


<p>GRADING PERMIT APPLICATION</p> <p>NMC – Chapters, 5, 6, 9 and 19 <i>A valid grading permit signed by the City Engineer (his/her designee) is required, before beginning any excavation, fill, or grading. NMC 19.20.050 A "Use Permit" is required Grading = or + 200 Cu. Yds., See CD / Planning.</i></p>	<p>CITY OF NOVATO Public Works Department Engineering Division 922 Machin Avenue Novato, CA 94945 (415) 899-8246 Fax: (415) 899-8218 Inspection Hotline: (415) 899-8240 www.novato.org</p>	<p> Staff use only <i>Copy application into Trakit when permit is approved.</i></p> <p><input type="checkbox"/> Date Received: ___/___/20___ <input type="checkbox"/> Permit No. Issued: _____ (CRW) <input type="checkbox"/> Copy Regional Board Notice of Intent (NOI) <input type="checkbox"/> WDID # _____ <input type="checkbox"/> Flood Zone _____ <input type="checkbox"/> City Prj. No. _____ <input type="checkbox"/> Street Moratorium</p>
<p>*Instructions: Complete all sections and write "n/a" if not applicable. Owner or their Authorized Agent must sign and date permit before it is valid. Submit completed application with 3 sets of plans. Include check payable to City of Novato for fees and deposits due. Submit to Permit Counter – Mon. Tue. Wed. Thr. - 9:00 AM to 11:00 AM, OR by scheduled appointment with a Staff Engineer. "Turn Around" time depends on extent of grading, complexity of work and application completeness. Plan on 2 to 7 working days for processing. Work may not begin until Grading Permit is signed by Applicant & City Engineer and Call made Two Working Days before digging USA NORTH 811 / 800-227-2600.</p>		
<p>APPLICANT'S INFORMATION</p> <p>1) Check one only: <input type="checkbox"/> Owner of Property <input type="checkbox"/> Contractor <input type="checkbox"/> Agent <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other: _____</p>	<p>LOCATION OF PROPOSED WORK</p> <p>11) Street Address: _____ Nearest Cross Street: _____ <input type="checkbox"/> Assessor's Parcel Number APN: _____ (If Known)</p>	
<p>2) Owner's Full Name (Required):</p>	<p>PROJECT SITE INFORMATION</p> <p>12) Check all that apply: <input type="checkbox"/> Single Lot <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Subdivision, Total Number of Lots ____ <input type="checkbox"/> Watercourse* <input type="checkbox"/> Drainage Facility <input type="checkbox"/> Open Space, Park <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Slide Repair <input type="checkbox"/> Street or Roadway</p>	
<p>3) Owner's Address (if different than location of work):</p>	<p>GRADING QUANTITIES IN CUBIC YARDS</p> <p>13) <input type="checkbox"/> Cut _____ Cu. Yds. <input type="checkbox"/> Fill _____ Cu. Yds. <input type="checkbox"/> Import _____ Cu. Yds. <input type="checkbox"/> Export _____ Cu. Yds. Estimated Total Cost for Grading: \$ _____ Check <input type="checkbox"/> Must provide 3 sets of project plans and Soil Engineer Report / Letter, when grading work exceeds 100 cubic yards.</p>	
<p>4) Owner's Telephone No. (Daytime) <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell _____</p>	<p>14) WORKING DATES PROPOSED</p> <p>Start Date ___/___/20___ Completion ___/___/20___</p>	
<p>5) Owner's email address:</p>	<p>15) DETOUR / TRAFFIC CONTROL PLAN A traffic control plan (TCP) is required if any lanes of traffic will be closed or impeded during construction. Check <input type="checkbox"/> only if 3 sets of TCP attached to application.</p>	
<p>6) Applicant's Name (if different than Owner or Contractor):</p>	<p>16) Contractor's Business Name: _____ 17) Foreman/Supervisors Name: _____ 18) Contractor's CA State License No.: _____</p>	
<p>7) Applicant's Address:</p>	<p>19) Contractor's Address:</p>	
<p>8) Applicant's Telephone No. (Daytime) <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell _____</p>	<p>20) Contractor's Telephone: Cell - Must be 24 hour _____ Office /Main _____ EXT: _____</p>	
<p>9) Applicant's email address:</p>	<p>21) Contractor's email address:</p>	
<p>10) City Business License No. (Required, if Contractor):</p>	<p>22) INSURANCE / WORKER'S COMPENSTATION Insurance Certificate must be attached for any work over \$500.00 in value. <input type="checkbox"/> Gen. Liability <input type="checkbox"/> Automobile <input type="checkbox"/> GL Endorsement <input type="checkbox"/> Waiver of Subrogation Attached: <input type="checkbox"/> Worker's Comp. Certificate OR <input type="checkbox"/> Worker's Comp. Waiver Form</p>	
<p>I understand that submission of this application does not imply or guarantee the City's approval for the work proposed. <i>Questions? Call the Engineering Division (415) 899-8246.</i></p> <p>23) APPLICANT'S SIGNATURE:</p> <p>X _____ DATE: ___/___/20___</p>		

