

MAJOR ENCROACHMENT PERMIT INSTRUCTIONS

The following items shall be submitted to the Development Engineering Counter at address above. Only complete submittal packages will be accepted. Incomplete packages will be rejected and returned to the applicant.

Submittal Requirements

1. Major Encroachment Permit Application
 - Signed and dated by Owner
2. Improvement Plans
 - Drawn to scale on 22" x 34" size paper
 - All disciplines who have conditions on the project need to be included (public works civil, utilities, signing and striping, electrical, landscape (urban forestry review), etc)
3. Other Documents (as required)
 - Mitigation monitoring plan
 - Approved tentative map
 - Street name approval request form
 - Soils report
 - Seepage study
 - Approved drainage, water, sewer studies
 - Approved design concept report for traffic signals or roundabouts
 - Signed utility letters
 - Applicable email from City Staff with project specific direction or information
4. Permit Deposit
 - Engineer's estimate
 - Printout of city calculator showing deposit amount for plan review
 - Payment of plan review deposit

City Processing

Assuming the submittal application package is complete, the city will process the application within 1 business day. Processing of the application includes the following:

1. Creating a permit record in Accela, the city's permitting software.
 - a. Final map required = RPC record type.
 - b. No final map = CPC record type
2. Assigning an accounting code to track city labor costs for plan review and inspection (once the project is issued notice to proceed)
3. Routing the documents for plan review. Plan review timelines are 3 weeks (15 business days) for first cycle and 2 weeks (10 business days) for every cycle thereafter. The goal is to have project approval at the end of 3rd cycle; however, this is highly dependent on the completeness and quality of the plans submitted.
4. Assigning a Development Engineering (DE) Project Manager (PM).

Plan Review and Final Processing

1. DE PM will coordinate plan review comments with the applicant until all disciplines have approved the plans.
2. At the end of each plan review cycle, applicant will receive an email with an accounting report showing the labor expended and remaining balance on the project. If the account becomes negative, the DE PM will submit an invoice for the applicant to pay an additional plan review deposit.
3. Once all disciplines have approved the project, DE PM will coordinate with the engineer and the owner to provide the required documents for issuance of a "Notice to Proceed" (NTP) for construction. These include:
 - a. Mylar plans
 - 22 x34 sheet size – oversized plans will need to be trimmed before submitting
 - Non-city agencies who need to sign the cover sheet will need to be signed (examples include SASD, RT, etc.)
 - b. Signed & notarized agreement
 - Projects subject to a final map will require a Subdivision Improvement Agreement (SIA)
 - SIA will need to be recorded with the county recorder's office prior to recordation of the final map. Offsite work may begin on private property without a recorded SIA prior to final map recording.
 - Requires performance security in the amount of 100% of the offsite improvement cost rounded up to the nearest \$1,000.
 - Requires payment security in the amount of 50% of the offsite improvement cost rounded up to the nearest \$1,000
 - Projects that do not require a final map will require a Public Improvement Agreement (PIA)
 - Requires performance security in the amount of 100% of the offsite improvement cost rounded up to the nearest \$1,000.
 - c. Contractor's bid for the offsite improvements
 - d. Contractor's information – point of contact, address, phone number, Class A verification
 - e. Contractor's certificate of liability insurance
 - Commercial general liability insurance \$1,000,000 per occurrence
 - Automobile liability insurance \$1,000,000 per occurrence
 - Worker's comp and employer's liability insurance \$1,000,000 per occurrence
 - Endorsement naming City as additionally insured
 - Insurance Bests' rating of not less than A:V
 - f. Payment of inspection deposit
 - DE PM will provide an invoice to the owner for the required deposit for inspection. The invoice is based on the cost of the offsite improvements provided in the contractor's bid and may include payment for a negative plan review balance.
 - Inspection deposit, similar to plan review deposit, is full cost recovery for labor expended on the project. The deposit calculator does not take into account the complexity of the scope of work. Based on past projects with signal work, additional deposit should be expected for any project requiring new signals or existing signal modifications. Other factors on any given project may also result in the need for additional inspection deposit.
4. Once all items in #3 above have been received, the NTP will be issued to the contractor. An approval letter will be sent to the developer/owner that the project is approved. The official NTP will be given to the contractor at the pre-construction meeting between the contractor and the city inspector.

For any general questions regarding the Major Encroachment Permit, please send email inquiries to DE@cityofsacramento.org.