

**Engineering Department / Public Works Department**  
 595 SILVER LACE BLVD., FERNLEY, NV 89408 (775)-784-9910  
**ENCROACHMENT/EXCAVATION**  
**PERMIT APPLICATION**

PERMIT APPLICATIONS, PLANS OR SUPPORTING DOCUMENTATION THAT IS INCOMPLETE, ILLEGIBLE OR SUBMITTED IN PENCIL WILL NOT BE ACCEPTED. PLEASE PRINT CLEARLY USING PERMANENT INK.

For utilities applying for a blanket permit please fill out Applicant info, include a permit fee, City Business License and copy of insurance.

APPLICANT'S INFO:	APPLICANT'S NAME:		ROLE: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER:		
	CITY OF FERNLEY BUSINESS LIC. NO:				
	NV CONTRACTORS LIC. NO. AND CLASS:				
	COMPANY:				
	ADDRESS:			BUILDING OR SUITE NO.:	
	CITY:		STATE:	ZIP CODE:	
	PHONE:	CELL:	FAX:	EMAIL:	
PARCEL INFO:	ASSESSOR PARCEL NO. (APN):			FLOOD ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	PARCEL OWNER:				
	PROJECT ADDRESS:			BUILDING OR SUITE NO.:	
	CITY:		STATE:	ZIP CODE:	
	SUBDIVISION:		BLOCK:	LOT NO.:	
	TOTAL LOT AREA:	ZONING:	SETBACKS - FRONT:	SIDES:	REAR: / CORNER PARCEL:
PERMIT / PROJECT INFORMATION:	PURPOSE OF ENCROACHMENT:				
	SIZE OF ENCROACHMENT:		START WORK DATE:		WORK COMPLETE DATE:
	DESCRIPTION OF WORK:				
	NDEP Permit # <span style="float:right">Exemption:</span>				
FOR BUILDING DIVISION USE ONLY					
FILING DATE:	BY:	ISSUED BY:	DATE:	TOTAL PERMIT FEE	\$
ENCROACHMENT PERMIT NO.:				REFUNDABLE BOND	\$
				EARLY STREET CUT PENALTY FEE	\$
				BLANKET PERMIT FEE	\$
				EXTENSION BEFORE EXPIRATION	\$
				EXTENSION AFTER EXPIRATION	\$
				WATER CONNECTION FEE	\$
				SEWER CONNECTION FEE	\$
				WATER DEPOSIT AND METER FEE	\$
				SEWER DEPOSIT	\$
				WORKING WITHOUT PERMIT	\$
				TOTAL	\$

Section A – Work Information

Is this application for an annual/blanket permit? If yes, stop here. yes no

Does the work involve installing, removing or repairing a water line? yes no

*If yes, then a water connection fee will need to be paid and a new customer form completed.*

Does the work involve installing, removing or repairing a sanitary sewer lateral? yes no

*If yes, then a sewer connection fee will need to be paid and a new customer form completed.*

Does the work involve catch basins or drainage inlets? yes no

Is asphalt being removed on any street? yes no

If yes, then all permanent patches shall be a minimum of 3” thick of hot-mix asphalt. Temporary patches shall comply with Section 3.2.19 of City of Fernley Public Works Design Standards. Method of temporary patching/plating must be approved by Public Works.

TRAFFIC CONTROL

Are any traffic lanes being closed? yes no If so, how many? \_\_\_\_\_ How long? \_\_\_\_\_

Is work in a travel lane? yes no Parking lane? yes no

Is work within 400’ of signalized intersection? yes no Traffic loops affected? yes no

Damaged loop detectors shall be repaired within two working days and maintained until permanent patch is placed.

Section B – Fee Computation

**1. Early Street Cut Penalty Fee**

Street excavation on streets which permanent surfacing is less than five (5) years old is subject to a penalty fee. The penalty fee shall be 300% and reduce to 0% over 5 years from the date of acceptance of the surfacing. The penalty fee will start at 300% of the permit fee and reduce by 60% each year on the annual anniversary of the date of the surfacing acceptance. The fee will therefore be at 300% the first year, 240% the second year, 180% the third year, 120% the fourth year and 60% the fifth year.