*For additional information, instructions & permit details See Reverse Side. **Note:** INCOMPLETE or UNREADABLE Applications will delay processing.

**ITEMIZED INSTRUCTIONS FOR COMPLETING
GRADING PERMIT APPLICATION**

The "Applicant" is solely responsible to provide all necessary and accurate information, including but not limited to: plans, complete cost estimate, insurance, license information, worker's compensation, any deposits and/or securities, and full payment of plan check fees, encroachment permit & inspection fees.

Clearly PRINT or TYPE all information. Do not leave any spaces blank. Write "n/a" if not applicable. Any missing or illegible information must be provided before encroachment permit can be issued. Below is more information for completing each box **Items Numbered (1 through 23)** on reverse side of this form.

(1) The person completing and signing this application is the "Applicant." Check only one of the appropriate boxes. Write in the applicant's occupation if checking "other" (i.e. Owner's relative, tenant, gardener, employee.) All Property Owner's signature on the application may be required when there is insufficient documentation to demonstrate the Applicant's authority to submit the encroachment permit application to the City on behalf of all the Property Owner(s).

(2, 3, 4 and 5) The Property Owner's first and last name, address and daytime telephone number are required. Provide owner's email address, if known.

(6, 7, 8 and 9) If the "Applicant" is not the Owner and is not the Contractor, then complete applicant's name, address, daytime telephone number and email address.

(10) If any California Licensed Contractor(s) is performing any work under the encroachment permit each Contractor's current and valid City Business License Number must be provided. If owner or applicant has obtained a City Business License provide the business license number and the business name. If owner or applicant doesn't have a City business license then write "n/a."

(11) Provide street address and the name of the nearest cross street where the work will be taking place. If known, fill in the County Tax Assessor's Parcel Number (APN), otherwise, request City to look up. Applicant is responsible for verifying that APN is correct.

(12) Check all items that apply to the proposed grading plans. *For proposed grading, or any construction work, within fifty feet (50') of the top of the bank of any water course, creek or stream, the project plans must first be reviewed and approved by the Community Development Department, Planning Division, prior to issuance of any permits.

(13) Provide the estimated quantities in cubic feet for Cut, Fill, Import and Export materials. Provide the Engineer's Cost Estimate for the Grading work shown on the Grading Plans submitted with application. If grading is equal to or exceeds 100 cubic yards, at a minimum a Geotechnical, Soil's Engineer Project Report or Project Letter dated within one (1) year of the application date must be submitted with the grading permit application.

(14) Provide proposed start and completion dates. Except for emergency work, planned start dates may not be any earlier than 3 working days from date application is submitted.

(15) A traffic control plan (TCP) is required if any lanes of traffic will be impeded. Check box if a traffic control plan is attached with the application. Refer to separate handout for requirements on TCP and Truck Route plan (TRP).

(16, 17, 18, 19, 20 and 21) If a licensed Contractor will perform the work provide Contractor's Business Name, Foreman/Supervisor's name address, telephone numbers, and email address. Foreman's/Supervisor's 24-hour cell phone number is required for emergency contact. Contractor(s) must have a valid contractor's license for the State of California.

(22) Contractor's must submit worker's compensation certificate and provide proof of insurance. Refer to separate handout for insurance requirements.

