



**CITY OF RIPON**  
**ENGINEERING DEPARTMENT**  
 259 N. Wilma Avenue, Ripon, CA 95366  
 Phone (209) 599-2108 / Fax (209) 599-2685  
 Website: www.cityofripon.org

**THESE INSTRUCTIONS ARE NOT INTENDED FOR PRIVATE DEVELOPMENT PROJECTS THAT HAVE BEEN APPROVED THROUGH THE CITY PLANNING DEPARTMENT. PLEASE CONTACT THE ENGINEERING DEPARTMENT AT 209-599-2108 FOR ENCROACHMENT REQUIREMENTS.**

## ENCROACHMENT PERMIT INSTRUCTIONS

Unless specified, the following items may be submitted either with a hard copy to the address above or electronic file.pdf format to [crodriguez@cityofripon.org](mailto:crodriguez@cityofripon.org). Visit our website at [www.cityofripon.org/city\\_hall/departments/engineering](http://www.cityofripon.org/city_hall/departments/engineering) for forms and required fees. **Only complete submittal packages will be accepted. Incomplete packages will be rejected and returned to the applicant.**

**PLEASE INCLUDE THIS CHECKLIST WITH YOUR SUBMITTAL PACKAGE**

**SITE ADDRESS:** \_\_\_\_\_ **PERMIT NO.:** \_\_\_\_\_

**Office Use** **Check/Submit all that apply. NOT ALL ITEMS MAY BE APPLICABLE TO YOUR PROJECT.** If you are unsure of your obligations, contact the Engineering Department at 209-599-2108.

- Encroachment Permit Application completed and signed**
- Permit fee**  
 Estimated Value of Right-of-Way Work: \_\_\_\_\_  
 Permit Fee Due: (7% of Estimated Value) \_\_\_\_\_
- Improvement Plans**  
 For single item improvement, the plan can be prepared on 8-1/2" x 11" paper. The plan shall show existing and proposed improvements (e.g., driveway approach) with dimensions. All utility features in the public right-of-way (e.g., water meter, tree, fire hydrant, streetlight, etc.) shall be shown on the plans.
- Traffic Control Plans (TCP)**  
 As needed depending upon location, hour and/or nature of work approved by Traffic Engineer.
- Erosion Sediment Control Plan (ESCP) if applicable**  
 All construction projects that have soil disturbance and pass through plan check of the City's permitting process must develop an ESCP. Projects having more than 1 acre of soil disturbance or those projects that are part of a larger common plan may be required to comply with the State Water Board's Construction General Permit (CGP), which requires the development of a Storm Water Pollution Prevention Plan. (SWPPP) For these larger projects, the CGP-Required SWPPP may be submitted in lieu of the ESCP.
- Survey Monument Preservation Forms & Fees**  
 The City of Ripon designated Land Surveyor will evaluate each permitted application to determine whether or not there is a potential to disturb existing monuments. A fee will be charged for this service and is due upon submittal. If it is determined that there is no potential for monument disturbance, no further action is needed. If it is determined that a monument disturbance will occur, a "Pre-Construction Acknowledgement Form" signed by an individual in responsible charge of the Land Surveying activities within the bounds of the permitted construction is required.  
  
 Prior to submittal, if it is evident that a monument disturbance will occur, no evaluation/fee is necessary. A "Pre-Construction Acknowledgement Form" signed by an individual in responsible charge of the Land Surveying activities within the bounds of the permitted construction is required.
- Right-of-Way Restoration/USA Markings Removal Deposit**  
 At the sole discretion of the Engineering Supervisor, cash, cashier's check or any such method as determined by the engineering supervisor, in an amount sufficient to cover the cost of the installation/restoration as estimated by the Engineering Supervisor and/or ensure satisfactory removal of USA markings. To be returned upon satisfactory completion of work and/or removal of USA markings. Payment method subject to approval by Engineering Supervisor.
- Certificate of Insurance**  
 Minimum of \$1,000,000.00 Comprehensive General Liability Insurance listing the City of Ripon, It's Elected Officials, Employees, Agents as Additional Insureds.
- Contractor has a valid **Contractor's License** issued in the State of California
- Applicant and/or Contractor (if applicable) have a valid **City of Ripon Business License**

**OFFICE USE ONLY - Final Acceptance of Permit**

- Project Complete
- Post Construction Form Received
- USA Markings Removed
- Right-of-Way Restoration/USA Markings Removal Deposit Returned
- Billed Applicant

**FINAL ACCEPTANCE** Authorized Agent **SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_