**2. Working Without Permit**

The total base and applicable penalty fees as provided herein shall be triple the amount for the first offense. For the second offense the penalty will be the amount quadrupled. Further violations may result in civil prosecution as damage to public property.

**3. Annual/Blanket Permit**

*Utility companies* are eligible to apply for a blanket permit instead of individual permits. **Annual cost is \$3200** on annual basis. Under a blanket permit, the utility or its designee will still be required fill out encroachment permits when they are working in the right of way, but they will be exempt from the fees and bonding.

**4. Extension fees**

If a permit is extended prior to expiration of the permit, then the fee is: \$20. If the permit is extended after the expiration date, then the fee is \$125

Non-Refundable Fees:

**IMPORTANT:** Please fill out the total area of encroachment and applicable cut and excavation fees. If they are not filled out, they will be estimated by Staff and charged to the permit.

**Total Area of Encroachment:** \_\_\_\_\_ (sq. ft)

**Encroachment Permit:**

Encroachment Base Permit fee: \$300

**Cut Fee:**

Inspection fee (cut less than 100 sq. ft): \$125

Inspection fee (cut more than 100 sq. ft): \$125 + \$0.50 x (\_\_\_\_sq. ft. – 100 sq. ft)  
= \$ \_\_\_\_\_

**Excavation Fee:**

Inspection fee (excav. less than 100 sq. ft): \$125

Inspection fee (excav. more than 100 sq. ft): \$125 + \$0.50 x (\_\_\_\_sq. ft. – 100 sq. ft)  
= \$ \_\_\_\_\_

**Total Permit Fees:** = \$ \_\_\_\_\_

Penalty Fee (as determined by the city):		= \$ _____
Blanket Permit Fee:	\$3200 (if applicable):	= \$ _____
Extension Fee before expiration:	\$20 (if applicable):	= \$ _____
Extension Fee after expiration:	\$125 (if applicable):	= \$ _____

**Total Non-Refundable Fees:** = \$ \_\_\_\_\_

**Refundable Bond:**

Less than 100 sq. ft of disturbance: \$500  
 More than 100 sq. ft of disturbance: \$500 + \$10 x (\_\_\_\_sq. ft. - 100 sq. ft)  
 = \$ \_\_\_\_\_

**Total Refundable Fee:** = \$ \_\_\_\_\_

**Total Refundable Bond:\*** = \$ \_\_\_\_\_

90% of Refundable Cash Bond will be refunded after project completion.  
 The additional 10% will be refunded after the 1-year warranty.

**Grand Total (All Fee's):** = \$ \_\_\_\_\_

**Certificates of Insurance (COI):**

Encroachment: General Liability \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Cut: General Liability \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Excavation: General Liability \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Section C – Attachments

**ROADCUTS / EXCAVATIONS PERMIT APPLICATION CHECKLIST**

- 1. Provide an 8 1/2 "x 11" detailed drawing of the work area. The drawing must include true north, street names and addresses as well as cross streets, location of drainage inlets and show all dimensions of proposed cuts.
- 2. Any work requiring a lane or road closure will require an ATSSA certified Traffic Control Plan included with the application. For short duration (less than 8 hours/normal workday) on low volume residential roadways, a sketch of the traffic control to be used may be acceptable.
- 3. Copy of comprehensive general liability insurance of limits not less than the following:
  - Encroachment: To be determined by Public Works but no less than 100,000/200,000.
  - Cut: To be determined by Public Works but no less than 500,000/1,000,000.
  - Excavation: To be determined by Public Works but no less than 500,000/1,000,000.
- 4. State and City of Fernley business license is current. Call 775.784.9830 for more information.
- 5. City of Fernley [Security Deposit Application](#) (attached) is completed and included along with a bond for the work.
- 6. Other job-related permits (Tenant Improvement, Grading, Sign Permit, etc) have been approved by the City of Fernley and are included with the application.
- 7. USA North 811-Call Before You Dig has been informed of the proposed work. USA# \_\_\_\_\_.

