



RIGHT OF WAY PERMIT APPLICATION E-11

Development Services

Land Development Engineering

1635 Faraday Avenue

442-339-2750

www.carlsbadca.gov

landdev@carlsbadca.gov

JOB ADDRESS/LOCATION: _____

NEAREST CROSS STREET: _____ ASSESSOR PARCEL NO.: _____

ASSOCIATED PROJECT NO.: _____ DRAWING NO.(if applicable): _____

DESCRIPTION OF WORK: _____

PROPOSED START DATE: _____ ESTIMATED COMPLETION DATE: _____

CONTRACTOR (Permittee)

NAME (Print or Type): _____

CONTACT PERSON: _____

MAILING ADDRESS: _____ CITY, STATE: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

24 HOUR EMERGENCY TELEPHONE: _____

STATE CONTRACTOR'S LICENSE NUMBER: _____

STATE CONTRACTOR'S LICENSE TYPE: _____

CITY OF CARLSBAD BUSINESS LICENSE NUMBER: _____

By its signature below, permittee agrees to indemnify, hold harmless, and defend the City of Carlsbad or its officers or employees from all claims, damage or liability to persons or property arising from or caused by an activity or work done pursuant to this permit unless the damage or liability was caused by the sole active negligence of the city or its officers or employees. This agreement is a condition of the issuance of a right-of-way permit.

SIGNATURE DATE

The same name must appear on this application, the Cash Security Agreement and the request for refund as the permittee.

CITY USE ONLY

PERMIT NO.:

ENTERED INTO COMPUTER BY:

TCP APPROVED BY:

DATE:

INSURANCE RATING:

EXP. DATE:

DATE STAMP

APPLICATION RECEIVED



**RIGHT OF WAY PERMIT
SUBMITTAL
CHECKLIST
E-11A**

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

City Project No. _____ City Project Name _____

City Planchecker _____

Submit all items via PDF to landdev@carlsbadca.gov. When permit is approved, an invoice will be sent to applicant via email with instructions for online payment.

- _____ 1. Completed application form
- _____ 2. Certificate of Insurance (per city specifications)
- _____ 3. Traffic Control Plan (per city specifications) (One PDF and one copy of plans at 11" x 17")
- _____ 4. Site plan/construction drawings (One PDF and one copy of plans at 11" x 17" required if trenching is proposed, unless trenching is already approved by the city under a separate plan or permit)
- _____ 5. Right of Way Permit fee or Completion of Improvement Plancheck letter
- _____ 6. All items required to process an encroachment agreement as shown on the attached submittal checklist (required for construction of private facilities within public right-of-way, place, or easement only)

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY: _____ **DATE:** _____



RIGHT OF WAY PERMIT REQUIREMENT SPECIFICATIONS E-11B

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Permit **will not** be issued until all required information has been provided and traffic control plan approved. Incomplete applications will be returned to the applicant.

1. RIGHT OF WAY PERMIT APPLICATION

To be completed and signed by contractor doing the work. The contractor is the Permittee and is ultimately responsible for all work done that affects the right-of-way.

2. CONTRACTOR'S STATE LICENSE NUMBER AND CLASS (TYPE)

- General Engineering Contractor "A" License - may do any type of engineering work in the city right-of-way.
- General Building Contractor "B" License - may do any type of work in city right-of-way when the work is associated with the construction of an adjacent building structure.
- Concrete "C-8" License - may do any concrete work in city right-of-way.
- Earthwork and Paving "C-12" License - may do earthwork or paving work in city right-of-way.
- Paving and Highway Improvement "C-32" License - may do any type of engineering work in city right-of-way.
- Pipeline "C-34" License - may do any pipeline type of work in city right-of-way.

3. CITY OF CARLSBAD BUSINESS LICENSE NUMBER

Contractor must provide valid city business license number. If none, make application with City of Carlsbad Finance Department and include a copy of the receipt with the right-of-way permit application.

