



## **ENCROACHMENT PERMIT CHECKLIST**

To obtain encroachment permit for the Town of Moraga, please submit the following information as part of the Encroachment Permit Application:

- ☐ Complete and sign both sides of the Encroachment Permit Application Form to: [encrpermit@moraga.ca.us](mailto:encrpermit@moraga.ca.us)
- ☐ Provide Insurance documents that fulfill all insurance document requirements. (See Liability and Insurance Requirement attached)
- ☐ A plan/sketch clearly illustrating scope of work, locations/property address, right-of-way, and affected public facilities (i.e., pavements, gutter, sidewalk, and curb, etc.) All plans shall be in conformance with County/Caltrans standards. Please ensure you are aware if the any affected street is on the Moratorium List. Check all boxes that applies for excavation work.
- ☐ Site-specific Traffic / Pedestrian Control Plans. The plan must meet the Manual of Uniform Traffic Control Device (MUTCD) standards. In most cases, for smaller construction, typical generic traffic details may suffice). If using typical generic traffic plan, please ensure that street name and other specific information, like speed limit and distances of traffic control items, are included or attached to the plan.
- ☐ Contractor's California Contractors License Number.
- ☐ For sewer related work, provide a copy of Central Contra Costa Sanitary District's permit showing their Permit Number. For all concrete/asphalt work and final paving: attach material submittals.
- ☐ For Hauling Permit (issued per vehicle), include vehicle license plates number.
- ☐ Payments for Encroachment permit fees, and cash deposits/bonds, if applicable. Fees will be calculated once the scope of work has been determined and finalized. Fees will be due prior to the issuance of the permit.

For questions, please email [encrpermit@moraga.ca.us](mailto:encrpermit@moraga.ca.us).