(23) Applicant must sign and date application before processing by the City. Upon Applicant signing the Application and any Permit issued as a result of an approved application, the Property Owner(s), the Applicant(s) and the Permittee(s), each and all, agrees to indemnify, defend and hold harmless the City of Novato, its officers, agents, and employees any and all loss, damage, liability, cost or expense, however same may be caused, that may arise during or as part of the permit process, or during or as part of any permit issued, whether the liability, loss or damage is caused by, or arises out of, the negligence of the City, its officers, agents, or employees, or otherwise. Applicant and Owner(s) further agree to comply with all applicable City Ordinances, City standards and specifications, terms, conditions and any restrictions associated with this application and any permits issued. Owner(s) grant full permission to City to enter and perform any emergency work when necessary at the Owner(s) complete expense. Failure to fully reimburse City for any emergency work performed is a breach of the encroachment permit application and subject to full enforcement as permitted by law, including but not limited to, withholding future City permits.

TRAFFIC CONTROL PLAN (TCP)

It is the Contractor's responsibility for doing all that is practical and necessary to ensure the safety of the public, the workers, pedestrians, bicyclists and motorists.

TCP REQUIREMENTS:

1. Prior to any closure or impediment of any traffic lanes, sidewalk, or pedestrian pathway, the applicant must submit a TCP for City review and approval.
2. Must be developed specifically for the construction work zone location. All proposed work areas must be identified.
3. For each phase or operation a separate TCP must be submitted.
4. Multiple work phases must also include proposed construction schedule.
5. CALTRANS Manual of Traffic Control Devices for Construction and Maintenance Work Zones is minimum standard.
6. Allow five (5) working days for City's review and approval of a TCP. Review times may be longer when plan is more detailed or complex.
7. A "Typical" TCP may be submitted and approved only when it accurately represents the actual conditions at the site.
8. When required by the City, the TCP must be prepared by a Licensed Traffic Engineer.

TCP Checklist – This checklist is only a "Guide for Applicants." Additional information may be required prior to TCP approval.

9. Label nearby streets with street names.
10. North arrow and scale, or Not to Scale (NTS)
11. Contractor's name, address, telephone number.
12. List the dates on bottom right corner of the plan that the TCP will be in effect. (i.e. 08/14/09 through 08/19/09)
13. Provide separate Construction Schedule when multiple phases of work are necessary.
14. Provide separate TCP for each phase of work when multiple phases are necessary.
15. Show ALL existing traffic signs, signals, pavement markings, crosswalks, bike lanes and striping.
16. Identify and label all pertinent dimensions including taper lengths, sign spacing, lane widths, work zone length and width.
17. Show existing curbs, gutters, sidewalks and driveways within the work zone and affected by taper transition.
18. Indicate posted speed limits.
19. Dimension all roadway widths and lane widths on Collector or Arterial streets.
20. Dimension existing striping from pavement edges.
21. Dimension each driveway widths.
22. Dimensions all sidewalks and pedestrian walkways widths.
23. Show ALL parking restriction zones and signs.
24. Show all temporary "No Parking Tow-Away" signs. (Note: Construction "No Parking Tow-Away" signs must be purchased from the City separately and must be posted 72 hours in advance of the scheduled work.)
25. Provide Legend to define all symbols and designate with CALTRANS nomenclature.
26. Show signs, cones and barricades to be used.
27. Show any flashing warning signs and contents on any message boards.
28. Show limits of CALTRANS right-of-way if within, or adjacent to, the work zone.
29. Show and identify all schools within 1500 feet of the work zone. (Note: No work will be permitted within 1500 feet of school grounds until after 8:30 a.m. on school days and must be coordinated with the school Principal.)
30. TCP prepared by a licensed Engineer must be signed and sealed by preparer.
31. TCP prepared by a licensed Contractor must show company's letterhead on plan and/or attached transmittal sheet.

TRUCK ROUTE PLAN (TRP)

Applicants must submit TRP for review and approval by the City whenever vehicles over five (5) tons (11,023 pounds) are used for any construction work. TRP should designate the shortest and safest routes to the nearest City designated truck route streets. Coordination with any other scheduled construction activities in the area must be noted on the TRP.

DESIGNATED TRUCK ROUTE STREETS: Refer to NMC 18-10.2 and 18-10.3. The following are designated as truck route streets, upon which traveling or parking upon is permitted by any vehicle exceeding a maximum gross weight limit of five tons: **Redwood Boulevard** between Rowland Boulevard and San Marin Drive, **Atherton Avenue**, De Long Avenue from Redwood Boulevard to Highway 101 Bypass, **Novato Boulevard** westerly of Diablo Avenue, Diablo Avenue easterly of Novato Boulevard, **San Main Drive**, Rowland Boulevard between Redwood Boulevard and Highway 101.

See **ITEM # 15** - Encroachment Permit Application.