**ENCROACHMENTS**

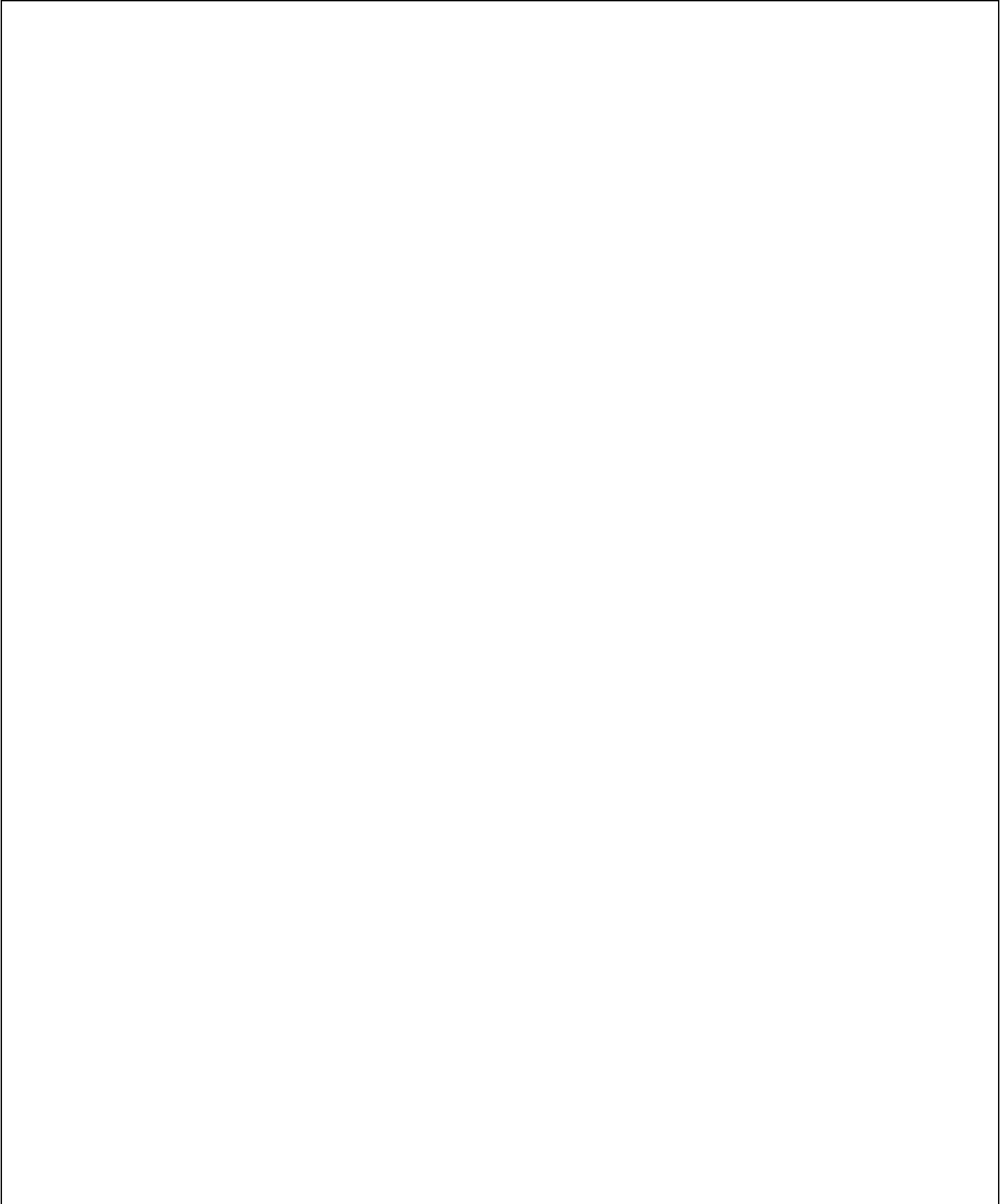
- 1. Concise description of work to be completed.
- 2. Name of property owner abutting portion of Right-of-Way upon which encroachment is to be made.
- 3. Legal description, assessor's parcel map, deed, final map or any other documents representing the true and correct location of property abutting Right-of-Way.
- 4. Provide an 8 1/2"x 11" detailed drawing of the work area. The drawing must include true north, street names and addresses as well as cross streets, location of drainage inlets and show all dimensions of proposed cuts.
- 5. Any work requiring a lane or road closure will require an ATSSA certified Traffic Control Plan included with the application. For short duration (less than 8 hours/normal workday) on low volume residential roadways, a sketch of the traffic control to be used may be acceptable.
- 6. Copy of comprehensive general liability insurance of limits not less than the following:
  - a. Encroachment: To be determined by Public Works but no less than: 100,000/200,000.
  - b. Cut: To be determined by Public Works but no less than: 500,000/1,000,000.
  - c. Excavation: To be determined by Public Works but no less than: 500,000/1,000,000.
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- 9. Other job-related permits (Tenant Improvement, Grading, Sign Permit, etc) have been approved by the City of Fernley and are included with the application.
- 10. USA North 811-Call Before You Dig has been informed of the proposed work. USA# \_\_\_\_\_.

