

ENGINEERING SUBMITTAL REQUIREMENTS FOR ENCROACHMENT PERMITS ONLY

(Improvements that do not require a Land Use Decision through the Planning Department)

SUBMITTAL PROCESS:

(For complete details, please refer to the City of Grants Pass Municipal Code, Chapter 6.36, Encroachment Ordinance, at <https://www.grantspassoregon.gov/316/Municipal-Code>, then select Title 6 and also the Grants Pass Development Code, at <https://www.grantspassoregon.gov/221/Development-Code>, then select Article 1, reference Section 1.063(5))

“Encroachment” means the work of construction, placing, or installation of any improvement, plant, or other matter within, over, or under the right of way, public utility easements, City utility easements, and all other public ways or areas.

An Encroachment Permit shall be obtained from the Community Development Department before:

- A. Making or causing to be made any excavation or encroachment in any road, street, or City right of way;
- B. Placing, constructing, or repairing any curb, gutter, sidewalk, driveway, pavement, base course, retaining wall, storm drain, culvert, pipe, conduit, cable, or other work of similar nature in, over, along, across, or through any street;
- C. Placing or leaving any impediment to travel upon any street, including trash or debris. This does not include the placement of approved trash or recycling containers curbside on a regularly scheduled collection day;
- D. Erecting or maintaining any post, pole, fence, guardrail, wall, loading platform or any other structure on, over, under, or within a right-of-way (may also require a Structures in the Right-of-way Agreement);
- E. Planting or removing any tree, shrub, or growing thing within a right of way. (Deposit & Insurance are not required for this item)
- F. Placing tables and chairs within the right of way. Any permit issued shall be in the form of a sidewalk café’ permit as set forth in Title 6, Chapter 6.47 of the Municipal Code.

Encroachment Permit Submittals:

Requests for Encroachment Permits must be submitted to the Engineering Department and include the following items for a complete submittal:

- Completed and signed application (attached)
- Site Plan to be 8/12” x 11” minimum to include the following:
 - A. Parcel Layout
 - B. Explain type of work to be done and where work will be done
 - C. Show any existing patches along property frontage
 - D. Show areas where asphalt will be removed and replaced
- Written construction schedule, which shall include a deadline for completion of construction.
- Road Closure Application (if applicable) (<https://www.grantspassoregon.gov/274/Engineering-Division>)
- Traffic Control Plan (if applicable)
- Drainage Plan (if applicable)
- Erosion Control Plan (if applicable)

— Photos (if applicable)

Encroachment Permit Review:

Encroachment Permit submittals will be reviewed for completeness by the Engineering Technician in accordance with the above checklist. If the submittal is incomplete, it will be immediately rejected and returned without review. If the submittal is complete, it will be routed for City staff review.

The Engineering Technician will notify the applicant when the permit is ready to be issued.

The review process will be completed within seven (7) calendar days.

Fees*:

The Encroachment Permit fee is based on a base fee and the quantity of infrastructure being installed. Once the quantities are determined, the following table will be used to determine the total Encroachment Permit fee plus a base fee of \$84.14:

Encroachment Item Charge

Excavation (100 sq ft or less) (ea)	\$ 26.06
Excavation (101-1000 sq ft) (ea)	\$111.40
Excavation (1001-3000 sq ft) (ea)	\$226.37
Excavation > 3001 sq ft (ea)	\$283.25
Driveway Approach (per sq ft)	\$ 0.45
Sidewalk (per sq ft)	\$ 0.29
Pavement (per sq ft)	\$ 0.29
Valley Gutter (per sq ft)	\$ 0.29
Manhole or Catch Basins (ea)	\$283.25
Fire Hydrant (ea)	\$426.66

Encroachment Item Charge

Pedestrian Benches (ea)	\$ 26.07
Traffic Survey Counts (ea)	\$169.48
Annual Blanket (ea)	\$104.29
Tree/Stump Removal (ea)	\$ 26.07
Deposit Material in ROW (ea)	\$ 52.15
Curb/Gutter (per lf)	\$ 0.45
Storm Drain (per lf)	\$ 1.44
Water Laterals (per lf)	\$ 1.44
Sewer Laterals (per lf)	\$ 1.44
Fences (ea)	\$ 67.55
Walls less than 3' in height (ea)	\$ 67.55
Walls more than 3' in height (ea)	\$ 67.55
+ \$1.72/sf of wall area	

Encroachment Permit Issuance:

After the application is reviewed, approved, and the fee collected, the encroachment permit will be issued.

