



Encroachment Permit Application

403 W. Hillcrest Drive, Thousand Oaks, CA 91360 Phone: 805.495.6471 | Fax: 805.497.3199 | Email: parks@crpd.org

PERMITTEE/CONTRACTOR INFORMATION

Permittee:	Contractor:
Contact Name:	Contact Name:
Address:	Address:
Email:	Email:
Phone:	Phone:
Signature:	Signature:

DESCRIPTION OF PERMITTED ENCROACHMENT

Location Address:		
Start Date:	End Date:	No. of Days:
If permittee is placing a temporary portable generator, the fee is \$50 per day		Total Fee:
Permitted Activities:		

INSURANCE/LICENSE INFORMATION

Contractor's License Type and Number:	
Insurance Carrier:	
Policy Number:	Expiration Date:
Verified by (CRPD Employee):	Date:

CRPD/COSCA CONDITIONS

Permittee must comply with all City regulations and standards. Permittee must contact CRPD Parks and Planning at least 48 hours prior to initial entry. All vehicles must remain on established roads. All applicable fire and safety controls must be in place. Permittee is responsible for any damage to CRPD property. If permittee is placing a temporary portable generator on District property, please see attached permit conditions. Contact Park Rangers at 805-402-9551 for entry into open space.

HOLD HARMLESS STATEMENT

The permittee agrees to indemnify and hold harmless CRPD and COSCA, their Directors, Officers, Agents, and Employees, from any and all losses, hazards, costs, charges, damages, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of the activities conducted herein. Permittee shall provide a Certificate of Liability Insurance with a minimum of \$1,000,000 GL per occurrence and \$2,000,000 aggregate, and an Additional Insured Endorsement that names CRPD and COSCA, their Directors, Officers, Agents, and Employees as an additional insured.

AUTHORIZATION

CRPD hereby authorizes encroachment based on the project description and conditions contained herein. This permit is valid ONLY if there is a signature below.

Issued by:	Date:
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POST WORK INSPECTION

Upon inspection of the above-referenced work, CRPD verifies that the work was performed to CRPD standards and that the Permittee has satisfied all conditions relative to the project. The signature below by a CRPD authorized agent constitutes completion of the project and final release of Permittee's responsibilities.

Inspected by:	Date:	Permittee:	Date:
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Standard Conditions for Temporary Portable Generators



Per the memo sent to all wireless providers on November 1, 2021, the following conditions must be met before temporary portable generators are placed on District property.

1. Regardless of circumstance (i.e., planned, and unplanned electrical outages), a provider must first gain approval from Conejo Recreation and Park District to locate temporary portable generators on District property. An encroachment permit form must be completed and the provider must describe the need for and duration of use of the equipment.
2. Conejo Recreation and Park District will specify the precise location on District property to place the temporary generator and path of travel to the selected location.
3. Following approval, for safety purposes, deployment and placement of the generator must include a locked temporary fence around the equipment for the duration of use.
4. Providers are responsible for cleanup of gas spills or leakage of equipment. Cleanups must be addressed immediately upon knowledge of the spills and before removal of equipment.
5. Removal of the temporary generator and fencing must be within 24 hours of end date indicated on the encroachment permit form.
6. The cost per day to place the generator on District property is \$50. Providers not obtaining prior approval and locating a portable generator on District property will be assessed \$75 per day, payable upon receipt of invoice.
7. For more information and to obtain an encroachment permit form, contact:

Andrew Mooney
Administrator, Parks & Planning
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