Authorized Signature (Applicant): \_\_\_\_\_

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

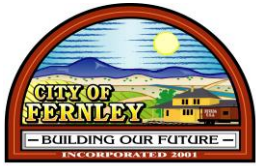
Owner, Contractor or other: \_\_\_\_\_

**Mandatory:** Provide an 8 1/2"x 11" detailed drawing of the work area. The drawing must include true north, street names and addresses as well as cross streets, location of drainage inlets and show all dimensions of proposed cuts. If deemed necessary by the City, an engineered and stamped construction drawing with appropriate agency approvals may be required.



## SPECIAL INSTRUCTIONS

1. A copy of the encroachment/excavation permit issued by the Public Works Department **MUST** be at the job site **AT ALL TIMES** during construction and encroachment in the public right-of-way.
2. An encroachment/excavation permit and traffic control plan must be approved prior to starting work within the public right-of-way.
3. A minimum of two (2) working days written notification shall be given to adjacent residents, businesses, Police and Fire Departments, paramedic/ambulance, of planned street closures and when parking restrictions are required. Such notification shall be made separately for each work site and shall be made each time work commences at that site when operations are intermittent. This notification shall state the date work will commence and the hours and days to be worked. When construction will necessitate traffic control affecting access to any hospital, forty-eight (48) hours notification and coordination will be given in person mutually by the Contractor and the Engineer.
4. For sidewalk, curb & gutter, driveway approaches and pedestrian ramp inspections call Public Works at 784-9910 forty-eight (48) hours in advance.
5. For installation or repair of sewer line or storm drains, call Public Works at 784-9910 for inspection prior to tie-in and backfill forty-eight (48) hours in advance.
6. For installation or repair of water lines, call Public Works at 784-9910 for inspection prior to tie-in and backfill forty-eight (48) hours in advance.
7. If excavation is within 400' of a traffic signal or any signalized intersection, call Public Works at 784-9910 for signal loop and conduit locations. Damaged loop detectors shall be repaired within two working days, unless it is impractical due to other scheduled work. Exemptions shall be approved by the Public Works Director.
8. Any construction work beneath existing concrete structures including, but not limited to, sidewalks, curbs, gutters, driveway aprons, walls, etc. that are within the public right-of-way shall require the removal and replacement of the affected concrete structure. Construction operations including, but not limited to tunneling, directional boring, **shall not** be allowed under any of the above-stated concrete structures, unless specifically authorized in writing by the Public Works Director.
9. A qualified QA Firm shall perform inspections at owner's expense as per Section 12.1 of the City of Fernley Public Works Design Standards. Test results and completed inspections must be signed off and submitted to the City of Fernley, Public Works Department for return of cash bond.
10. All material disturbed within the encroachment shall be compacted, backfilled and dressed to original confirmation. Selected road aggregates on any traveled surface or shoulder eliminated through excavation and backfill shall be replaced with approved fill material before the project will be signed off for completion.
11. Work performed **must comply** with the City of Fernley Public Works Design Standards, M.U.T.C.D. and the Standard Specifications for Public Works Construction.
12. Work shall not be performed on weekends or holidays—unless QA Firm is on the jobsite to certify work completed AND approval must be given by the Public Works Director prior to start of work.
13. Non-compliance with any of the above-mentioned issues will result in the City of Fernley revoking the encroachment/excavation permit and loss of cash bond.



