## APPLICATION FOR SIDEWALK SIGN ENCROACHMENT PERMIT

APPLICATION FEE: \$42

Telephone

Fax

CITY OF MT. SHASTA 305 NO. MT. SHASTA BLVD. MT. SHASTA, CA 96067

(PLEASE PRINT)	
n to excavate, construct and or otherwise	e encroach on City right of
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es to do the described work in accordance	ce with City adopted
o indicate and acknowledge that the and upon affixing said signature, does he attached General Provisions, and that no work shall proceed until applliability insurance policy naming the for this work. Proof of annual renewary date of this permit to maintain the vary	agree to conform and specific provisions if added icant has provided the City City of Mt. Shasta, its l of said insurance must be
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	approximately approximately approximately approximately approximately approximately and encroachment permit, you muse the City Planning Department een already issued by the City I elication. Please submit a separate property beyond the placing the sign/of the ownership of the underlying fee title property beyond the City right of way, the owner.  The indicate and acknowledge that the and upon affixing said signature, does the attached General Provisions, and attached General Provisions and attached General Provisions attached

PLEASE SEE INSTRUCTIONS FOR COMPLETING THIS APPLICATION ON THE REVERSE

### SIDEWALK SIGN ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

## WHEN SIGN WILL ENCROACH ONTO CITY RIGHT-OF-WAY OR CITY PROPERTY PUBLIC WORKS DEPARTMENT City of Mount Shasta, California

Once your sign application has been approved by the City Planner, you may be required to apply for an encroachment permit if your sign will be placed on the public right-of-way or on City property.

<u>Instructions for obtaining a sidewalk sign encroachment permit are listed here.</u> If you have any questions you may direct them to the Public Works Director or City Hall staff at (530) 926-7510.

- 1. Thoroughly read Chapter 12.34 "Encroachments Onto City Property" and The Encroachment Permit General Provisions provided with this packet.
- 2. Complete the Encroachment Permit Application if your sign is on the public right of way or on City property (such as the sidewalk). <u>Include a check payable to the City of Mt. Shasta for \$42</u>, which is the minimum deposit amount. Depending on the type of display, additional fees may be required. Please attach a copy of the approved sign permit to the back of the Encroachment Permit Application.
- 3. On a blank piece of paper, please draw a site plan showing where your sign will be located in respect to your building and the City sidewalk/street. Attach this to your application. (does not have to be to scale)
- 4. Contact your insurance company and obtain a Certificate of Liability Insurance (sample attached) naming the City of Mount Shasta as an additional insured for the specific event/display and time frame. General liability must be at least \$500,000. Your insurance must also include an endorsement of insurance page similar to the attached Appendix B form. NOTE: Proof of continued insurance must be provided to the City annually in order for the permit to remain valid.
- 5. Bring your completed and signed forms, along with the Certificate of Liability Insurance and Appendix B endorsement (insurance forms are only required for encroachment permits on City sidewalks and City right-of-ways) to the Director of Public Works at City Hall, 305 N. Mt. Shasta Blvd. Mt. Shasta, CA. 96067.
- 6. The Public Works Director will review the Encroachment Permit Application you provide and contact you if any additional information is required. He will also issue the permit. **No encroachment** onto a public right-of-way or on City property shall begin without first obtaining the permit.

NOTE: You should allow adequate time for this process. Generally 3-4 weeks.

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Business Owner's Insurance Company				INF THI AM	THIS CERTIFICATE IS ISSUED AS MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
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CITY OF MT. SHASTA 305 NORTH MOUNT SHASTA BLVD. MT. SHASTA CA 96067					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.					
					AUTHORIZED REPRESENTATIVE					



COMMERCIAL GENERAL LIABILITY CG 20 12 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

# ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SCHEDULE**

State Or Governmental Agency Or Subdivision Or Political Subdivision:
City of Mount Shasta
305 North Mount Shasta Blvd
Mount Shasta, CA 96067

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

- This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
- 2. This insurance does not apply to:
  - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - **b.** "Bodily injury" or "property damage" included within the "products-completed operations hazard".

