



## 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"/>	Engineer’s Estimate ( <i>Improvements in Public ROW only + 10% for Contingencies &amp; 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 <a href="#">HERE</a> for minimum requirements)
✓	<input type="checkbox"/>	Proof of insurance (Click <a href="#">HERE</a> for minimum requirements)
✓	<input type="checkbox"/>	<a href="#">Valid business tax account</a> (Non-homeowner issued permits)
<input type="checkbox"/>	<input type="checkbox"/>	Traffic control plan – Submit a <a href="#">Traffic Control Plan Application Form</a> 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