**Engineering Department / Public Works Department**  
 595 Silver Lace Blvd., Fernley, NV 89408 775-784-9910  
**SECURITY DEPOSIT APPLICATION**

THE SECURITY DEPOSIT WILL NOT BE ACCEPTED UNLESS IT IS COMPLETE AND CONTAINS ALL THE REQUIRED INFORMATION. PLEASE CHECK OR FILL IN THE BLANK THAT APPLIES TO YOU AND/OR YOUR PROJECT. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 775-784-9910. PLEASE PRINT CLEARLY USING PERMANENT INK.

<b>PROJECT INFO</b>	PROJECT NAME :		
	ENGINEER'S ESTIMATE AMOUNT:	SECURITY AMOUNT @ 110% :	
	DATE OF ENGINEER'S ESTIMATE APPROVAL (An estimate older than 180 days will not be accepted) :		
	<b>FOR ENCROACHMENT BONDS SEE BELOW</b>		
	ENCROACHMENT REFUNDABLE BOND:	More than 100 sq. ft of disturbance: \$500 + \$10 x (____ sq. ft. - 100 sq. ft) = \$ _____	
TYPE OF SECURITY: <input type="checkbox"/> LETTER OF CREDIT <input type="checkbox"/> BOND <input type="checkbox"/> CHECK/CASH <input type="checkbox"/> ESCROW ACCOUNT <input type="checkbox"/> OTHER _____			
<b>APPLICANT INFO</b>	APPLICANT:		
	COMPANY:		
	ADDRESS:		
	CITY:	STATE:	ZIP CODE:
	PHONE:	CELL:	EMAIL:
<b>OWNER INFO</b>	OWNER:		
	ADDRESS:		
	CITY:	STATE:	ZIP:
	PHONE:	CELL:	EMAIL:
<b>SECURITY INFO</b>	SECURITY PROVIDER:		
	ADDRESS:		
	CITY:	STATE:	ZIP:
	PHONE:	CELL:	EMAIL:
<b>FOR OFFICE USE ONLY</b>			
<b>OFFICE USE</b>	FILING DATE:	BY:	ENGINEERS ESTIMATE: \$
	PERMIT NO. :		BOND AMOUNT: \$
			TOTAL PAID: \$

**A SECURITY DEPOSIT IS REQUIRED FOR THE FOLLOWING:**

- Any installation, upgrade or connection of new public water infrastructure within the public right-of-way or easement.
- Any installation, upgrade or connection of new public sewer infrastructure within the public right-of-way or easement.
- Any installation, upgrade or connection of new public sewer infrastructure within the public right-of-way or easements.
- Improvements required by conditions of approval prior to filing a final map or requesting a Temporary Certificate of Occupancy for a multi-family, institutional, commercial or industrial project including, but not limited to any unfinished paving of street (s) or installation of curb, gutter, or sidewalk.
- Any unfinished private on-site improvements prior to requesting a Temporary Certificate of Occupancy for multi-family, institutional, commercial or industrial project.
- Encroachment/Excavation Permits with work taking place within Public Right of Way or easement.