#### Chapter 12.34

#### ENCROACHMENTS ONTO CITY PROPERTY

#### Sections:

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12.34.020 Definitions

12.34.030 Administrative Permits

12,34,040 Council-Issued Permits

12.34.050 Contractor's License Required

12.34.060 Fees

12.34.070 Revocation

12.34.080 Hold Harmless Agreement

12.34.090 Insurance

12.34.100 Appeal by Applicant

12.34.110 C.E.O.A. Review

12.34,120 Violations

12.34.010 Permit Required. No construction work shall be done nor shall any construction materials be placed, nor shall any other improvements be made, nor

shall any equipment or materials be installed or attached, nor shall any other type of encroachment be created or maintained, by any person on any City property unless an Encroachment Permit has been duly issued pursuant to the procedures of this Chapter. (Ord. 96-03, 1996)

#### 12.34.020 Definitions. The following definitions shall apply in this Chapter.

- (A) "City means the City of Mt. Shasta.
- (B) "City property" means any real property in which the City has an interest, whether in fee, or as the holder of a right-of-way or easement.
- (C) "Encroachment" means the use or occupancy of any City property by placing or maintaining any objects thereon, or attaching anything thereto, or using the same except as public dedication allows, except as is otherwise permitted by law.
- (D) "Equipment" also includes hardware, signs, vehicles, and all other tangible items.
- (E) "Person" means an individual, business entity, or public agency.
- (F) "Work" includes construction, demolition, repairs, inspection, testing, and maintenance, and activities related thereto.

  (Ord. 96-03, 1996)

12.34.030 Administrative Permits. The following Encroachment Permits may be issued by the Director of Public Works, according to standards and procedures to be specified by him or her, and on such terms and conditions as he or she may deem appropriate for the protection of the public safety and convenience:

(A) Temporary encroachments (including prohibitions on parking) requested by licensed contractors or property owners onto public sidewalks, or onto the parking portions only of public streets, or onto public alleys or other City properties, during the period of actual construction on adjacent property, which period shall be that for which a valid building permit is in effect if the same is otherwise required.

- (B) Temporary encroachments by licensed contractors or property owners for the purpose of constructing driveways, or making or repairing utility connections, or making other off-site improvements required by the City.
- (C) Permanent encroachments to maintain and use a driveway, connect to public utilities, and off-site improvements required by the City, for which a building permit has been issued if the same is otherwise required.
- (D) Banners across streets, in compliance with the City Sign Ordinance, at specified locations.
- (E) Newsracks on public sidewalks, and bicycle racks on public sidewalks or streets.
- (F) Sidewalk sales adjacent to the applicant's storefront.
- (G) Licensed sidewalk vendors.
- (H) Phone booths which do not impede pedestrian traffic.
- (I) Sidewalk signs, flags, or other advertising media, which comply with the City Sign Ordinance.

  (Ord. 96-03, 1996)

12.34.040 Council-Issued Permits. All Encroachment Permits not specified by Section 12.23.030, above, shall require the approval of the City Council, upon recommendation by the Director of Public Works.

(Ord. 96-03, 1996)

12.34.050 Contractor's License Required. No Encroachment Permit shall be issued hereunder for construction work to be done on City property, or for construction work to be done on private property which construction work has created the need for the said Encroachment Permit, unless the said work is to be done by a California licensed contractor, provided however, that this requirement may be waived if it is determined to be in the best interests of the City. (Ord. 96-03, 1996)

12.34.060 Fees. The City Council may, by resolution, establish and revise fees for the filing of applications and issuance of permits under this ordinance. Any fee hereunder may be waived by action of the City Council for a qualifying organization under Chapter 3.05 of the Municipal Code. (Ord. 96-03, 1996)

12.34.070 Revocation. The Director of Public Works, or City Council if it issues the Encroachment Permit, shall set the term of the Encroachment Permit at the time it is issued or renewed, and may prescribe general or specific grounds for revocation. Notwithstanding the specified term and any specified grounds for revocation at the time of issuance, any encroachment permit may be revoked by the Director of Public Works or the City Council after the City has mailed a notice to the permittee to the address specified on the Encroachment Permit application stating that the encroachment is no longer in the public safety, interest, or convenience. Such revocation shall be effective 10 days after the notice of revocation is mailed, provided however, that a revocation may take place on shorter notice, or immediately, if the public health or safety are found to be in jeopardy.

on shorter notice, or immediately, if the public health or safety are found to be in jeopardy. Either of the Director of Public Works, or the City Council, may revoke an Encroachment Permit which has been issued by either of them. (Ord. 96-03, 1996)

12.34.080 Hold Harmless Agreement. As a condition of applying for an Encroachment Permit, the applicant may be required to sign an agreement to hold harmless and indemnify the City, its officers and employees, from any losses or liability resulting from the exercise of the permit, from any cause, save and excepting only the negligence of a City employee acting within the scope of his/her employment. A standard agreement for this purpose may be prepared by the City Attorney to be amended only with his approval or that of the City Council.

