



ENCROACHMENT PERMIT SUBMITTAL LIST

(NEW FRONTAGE IMPROVEMENTS)

DESCRIPTION: Permits to install curb, gutter, sidewalk, paving and landscaping within the public right-of-way where no such improvements currently exist.

CODE REFERENCES: Fremont Municipal Code, 12.10 “Street Rights-of-way and Improvements”.

INITIAL SUBMITTAL REQUIREMENTS

<u>Required</u>	<u>Submitted</u>	
✓	<input type="checkbox"/>	Billing Authorization & Reimbursement Agreement
✓	<input type="checkbox"/>	Engineer’s Estimate (<i>Improvements in Public ROW only + 10% for Contingencies & 8% for Engineer’s Fees</i>)
✓	<input type="checkbox"/>	Street improvement plans on 24" x 36" plan sheets & Specifications prepared by a California-licensed Civil Engineer – PDF (Click HERE for minimum requirements)
✓	<input type="checkbox"/>	Proof of insurance (Click HERE for minimum requirements)
✓	<input type="checkbox"/>	Valid business tax account (Non-homeowner issued permits)
<input type="checkbox"/>	<input type="checkbox"/>	Traffic control plan – Submit a Traffic Control Plan Application Form and One (1) Copy of the Traffic Control Plan (Allow for a minimum of 10 business days for review)(only required if work is on an arterial street or near a school)
<input type="checkbox"/>	<input type="checkbox"/>	Plat & Legal Description – if easement or public right-of-way dedications are required

INFORMATIONAL – ADDITIONAL ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

Required

- ✓ Surety (Click [HERE](#) for Surety Requirements):
 - Faithful Performance – 100% of approved engineer’s estimate
 - Labor & Materials – 50% of approved engineer’s estimate
- ✓ Improvement Agreement (Two (2) copies, signed & NOTARIZED)

I have submitted the required materials for this application. I understand that if any required materials listed above are not submitted, the application will be deemed incomplete and processing will be delayed.

Applicant – Signature

Date