INSURANCE, INDEMNITY AND WORKER'S COMP. REQUIREMENTS

INSURANCE PER CITY AGREEMENT: Prior to issuance of any grading or encroachment permit for any project that has a Subdivision Improvement Agreement (SIA), Improvement Agreement (IA), or other approved agreement, project insurance must meet the terms of the agreement. All project agreements and related insurance documents must be reviewed and approved by the City Attorney prior to commencement of any work or issuance of any permits.

STANDARD INSURANCE: (For projects without any City Agreement, SIA or IA)

1. The **insurance company** shall be an admitted insurance organization authorized by the State of California Insurance Commissioner to transact business of insurance in the State of California. Such insurer shall have a rating at least equivalent to or better than a Best's rating of **A: XI**.
2. The **policy** shall be a **commercial general liability** insurance policy including personal injury/property damage insurance for all activities of the Property Owner / Developer and its contractors and subcontractors arising out of or in connection with the scope of work stated on the encroachment permit, written on a commercial general liability form including, but not limited to Broad Form Property Damage, blanket contractual, products liability and completed operations, X, C, U hazards, vehicle coverage and non-owned auto liability coverage in an amount no less than (see item 5 below for dollar amount) combined single-limit personal injury and property damage for each occurrence.
3. Each such policy shall be endorsed with the following specific language:
 - a. The City of Novato (City) is named as additional insured for all liability arising out of the operations by or on behalf of the named insured and this policy protects the additional insured, its Officers, agents, and employees against liability for personal and bodily injuries, deaths, property damage, or destruction arising in any respect, directly or indirectly, in the performance of the encroachment permit scope of work.
 - b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured.
 - c. The insurance provided is primary and no insurance held or owned by the City shall be called upon to contribute to a loss.
 - d. The coverage provided by this policy shall not be cancelled without thirty (30) days prior written notice given to the City.
4. Prior to issuance of an encroachment permit the applicant shall submit to City documentation evidencing its required insurance, including certificate of insurance signed by the insurance agent and the companies named. All necessary endorsements shall be attached. Any deductible or self-insured retentions must be declared to and approved by City. At the option of City, insurer shall reduce or eliminate such deductible or self-insured retention as respects the City, its officers and employees or Applicant shall procure a bond guaranteeing payment of losses and related investigation, claims administration, and defense expenses
5. **The Insurance Amount shall be \$2,000,000.00 (two million dollars) per occurrence.**

ALTERNATE INSURANCE: (Value<\$500.00) If the total value of the scope of work as provided and validated on the permit application does not exceed \$500.00, and if approved by the City, the property owner may obtain "alternate insurance" through their homeowners' insurance policy rather than providing "standard insurance" as described above. **(\$500<Value<\$100,000)** For values of work greater than \$500.00, but less than \$100,000.00, *and 1)* when traffic control is not required *and 2)* the scope of work is determined by the City to be typical, standard type of improvement (i.e sidewalk repair, new or replace curb under drain, replace existing driveway approach), *and 3)* work will in no way interfere, disturb or require moving, replacing, upgrading any surrounding utilities or infrastructure, *then* "alternate insurance" may be permitted by the City Engineer and his/her designee.

PROOF OF ALTERNATE INSURANCE: Prior to issuance of an encroachment permit and when required by the City Engineer, the homeowner must provide satisfactory proof of additional insurance on his or her homeowners' insurance policy.

INDEMNITY: Upon Applicant signing the Encroachment Permit Application and any Permit issued as a result of an approved application, the Property Owner(s), the Applicant(s) and the Permittee(s), each and all, agrees to indemnify, defend and hold harmless the City of Novato, its officers, agents, and employees any and all loss, damage, liability, cost or expense, however same may be caused, that may arise during or as part of the permit process, or during or as part of any permit issued, whether the liability, loss or damage is caused by, or arises out of, the negligence of the City, its officers, agents, or employees, or otherwise.

WORKER'S COMPENSATION CERTIFICATE: Upon Applicant signing the Encroachment Permit Application and any Permit issued as a result of an approved application, the Property Owner(s), the Applicant(s) and the Permittee(s), certify that each and all, are familiar with California Labor Code Section(s) covering Worker's Compensation Insurance and the certification of insurance or a consent to self-insure for Worker's Compensation Insurance as condition to issuance of a permit by the City. <http://www.dir.ca.gov/DWC/>

DEFINITIONS FOR PUBLIC WORKS ENGINEERING PERMITS

BUILDING PERMIT: Before a person, firm or corporation may erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building, structure or wall they must first obtain a building permit. Building permits are issued by the Community Development Department (CD), Building Division. Telephone CD is (415) 899-8989.