12.34.090 Insurance. As a condition of being issued an Encroachment Permit, the applicant may be required to provide proof of public liability insurance, and/or bond, for the work being undertaken, in an amount and on such terms as may be required by the Director of Public Works, or by the City Council if it issues the Permit.

(Ord. 96-03, 1996)

12.34.100 Appeal by Applicant. An applicant or permittee may appeal to the City Council the denial, revocation, or conditions of approval of an Encroachment Permit which are ordered by the Director of Public Works, upon payment of an appeal fee to be established by resolution of the City Council, which appeal fee may be refunded if the City Council rules in favor of the appellant. Such appeal must be in writing, and shall be filed with the City Clerk within 10 days after notice has been mailed to the applicant of the Issuing City Officer's decision. There shall be no appeal of a denial, revocation, or conditional approval which was ordered by the City Council. No persons other than the applicant or permittee shall have a right to appeal. (Ord. 96-03, 1996)

12.34.110 C.E.Q.A. Review. The City Council finds and declares that the issuance of Encroachment Permits under this Chapter is categorically exempt under Title 14 of the Code of California Regulations, including but not limited to §15302 and §15268(b); no review under the California Environmental Quality Act shall be required of the City prior to the issuance of an Encroachment Permit hereunder. (Ord. 96-03, 1996)

12.34.120 Violation. Any violation of this Chapter shall be punishable as an infraction, with the penalties therefor which are then in effect under state law. Each calendar day during which a violation occurs shall be deemed to be a separate

#### ENCROACHMENT PERMIT

#### GENERAL PROVISIONS

- 1. <u>Authority and Definition:</u> This permit is issued under authority of Ordinance 96-03 of the City of Mt. Shasta. The term encroachment is used in this permit as defined in Chapter 6 of Division 2 of the Streets and Highways Code of the State of California.
- 2. <u>Revocation:</u> Except as provided by law for public corporations, franchise holders and utilities, this permit is revocable at any time. These General Provisions and any Special Provisions are subject to modification or abrogation at any time.
- 3. <u>Assignment:</u> No party other than the Permittee or permittee's authorized agent is allowed to work under this permit.
- 4. <u>Acceptance of Provisions:</u> It is understood and agreed by the Permittee that the performance of any work under this permit shall constitute acceptance of the provisions and all attachments to this permit.
- 5. <u>Prior Right:</u> It is understood and agreed that the City has a prior right to the use of its rights of way.
- 6. <u>Notice Prior to Starting Work:</u> Before starting work on a project where an inspector is required, or whenever stated on the face of the permit, the Permittee shall notify the Director of Public Works or other designated employee of the City. Such notice shall be given at least three days in advance of the date work is to begin.
- 7. <u>Permission from Property Owners:</u> Whenever necessary to secure permission from abutting property owners, such authority must be secured by the Permittee prior to starting work or setting any displays or sidewalk signs.
- 8. <u>Permits from other Agencies:</u> This permit shall be revoked if the Permittee has not obtained all permits necessary and required by law, from the Public Utilities Commission of the State of California (PUC), California Occupational Safety and Health Administration (CAL-OSHA), or any other public agency having jurisdiction.
- 9. <u>Keep Permit on the Job:</u> The issued permit shall be kept at the work/job site.
- 10. <u>Supervision:</u> All the work shall be done subject to the monitoring of, and to the approval and acceptance of, the Director of Public Works.
- 11. Standards of Construction: All work shall conform to recognized standards of construction.
- 12. Permittee shall ensure that placement of item(s) in the City right-of-way must, at all times, maintain a minimum of four feet (4') of clear passage on the public sidewalk. Overhead

