



ENGINEERING DEPARTMENT ENCROACHMENT PERMIT APPLICATION

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530
Phone: 951-674-3124, Fax 951-471-1261

For Staff Use	
Received by:	_____
Permit No.:	_____

Fill in the following information and submit with the requested documents (see page 2) and fees.

CONTRACTOR / PERMITTEE: _____ **COMPANY:** _____

MAILING ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

CITY BS. LIC. #: _____ **CONTRACTOR'S LIC. # & CLASS:** _____

24 HOUR CONTACT: _____ **24 HR CONTACT PHONE:** _____

OWNER / DEVELOPER: _____

MAILING ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

APPLICANT: (If different from owner or contractor/permittee) _____

MAILING ADDRESS/CITY/ZIP: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

JOBSITE DETAILS

SITE ADDRESS or CROSS STREETS: _____

PARCEL / TRACT MAP NO.: _____ **PROJECT NAME/ UTILITY W.O. #:** _____

WDID: _____ **GROSS ACRES DISTURBED:** _____ **Sq. Ft. of Impervious Surface** _____

ASSESSOR'S PARCEL NO(S): _____

ESTIMATED Start Date: _____ **Completion Date:** _____

CONSTRUCTION ACTIVITY FOR FEE DETERMINATION

Check all that apply & fill in linear feet (LF) / Quantity (Qty) where applicable.

<input type="checkbox"/> Curb _____ LF	<input type="checkbox"/> Paving _____ LF	<input type="checkbox"/> Utility Maintenance
<input type="checkbox"/> Curb Core _____ Qty	<input type="checkbox"/> Sidewalk _____ LF	<input type="checkbox"/> Traffic Signal
<input type="checkbox"/> Driveway _____ LF	<input type="checkbox"/> Streets _____ LF	<input type="checkbox"/> Trench _____ LF
<input type="checkbox"/> Gutter _____ LF	<input type="checkbox"/> Storm Drn _____ LF	<input type="checkbox"/> Traffic Control Plan
<input type="checkbox"/> Newsrack _____ Qty	<input type="checkbox"/> Irrigation Pedestal	
<input type="checkbox"/> Sewer Lateral _____ LF	<input type="checkbox"/> Road/Lane Closure _____ # of Days	
<input type="checkbox"/> Engineer's Estimate \$ _____		(attach copy)

DESCRIPTION OF WORK: _____

SUBMITTAL REQUIREMENTS

- _____ Completed Application
- _____ (2) Copies of City or Utility Approved Plan of Work - folded to approximately 8 1/2" x 11"
- _____ (2) Copies of Site plan showing work location - folded to approximately 8 1/2" x 11"
- _____ (2) Copies of Traffic Control Plan - folded to approximately 8 1/2" x 11"- required for all work in or obstructing a lane of travel. Acceptable sources W.A.T.C.H. Manual and M.U.T.C.D. Plan check fee of \$450.00/plan sheet may be assessed on the Encroachment Permit for review of traffic control plans. Allow minimum of 48 hours for review.
- _____ (1) Copy of City Business License
- _____ (1) Copy of a Class "A" Contractor's License for construction activity in right of way.
- _____ (1) Copy of Liability Insurance Certificate. City must be named as additional insured. (Sec 12.08.080)

REQUIRED PRIOR TO PERMIT ISSUANCE

- _____ Permit Fees
- _____ Security - As required

ENCROACHMENT PERMIT FAQ'S

REQUIREMENT: Policy and municipal code of the City of Lake Elsinore provides that any work performed in the public right-of-way (dedicated) or in a public utility easement requires an Encroachment Permit, including work for various utility companies, fiber optics and monitoring wells. Please refer to City of Lake Elsinore Municipal code Chapter 12.08

WHAT IS RIGHT OF WAY: The road right-of-way is the full width of land dedicated to, owned, or controlled by the City, upon which the traveled way exists or is to be constructed or altered. Right of way generally extends 10 feet beyond the edge of pavement or traveled lane in the case of a dirt road. The distance should be confirmed by the applicant.

CONTRACTOR'S LICENSE AND CERTIFICATE OF INSURANCE: Individuals performing work permitted through an Encroachment Permit shall possess a City of Lake Elsinore Business License and be licensed contractors with Class A General Engineering license from the State of California. Other license classifications may be acceptable depending upon the type and scope of work. Please refer to State Contractor's License Board for license classifications <http://www.cslb.ca.gov/licensing/classifications.asp> and for license status check, http://www2.cslb.ca.gov/CSLB_LIBRARY/license+request.asp including worker's compensation insurance.

Contractor shall provide Certificate of Insurance with general liability insurance of single coverage of \$1,000,000.00 minimum. Said policy shall name the City of Lake Elsinore and its agents, officers and employees as an additional insured (A separate endorsement sheet is required with the insurance policy.) LEMC Sec 12.08.080

CASH DEPOSIT/SURETY BOND: Depending upon the type and scope of the work being performed in the public right-of-way, surety bonds and/or cash deposit may be required to guarantee completion of quality work and to provide one-year warranty. LEMC Sec. 12.08.090

PERMIT CONDITIONS: Encroachment Permit will be issued with standard conditions and/or special conditions. Permits from other agencies may also be required.

TRAFFIC CONTROL: Traffic control plan may be required, depending upon location, hour and/or nature of work and it shall be approved by the City's traffic engineer. All traffic control per W.A.T.C.H. and M.U.T.C.D. and as directed by City Public Works Inspector. Review fee may be assessed at permit issuance.

PERMIT INSPECTION: Inspections are required for all encroachment permits issued. **COMMERCIAL/ INDUSTRIAL/ TRACT/ UTILITY AND SINGLE FAMILY RESIDENTIAL** Inspections may be scheduled by calling 909-772-5979 at least 48 HOURS prior to the date the inspection is needed.

If you have any questions, please call the City at 951-674-3124 and ask to speak with an Engineering Technician.