

**CITY OF SANTEE
DEPARTMENT OF DEVELOPMENT SERVICES**

**"HOW TO" GUIDE FOR APPLICATION OF
ENCROACHMENT PERMITS***

*Specific questions regarding permit applications should be directed to the Department of Development Services Engineering Division at (619) 258-4100 ext. 170.

1. WHAT PERMIT IS REQUIRED?

A. An **ENCROACHMENT PERMIT** is required for laying, constructing, reconstructing or repairing one of the following within the public right-of-way**:

1. curb
2. gutter
3. sidewalk
4. driveways
5. highway surfaces
6. storm drains
7. culverts
8. other appurtenant highway structures

The applicant for an Encroachment Permit shall be a contractor licensed by the State of California to perform the work described in the application. The applicant must perform the work or the work must be performed under his immediate supervision. Some concrete work may be done by a homeowner under an encroachment permit at the discretion of the City Engineer.

B. An **ENCROACHMENT PERMIT** is required for any person or structure other than listed above (e.g. block party, parade, fence, retaining wall, dumpster, tree) encroaching within the public right-of-way.

The applicant for an Encroachment Permit shall be the owner of the property adjacent to the right-of-way or any other person authorized by the owner.

C. An **ENCROACHMENT PERMIT** is required for any excavation, fill, or obstruction (e.g. pipe, conduit, tank, exploratory borings, and monitoring wells) in, over, along, across or through the public right-of-way.

The applicant for an Encroachment Permit shall be a contractor licensed by the State of California to perform the work described in the application. The applicant must perform the work or the work must be performed under his immediate supervision.

** Public Right-of-Way means public easement or dedications for streets, alleys, drainage ways, and/or other public uses. Check with the Department of Development Services Engineering Division for the right-of-way setback at the subject address.

II. WHEN DO I NEED TO APPLY?

- A. Application for permit shall be made not less than two weeks prior to start of work. Block parties or Parades require 30 days prior to start.

III. WHAT DO I NEED TO SUBMIT FOR APPLICATION?

- A. A completed permit application (form 473). (See V)
- B. For **CONSTRUCTION AND EXCAVATION PROJECTS** provide the following:
1. Plans as required by the City Engineer
 2. Original certificate of insurance for \$1 million with the City of Santee names as additionally insured, and an endorsement from the insurance company. No facsimiles or copies accepted.
 3. Proof of City business license (Contact the Finance Division at 258-4100, ext. 146 for details.)
 4. Cost estimate by contractor or engineer of work
 5. Permit application fee of \$15.00 plus plan check fees estimated by the Development Services Engineer.
- C. For **ENCROACHMENT PROJECTS** provide the following:
1. One original plot plan on City title block (See VI)
 2. If the work done by other than the homeowner, provide the following:
 - a. Original certificate of insurance for \$1 million with the City of Santee named as additionally insured, and an endorsement from the insurance company. No facsimiles or copies accepted.
 - b. Proof of City business license (Contact the Finance Division at 258-4100, ext. 146 for details)
 3. For block parties provide the following additional information:
 - a. Complete the Land and Facility Use Permit form
 - b. Indicate types of activities and number of participants
 - c. Provide names, addresses and phone numbers of the residences involved
 - d. Provide signatures of residences involved notifying them of the date, time, activity proposed, and their consent.
 4. Permit application fee of \$15.00 plus plan check fees estimated by the Development Services Engineer.
- D. Five copies of traffic control plans for work requiring detour of traffic (Contact the Traffic Division at 258-4100, ext. 190 for details)
- E. Padre Dam Municipal Water District's approval (Contact P.D.M.W.D. at 448-3111)
- F. Phone Underground Service Alert at 1-800-422-4133 if applicable
- G. Additional information requested by the Development Services Engineer

IV. WHAT IS NEEDED PRIOR TO ISSUANCE OF THE PERMIT?

- A. All comments and requirements by the Development Services Engineer have been met by the applicant
- B. Traffic control plans have been accepted by the City Traffic Engineer
- C. Provide a DigAlert number if applicable
- D. Pay all inspection fees estimated by the Development Services Engineer
- E. For Construction and excavation projects, a security deposit in the amount to cover the clean up and damage of public facilities may be required by the Development Services Engineer