- clearance of at least seven feet six inches (7'6") must be maintained above all sidewalks or surfaces.
- 13. Permittee shall ensure that all encroaching items are removed whenever snow removal operations are in progress or pending.
- 14. <u>Protection of Traffic:</u> The Permittee shall cause to be placed, erected, and maintained all warning signals, lights, barricades, signs, and other devices or measures essential to safeguard travel by the general public over and at the work site authorized herein.
- 15. <u>Pedestrian and Bicycle Safety:</u> A safe minimum passageway of four (4) feet shall be maintained through the area where pedestrian or bicycle facilities are existing. At no time shall pedestrians be diverted onto a portion of the street in use for vehicular traffic.
- 16. <u>Minimum Interference with Traffic:</u> All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public traffic shall not be unreasonably delayed.
- 17. <u>Clean Up Right of Way:</u> The Permittee shall, at all times, during the progress of the work keep the roadway in as neat and clean a condition as is possible and upon completion of the work granted herein, shall leave the right of way in a thoroughly neat, clean, and usable condition.
- 18. <u>Storage of Material:</u> No matter shall be stored within eight (8) feet from the edge of pavement or traveled way.
- 19. <u>Borrow and Waste:</u> Only such borrow and waste will be permitted and within the limits as set forth on the face of this permit.
- 20. <u>Care of Drainage</u>: If the work contemplated shall interfere with the established drainage, ample provision shall be made by the Permittee to provide for it as may be directed by the Director of Public Works. All City cross drains shall be tunneled under without damage to the cross drains.
- 21. <u>Future Moving of Installation</u>: It is understood by Permittee that whenever construction, reconstruction or maintenance work on the right of way may require, the installation provided for herein shall, upon request of the City, be immediately moved by, and at the sole expense of, the Permittee.
- 22. <u>Making Repairs</u>: If the City shall so elect, repairs to paving which has been disturbed shall be made by its employees and the expenses thereof shall be borne by the Permittee, who shall purchase and deliver on the roadway the materials necessary for said work as directed by the Director of Public Works. All payments to laborers, inspectors, etc., employed by the City for, or on account of, the permitted work contemplated, shall be made by said Permittee upon receipt of written statement approved by the Director of Public Works. The City may elect to

- require a deposit before starting repairs, in an amount sufficient to cover the estimated cost of the repairs.
- 23. Permittee shall endorse the City of Mt. Shasta as a named additional insured on their comprehensive general liability insurance policy with limits of no less than \$500,000 prior to permit validation. Applicant shall provide proof of liability insurance and naming of additional insured in the form of a certificate of insurance to the City of Mt. Shasta, with the insurance endorsement Appendix B or similar form showing the change has been underwritten, before placing item(s) in public street/sidewalk right-of-way.
- 24. Responsibility for Damage: The City of Mt. Shasta and all officers and employees thereof. including but not limited to the City Manager and the Director of Public Works, shall not be answerable or accountable in any manner for injury to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting on behalf of the permittee, or for damage to property arising out of work, or other activity permitted and done by the permittee under a permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit. The permittee shall indemnify and hold harmless the City of Mt. Shasta, all officers, employees, and contractors, thereof, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting on behalf of the permittee and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit; except as otherwise provided by statute. The duty of the permittee to indemnify and hold harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The permittee waives any and all rights to any type of expressed or implied indemnity against the City, its officers, employees, and contractors. It is the intent of the parties that the permittee will indemnify and hold harmless the City, its officers, employees, and contractors, from any and all claims, suits or actions as set forth above regardless of the existence of degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, or acting on behalf of the permittee.

For purposes of this section, "contractors" shall include contractors and subcontractors under contract to the City of Mt. Shasta performing work within the limits of this permit.

- 25. <u>Cost of Work:</u> Unless stated in the permit, or separate written agreement, all costs incurred for work within the City rights of way pursuant to this encroachment permit shall be borne entirely by the Permittee. Permittee hereby waives all claims for indemnification or contribution from the City for any such work.
- 26. <u>Maintenance</u>: The Permittee agrees to exercise reasonable care to properly maintain this encroachment and to exercise reasonable care in inspecting for and immediately repairing and making good any injury to any portion of the roadway which occurs as a result of the maintenance of the encroachment in the roadway or as a result of the work done under this permit, including any and all injury to the roadway which would not have occurred had such work not been done or such encroachment not placed therein. Maintenance shall include, but not be limited to, cleaning and keeping free from debris all structures included as a part of this encroachment.
- 27. <u>Restoration:</u> All pavement, curb, gutter, sidewalk, borrow ditches, pipes, headwalls, road signs, trees, shrubbery, and/or other permanent road facilities impaired by or as a result of construction operations at the construction site, or at other ground occupied by materials and/or equipment, shall be restored immediately to a condition as good as or better than existed prior to the construction.
- 28. <u>Archaeological:</u> Should any archaeological resources be revealed in the work vicinity, the permittee is responsible for notifying the Department's Representative immediately, retaining a qualified archaeologist who shall evaluate the archaeological site and make recommendations to the Department Representative regarding the continuance of work.
- 29. <u>No Precedent Established:</u> This permit is issued with the understanding that it does not establish a precedent of any kind.
- 30. The City will not be held responsible for any damage to any underground or other facilities that have been caused during the course of the City's normal maintenance procedures. The City will not assume any responsibility, at any time, should any provisions of this permit not be complied with.
- 31. City may impose conditions on the granting of a permit, the performance of which would be required of the Permittee by the City.
- 32. Permittee agrees that failure to comply with these conditions will result in cancellation of the event or removal of the item(s) by the City and waives any damages whether actual or economic.