*** - Construction may not begin until the permit has been issued. Any person who starts or performs any work regulated by the encroachment ordinance without first obtaining a permit shall be charged double the established fees.**

ADDITIONAL INFORMATION

Deposit Required:

- A. Performance Deposit: All encroachment permit applications for right of way improvements that exceed in valuation the sum of \$50,000 shall file with the City a certified check, cash, or bond in the amount of 50% of the estimated cost of restoration as determined by the Public Works director or a sum to be fixed by the Director as sufficient to reimburse the City for restoring the right of way to its original condition, or for correcting any condition arising out of any failure of the permittee to comply with any or all conditions of the permit.
- B. Where the nature of any project requiring an encroachment permit application warrants, the director may require a performance deposit (in the form of a certified check, cash, or bond) in an amount up to the estimated valuation of the right of way improvements, but no less than \$500, to indemnify and reimburse the City for work done by or for the City in correcting traffic hazards, unsafe conditions, or unacceptable nuisances.
- C. Warranty: Permittee warrants that all materials and equipment furnished shall be of good quality and new unless otherwise required or permitted by the Director, that the work performed will be free from defects and that the work will conform to the requirements of the plans and specifications, City standards, and applicable federal, state and local laws and regulations. The warranty shall be in effect for a period of two years following the date of final inspection.

See Encroachment Ordinance for complete details.

Insurance Required:

- A. The applicant shall deposit with the Public Works Department a certificate of comprehensive public liability insurance covering the work to be done. Liability insurance requirements shall be set forth by resolution.
- B. The liability insurance policy shall be maintained by the grantee throughout the term of the encroachment permit including any and all extensions. Each policy shall contain the following endorsement:

“It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until forty-five (45) days after receipt by the city, by registered mail, of a written notice addressed to the Public Works Department of such intent to cancel or not to renew.”

See Encroachment Ordinance for complete details.



ENCROACHMENT/GRADING PERMIT APPLICATION*

PERMIT TYPE: (Mark "X" to all that apply)			
Date:		Encroachment Permit: <input type="checkbox"/> Grading Permit: <input type="checkbox"/>	
Project Address:		Nearest Intersection:	
APPLICANT CONTACT INFORMATION:			
Name/Company:			
Address:			
City/State/Zip:			
Phone/Cell Phone/Fax/Email:			
ADDITIONAL PARTIES: (Required) All work within public rights-of-way must be performed by licensed prequalified contractors per Chapter 9.37 of the Grants Pass Municipal Code, at http://www.grantspassoregon.gov/316/Municipal-Code , then select Title 9.			
Contractor Name: (If not applicant)	Address	Phone	Fax Email
DESCRIPTION OF PROJECT: Required: Please attach or provide sketch of the project on reverse side, including any existing patches along property frontage.			
Road Closure Required: <input type="checkbox"/> Y <input type="checkbox"/> N (If Yes, explain. Please attach Road Closure Application & Traffic Control Plan)			
OWNER / APPLICANT / CONTRACTOR:			
I verify that the information presented on this application is true to the best of my knowledge:			
Printed Name:		Signature:	
FOR ENGINEERING USE ONLY:			
Submittals Attached		Reviews Completed	
Description:	Comment:	Description:	Completed By & Date
Completed/Signed Application		Application Reviewed	
Sketch of Project		Application Approved	
Construction Schedule		Applicant Notified	Date: Time:
Road Closure Application		Fee Paid	
Traffic Control Plan		Permit Issued	
Site Plan		Project Number	
Photos		Enc./Grading Permit No.	
Drainage Plan		SS Plumbing Permit No.	
Grading Plan		Street Class:	Age:
Erosion Control		Franchise <input type="checkbox"/> Private <input type="checkbox"/> City of Grants Pass <input type="checkbox"/>	
Other		Conditions/Comments:	
Contractor: Prequalified	<input type="checkbox"/> Yes <input type="checkbox"/> No		
City Bus License	<input type="checkbox"/> Yes <input type="checkbox"/> No		

* - Application processing will be completed within seven (7) calendar days from the receipt of the application.