



# City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1356 Fax: (619) 424-4093

## TEMPORARY ENCROACHMENT PERMIT APPLICATION APPLICATION FORM AND GUIDELINES

Any work performed or any improvement or facility placed in the City's right-of-way or easement requires the prior approval by the City of an encroachment (street) permit for the purpose of reviewing the request for compliance with the City's regulations (Imperial Beach Municipal Code, Title 12). A deposit will be determined by City Staff.

The following are **required** to be submitted in order for the review to be performed:

1. Completed application form for an encroachment permit.
2. Legible plans (sample attached) dimensioned and drawn to scale indicating the property owner, property address, phone number, project description, contractor information and showing property lines, north orientation, structures, existing and proposed improvements (fences, walls, landscaping including a landscaping schedule, utility poles, newspaper stands, bus stops, curbs, gutters, sidewalks, and road surfacing) on the property and in the right-of-way, and street names. Most encroachment work are small scale and may be indicated on plans drawn on a 8.5" by 11" sheet provided that details are legible. For large scale encroachment work, plans will need to be prepared by a licensed civil engineer on 24" by 36" sheets.
3. Best Management Practices (BMPs) to control contaminated storm water runoff to the maximum extent practicable.

These plans will be routed for review to the Public Works, Planning, and the Building Departments, and (for large scale projects) to the City Engineer. If your permit is approved, you will be required to pay a non-refundable administrative fee and a bond (for public improvements) before the encroachment permit is issued to you. Private improvements, such as fences and walls, may need to be removed at the expense of the property owner by the city upon due notice.

PLEASE FILL OUT THE INFORMATION BELOW <u>COMPLETELY</u> .	
<b>APPLICANT INFORMATION</b>	<b>Property Address:</b>
	<b>Work Description &amp; Detailed Plan – Include Dimensions and Materials.</b> <i>(Related Bldg Permit # if applicable):</i>
	<b>Property Owner Information</b> (Name, Address and Phone #):
	<b>Applicant Information</b> (Name, Address, Phone #, Email Address and Relation to Property Owner):
	<b>Contractor Information</b> (Company Name, CSLB License #, Phone # and I.B. Business License #):

<b>CITY USE ONLY</b>	DEPT.	DECISION DATE	DECISION	COMMENTS:
	COM. DEV.			
	PUBLIC WORKS			
	PLANNING			
	BUILDING			
	<b>FEE DUE:</b>	<b>BOND DUE:</b>	<b>TOTAL DUE:</b>	
<b>CITY NOTES:</b>				
CAL-AM	California American Water 1025 Palm Avenue, Imperial Beach, CA		(619)522-6403	Rec'd Approval _____

# ENCROACHMENT PERMIT SAMPLE PLAN

PLEASE PROVIDE A PLAN SIMILAR TO THIS SAMPLE.

