



San Mateo County Flood and
Sea Level Rise Resiliency District
1700 S. El Camino Real, Suite 502
San Mateo, CA 94402
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TEMPORARY ENCROACHMENT PERMIT APPLICATION

This temporary encroachment permit application is intended to grant access to the right-of-way of the San Mateo County Flood and Sea Level Rise Resiliency District (“District”) for a temporary period of time, with a defined start and end date (e.g. no future access is needed for operation and maintenance). If regular access to District right-of-way is needed for ongoing or long-term activities, please submit a permanent encroachment permit application to the District.

Applicant (Also include Owner information, if different)	Contractor
Name:	Name:
Association and Title:	Company Name and License No.:
Address:	Address:
Phone:	Phone:
Email:	Email:

Description of Work and Relevant Attachments

Attach a complete set of plans and any applicable specifications, maps, traffic control plans, dewatering/water diversion/water pollution plans, results of biological assessments/surveys for work within sensitive habitat areas, etc. District review and approval of these documents is required for work within District right-of-way. Any changes to the material, methods, location, or design due to field conditions different from those shown on the plans shall be submitted to the District for review and approval.

Location of the proposed work: _____

Requested Permit Start Date: _____ Requested Permit End Date: _____

TEMPORARY ENCROACHMENT PERMIT CONDITIONS

1. Prior to Permit Approval

- a. A certificate of insurance and additional insured endorsement acceptable to the District shall be attached to this permit application. The District, its Directors, officers, agents, employees, and volunteers must be named as additional insureds in the general, automobile liability, and worker's compensation insurance policies. The District and the other foregoing individuals must remain as additional insureds until the latter of: (i) 6 months from the date of the issuance of this permit; or (ii) once all permitted work is recognized by the District as complete.
- b. Prior to on-site work, Permittee shall provide the District with evidence that all applicable permits (such as for site access and environmental regulation) and other approvals for such work have been obtained. Work shall remain in compliance with those provisions throughout the life of the Project.
- c. Prior to on-site work, Permittee shall provide the District a complete list of all chemicals or substances that will be brought and/or used on site.

2. During Permitted Work

- a. Underground Service Alert (USA) shall be contacted at least two working days before starting any drilling, boring, or other ground-disturbing activities in any area that is known or could be reasonably expected to contain subsurface facilities. The Inquiry Identification number assigned by USA shall be delivered to the District prior to commencement of work. The District shall be notified immediately upon discovery of any underground pipe or facility not shown on plans or otherwise not previously anticipated.
- b. All other inspections required by others shall be completed at least one week in advance of commencement of work.
- c. Permittee shall notify the District at least two working days prior to commencement of proposed work.
- d. No work shall be performed, equipment started, or deliveries made outside the non-weekend and holiday hours of 8:00 AM to 5:00 PM, unless otherwise approved in writing by the District.
- e. Work site and traffic control measures conforming to Caltrans' Standard shall be employed at all sites where vehicular or pedestrian traffic is affected.
- f. Unless specifically permitted, no material or equipment shall be stored within any public right-of-way or drainage course overnight. When storage in the public right-of-way is permitted, proper safety and warning devices shall be provided by the Permittee.
- g. Trenches in publicly-traveled ways must be backfilled and capped with temporary paving at the end of each day's work. No open trenches will be allowed to remain open overnight, unless covered by approved steel plates.
- h. All appropriate water pollution, drainage, and debris control Best Management Practices (BMPs) shall be required during construction. The contractor shall ensure proper BMP devices are installed and maintained to prevent sediments from entering the storm drain system or creek channels.
- i. No survey marker or reference point shall be disturbed or removed prior to being tied out by a Licensed Surveyor or Civil Engineer licensed to perform such activities. All costs of replacing survey markers and reference points shall be borne by the Permittee.
- j. This permit, approved plans, and other attachments shall be available at all times on the job site.
- k. Permittee is responsible to keep the work area clean and orderly on a daily basis.
- l. Permittee is responsible for any liability for personal injury or property damage that may arise out of work covered by this permit and shall defend and hold the District harmless and free from and against any and all claims for damage or liability caused by this permit.

3. Following Permitted Work

- a. Upon completion of the work, all brush, timber, scraps, and foreign material introduced by the Permittee shall be removed from District right-of-way, and any areas affected by the work shall be left in a presentable condition, and to the satisfaction of the District.
- b. Permittee shall provide to the District photographs of District right-of-way covered by this permit in a manner that fully documents right-of-way conditions prior to, and after, the work. Photos shall, at minimum, show existing vegetation, fencing, and the ground surface conditions in the area of the proposed work.
- c. As-built drawings shall be provided to the District following the completion of work within the District right-of-way.
- d. Any future work or maintenance activity associated with the proposed work within District right-of-way beyond the permit end date shall require the District's review and approval.

4. Following Permitted Work

- a. The Permittee is advised that this permit is revocable at any time, in the sole and absolute discretion of the District.
- b. The granting of this permit does not constitute a deed or grant of easement by the District, and the Permittee acknowledges and agrees it has no exclusive rights under this permit. Nothing herein contained shall be construed as limiting the powers of the District to lease, convey, or otherwise transfer or encumber during the term of this permit the area/property/lands within District right-of-way covered by this permit for any purposes whatsoever not inconsistent or incompatible with the rights or privileges granted to Permittee by this permit.
- c. This permit is not transferable or assignable without the District's prior written consent, which consent may be granted or denied in the District's sole and absolute discretion.

By signing below, I hereby confirm that I am authorized to act on behalf of, and legally bind, Permittee, and acknowledge that I have read this permit application and state that the above information is correct, and agree that: (1) Permittee shall comply with all conditions of this permit application; (2) Permittee shall comply with all federal, state, and local laws, rules, and regulations, including, without limitation, those relating to construction and safety; (3) Permittee shall use due care at all times to avoid any damage or harm to the District's property and shall maintain any work pursuant to this permit in good order and repair; (4) the District is granting access under this permit on an "As Is With All Faults" basis and Permittee is not relying on any representations or warranties of any kind whatsoever, express or implied, from the District; and (5) Permittee hereby authorizes representatives of the District to enter upon the area/property/lands within the District's right-of-way covered by this permit for inspection purposes.

____ Owner ____ Applicant ____ Contractor

Signature

Date

DISTRICT APPROVAL

This permit is to be strictly construed and no work other than that specifically stated above is authorized hereby. Issuance of a permit shall not be construed to be a permit for, or an approval of, any violation of federal or state laws, outside agency regulations, ordinances, conditions of approval, construction codes, or Standard Specifications and Details.

The permit term is as follows:

Permit Start Date: _____ Permit End Date: _____

Extension requests must be received prior to the expiration date or a new application will be required.

Date approved: _____

Approved by: _____ Signature: _____

Permit No.:
Issued: