



Development Services Department
 13220 Central Avenue
 Chino, CA 91710
 (909) 334-3250

www.cityofchino.org

CITY of CHINO

Right-of-Way Encroachment Application

Applicant (Company Name):		Contact Person:	
Applicant Address:			
Phone No.:		E-Mail Address:	
Contractor:		Contact Person:	
Contractor Address:			
Phone No.:		Email Address:	
Certificate of Insurance Policy No.:		Expiration Date:	
Contractor's State License Board No.:		Expiration Date:	
City of Chino Business License No.:		Expiration Date:	
24-Hour Emergency Contact #1		24-Hour Emergency Contact #2	
Name:		Name:	
Phone No.:		Phone No.:	

PROJECT INFORMATION

Work Location: _____ Project Number: _____

WORK TO BE PERFORMED

<input type="checkbox"/> Domestic Water	<input type="checkbox"/> Paving	<input type="checkbox"/> Striping	<input type="checkbox"/> Curb Core	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Drive Approach	<input type="checkbox"/> Storm Drain	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Sewer	<input type="checkbox"/> Traffic Signal
<input type="checkbox"/> Recycled Water	<input type="checkbox"/> Grading	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Communication/Fiber Optic	<input type="checkbox"/> Electrical
<input type="checkbox"/> Gas	<input type="checkbox"/> Bag/Unbag Signs	<input type="checkbox"/> CCTV Inspections	<input type="checkbox"/> Traffic Signal Interconnect	<input type="checkbox"/> Pothole/Coring
<input type="checkbox"/> Wall/Fence in ROW	<input type="checkbox"/> Sign in ROW	<input type="checkbox"/> Newsrack	<input type="checkbox"/> Open/Close Gates	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Hauling	<input type="checkbox"/> Small Wireless Facility	<input type="checkbox"/> Other		

WORK WILL REQUIRE CLOSURE OF THE FOLLOWING (CHECK ALL THAT APPLY)

Lane
 Sidewalk/Parkway
 Shoulder
 Whole Roadway (Full Street)
 Detour

STREET	LIMIT OF ROADWAY AFFECTED	START DATE:	END DATE:
	TO		
	TO		
	TO		

TRAFFIC CONTROL TO BE SET PER:

W.A.T.C.H. MANUAL
 MUTCD
 CJUTCM
 TRAFFIC CONTROL PLAN REVIEWED ON:

SUBMITTAL REQUIREMENTS

- Provide one (1) set of plans, specifications and/or drawings.
- Contractor must provide Certificate of Insurance listing the City of Chino as the certificate holder and as an additionally insured.
- Contractor(s) must have a current City of Chino Business License.
- Letter of Authorization from applicant if pulling permits on behalf of another entity/company.
- A Sub-Contractor's List form will be required if there will be multiple contractors working on behalf of another entity/company.
- Applicant shall provide traffic plans for review. If plans are designed, they must be prepared, stamped and signed by an approved qualified registered Civil or Traffic Engineer.

Be advised, the City may ask for additional information to process your permit. Which may include:

- Engineer's Cost Estimate for all work in Chino's Right-of-Way.
- Electronic copies of approved drawings.
- A detailed construction schedule/phasing plan.
- Copies of approved permits from adjacent agency(ies) affected.
- Material submittals.

If scope of work of original permit changes, a modification will be required. Plans and Cost Estimate will be required before work can proceed. Allow for time to review plans and amendment of permit.

Application is not complete until all required attachments are included in permit submittal

COMPLIANCE NOTE

"I hereby apply for an Encroachment Permit pursuant to the provisions of Chapter 12.02 of the Chino Municipal Code. I have received and read Chapter 12.02 of the Chino Municipal Code and I understand the requirements imposed upon me or my company and my agents, employees, contractors and suppliers. I understand that any violation of Chapter 12.02 may result in the issuance of a "Demand for Compliance" requiring me to comply with Chapter 12.02 and the directive of the Director of Public Works within 24 hours, unless I am able to satisfy said Director that such compliance is not required. I further understand that any violation of Chapter 12.02 may result in the issuance of a "Stop Work Order" requiring my project to be halted for an unspecified period of time and the suspension or revocation of any other permit issued to me by the City of Chino for this project (including any building permit). I further understand that any violation of Chapter 12.02 or the terms or conditions of the encroachment permit constitutes a misdemeanor. Finally, I understand and agree to compensate the City of Chino and any other party for all costs to restore any and all damage to the public right-of-way, other city property, and other life or property, and for all remediation costs of all environmental damage caused, directly or indirectly, by my acts or omissions as required by Chapter 12.02 of the Chino Municipal Code."

It is agreed that the applicant shall indemnify, defend, and hold City, its officers, employees and agents harmless from and against any and all claims that arise out of, pertain to, or relate to any accident, loss or damage to persons or property, happening or occurring as the result of any of the work performed under the terms of this application and the permit or permits which may be granted in response thereto, and that all said liabilities are hereby assumed by the applicant.

The above individual is authorized to control the work and to accept any "Demand of Compliance" or "Stop Work Order" and is legally required to check for underground utilities before excavating. Call Underground Service Alert at 1-800-422-4133 at least 48 hours prior to excavating.

Signature of Applicant or Representative

Date

Staff Use Only

Received by

Date