CODE ENFORCEMENT: Code Enforcement is the prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety, and welfare, public works, business activities and consumer protection, building standards, land-use, or municipal affairs. Encroachment or Grading permits issued to remedy a code violation must be signed of by the Code Enforcement Officer prior to release of securities. The Community Development Department (CD) oversees the City's Code Enforcement Division. Telephone CD is (415) 899-8989.

CONTRACTOR or OWNER BUILDER: Anyone who contracts for bids on construction work in California on jobs that total \$500 dollars or more in labor and materials he/she must be licensed by Contractors State License Board (CSLB). When permit application is signed as an owner-builder, the owner-builder assumes full responsibility for the entire project and its integrity. See State California Department of Consumer Affairs website at <http://www.cslb.ca.gov> or call 1-800-321-2752 to verify contractor's license, or for more information about Owner-Builder Exemption (B&P 7044)

COST RECOVERY AGREEMENT: A Cost Recovery Agreement for payment of full cost recovery fees for application processing and inspection services may be required depending on the value and/or complexity of the proposed work and whenever any outside consultant services are required. (i.e. Consulting or City Attorney Services) A Cost Recovery Agreement and City Fee Schedule are on the City's website www.ci.novato.ca.us see Community Development Department and Application Forms.

DEPOSIT / SECURITIES / BOND: Based upon scope and cost estimate for work, refundable deposits may be required for new infrastructure, erosion control (mud & dust) and city's costs (legal & administrative). When required by the City, the full construction may be guaranteed by cash or bond in the amount equal to the approved Engineer's cost estimate. A separate improvement agreement is required when work is valued at \$75,000.00 or more, and may be required for large scale or complex projects.

DUMPSTERS, BINS AND STORAGE CONTAINERS: Dumpsters, bins, temporary storage containers are prohibited from being placed or stored in the City right-of-way, temporarily or permanently. Applications for this type of encroachment request cannot be processed and any application materials received for this type of request will be returned to the applicant.

EASEMENTS: In general, an easement is a restricted right to specific, limited, definable use of activity upon another's property. Easements are created on maps or by deed recordation. A comprehensive title report should include all easements affecting a property. Examples are drainage easement (DE), sanitary sewer (SS), public utilities (PUE), water service (WE), flood control (FCE), emergency access (EAE) or access (AE), open space (OSE) and pedestrian easement (PE). Unless a drainage easement was accepted by the City, or County Flood Control District, the property owner is responsible for the complete maintenance of the easement including maintenance of the drainage facilities. Construction of any permanent structures within a given easement is normally illegal. Any illegal structures found within an easement may be subject to immediate removal at the owner's expense and may also be subject to code enforcement action. Also, see "Right-of-Way."

ELECTRICAL SERVICE: Electrical service is provided by Pacific, Gas & Electric Company. www.pge.com For any work that includes overhead utilities or utility undergrounding contact PG&E for separate permit.

EROSION CONTROL: Dirt, debris and other construction waste must be kept on the construction site and not permitted to flow into the public right-of-way, any storm drains or any local creeks, streams or waterways. All construction activities that result in any illegal discharges from the project site are the sole responsibility of the applicant. Refer to Marin County Stormwater Pollution Prevention Program (MCSTOPPP) www.mcstoppp.org and State Water Resources Control Board (SWRCB) www.swrcb.ca.gov

EMERGENCY WORK: Any person requiring an emergency use or encroachment shall first notify the Public Works Department at (415) 899-8246. During the hours that the City Offices are closed, notification shall be given to the **Police Department by calling 9-1-1 or police hotline (800) 848-0101.**

FEES: Fees are provided on the Fee Schedule, City's website www.ci.novato.ca.us under the Community Development Department, Application Forms. The Engineer's cost estimate must be reviewed and approved by the City before the final fee amount is determined. Any outstanding fees owed must be paid by the applicant prior to issuance of a permit. Balances owed to the applicant will first be applied to any other deposits or fees owed by the applicant prior to authorizing a refund. Also, see refund policy stated in the City's Fee Schedule.

