



# Curb Core Permits

## City of Rancho Palos Verdes

The following Procedure will be used by the City for issuing an encroachment permit for a Curb Core:

### **STEP 1 – Applicant must complete the Department of Public Works Public Property Encroachment Permit Application and Checklist for Encroachment Permits**

These materials shall be fully completed and submitted by the applicant.

### **STEP 2 – Application, Checklist and Site Plan showing the location of the proposed Curb Core must be Verified by City Staff**

City staff will check completeness of application packet, and confirm that the site plan is legible and clearly shows where the curb core(s) will be placed. Plan must be confirmed that it shows the required 10' separation of adjacent drains on the property and 2' separation from street lights, poles, or property lines.

### **STEP 3 – Verification of Contractor's License, Proof of Liability and Workman's Comp Insurance**

Staff will check to see that the Contractor has a B-1 or C-8 Contractor's License to conduct work in the public right of way for a curb core permit. Staff will also check to see if applicant has a current policy for both liability and workers compensation. The certificate of liability insurance must be accompanied with the Additional Insured Document which also names the City as the Certificate holder, and has the minimum coverage requirements (\$2 Million General Liability) shown on the policy. If the Applicant has these documents then check the applicable boxes on the Encroachment Permit Application, under the topic "Items Verified".

### **STEP 4 – Payment of Fee and Create case in Tidemark**

If all requirements in Steps 1-3 are met, staff will: 1) in the "Description of Work" section of the Encroachment Permit Application, check the "Curb Core" box; 2) under the "Requirement" section of the Encroachment Permit Application, for emphasis, circle the statement "ALL APPLICANTS MUST COMPLY WITH GENERAL REQUIREMENTS AND DESCRIPTION OF WORK STATED ON THE BACK OF THIS PERMIT", and then write in below that "Must adhere to City Standards"; 3) check all appropriate boxes in the "Items Verified" section of the Encroachment Permit Application, sign off on the verification statement, and write in the \$90 permit fee; 4) log the permit into Tidemark; and 5) insert the Tidemark Case Number (ROW2010-XXXXX) into the "Permit No." box in the upper right hand corner of the Encroachment Permit Application. Staff will then issue a receipt to the Applicant and the Applicant will then be routed to the cashier to pay the \$90 permit fee. Upon showing proof of payment, the permit is then issued.

### **STEP 5 – File Project**

All of the paperwork for the approved Curb Core Encroachment Permit is then stapled together, three hole punched, and placed in the Public Works 3-ring binder located at the front counter.

### **STEP 6 – Inspections**

Inspections of the Curb Core are required prior to the start of work and prior to final. Applicant's must call the City of Rancho Palos Verdes Public Works Inspector 48 hours prior to inspection requests and obtain final inspection no more than 90 days from the date of permit issuance. The inspection call in number is 310-621-8865. Inspection approvals must be entered into the Tidemark permit system prior to the expiration date.

**For more information, please connect to the following City website links:**

Link to Encroachment Permit Checklist

<http://www.palosverdes.com/rpv/publicworks/content/encroachment-heck-%20list.pdf>

Link to Standard Plans

<http://www.palosverdes.com/rpv/publicworks/content/Standard-Plans.pdf>