



Engineering Department
505 S. Vulcan Ave, Encinitas, CA 92024
760-633-2706
developmenteng@encinitasca.gov
www.encinitasca.gov

ENCROACHMENT PERMANENT PERMIT PUBLIC RIGHT-OF-WAY FEES & INFORMATION

An Encroachment Permanent permit is required to allow the encroachment of non-standard works into the public right-of-way or a public easement.

Approved permits are valid until expiration of insurance and are not transferable to another location.

All fees associated with this permit are non-refundable.

Fees:

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|-----------------------|--|
| Application Fee: | \$502 or \$755 (depending on scope of work) |
| Business Registration | Must have a current business registration with the city. Business Registration is a separate process and can be applied for concurrently with this permit. |

Documentation Required:

- **Application - Grant Deed** - Document required to establish proof of ownership.
- **Certificate - Insurance** - Must have general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided. Work must be completed prior to the expiration date of the policy.
- **Form - Stormwater Intake Form & Standard SWQMP** - Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
- **Plans - Proposed Work in Public Right-of-Way** - Plans showing proposed work to be done in public right-of-way.
- **Standard Conditions - Right-of-Way Construction** - Acknowledgement of conditions which must be adhered to when accessing or performing work in a Public Right-of-Way.