



**City of Foster City**  
 Estero Municipal Improvement District  
**Encroachment Permit**

*Required for all activities in the public right of way or public easements (F.C.M.C. Chapter 12.40)*

Department of Public Works  
 610 Foster City Boulevard  
 Foster City, CA 94404  
 650-286-3270

Permit No. \_\_\_\_\_  
 Deposit Code \_\_\_\_\_  
 Project address/ location \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Application:** *Please print clearly and fill in all that apply*

Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone no.: \_\_\_\_\_ Email: \_\_\_\_\_

License Class/no. \_\_\_\_\_ FC Business License No.: \_\_\_\_\_

Scope of work: \_\_\_\_\_  
 \_\_\_\_\_

- Utility Company (PG&E, AT&T)
- Property owner
- Tenant
- Contractor

Property owner approval required (if applicant is tenant or contractor):

Print name/Sign/Date \_\_\_\_\_

Activity/project:

Encroachment purpose:

- Temporary placement: debris box, moving pod, Traffic Control
- Improvement construction: driveway, sidewalk, water or sewer
- Banner installation

Estimated cost (public portion) \$ \_\_\_\_\_

Intended start date \_\_\_\_\_ Duration \_\_\_\_\_ (60 Days maximum)

**I attest that:**

- 1. The information above is true and complete, to the best of my knowledge;**
- 2. I have read, understand, and agree to abide by Foster City Municipal Code 12.40;**
- 3. To the fullest extent allowed by law, I agree to indemnify and defend the City of Foster City and Estero Municipal Improvement District (City/District), its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the activities described in this application;**
- 4. I understand that my defense and indemnity obligations are undertaken in addition to, and shall not in any way limit, the insurance obligations required for issuance of an Encroachment Permit;**
- 5. I agree to waive all rights of subrogation against the City/District, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the activities described in this application;**
- 6. I agree to include in any agreement to which I am a party regarding the activities described in this application, that any contractor or subcontractor be bound by the same duties, responsibilities and waivers I am bound by**

through this application and associated documents;  
7. I agree to the standard conditions and any added special conditions of this permit, and will notify the City/District in a timely manner to make all required inspections.

Print name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

*Submit application, fees, bond, insurance, and 3 copies of scaled drawings showing proposed work/activity.*

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**(FOR CITY/DISTRICT USE ONLY)**

**Approval:**

Fee amount:	<input type="checkbox"/> \$71.20 non-refundable fee (contractors)	How paid: _____
	<input type="checkbox"/> \$71.20 plus cost (utility companies)	_____
	<input type="checkbox"/> \$35.70 non-refundable (debris box)	_____
Deposit (contractors):	<input type="checkbox"/> 3% of estimated costs or \$500 minimum	_____
Banner installation:	<input type="checkbox"/> \$143.10 non-refundable fee and \$750 deposit	_____
Insurance:	<input type="checkbox"/> Commercial general liability	<input type="checkbox"/> Workers' compensation
	<input type="checkbox"/> Auto liability	<input type="checkbox"/> Employer's liability
Bond:	<input type="checkbox"/> Performance bond \$ _____	<input type="checkbox"/> Check # _____

Application reviewed/approved by: \_\_\_\_\_

Encroachment permit approved by: \_\_\_\_\_

Senior Civil Engineer

Date \_\_\_\_\_

Date \_\_\_\_\_