FIRE DISTRICT: For **Novato Fire Protection District (NFPD)** regulations and design requirements contact NFPD at 95 Rowland Way, Novato, CA 94945, or by Telephone: (415) 878-2690. NFPD website: www.novatofire.org. No streets may be closed to traffic without obtaining a permit approved by Novato Police Department and pre-authorization of NFPD.

FLOOD ZONE: In the Special Flood Hazard Areas (SFHA), special rules apply that require new developments be protected from flood damage, elevating their lowest level above the base flood elevation. The SFHA is the area subject to inundation by a 100-year flood, as shown on the current Flood Insurance Rate Map (FIRM) compiled by the Federal Emergency Management Agency (FEMA). FEMA website: www.fema.gov.

GAS SERVICE: Gas service is provided by Pacific, Gas & Electric Company. www.pge.com For any work that includes relocation, replacing existing or providing new gas lines, contact PG&E for separate permit.

HOURS OF WORK: Construction work hours are restricted from 7:00 AM to 6:00 PM weekdays and Saturdays between 10:00 AM to 5:00 PM, with no work permitted on Sundays or any City recognized holidays, unless specifically stated otherwise on an approved Encroachment Permit with City Manager’s authorization. City Inspection services will only be scheduled during the hours of Monday through Thursdays, and alternating Fridays between the hours of 7:00 AM to 4:00 PM. City Inspector’s hourly rates apply and will be invoiced to the Applicant through a cost recovery agreement for any inspection time scheduled beyond regular City hours and is not covered by the inspection flat fee paid.

ILLEGAL WORK: Any work performed in the City’s right-of-way without a valid encroachment permit is illegal. When any illegal work has occurred, it must be immediately removed and the disturbed area fully restored at the complete expense of the property owner(s) and their contractor(s). Only on a case-by-case basis, may the City at its sole discretion may approve illegally performed work provided the applicant obtains and complies with all required permits to the satisfaction of the City Engineer and City Attorney.

NOISE: Noise related to construction activities is only permitted during authorized work hours. Construction noise activities includes, but is not limited to, truck traffic coming to and from the site for any purpose, warming-up or servicing of equipment, demolition, any preparation for construction work and any music from stereos or radios. Noise reduction measures must be met when required by the City. Applicant is responsible for controlling noise from the job site at all times.

NOVATO MUNICIPAL CODE (NMC): The NMC is available in its entirety on the City’s website www.ci.novato.ca.us. NMC, **Chapter XV (15) - Streets & Sidewalks** applies to every encroachment permit. Other Chapters of the NMC that may also apply to an encroachment permit are;

Chapter V (5) - Development Standards	Chapter XII (12) – Planning
Chapter VI (6) - Excavations and Fill	Chapter XVIII (18) – Traffic
Chapter IX (9) – Land Subdivisions	Chapter XIX (19) – Zoning

PLANS: The Applicant is responsible for providing all plans for proposed work and for paying fees prior to issuance of permits. When required by the City Engineer and per the NMC, all approved plans must be signed and sealed by licensed professionals, (i.e. engineer, architect, surveyor).

PUBLIC WORKS INSPECTIONS: All inspections are scheduled by calling the City Inspection Hotline at (415) 899-8240. After the Public Works Inspector has signed the permit as final deposits, bonds or securities will authorized to be released. Refund checks are returned within 1-3 weeks once the City’s Senior Account Clerk is authorized to release the deposit.

REPORTS: Professional engineering reports, such as Geotechnical/Soils, Structural, Hydrology/Hydraulic, Drainage, or Traffic, must be no older than one (1) year from the date of the permit application, unless author of the report has prepared a legal letter that clearly states that the report information is still valid and current, and includes any exceptions or recommendations for the current project plans. Professional letters must be signed, sealed and submitted with an original copy of the report.

RETAINING WALLS: Prior to issuance of an encroachment permit, applicant must obtain a building permit for any new or replacement of existing retaining wall(s). See “Building Permit.”

RIGHT-OF-WAY: The term right-of-way is used to describe the use of an easement. It is generally a strip or area of land, including the surface and overhead or underground space, which is granted by deed or easement for construction and maintenance of public services such as; power, telephone, cable, roadway, gas, water, sewer and storm drainage. Right-of-way typically is split into two categories, “public right-of-way” for the general public, and “private right-of-way” which might be limited to specific users as defined in the grant, as opposed to the general public. The term right-of-way often is used to define and describe the total width of

a street right-of-way including areas beyond asphalt paving for utilities, sidewalks and landscaping. Only a licensed surveyor can determine and identify the exact physical locations of property lines, right-of-way and easements on an individual property.

