



# City of Payette

## Encroachment Permit Application

### Fees:

Processing \_\_\_\_\_ \$25.00  
 Inspection \_\_\_\_\_ \$25.00  
 Other \_\_\_\_\_ \$\_\_\_\_\_  
 Total \_\_\_\_\_ Batch # \_\_\_\_\_

Payment Method  
 Cash  
 Credit Card  
 Check \_\_\_\_\_ (Check #)

### Department Use Only

Permit Approved Y / N      Date \_\_\_\_\_

Approved By \_\_\_\_\_

Work Accepted Y / N      Date \_\_\_\_\_

Work Accepted By \_\_\_\_\_

Special Provisions or Conditions Attached Y / N

**PLEASE READ THIS PERMIT CAREFULLY. KEEP IT AT THE WORKSITE. TO ARRANGE FOR INSPECTION BEFORE & AFTER, CALL 642-6024 AT LEAST 48 HRS PRIOR.**

PROPERTY OWNER:	STREET ADDRESS:		
OWNERS PHONE:	CITY:	STATE:	ZIP:

CONTRACTOR:	PROJECT CONTACT PERSON:
COMPANY ADDRESS:	CONTACT PERSON PHONE:
COMPANY PHONE:	CITY:                      STATE:                      ZIP:
STATE CONTRACTOR LICENSE #:	CITY BUSINESS LICENSE #:

Location of Proposed work \_\_\_\_\_

Cross Street \_\_\_\_\_ Cost of Work \_\_\_\_\_

Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

### Description of Work:

Traffic Control Plan Start Date \_\_\_\_\_ Traffic Control Plan End Date \_\_\_\_\_

**ATTACH COPY OF APPROVED TRAFFIC CONTROL PLAN! (IF NEEDED)**

### PERMITTEE WILL BE REQUIRED TO PROVIDE THE FOLLOWING:

- Commercial Liability insurance, occurrence form with a limit of not less than \$1,000,000. With the City of Payette listed as the additional insured.
- Surety bond in the amount of \$2,000/ or a cashier's check payable to the City of Payette that is refundable upon approval of project.
- Automobile Insurance
- Worker's Compensation in at least statutory limits.

### HOMEOWNER PERMITEE

- Consideration will be given to projects where homeowners are involved, City of Payette will require a copy of current homeowner's insurance.

I hereby certify that all information provided in this application is true and complete and I agree to comply with the conditions listed above and on the reverse side hereof.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ENCROACHMENT PERMIT NOTES

1. Permittee shall notify the City to set up an inspection time at least 48 hours prior to the start of any work. The name and phone number of the assigned inspector will be provided on the permit. This condition also applies to restart of the job when closed down by rain or other reasons for more than 10 days.
2. The permittee shall begin the work or use authorized by this permit within 30 calendar days from date issuance, unless a different period is stated in the permit. If the work or use does not start accordingly, then the permit shall become void.
3. The permittee shall complete the work or use authorized by a permit issued according to the terms specified in the permit. If work is unduly delayed by the permittee and in the interest of the public reasonably so demand, the city shall have authority to complete the work or any portion thereof. The actual cost of such work by the City plus twenty percent as an overhead charge shall be charged to and paid by the permittee or his surety.
4. Permits shall only be issued to the person and the work site, and the permittee shall keep this permit at work site. The permit must be shown to any authorized representative of the City of Payette or the law enforcement officer on demand.
5. The permittee will hold the City of Payette and its officers and employees harmless from and will indemnify them against all claims, liability and loss, and in particular from and against all such claims, liability and loss predicated on active or passive negligence of the City of Payette resulting directly or indirectly from operations under an issued encroachment permit. This hold harmless obligation shall not terminate during the life of the permit. The permittee shall inform himself as to the existence and location of all underground facilities and protect the same against damage. The permittee shall not interfere with any existing utility without the written consent of the owner of the utility. The expense of repairs of any damage to utilities shall be charged to the permittee. If any claim as such liability is made against the City of Payette, its officers or employees, permittee shall defend, indemnify and hold each of them harmless from such claim.
6. The applicant must file with the City Clerk a bond or cashier's check payable to the City of Payette in an amount equal to \$2,000.00. Upon satisfactory completion of all work, the bond shall be released. In the event of noncompliance, the City may deduct from the cash deposit the actual cost incurred by the City. In the event of a bond having been posted, the City may proceed against the surety and principal for the actual cost to the City plus 20%.
7. The permittee will provide and maintain insurance in the following types with the following limits:  
*General Permittee*
  - a) Commercial Liability Insurance, occurrence form, with a limit of not less than \$1,000,000.00 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this permit or be not less than two (2) times the occurrence limit. A Certificate of Liability shall be submitted with the City of Payette as additional insured. It must also include the Additional Insured Endorsement, without the Endorsement, the Insurance will be considered invalid.
  - b) Automobile Insurance.
  - c) Workers Compensation in at least the statutory limits.*Homeowner Permittee*

