

CITY OF OAKLAND



DALZIEL BUILDING . 250 FRANK H. OGAWA PLAZA . SUITE 4344 .

OAKLAND . CALIFORNIA . 94612

Community & Economic Development Agency
Transportation Services Division

TEL: (510) 238-3466
FAX: (510) 238-6412

October 14, 2009

RE: ENCROACHMENT PERMIT FEE AND PROCESS FOR BIKE RACKS

Private property owners wishing to install bike racks in the public right-of-way (e.g. along the sidewalk in front of their building) should:

- Review the rack installation guidelines at <http://www.oaklandpw.com/AssetFactory.aspx?did=3673>;
- Review the encroachment permit application requirements in this packet and provide the required documents; and
- Submit documents and fees to the CEDA—Permit Center, either by mail or in person, to the address below.

IMPORTANT: The fees listed on the next page do not apply. The following fees, **totaling \$119.92**, do apply (effective July 01, 2009*):

Application fee: \$68.50

Processing/permit fee: \$36.00

Records management: \$9.93

Technology enhancement: \$5.49

CEDA – Permit Center
250 Frank H. Ogawa Plaza, Suite 2114
Oakland, CA 94612

If you have any questions, do not hesitate to contact Jennifer Stanley, Bicycle and Pedestrian Facilities Coordinator, at (510) 238-3983 or jstanley@oaklandnet.com.

* Permit fees are subject to revision when the City's Master Fee Schedule is updated, typically—but not always—on an annual basis.



CEDA - PERMIT CENTER
250 Frank H. Ogawa Plaza
2nd Fl., Suite 2114
Oakland, California 94612
(510) 238-3891

2009 - 2010 ENCROACHMENT PERMIT APPLICATION REQUIREMENTS

Authorities: Oakland Municipal Code Chapter 12.08.080

1. A letter from the property owner requesting an encroachment permit is required. The letter shall be addressed to the City Engineer, and shall be sent to the following address:

City Engineer, Community & Economic Development Agency (CEDA)
250 Frank H. Ogawa Plaza, Suite 2340
Oakland, California 94612

2. A site plan on 8½” x 11” sheet is required that clearly delineates the proposed encroachments and their dimensions, nature of encroachment, north arrow, street name, right-of-way and sidewalk widths, building addresses, existing features including property lines, face of curb, sidewalks, edge of pavement, face of adjacent building, and existing sidewalk obstructions such as joint poles, utility boxes, hydrants, parking meters, signage etc.

3. Non-refundable fees*:

Minor encroachment permit ENWD (for single family dwelling & duplex)	\$659.24
Minor encroachment permit ENMI (for other types of occupancy)	1,045.95
Minor encroachment permit ENMI (for legalizing illegal encroachment)	1,937.55
Major encroachment permit ENMJ	1,709.20
Rescission of existing encroachment	370.07
Amend existing encroachment	370.07
Bicycle Parking Rack	119.92

4. A Certificate of Insurance that complies with the City’s standard insurance requirement. Minimum acceptable wording is to include City of Oakland as “additionally insured” or “other interest(s)”. Refer to reverse side for insurance policy liability dollar minimum requirements.
5. A copy of the most current, legible recorded Grant Deed with legal description.

NOTE: A legal, binding indenture agreement will be drafted with the above information that you provide. It will need to be properly signed and notarized and returned to the City of Oakland before any work related to the encroachment may be started. The document will be recorded with the County of Alameda.

Standard insurance requirements for encroachment permits

The permittee(s) shall maintain fully in force and effect at all times that the encroachment occupies the public right-of-way good and sufficient public liability insurance in a face amount not less than \$300,000.00 for each occurrence, and property damage insurance in a face amount not less than \$50,000.00 for each occurrence, both including contractual liability, insuring the City of Oakland, its officers, agents, employees, and volunteers against any and all claims arising out of the existence of the encroachment in the public right-of-way, as respects liabilities assume under this permit, and that a certificate of such insurance and subsequent notices of the renewal thereof, shall be filed with the City Engineer of the City of Oakland, and that such certificate shall state that the insurance coverage shall not be canceled or be permitted to lapse without thirty calendar (30) days written notice to the City Engineer. The permittee(s) also agree that the City of Oakland may review the type and amount of insurance required of the permittee(s) annually and may require the permittee(s) to increase the amount of and/or change the type of insurance coverage required.

The foregoing endorsements and the following endorsement must be specified in the certificate of insurance.

“Notwithstanding any other provision in this policy, the insurance afforded hereunder to the City of Oakland shall be primary as to any other insurance or reinsurance covering or available to the City of Oakland, and such other insurance or reinsurance shall not be required to contribute to any liability of loss until and unless the appropriate limit of liability afforded hereunder is exhausted.”

