



City of Palo Alto

Public Works Engineering

Phone: 650/329-2151 FAX: 650/329-2240

Inspection: 650/496-6929

ENCROACHMENT PERMIT & TEMPORARY LEASE

Permit No. ENC- Date Inspector

PERMIT TYPE:

- ENCROACHMENT PERMIT (Right-of-way or public utilities easement encroachments)
- TEMPORARY LEASE (Encroachments on City-owned property)

PERMITTEE NAME AND ADDRESS:

Name: _____

LOCATION OF ENCROACHMENT/LEASE:

DURATION:

Temporary (_____ Days)
 Indefinite

Phone: _____ / _____ - _____

ESTIMATED START DATE: _____

ENCROACHMENT PERMIT TYPE:

Residential (Single Family)

- Standard: Architectural, structural, decks, spas, etc. in a Public Utilities Easement (PUE) or City right-of-way (ROW).
- Dumpster or container (no insurance certificate is required).
- Fence: Placement of a fence in a PUE or ROW (no insurance certificate is required)

Non-Residential (Commercial)

- Standard: Awnings, lane or sidewalk closures, pedestrian protection structures, structural or architectural features, private structures, other long term encroachments in a PUE or ROW, lasting more than 5 days.
- Short-Term: Sidewalk/street/alley encroachments, lane or sidewalk closures, unloading of materials, etc., lasting 5 days or less.
- 1 Day: Sidewalk or lane closure lasting 1 day or less.
- Minor: Placement of dumpster within downtown districts (additional fee for parking space rental, if applicable), and restaurant tables & chairs on sidewalk.

Pursuant to the provisions of Sec 12.12 * of the Palo Alto Municipal Code, permission is hereby requested to construct and maintain an encroachment, or to use City-owned property, at the above location and in the manner described below:

NATURE OF ENCROACHMENT OR USE: _____

REASON FOR ENCROACHMENT/LEASE: _____

--PW STAFF USE ONLY--

FEES:

Fee Paid \$ _____

Parking \$ _____

TOTAL \$ _____

Date Paid: _____

INS CERT #: I- _____

REVIEWED AND RECOMMENDED FOR APPROVAL BY:

- Transportation
- Bldg Inspection
- Planning
- Real Estate
- Light & Power
- WGW

Permittee shall, at Permittee expense, remove said encroachment or any improvements constructed, and this permit/lease shall terminate within thirty (30) days after written notice from the City Engineer/Real Property Manager*. Permittee agrees that in the event of failure to remove such encroachment/improvement* within the time specified, the same may be removed, and the City's property or easement restored, by the City, and the cost thereof made a lien upon/against* Permittee/Lessee, pursuant to the provisions of Sec 12.12 of the Palo Alto Municipal Code.

Permittee, in consideration of the issuance of this permit/lease, agrees to maintain required evidence of liability insurance, for the life of the encroachment, that indemnifies and holds harmless the City of Palo Alto, its officers, agents, and employees from any liability of any nature whatsoever caused in whole or in part by reason of or in any manner connected with any and all operations, structures or conditions authorized or permitted by this permit/lease. The Permittee agrees and understands that this permit vests no estate.

Permittee shall be responsible for obtaining any and all permits which may be required by an Agency having jurisdiction over the property and/or proposed use. Notwithstanding the above, nothing contained herein shall obligate City to issue any permits or approvals required for construction.

Permittee hereby accepts this permit/lease* subject to all conditions set forth herein, and the attached Special Provisions and conditions, and agrees that all of said conditions and provisions shall be binding on Permittee, co-owners, heirs, assigns, transferees and successors in interest of every nature. This permit/lease* shall expire if work on the encroachment described within does not commence within sixty (60) days of the date of approval, or by the anticipated start date as indicated above, whichever is later.

X _____
 Permittee Authorized Representative _____ Date _____ APPROVED BY _____ Issuance Date _____

For inspection call the Public Works Inspector @ (650) 496-6929 – Provide minimum one working day advance notice.

