \_\_\_\_\_  
 Street Segment \_\_\_\_\_ Street Segment \_\_\_\_\_ Street Segment \_\_\_\_\_  
 PCI Classification \_\_\_\_\_ PCI Classification \_\_\_\_\_ PCI Classification \_\_\_\_\_

Any questions or disputes regarding Trench Cut shall be addressed and resolved with the City Engineer. The City will require Warranty on all trench cut work.

<input type="checkbox"/> (0-49) PCI \$0 Sq. Ft.	Length of Area _____	Width of Area _____	Total Sq. Ft. _____
<input type="checkbox"/> (50-69) PCI \$5.25 Sq. Ft.	Length of Area _____	Width of Area _____	Total Sq. Ft. _____
<input type="checkbox"/> (70-100) PCI \$7.30 Sq. Ft.	Length of Area _____	Width of Area _____	Total Sq. Ft. _____

Job Location \_\_\_\_\_ Work Scheduled to Begin \_\_\_\_\_ and Completed by \_\_\_\_\_

Property Owner/Utility Company Name: \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner/Utility Company Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contractor's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

City Business License # \_\_\_\_\_ State Contractor Licence: \_\_\_\_\_ Class \_\_\_\_\_

**SUBCONTRACTOR'S LIST (SUBS MUST HAVE A CITY BUSINESS LICENSE & BE LISTED ON INSURANCE)**

No.	Name	Address	Work to be Performed for General Contractor	City Business License #	Contractor's State License & Class
1.					
2.					
3.					
4.					
5.					



City of Patterson  
Public Works Department  
1 Plaza, P.O. Box 667  
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## Encroachment & Trench Cut Permit Applicant's Agreement (PLEASE REVIEW AND SIGN BELOW)

Phone: (209) 895-8060  
Fax: (209) 895-8069  
E-mail: [publicworks@ci.patterson.ca.us](mailto:publicworks@ci.patterson.ca.us)  
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The Contractor or property owner/developer is required to submit to the City a certificate of liability insurance with at least 2,000,000 in coverage (per occurrence) and an Endorsement to the policy naming the City of Patterson and all subcontractors listed on this application (including its officers, agents, and employees) as additional insured. An ISO Form CG 20 10 and/or CG 20 37 (Completed Operations) is **REQUIRED** along with the certificate, including the **"Waiver of Subrogation"** Endorsement in favor of the City for General Liability, Workers Compensation, and Auto Liability. In addition to the insurance requirement, the contract must post a bond with the City of Patterson if monitoring wells are being installed in the City right-of-way. The bonds must be valid for the time that the monitoring wells are in service. The permit processing fee is non-refundable. Any work done without prior approval and/or permit will be subject to a double fee.

The applicant shall prepare traffic control plans and follow traffic control procedures in accordance with the CalTrans Manual for projects, which require work in public right-of-ways. The applicant further agrees that he or she shall take all necessary safety precautions reasonably required in performing any work pursuant to any permit granted by the City of Patterson, and specifically agrees to comply with any and all safety standards and rules that have been established by the State of California or the Federal Government.

The applicant further agrees that in consideration of the granting of any permit issued pursuant to this application that he shall indemnify and hold the City of Patterson harmless from any and all liability for damages resulting from the negligence of the applicant, its agents, employees, subcontractors, or assigns, including damages, fees of attorneys, and other expenses which the City of Patterson may sustain or incur as a consequence of the negligence of the applicant, its agents, employees, subcontractors or assigns.

The applicant agrees to comply with all Stormwater Regulations (Federal/State/Local) and will submit an Erosion & Sediment Control Plan (ESCP) and/or Stormwater Pollution Prevention Plan (SWPPP) if applicable and comply with the plan submitted for their project. Applicant also understands and agrees that Best Management Practices (BMPs) will be used during the duration of the project and understand and grants authorization to the City to monitor, inspect, and enforce stormwater regulations during the duration of the project. **The applicant will make sure to contact Public Works at (209) 895-8060 three (3) days prior to start of project to schedule a pre-inspection and again at once project is complete to schedule a post-inspection and close-out of permit.** (City Ordinance No. 777).

The permit is only valid for the party, contractor's and sub contractors named in this permit and for the specific scope of work and job location listed above. Applicant must contact the Patterson Building Department at (209) 895-8030 to obtain the appropriate permit(s) for any work on private property. This permit is valid for 30 days from the date of Public Works approval, unless otherwise noted. Work may commence until all conditions of approval have been satisfied.