Consideration will be given to projects where homeowners are involved and the City of Payette will require copies of homeowner's insurance.
9. Any encroachment permit may be revoked at any time at the option of the City Engineer, whenever:
  - (1) It appears to the City Engineer that the continuing allowance of the encroachment, whether because of changed conditions or otherwise, interferes with the full, adequate or safe public use of the right-of-way or watercourse involved: and/or
  - (2) The permittee fails to comply with or violates any City Ordinance, City standards, safety regulations, or any condition of issuance of the permits.
10. Upon revocation of the permit, the permittee shall immediately restore the public right-of-way or watercourse to a condition as required by the City Engineer. If the restoration is not completed within the time specified by the City Engineer, the City may take any and all necessary action so required to restore the right-of-way or watercourse. Any and all costs incurred by the City for the enforcement of this Section shall be at the expense of the permittee. Cost incurred by the City will be deducted from any deposits and/or bonds posted by the permittee and, if necessary, recovered by legal action.
11. Notify DIGLINE 48 hours prior to any excavation at (208)342-1585.
12. All work performed under this permit is to be in accordance with the standard plans and specifications of the City of Payette, subject to the inspection and approval of the City Engineer.
13. No changes may be made in the location, dimension, character or duration of the encroachment or use as granted by the permit except upon written authorization of the City.
14. The granting of the permit does not relieve the applicant of the responsibility of obtaining any other permit required by other public or private agencies, or individuals, i.e. ITD, Payette County, etc.
15. All site safety measures are the applicant's responsibility, including providing, erecting, and maintaining all warning signs, lights, barriers, or other devices necessary for the protection of the public. When working in a city street, at least one 12 foot wide traffic lane shall be open at all times.
16. An approved Traffic control plan must be in place prior to start of work affecting the public right of way.
17. Temporary paving of a minimum of 2 inches of asphalt concrete shall be placed on all excavations within the street at the end of each day's work. It shall be kept in good repair at all times, and when directed by the Engineering Inspector, immediate attention shall be given to correct any noted deficiencies.
18. The hours of work within the public right-of-way shall be the regular hours of 7:00 A.M. to 5:00 P.M., Monday through Friday (excluding holidays). The owner or developer must submit a written request for approval by the City Engineer at least two (2) working days in advance to work during any other hours, weekends, or holidays. Work on days other than regular workdays requires additional compensation for overtime inspection and written approval from the City. The following special hours of work will be enforced from Monday through Friday:
  - (1) Work adjacent to or within fifteen hundred feet (1500') of any school while school is in session will be limited to 9:00 am to 3:00 pm.
  - (2) All Saturday work shall be restricted to 9:00 am to 4:00 pm.
19. Upon completion of the work the applicant shall clean the right-of-way of all rubbish, debris, trees, brush, excess materials, temporary structures and equipment. Grounds and landscaping shall be restored to the approval of the property owner.
20. Any individual or corporation contracting the work within the City of Payette is required to have a current City of Payette business license.
21. Applicant shall notify property owners prior to construction.

**ENCROACHMENT PERMIT NOTES**