V. HOW DO I COMPLETE THE PERMIT APPLICATION FORM 473 (SEE ATTACHMENT - A)?

- A. Complete the application using a blue or black pen or printing device that will apply enough pressure to the NCR form so all copies will be clearly readable.
- B. For **CONSTRUCTION OR EXCAVATION PROJECTS**, print company name and address

For **ENCROACHMENT PROJECTS** print name of applicant and address
- C. Print owner(s) name and site address
- D. Check existing improvement in place
- E. Indicate whether the reference plan is an applicant plot plan or improvement plan
- F. Indicate City business license number
- G. Indicate state contractor's license number
- H. Indicate Thomas Brothers Guide page and grid numbers
- I. Contractors must provide a Certificate of Insurance
- J. Indicate estimated start date
- K. Indicate estimated completion date
- L. Indicate description of structure to be installed
- M. Check any interference with public use and maintenance
- N. State the justification for encroachment
- O. Indicate the duration of permit requested

- P. Indicate the dimensions, regional standard drawing used, type of material and instruction for installation
 - Q. If work is done for a homeowner, the owner must sign. For private work, principle or agent of corporation or firm must sign. Indicate telephone, and mailing address if different that location.
 - R. Indicate the Assessor Parcel Number.
- VI. HOW DO I PREPARE A PLOT PLAN WHEN IMPROVEMENT PLANS ARE NOT REQUIRED BY THE DEVELOPMENT SERVICES ENGINEER? (SEE ATTACHMENT - B)
- A. Obtain a City title block sheet from Public Works
 - B. Draw to engineer's scale (e.g. 1 inch = 10 feet or an appropriate scale) (DO NOT use Architect's scale, e.g. 1/16 inch = 1 foot)
 - C. Draw in pencil and legible using a straight edge
 - D. Draw property lines with dimensions
 - E. Show all easements which encumber the property
 - F. Indicate right-of-way distance from curb line
 - G. Draw and label all existing buildings, improvements (e.g. curb, gutter, sidewalk), drainage structures, and utilities on-site and off-site
 - H. Indicate distance from buildings to property line
 - I. Show location of proposed work or encroachment with dimensions; indicate standard drawing used for construction if applicable
 - J. Provide section view to clarify the proposed work
 - K. Show north arrow with scale used
 - L. Indicate legal description with lot number, map number
 - M. Indicate Assessor Parcel Number and address
 - N. Complete title block with purpose of permit, owners name and telephone number
 - O. Padre Dam Municipal Water District's approval (Contact PDMWD at 448-3111)
 - P. **Check Prints and Revised Plans** shall be submitted on all subsequent plan checks.

ENCROACHMENT PERMIT

CITY OF SANTEE DEPARTMENT OF DEVELOPMENT SERVICES ENGINEERING DIVISION 10601 MAGNOLIA AVENUE (619) 258-4100 x 170		PERMIT NO.: N200 ___ - ___ - ___	
		EFFECTIVE DATE:	
		EXPIRATION DATE:	
(FOR APPLICANT TO COMPLETE)			
PERMITTEE			
Name (s): Joe Santee		Title: Home Owner	
Address: 12345 Park Ave			
City: Santee		State: CA	Zip: 92071-2222
Telephone: (619) 555-9764			
CONTRACTOR			
Contact: Mason Cartwright			
Business Name: Santee Concrete Company			
Address: 9876 Argent St			
City: Santee		State: CA	Zip: 92071-1222
Telephone: (619) 555-4827		Mobile: (619) 555-5968	
City Business Lic. No.: 1066		State Contractor's Lic. No.: C-8 54521	
Certificate of Insurance: All Star Insurance Policy # B156285			
DESCRIPTION OF WORK			
Work to be done: Install New Driveway Approach			
Location: N/Sd of Park Ave		Assessor's Parcel No.: 384-150-14	
Street Address: 12345 Park Avenue		Nearest Cross Street: Cottonwood Ave	
Reference Plan: Exhibit B		Project No.: None	
Reason for Encroachment: To Add RV Parking			
Estm. Start Date: 06/04/2006	Estm. Completion Date: 07/04/2006	Duration Requested: 30 days	

An encroachment permit is hereby granted pursuant to the Santee Municipal Code, for the benefit of property described to encroach upon public right of way for the work described above. In consideration of the granting of this encroachment permit, the applicant covenants and agrees to conditions described in Exhibit A attached as part of this permit.