SANITARY SEWER: For **Novato Sanitary District (NSD)** regulations and design requirements contact NSD at 500 Davidson Street, Novato, CA 94945, by Telephone: (415) 892-1694, by Fax: (415) 898-2279 or website: www.novatosan.com.

STOP WORK ORDERS: Per Novato Municipal Code (NMC) 4-1.4, whenever any work is being done contrary to the provisions of the NMC, or any other ordinance rules and regulations of other public agencies that are applicable to the work being done, the City may order the work stopped by notice in writing (**RED TAG**) served on any persons engaged in doing or causing such work to be done. Such persons shall stop work until authorized, in writing, by the City to proceed with the work.

STORM DRAIN: Storm drainage design and construction shall meet all City standards. See “Novato Municipal Code” definition and reference to NMC Chapters. New storm drainage systems must be within approved storm drainage easements.

STORM WATER POLLUTION PREVENTION: Refer to the Marin County Stormwater Pollution Prevention Program (**MCSTOPPP**) website: www.mcstoppp.org for current information and requirements applicable to all applicants, homeowners, developers, contractors and design professionals. Also see NMC Chapter VII (7) – Health, Section 7-4 – Urban Runoff Pollution Prevention.

SURVEYING: The City does not offer or provide any surveying services to the public. Websites for Land Surveyor information are www.lsrp.com and www.californiasurveyors.org. A legal survey may be necessary or required by the City to identify the legal property boundaries or other property features such as the location of existing buildings, utilities, easements or encroachments.

TEMPORARY SIGNS: Temporary signs for non-profit organizations may be placed within the City’s right-of-way at approved locations after obtaining an encroachment permit. Temporary signs shall be erected and maintained for a limited period as specified in the encroachment permit. All temporary signs within the City’s right-of-way, whether signs are permitted or not, are subject to removal at any time by the City without any notice, or any remedies, to the temporary sign’s owner, agency or representative.

TITLE REPORTS: Submission of a preliminary title report, no older than six (6) months from the date of the permit application, may be required in order to process the encroachment permit application particularly on larger scale or more complex projects.

TREE REMOVAL / ALTERATION PERMIT: A separate Tree Removal / Alteration permit is required from the Planning Division in order to remove a tree more than 6 inches in diameter (19 inches in circumference), or to remove, trim, prune, or alter a heritage tree. A heritage tree has a diameter of 24 inches or more (circumference of 75 inches or more) measured 24 inches above existing ground. Replacement tree(s) may be a condition that is required by the tree removal /alteration permit. For questions and to obtain a Tree Removal / Alteration permit, contact the Community Development Department (CD) Planning Division at (415) 899-8989. Refer to NMC Chapter XVII (17) Trees & Shrubs.

UNIFORM CONSTRUCTION STANDARDS: The County of Marin Public Works Uniform Construction Standards (USC) is permitted unless a specific detail(s) is deleted or modified by the City Engineer. All USC details are available on the County of Marin Website at www.co.marin.ca.us/depts/pw/main/standards.cfm. The City may require specific design detail(s) to meet the site conditions or other project constraints. Custom details must be prepared by a professional licensed to provide such details (i.e. architect, landscape architect, civil engineer, structural, geotechnical, mechanical or electrical engineer)

UTILITIES AND UTILITY UNDERGROUNDING: Refer to NMC Chapter XII (12) Planning.

WATERCOURSE, CREEKS, STREAMS & WATERWAYS: Refer to NMC Chapter XV (15), 15-1.4 and 15-2. “*Watercourse*” means the existing route, whether artificial or natural, for the flow and passage of storm waters. Any work proposed within a designated watercourse, creek, stream or waterway requires a City encroachment permit. If regulated by the County Flood Control District, City Permit requirement may be waived by the City Engineer at his/her sole discretion. Additional permits may also be required from the California Department of Fish & Game, the U.S. Army Corps of Engineers and the Regional Water Quality Control Board. Additional information on working within creeks, streams or waterways is available on the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) website: www.mcstoppp.org

WATER SERVICE: For **North Marin Water District (NMWD)** regulations and design requirements contact NMWD by Telephone: (415) 897-4133, by Fax: (415) 892-8043 or website: www.nmwd.com.