**SECURITY DEPOSIT SUBMITTAL REQUIREMENTS:**

Please attach the following documents, if applicable to your project:

**(Applications WILL NOT be accepted unless completed)**

Applicant CoF

- Original Security Application with signature
- One copy of the approved Engineer's Estimate and security amount (not required if applying for an Encroachment/Excavation Permit)
- One original executed security:  
(Performance Bond, Letter of Credit, Cashier's Check)
- Completion and Construction Schedules
- One copy of Encroachment/Excavation Permit, if applicable, with bond Calculation section completed



**TERMS AND CONDITIONS FOR FILING A SECURITY DEPOSIT:**

**Pursuant to Fernley Development Chapter 48, the following terms and conditions apply:**

1. The developer shall repair, at his sole cost and expense, any hidden defects in design, workmanship and materials which appear in the work within one year following acceptance by the City.
2. The developer shall maintain each required public improvement until the improvement is accepted by the City.
3. Temporary improvements may be required to be installed by the developer until permanent improvements are completed by the developer. If temporary improvements are required, the developer shall maintain such improvements until the permanent improvements are constructed to City standards and accepted by the City.
4. These terms and conditions shall run with the land and bind all successors, heirs and assigns of the developer.
5. In those cases where the required public improvements have not been installed within these terms and conditions, the City may:
  - A. Declare the agreement to be in default and require that all the improvements be installed regardless of the extent of the building development at the time the agreement is declared to be in default.
  - B. Suspend approval of final maps or construction of commercial site or building until the improvements are completed and record a document to that effect for the purpose of public notice;
  - C. Obtain funds under the security and complete improvements itself or through a third party.
  - D. Assign its right to receive funds under security to any third party, including a subsequent owner of the land to be divided for which improvements were not constructed, in whole or in part, in exchange for that subsequent owner's promise to complete the required improvements; or
  - E. Exercise any other rights available under the law.
6. Acceptance of offers of dedication of streets, utilities, public areas and easements, shall be made after the improvements are inspected and approved by the City.
7. Prior to the commencement of any work, the developer shall obtain an appropriate permit from the City and pay applicable fees. Where the improvements are completed prior to approval of the applicable map, such map shall not be executed by the City unless the improvements have been accepted by the City, or a financial security has been filed. If it is determined upon inspection that any one or more of the required improvements have not been constructed in accordance with the City's standards, the developer shall be responsible for properly completing or securing the improvements.
8. The City will perform quality assurance inspections of the required improvements during construction and ensure their satisfactory completion.
9. The dedication of required public improvements will not be accepted, nor the amount of any remaining security posted by the developer be reduced until all required improvements have been satisfactorily completed and approved by the City.
10. The developer shall warranty all public improvements for a period of one year, commencing on the issuance of a certificate of completion of all public improvements, and without delay or cost

to the City replace or reconstruct any defective or otherwise unsatisfactory part or parts of the improvements.

11. A warranty security acceptable to the City shall be posted for the warranty period for all public improvements. The amount of warranty security shall be 10% of the approved engineer's estimate.
12. If the security posted by the developer is a cash escrow, the amount of that escrow may be reduced upon actual completion and acceptance of public improvements and then only to the ratio that the costs of public improvements for which dedication was accepted bears to the total cost of public improvements. In no event shall a cash escrow be reduced to less than 10% of its original amount less and until a warranty security is posted for the warranty period.
13. If the security provided by the developer was a letter of credit, bond, or a certificate of deposit, the City shall execute waivers of the City's right to draw funds under the credit upon actual acceptance of public improvements and then only to the ratio that the cost of the public improvements for which was accepted bears to the total cost of public improvements. No waivers may be executed that would reduce the security below 10% of its original amount unless a warranty security is posted for the warranty period.
14. *All public improvements covered by this security shall be installed no later than 2 years after approval of a final map or prior to requesting a Certificate of Occupancy for any structure within a subdivision, multi-family, institutional, commercial or industrial project, whichever occurs first.*
15. All private on-site improvements covered by this security within a multi-family, institutional, commercial or industrial project shall be completed within 90 days of issuance of the Temporary Certificate of Occupancy.

**I hereby acknowledge that I have read, and I agree to comply with the above terms and conditions.**

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Owner's/Developer's Signature

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Date