This Agreement, made and entered into this 14th day of October, 2006, by and between the City of Santee, a municipal corporation, and the Permittee. Whereas, as conditions contained in this encroachment permit, Permittee has read, understand and agree to the terms of said permit.

PERMITTEE

Signature: Joe Santee Title: Home Owner

CITY OF SANTEE

Granted by: _____ Title: _____

(For Inspector and Telephone Number see Exhibit A)

(FOR CITY USE ONLY)			
TYPE OF ENCROACHMENT PERMIT		FEES AND SECURITY	
Utilities	Temporary	Issuance Fee	\$
Construction	Permanent (Record)	Inspection Fee	\$
		Security Deposit	\$
Residential Street Zone(s)		General Deposit	\$
		Total Amount	\$
INSPECTION AND ACCEPTANCE			
	Date	Signature	
Concrete Form Inspection			
Final Inspection			
Public Improvements Accepted			
Security Released			

Original - File
 Yellow - Permittee
 Pink - Inspector

ACORD 25 (7/80) CERTIFICATE 5/28/82

ANONYMOUS INSURANCE SERVICE

UNIDENTIFIED CONTRACTORS
1234 ANONYMOUS LANE
SANTEE, CA 92071

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY. COVERAGE IS NOT EXTENDED TO THE POLICY HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY POLICIES BELOW.

COMPANY LETTER	COMPANY NAME
A	UNIDENTIFIED INSURANCE COMPANY
B	
C	
D	
E	

THIS IS TO CERTIFY THAT THE POLICES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO THESE CERTIFICATES, THEY MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE EXCLUSIONS AND CONDITIONS OF SUCH POLICES.

NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
1	COMMERCIAL LIABILITY	A1234567	9/1/81	9/1/82	BODY INJURY AND PROPERTY DAMAGE: \$1,000,000 PERSONAL AND ADVERTISING: \$1,000,000 PRODUCTS/COMPLETED OPERATIONS: \$1,000,000 CONTRACTUAL: \$1,000,000 EMPLOYMENT PRACTICES: \$1,000,000 PERSONAL INJURY: \$1,000,000
2	COMMERCIAL LIABILITY		9/1/81	9/1/82	BODY INJURY AND PROPERTY DAMAGE: \$1,000,000 PERSONAL AND ADVERTISING: \$1,000,000 PRODUCTS/COMPLETED OPERATIONS: \$1,000,000 CONTRACTUAL: \$1,000,000 EMPLOYMENT PRACTICES: \$1,000,000 PERSONAL INJURY: \$1,000,000
3	COMMERCIAL LIABILITY		9/27/81	9/27/82	BODY INJURY AND PROPERTY DAMAGE: \$1,000,000 PERSONAL AND ADVERTISING: \$1,000,000 PRODUCTS/COMPLETED OPERATIONS: \$1,000,000 CONTRACTUAL: \$1,000,000 EMPLOYMENT PRACTICES: \$1,000,000 PERSONAL INJURY: \$1,000,000

ADDITIONAL INSURED PER ATTACHED CG 20 10 11 85

RE: CONSTRUCTION PERMIT

CITY OF SANTEE
10765 WOODSIDE AVE
SANTEE, CA. 92071-3198

XXXXXX [Signature] XXXXX
XXXXXX [Signature] XXXXX

POLICY NUMBER: A1234567 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the Commercial General Liability Policy Part.

Name of Person or Organization: UNIDENTIFIED CONTRACTORS

CITY OF SANTEE RE: CONSTRUCTION PERMIT

(If no entry appears above, information required to complete this endorsement will be shown in the Declaration applicable to this endorsement.)

WHO IS AN INSURED (Section B) is amended to include as an insured the person or organization shown in Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

CG 20 10 11 85 Copyright, Insurance Services Office, Inc., 1984

CONTRACTORS' STATE LICENSE BOARD NO. 123456-A

CONTRACTOR'S LICENSE

Present to the provisions of Chapter 9 of Division 3 of the Business and Professions Code, the Rules and Regulations of the Contractors' State License Board, the Registrar of Contractors does hereby issue this license to UNIDENTIFIED CONTRACTORS to engage in the business or not in the capacity of a contractor in the following classification(s):

