



ENCROACHMENT PERMIT SUBMITTAL LIST

(TEMPORARY USE OR ACCESS OVER PUBLIC RIGHT-OF-WAY)

(REPAIR, REPLACEMENT & MINOR RELOCATION OF EXISTING IMPROVEMENTS)

DESCRIPTION: Temporary use, access over, or minor improvements within the public-right-of-way including:

- Storage of materials
- Installation, removal or inspection of monitoring wells
- Repair or replacement of existing improvements
- Placement of scaffolding
- Driving of trucks & equipment over curb, gutter & sidewalk
- Minor relocation of existing driveways or other improvements

CODE REFERENCES: Fremont Municipal Code, 12.05 “Encroachments to Streets and Sidewalks” and 12.30 “Maintenance of Street Trees and Sidewalks”.

Required Submitted ROUTINE ENCROACHMENT PERMIT:

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|--------------------------|--------------------------|--|
| ✓ | <input type="checkbox"/> | Plans showing scope of work to be done in the PROW(Public Right-of-Way) or Schematic plan, as required – PDF (Click HERE for minimum requirements) |
| ✓ | <input type="checkbox"/> | Proof of insurance (Click HERE for minimum requirements) |
| ✓ | <input type="checkbox"/> | \$1,000 Surety (Click HERE for minimum requirements) <i>(NOT required for drop box permits)</i> |
| <input type="checkbox"/> | <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) |

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