Encroachment Permit
Submittal Requirements
Revised June 2023

All Encroachment Permit application submittals must contain the documents outlined below.

Upon receipt of the permit application and required attachments, the application package will be reviewed, and comments will be provided within 10 to 15 business days.

ATTACHMENTS:

1. Certificate of Insurance (COI)
   a. All Encroachment Permit applications must include a Certificate of Insurance to cover the related construction activities performed by the Contractor and their employees, agents, and sub-contractors. Encroachment Permits will not be issued without the proper insurance documentation.
   b. The COI (including required endorsements) shall name the City of Gilroy, its officers, employees, and agents as additional insureds, and shall protect them from claims for personal injury, death, or property damage suffered by third persons and arising out of the work authorized by the permit and the manner of installation or construction.

Insurance Limits:
   a. Commercial General Liability insurance in the amount of $1,000,000 per occurrence, and $2,000,000 annual aggregate.
   b. Automobile Liability insurance in the amount of $1,000,000 as a combined single limit for each accident.
   c. Workers’ Compensation insurance in the amount of $1,000,000 for each occurrence.

Please note that Umbrella Liability and Professional Liability are not required for Encroachment Permits.

If, after reviewing this information and the sample COI, more clarification is needed, please contact Permit.Tech@cityofgilroy.org.
2. Stormwater Pollution Prevention Plan (SWPPP) and Best Management Practices (BMPs) checklist and acknowledgement form, which can be downloaded at: https://www.cityofgilroy.org/244/Encroachment-and-Transportation-Permits

3. Improvement Plans or Detailed Sketch
   a. Must include a legible vicinity map with exact locations of the work, including asphalt, concrete, landscaping work, and utilities (such as poles, manholes, etc.). A Google Earth aerial with pinned and labeled locations is acceptable.
   b. If improvement plans can’t be provided, a detailed sketch is acceptable. Ensure to include accurate measurements such as widths, lengths, and distances from existing infrastructure and nearby utilities.
   c. Must include all applicable City Standard Detail Drawing for the work, which can be downloaded at: https://www.cityofgilroy.org/260/Standards-Specifications
   d. If work impacts existing facilities, a Restoration Plan must be provided.
   e. Installation of new facilities (e.g., utility cabinet, vault, box, etc.) will require a plan sheet showing the clearance dimensions to existing pedestrian, bike, and vehicle facilities.

4. Traffic Control Plans
   a. All site-specific traffic control plans must be signed and stamped by a California licensed engineer (PE or TE) and must be in compliance with the Site-Specific Traffic Control Plan Requirements for Encroachment Permits.
   b. A site-specific traffic control plan is required under the following conditions:
      - Encroachment work is within an arterial and/or collector street. City Engineer may waive this requirement if the work does not impact traffic patterns and public rights-of-way (e.g., overhead utilities).
      - Encroachment work is within the Downtown area.
      - Encroachment work is within an alley and closures are expected for three (3) or more continuous working days.

   Traffic Control Plan Requirements for Encroachment Permits can be downloaded at: https://www.cityofgilroy.org/244/Encroachment-and-Transportation-Permits

5. Performance Bond or Cash Deposit (100% of Construction Cost Estimate, minimum is $5,000)
   a. Per City Code Section 20.77, a Performance Bond or Cash Deposit is required with all encroachment permit applications.
   b. Required bond or deposit amount is whichever is greater:
      - 100% of the Construction Cost Estimate; or,
      - Fixed amount of $5,000 (minimum)
   c. If a bond is provided, applicant shall provide:
      - An electronic copy of the bond included with the electronic permit application package; and,
      - A hard copy of the bond mailed to the following address upon approval of the permit:
d. In lieu of a bond, applicant may submit a deposit (credit card or check). If applicant prefers this option, the applicant shall submit the deposit, along with the appropriate permit fees, at time of invoice issuance.

e. The City Engineer may waive the bond or deposit requirement upon request if the proposed work does not impact the City’s right-of-way (e.g., access to manholes, poles, aerial lines). Applicant must submit a letter with the permit application to request the waiver for bond or deposit requirement.

6. Other Encroachment Permits required if work is under their jurisdiction:
   a. Caltrans
   b. Santa Clara County
   c. UPRR - Railroad
   d. Santa Clara Valley Water District

7. Permit Fees (+ Deposit, in lieu of bond):
   a. Upon receipt and review of the encroachment permit application packet, the assigned engineer will provide an invoice to the applicant, via the Customer Self-Service Portal, for payment of the permit fees.
   b. If a bond has not been provided in the submittal packet, the invoice will include a deposit fee (See Item No. 5 on Page 2).
   c. The permit fees must be paid by credit card in the Customer Self-Service Portal. The deposit may be paid by credit card or check:
      - If by Credit Card: Payment is processed through the Customer Self-Service Portal.
      - If by Check: Checks must be sent to the City of Gilroy Finance Department, with the invoice, at the address below. It is the responsibility of the applicant to also notify the assigned engineer that a check will be sent. Note: payment by check may delay issuance of permit to applicant.

   City of Gilroy
   Finance Department
   7351 Rosanna Street
   Gilroy, CA 95020

d. Encroachment Permits will be issued after receipt of payment confirmation.

8. Deposit Reimbursement Form
   a. When paying for a deposit by check, submit a completed and signed Deposit Reimbursement form through the Customer Self-Service Portal. The Deposit Reimbursement form can be downloaded at:
      https://www.cityofgilroy.org/244/Encroachment-and-Transportation-Permits