A GENERAL ENGINEERING CONTRACTOR

WITNESS my hand and official seal this 27th day of September, 1974

XXXXXX [Signature] XXXXX
XXXXXX [Signature] XXXXX

BUSINESS LICENSE CERTIFICATE

CITY OF SANTEE

FOR PERIOD 5/01/82 TO 12/31/82

LOC: 1234 ANONYMOUS LANE

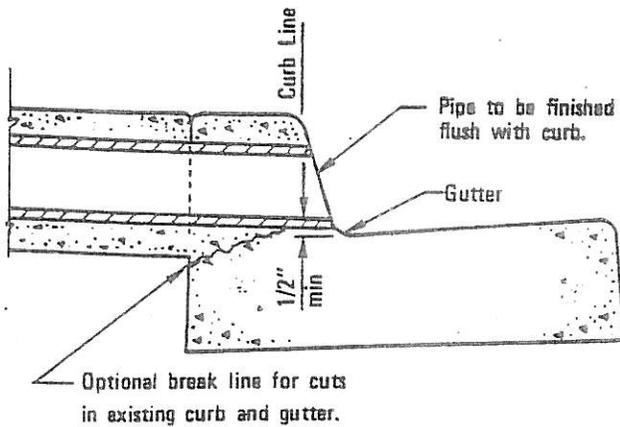
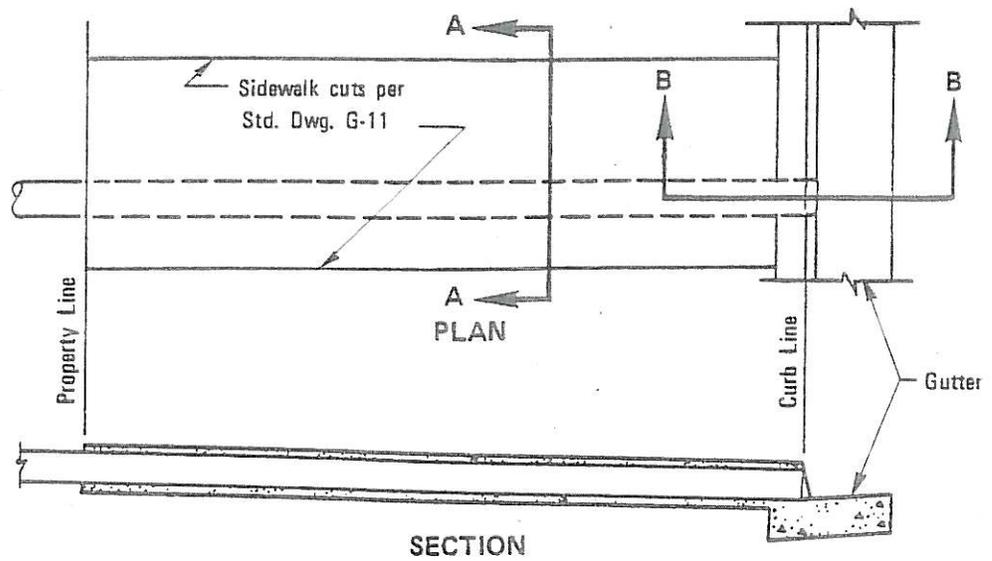
UNIDENTIFIED CONTRACTORS

TYPE OF BUSINESS: CONTRACTOR

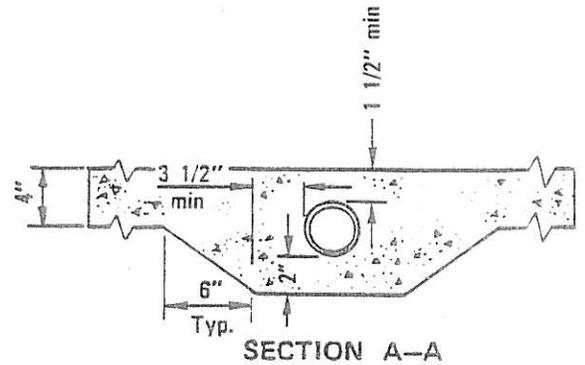
NOT TRANSFERABLE
VOID

PLEASE NOTE: THIS IS A COMMERCIAL LICENSE

1234



SECTION B-B



SECTION A-A

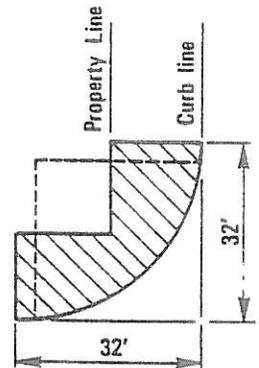
APPROVED DRAIN PIPE SIZES	
3"	6" to 8" CURB FACE
4"	8" CURB FACE
6"	10" CURB FACE

NOTES

1. Pipe shall be one continuous length from property line to curb line.
2. Multiple pipes to be set a minimum distance of D/2 apart.
3. Concrete shall be 520-C-2500
4. Pipe shall be circular asbestos cement, cast iron or rigid plastic.