Inspections by Public Works staff will be billed at the corresponding fee per inspection and require a 24-hour notice. The cost for any inspections by the City's Engineer will be billed to the applicant and require a 48-hour notice. **Any jobs that encroach on City streets, including partial blockage or closure of streets, will require a traffic control plan and a designated date work will begin.** A pre-inspection walk thru is scheduled with the general contractor and the Public Works Inspector prior to work beginning. A "final" inspection walk thru needs to be scheduled when the project is completed and for closure of this permit. To schedule an inspection or for any questions, please contact Public Works at (209) 895-8060.

**Preservation of Survey Monument**

Contractor shall be responsible for identifying and preserving any and all existing Monuments or Survey Points (Apparent or Buried) which control Subdivisions, tracts, streets or highways, or Geodetic Control and/or Published Elevation Control. If monuments are inadvertently distributed by the contractor, the contractor is responsible for all costs of replacement and resetting the monument including survey costs. If monuments are to be disturbed, the contractor shall provide a minimum of 10 working days notice to the project Engineer or Land Surveyor prior to the disturbance or removal of any existing monuments (Apparent or Buried).

If a monument is to be disturbed the Contractor shall coordinate with the project Engineer or Land Surveyor to have a minimum of four ties to survey points, (set iron pipes, 5/8ths rebar or durable marker), a copy of the field notes showing the ties and a Corner Record shall be filed with the County Surveyor's Office, (Business and profession Codes 8771). Monuments requiring replacement or resetting shall be of acceptable type and quality as directed by the Engineer. They shall be placed by a Surveyor registered in the State of California in a manner consistent with good and recognized engineering and surveying practices and in accordance with City's standard drawings, and the State of California regulations, and a Corner Record shall be filed for the replaced monument, (Business and profession Codes 8771).

**Trench Cut/Excavations** (City Ordinance No. 840)

If a trench cut/excavation is being made in the City street, the City will require the Utility Company, Applicant/Contractor to repair and restore the trench influence area of all trenches in compliance with the City standards. By signing this agreement, it provides the City with a one-year warranty (warranty inspection to be completed by the City ten (10) months after final inspection) for the trench influence area. The Utility Company, Applicant/Contractor also agree to work with the City to address any deteriorated pavement upon written notice from the City, unless they can demonstrate the pavement damages are unrelated to the trench cut/excavation. If the Contractor and/or Utility Company/Applicant and/or Beneficiary fails to address any issues found during the warranty inspection, the City reserves the right to HOLD or issue any future business license(s) and/or permits to the Contractor/Utility Company or Beneficiary/Applicant. Any disputes regarding the PCI must be referred to the City Engineer or his Designee. To obtain a copy of the Trench Cut Details/Standards or for any additional information, please visit the City's website at [www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

By signing this agreement the property owner and contractor are also agreeing to all these requirements, terms & conditions of this page and **Page 3** of this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Name & Title Printed

\_\_\_\_\_  
Today's Date

**Trench Cut Permits Only:** By signing this agreement, the Utility Company and/or Beneficiary of this permit agrees to work with the City on any trench cut repairs/ issues or disputes to the Satisfaction of the City that arise from any work completed by its contractor(s), sub contractor(s), or employee(s) assigned to this project. This section must be signed.

\_\_\_\_\_  
Signature of Utility Company Representative

\_\_\_\_\_  
Name Printed & Title

\_\_\_\_\_  
Today's Date



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 Public Works Department  
 1 Plaza, P.O. Box 667  
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## Encroachment & Trench Cut Permit

