



CITY OF FORTUNA

Encroachment, Special Event, and Temporary Banner Permits

Number: 9.01
Authority: FMC 10.40
FMC 12.08
Effective: October 15, 1990
Revised: May 30, 2013
Initiating Dept: City Clerk

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

PURPOSE

To establish policy and procedures for issuing permits for activities affecting the public right of way. The Risk Manager shall have oversight of the process. The Administrative Assistant (AA) shall be designated by the Risk Manager to administer the process.

Enforcement of this policy will be the responsibility of the Community Development Department and the Police Department.

Encroachment Permits are required for activities, materials, and equipment, which will **occupy City right-of-way (usually streets, alleys, or sidewalks)**. Examples include construction or repair of sidewalks and driveways, installation of utilities, repairs to utility lines, painting using scaffolding or ladders, trimming of trees, and placing equipment or other materials on public streets and sidewalks which may interrupt the customary flow of vehicles or pedestrians.

If the applicant for an Encroachment Permit is the Property Owner, they must specify whether the work will be done by them or a contractor. If the Property Owner is using a Contractor to complete the work specified in the permit application, the Contractor must also sign the permit application. Applicable insurance must be provided before the permit can be approved.

For any project requiring road closure(s), a detailed site plan with dates and times of closure(s) is **REQUIRED**.

Special Event Permits are for activities requiring **closure of streets or other public right-of-way** for activities such as parades, races, sidewalk sales, block parties, and special events.

Temporary Banner Permits are for the placement of banners over public streets. There is only one approved location for banners – over Main Street at the intersection of 11th. A calendar will be maintained by the AA to keep track of which applicant has a permit for what days, and what days are available.

Exemptions

Pacific Gas & Electric, AT&T, and Suddenlink Cable Services shall be exempt from permit fees under the terms of their Franchise Agreements, but will still be required to obtain an Encroachment Permit in order to keep the City informed of work being done within the public right of way.

Subdivision developers will be required to obtain an encroachment permit with the appropriate insurance as part of the improvement plan process but will be exempt from the permit fee.

PROCESSING OF ENCROACHMENT AND SPECIAL EVENT PERMIT APPLICATIONS

Permit application packets will be available at the Front Counter at City Hall. Packets will contain a general information sheet, permit application(s), and applicable general terms and conditions including insurance requirements. Packets will be obtained by the applicant, completed, and returned to City Hall. The permit fee shall be paid at the time an application is submitted. Insurance forms must be returned with the permit application for Encroachment and Special Event Permits.



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A log will be maintained by the AA for all permit applications. Each application will be assigned a number, and recorded in the log.

Fees for Encroachment Permits, Special Event Permits, and Temporary Banner Permits are set annually by Resolution.

PROCEDURE

A. Front Counter:

1. Permit applications shall be turned in at the Front Counter of City Hall and must be accompanied by the appropriate payment.
2. Front Counter personnel shall verify the application is fully completed front and back.
3. Once the permit application is processed, it will be turned over to the AA for routing, insurance, and approval.

B. Administrative Assistant (AA):

1. Review permit application and determine which departments should review the application, indicate appropriate routing on permit application, designate the inspector or other contact person required on the permit, and initiate routing.
2. If insurance was not filed with the application, the AA will contact the applicant to obtain the required insurance certificate(s). Permit will not receive final approval without insurance.
3. Department heads and others, to whom the permit application is routed, will review the application, attach any special conditions or requirements, sign off on application, and continue routing. After permit has been approved by all designated personnel, it will be returned to the AA.
4. The AA will ensure all routing is complete and the permit will be given to the Risk Management Department for final approval.
5. The AA will complete the process after final approval and notify the applicant when the permit is issued.

C. Risk Manager:

1. Review insurance for compliance with City requirements, and/or work with applicant to obtain the appropriate insurance documents. When insurance has been verified, the Risk Manager shall sign a final approver on the permit and return it to the AA.

D. Inspections:

1. The Community Development Department will determine if a permit will require inspections by City Staff.
2. If an inspection is required, the applicant must notify the City staff designated on the approved permit at least 24 hours in advance of any requested inspection.

PROCESSING OF TEMPORARY BANNER PERMITS

Processing Temporary Banner Permits will be the same as for Encroachment Permits, but there will be no insurance certificate required.

1. Content of banners/ signs is limited to announcements of local community events.



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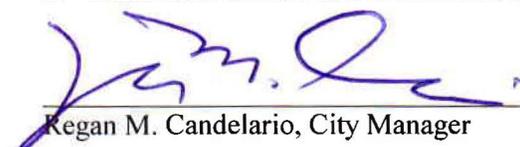
2. Only Local Non Profit groups may apply for permits.
3. Banner permits will be processed and approved at the front counter by the AA. Banners must meet the following Specifications:
 - Length: 40 to 45 feet long
 - Width: 3 to 4 feet wide
 - Vinyl: At least a 10 oz weight
 - 85 feet of ½-inch nylon rope should be sewn into the bottom of the banner with at least 20 feet of tag ends on each side. The same is optional but recommended for the top of the banner.
 - 6 to 8 Galvanized swivel/spring clips should be sewn onto the top of the banner with nylon webbing (for clipping to the cable across Main St. at 11th.)
 - 6 “U” cuts with bottom of cut at least a 6” diameter and the sides extending 3 to 4 inches.
 - Galvanized “S” hooks for each rope end should be provided by applicant.
4. Banners must be delivered to City Hall at least 7 days prior to estimated start date and picked up within 3 days of estimated end date. All banners will be hung by City of Fortuna personnel.

FOR ALL PERMITS

1. Upon approval, a copy of the permit application will be provided to the applicant and a copy filed in the permit file in numerical order.
2. The date issued will be recorded in the permanent log.
3. Once the permit is approved, the AA will email a copy to the Fire Department.

HISTORY

1. This policy originated with the adoption of Ordinance 90-556 (FMC 10.40 & 12.08) adopted on October 15, 1990.
2. It has been revised and or amended in February 2001, April 2008, and May 2013.


Regan M. Candelario, City Manager

Attest:


City Clerk