Drain shall not occupy the hatched area

BLOCK CORNER



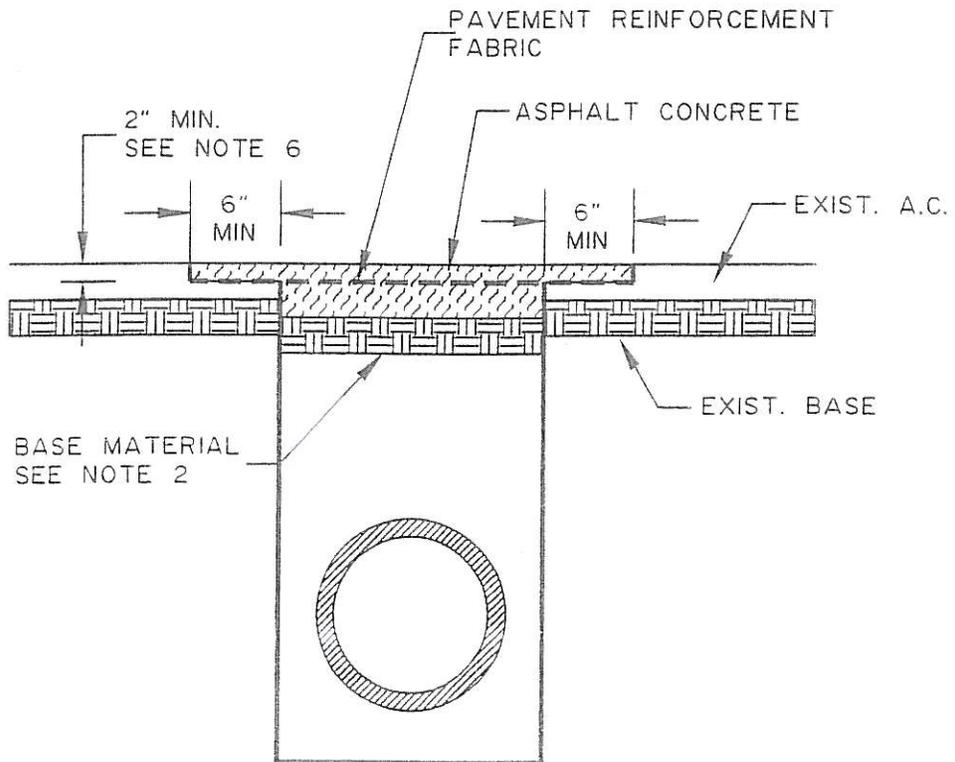
Revision	By	Approved	Date
Modif.	<i>ML</i>	<i>M.E.</i>	5-86

SAN DIEGO REGIONAL STANDARD DRAWING

SIDEWALK UNDERDRAIN PIPE

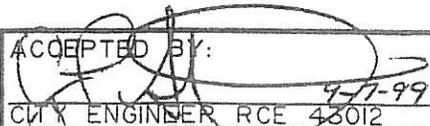
RECOMMENDED BY THE SAN DIEGO REGIONAL STANDARDS COMMITTEE
Allan A. Kuehnel Dec. 1975
 Coordinator R.C.E. 19807 Date

DRAWING NUMBER D-27



NOTES:

- 1) EXISTING A.C. SHALL BE SAW CUT AND REMOVED IN SUCH A MANNER SO AS NOT TO TEAR, BULGE OR DISPLACE ADJACENT PAVEMENT. EDGES SHALL BE CLEAN AND VERTICAL. ALL CUTS SHALL BE PARALLEL OR PERPENDICULAR TO STREET CENTERLINE, WHEN PRACTICAL.
- 2) BASE MATERIAL TO BE REPLACED TO SAME THICKNESS AS EXISTING BASE, 6" MINIMUM A.C. MAY BE SUBSTITUTED FOR BASE MATERIAL.
- 3) A TACK COAT OF ASPHALTIC EMULSION OR PAVING ASPHALT SHALL BE APPLIED TO EXISTING A.C. AT ALL CONTACT SURFACES PRIOR TO RESURFACING.
- 4) ASPHALTIC CONCRETE RESURFACING SPECIFICATIONS:
 - A) MINIMUM TOTAL THICKNESS SHALL BE ONE INCH GREATER THAN EXISTING A.C.
 - B) A.C. SHALL BE C2-AR-4000 HOT PLANT MIX.
 - C) FINISH COURSE SHALL BE PLACED WITH A PAVING MACHINE OR SPREADER BOX. DENSITY AND SMOOTHNESS OF THE PATCH SHALL CONFORM TO SECTION 302-5.6.2 OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
- 5) CHIP OR SLURRY SEALING SHALL BE APPLIED AS REQUIRED BY CITY.
- 6) SLOUGHING OF THE TRENCH UNDER PAVEMENT SHALL BE CAUSE FOR REQUIRING ADDITIONAL REMOVAL AND REPLACEMENT OF PAVEMENT AND BASE.
- 7) PLANE A MINIMUM OF 2" OF EXISTING A.C. 6" ON EACH SIDE OF TRENCH. IF EXISTING A.C. IS LESS THAN 3" REMOVE ALL A.C. 6" ON EACH SIDE OF TRENCH.

<p>CITY OF SANTEE</p> <p>TRENCH RESURFACING</p>	<p>ACCEPTED BY:</p> 
	<p>4-7-99</p> <p>CITY ENGINEER RCE 43012</p> <p>STANDARD MODIFIED</p> <p>DRAWING NO. G-24</p>

City of Santee



IMPORTANT NOTICE TO INDIVIDUALS AND BUSINESSES REQUIRING TEMPORARY COMMERCIAL/INDUSTRIAL BIN SERVICE OR DEBRIS BOX SERVICE:

Universal Refuse Removal is the designated exclusive franchisee providing residential, commercial, and industrial waste collection and disposal services in the City of Santee. If you require temporary commercial/industrial bin service or debris box service, please contact **Universal Refuse Removal**, at **596-5100**.

Should **Universal Refuse Removal** be unable to provide service to a customer within two full working days from the date of the customer's initial request for service, please contact the Development Services Department at 258-4100 x 183. In such a case, the Department may issue a special permit to another provider.

The Development Services Department is responsible for issuing all permits to provide solid waste collection and disposal services in the City of Santee.

If you have any questions about this requirement, please contact the Development Services Department at 258-4100 x 183. Thank you for your cooperation.

10601 Magnolia Avenue
Santee, California 92071 (619) 258-4100



CITY OF SANTEE

DEPARTMENT OF DEVELOPMENT SERVICES ENGINEERING INSPECTION REQUEST

FAX (619) 562-9376

PROJECT NAME/LOCATION: _____

REQUESTED BY: _____ PHONE: (____) _____

DATE: _____ TIME CALLED: _____

PERMIT NUMBER: G _____, N _____, IP _____, TM _____, TPM _____

Inspection will be made the next business day by close of business (5:00 p.m.) following the day the inspection request is made. Inspections will not be scheduled for Saturday, Sunday or City Holidays. Do not schedule additional work such as the placement of concrete or paving until inspection has been made and the work being inspected has been approved.

INSPECTION REQUESTED FOR:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

TYPE OF INSPECTION:

EXCAVATION/FILL

CURB/GUTTER STORM DRAIN PIPE

RETAINING WALL

STORM DRAIN STRUCTURES

EROSION CONTROL

PAVING

SIDEWALK

FINAL

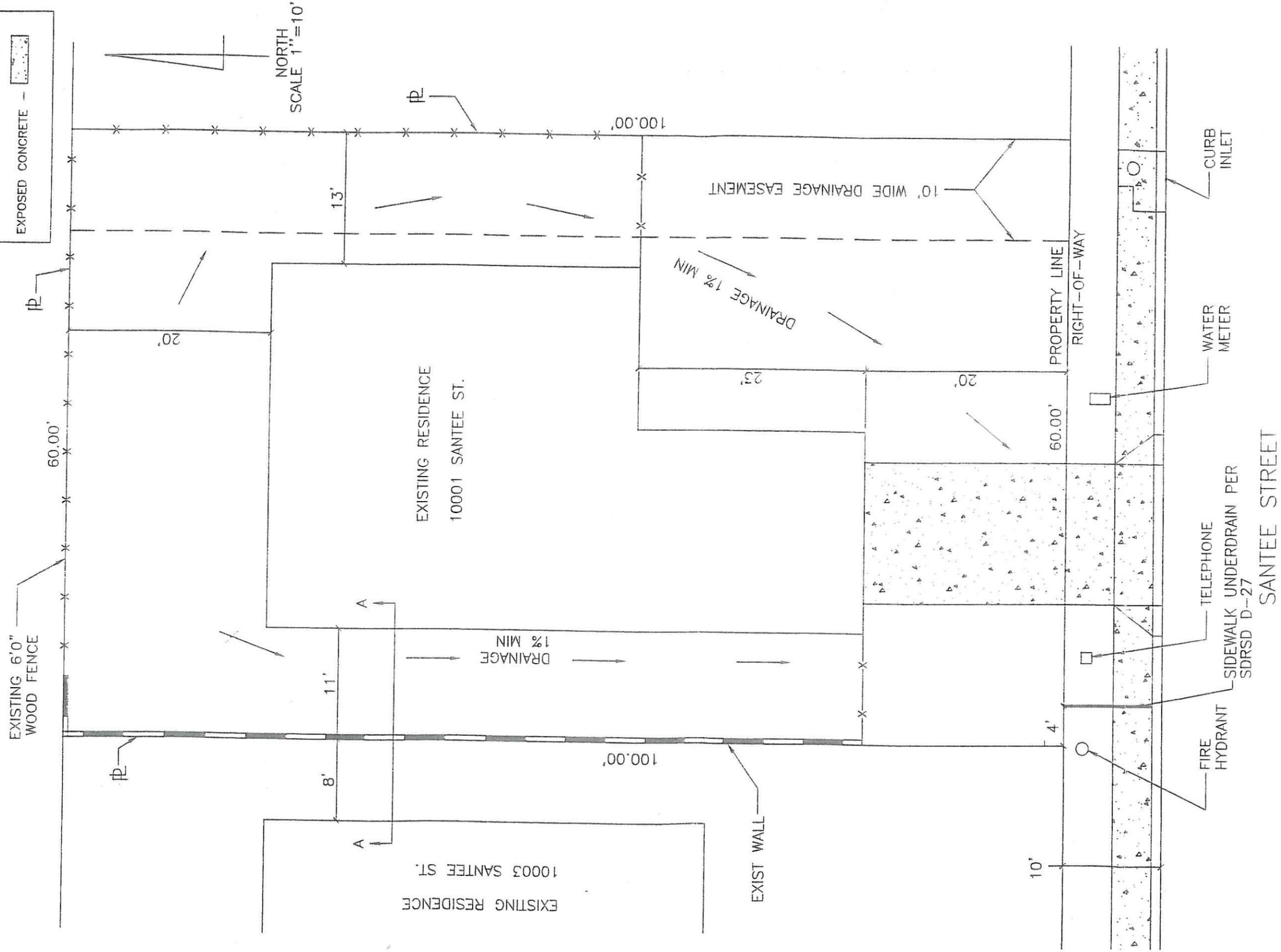
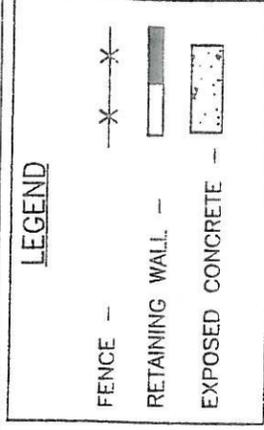
OTHER: _____

(City Use Only Below This Line)

COMMENTS: _____ TIME: _____

INSPECTION RECORD: _____

SAMPLE ONLY -- ATTACHMENT B



ACCEPTED _____	CITY OF SANTEE	DEPARTMENT OF DEVELOPMENT SERVICES	PERMIT NO.
BY _____	PLANS FOR: A SIDEWALK UNDERDRAIN PIPE AT 10001 SANTEE STREET		ENGINEERING DIVISION
		OWNER: JOE SANTEE	PHONE NO.: 258-4130
			SHEET 1 OF 1