4. CERTIFICATE OF INSURANCE

Contractor shall provide a certificate of insurance for personal injury and property damage liability in the amount of at least \$2,000,000 (two million) per incident. Certificates providing less than one month's liability insurance coverage will not be accepted. Certificate must specifically name the City of Carlsbad as "Additional Insured", as well as "Certificate Holder." **Naming the city as additional insured requires an endorsement to the policy and is an additional sheet. The policy number must be on the endorsement.**

Insurance shall be placed with an insurer that is an admitted carrier in the State of California with a rating in the most recent Best's Key Rating guide of at least A:-VII, **OR** with a surplus line insurer on the State of California's List of Approved Surplus Line Insurers (LASLI) with a rating in the latest Best's Key Rating of at least A:X. Or, an alien non-admitted insurer listed by the National Association Insurer listed by the National Association of Insurance commissioners (NAIC) latest Quarterly Listing of Alien Insurers report.

The right-of-way permit, when issued, will be valid for six months or until liability insurance has expired, whichever comes first. It is the responsibility of the CONTRACTOR to notify the city of any insurance policy changes or extensions



**RIGHT OF WAY PERMIT
CHECKLIST FOR
INSURANCE SUBMITTALS
E-11C**

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The Carlsbad Municipal Code requires that the applicant (1) provide proof of liability insurance and (2) name the City of Carlsbad as additional insured on the policy.

Proof of insurance is in the form of a certificate of insurance. Naming the city as additional insured requires an endorsement to the policy. The endorsement is a requirement of insurance companies, and is an additional sheet. The policy number must be on the endorsement.

The checklist below is provided to help you comply with these two requirements.*

CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY

- \$2 million per occurrence for bodily injury, personal injury and property damage. Insurance shall apply separately to the project/location or it shall be twice the occurrence limit
- Date(s) of the permit work falls within the “policy effective” and “policy expiration” dates
- Named insured must be consistent with permittee information on the permit application
- Description of operations must list project/location
- Certificate holder address:

City of Carlsbad
Land Development Engineering
1635 Faraday Avenue
Carlsbad, CA 92008

ENDORSEMENT

- “The City, its officials, employees and volunteers are listed as additional insured with respect to general liability arising out of work or operations performed by or on behalf of the Contractor.”

The endorsement is a requirement of insurance companies, and is an additional sheet. The policy number must be listed on the endorsement.

* THE INSURANCE MUST BE IN A FORM ACCEPTABLE TO THE CITY AND THIS CHECKLIST IS NOT AN ALL INCLUSIVE LIST OF THE CITY’S REQUIREMENTS.



RIGHT OF WAY PERMIT CHECKLIST FOR CONSTRUCTION PLAN E-11D

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This checklist is for items to be provided (if applicable) on the construction/site plan for right-of-way permits.

- Vicinity map
- Street names
- Curb face to ROW/PL dimension
- Curb and gutter location
- Legend or callouts for all symbols and hatching
- Limits of street pavement
- Right-of-way (ROW) boundary / property line (PL)
- Sidewalk and location dimension
- Location of existing improvements (within ROW), such as driveway approaches, drain inlets and outlets, retaining walls, street lights, vaults, utilities, etc.
- Edge of street pavement to ROW/PL dimension (if no curb exists)
- Location of existing striping
- Location of survey monuments
- Location of proposed trenching along with dimension of trench width (*Please note that only public water, sewer and storm drain facilities are allowed within the street pavement area. Other utilities can cross a street but are not allowed to run along the street length. Private utility facilities other than SDG&E, AT&T and Spectrum require Engineering Manager approval and special encroachment agreements for use of the right-of-way*)
- Location of proposed work/facilities (vaults, pedestals, cabinets, etc.), scaled with dimensions/specs
*proposed facilities require approval from the Engineering Manager
- Photo simulation of any above ground facilities (with all scaled dimensions shown on simulation)
- Location of proposed jacking pits, scaled and dimensioned
- Reference to City standard trench repair detail. Detail shall be drawn or attached as part of plan set.
See engineering standards at:
<https://www.carlsbadca.gov/home/showpublisheddocument/334/637425982512500000>
- Notes on plan detailing removal and replacement of improvements and landscaping (note that full concrete panels shall be replaced- joint to joint)
- Note on plan detailing re-striping of pavement markings
- Note on plan indicating that any deviations from the plan are not allowed unless approved by the Engineering Manager
- Note on plan indicating all removal of landscape shall be replaced in accordance with the City of Carlsbad's Landscape Manual unless otherwise approved by the Engineering Manager