### CONDITIONS OF CITY APPROVAL (To be Completed by City Personnel)

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1. Call Underground Service Alert (U.S.A.) at 1-800-642-2444 at least 48 hours **BEFORE** digging in City right-of-way.
2. Shoring is required for trenches 5 feet or deeper.
3. All work, including Compaction, shall be completed to current City standards. Copies of standards can be found at [www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)
4. Any damage to public or private property or any damage to facilities in public right-of-way is the responsibility of the contractor to correct.
5. If the scope of work results in any significant impact to existing homes or businesses, the contractor may be required to pass out fliers to that effect.
6. A Pre-Construction meeting may be needed as determined by Public Works. **Please contact Public Works at (209) 895-8060 to schedule if marked Yes. Pre-Construction Meeting Required?**  Yes  No
7. If any water is needed from City fire hydrants, a Hydrant Use Permit is required. A meter deposit and water use charges apply. The meter must be returned back immediately to the City upon project completion. If meter is not received, the City will close-out the permit, retain the meter deposit, and bill out any remaining water use charges.
8. All work performed under this permit shall comply with the Phase II Storm water Regulations and the City's storm water ordinance, including the completion of a SWPPP and/or Erosion Sediment Control Plan (ESCP). BMPs must be in place and the City's QSP will inspect before starting any work. **Is a SWPPP and/or ESCP required for this project?**  Yes  No
9. Upon approval of this application, a Fee is due before work may be commenced.
10. Is a traffic control plan needed?  Yes  No Any jobs that encroach on city streets, including partial blockage or closure of streets, will require a traffic control plan and a designated date work will begin. Upon approval of encroachment permits, emergency services shall be notified and give the date work will begin.
11. Is the property free and clear of easements?  Yes  No
12. Pre-Inspections and Post Inspections are required for all Encroachment Permits. Please contact the Public Works Department at **(209) 895-8060** to schedule your inspections.
13. Other:
14. Has the Pre-Construction Meeting Completed?  Yes  No Date of Meeting: \_\_\_\_\_
15. The Contractor and/or Property Owner/Developer will obtain approval from the City prior to transferring any excess dirt removed from the project area. If the dirt is being transferred to a private property, a signed letter from the property owner granting their authorization will be required. Additionally, the excess dirt will be properly graded (mounds not allowed) and stabilized for erosion and sediment control to comply with Stormwater regulations.
16. The Contractor and/or Property Owner/Developer shall submit to the City, along with the Certificate of Insurance, CG 20 10 and/or CG 20 37 (Completed Operations), and a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers. Please refer to Attachment "A" of this application for the Liability Insurance Minimum Requirements Matrix.

**Craig Moon, Public Works Inspector**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Robert Andrade, Deputy Director**  
**Mike Willett, Director**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Sonia Delgado,**  
**Sr. Administrative Manager**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Fernando Ulloa, City Engineer**  
**Jaspreet, Associate Engineer**  
**Tiffany Rodriguez, Capital Project Manager**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## Encroachment & Trench Cut Permit Attachment "A" Insurance Requirements Matrix

**INSURANCE REQUIREMENTS FOR PUBLIC WORKS PERMITS & PARK/FIELD RESERVATIONS**  
**\*\*NOTE: The City of Patterson utilizes the following Risk Categories/Matrix to determine Insurance Terms/Requirements for every permit application/project received. If you have questions regarding insurance requirements, please contact Public Works at (209) 895-8060.**

TABLE 1 Use this table to determine Risk Category		
Risk Category	Risk Level	Examples
1	Low	<ul style="list-style-type: none"> <li>Vending machine providers</li> <li>Facilities use</li> <li>Special events</li> <li>Some professional service providers</li> <li>General contracts</li> </ul>
2	Intermediate	<ul style="list-style-type: none"> <li>Construction contracts</li> <li>Some professional service providers</li> <li>Technology consultants</li> <li>Facilities use</li> <li>Special events</li> </ul>
3	High	<ul style="list-style-type: none"> <li>Major construction contracts</li> <li>Garbage haulers</li> <li>Some professional service providers</li> </ul>
Other	Undefined	<ul style="list-style-type: none"> <li>The risk is unique</li> <li>Custom insurance requirements needed</li> </ul>

TABLE 2 Use this table to determine Insurance Requirements. In addition to Providing an Insurance Certificate, the City requires an Endorsement (ISO Form CG 20 10 or CG 2037), naming the City as "Additionally Insured" or Equivalent			
Risk Category	Workers' Compensation	General Liability	Auto Liability
1	Statutory Employer's Liability \$1,000,000	\$2,000,000 per occurrence (may accept \$1,000,000 per occurrence for lower risks)  \$4,000,000 general aggregate  \$1,000,000 products/completed operations aggregate	\$2,000,000 Combined Single Limit (may accept \$1,000,000 for lower risks)
2	Statutory Employer's Liability \$1,000,000	\$2,000,000+ per occurrence  \$4,000,000+ general aggregate  \$2,000,000+ products/completed operations aggregate	\$2,000,000+ Combined Single Limit
3	Statutory Employer's Liability \$1,000,000	\$5,000,000+ per occurrence  \$10,000,000+ general aggregate  \$5,000,000+ products/completed operations aggregate	\$5,000,000+ Combined Single Limit
Other	Consult with City/ Risk Management Professionals	Consult with City/ Risk Management Professionals	Consult with City/ Management Professionals