



City of Laguna Hills Public Services and Engineering Department

24035 El Toro Road, Laguna Hills, CA 92653
(949) 707-2650 Fax (949) 707-2633

Public Property Encroachment Permit Process

Effective 02/10/2003

Updated 07/27/2005

All work that will encroach into the public right-of-way requires approval and permits from the Public Services Department per Laguna Hills Municipal Code (LHMC) Title 12, Chapter 12-12. This includes work that occurs on, above, or below sidewalks, streets, curbs, or unimproved public right-of-way.

Permits may be obtained Monday through Friday, excluding City Holidays, at City Hall by making an appointment with the Assistant Civil Engineer at (949) 707-2657.

For any use of the public right-of-way, applicants shall submit three (3) sets of plans for review and approval. Some projects will require a wet stamp and signature from a Registered Civil Engineer. The following minimum information must be shown on a drawing submitted for an Encroachment Permit:

- 1) Street information including street name, centerline, right-of-way line, curb line, nearest cross street, and approximate distances.
- 2) Location and dimension of existing underground / overhead improvements in the right-of-way and immediate surrounds if they exist. Improvements consist of curbs, gutter, sidewalks, streets, poles, manholes, valves, utilities, buildings, etc. All existing items must be labeled "EXIST".
- 3) Parcel information including house number; assessors parcel, tract, lot, front property line, and rear / side property lines, if relevant.
- 4) Location and dimension of the encroachment.
- 5) Any other information that may be pertinent to the encroachment request (such as route maps, vehicle site lines, etc.)
- 6) Traffic control plans prepared by a licensed Civil or Traffic Engineer (if deemed necessary by the Engineering Department), or statement that W.A.T.C.H. manual will be followed (for residential street work only).
- 7) The drawings must be between 8 ½" x 11" minimum and 24" x 36" maximum.
- 8) Plans must include North arrow, scale used, and be fully dimensioned.
- 9) Estimates of quantities of paving, trenching, curb cores, etc. must be provided.
- 10) Water Quality Management Plan, as required.

NOTE: Work to be performed in the right-of-way must be completed by a licensed contractor. Liability Insurance certificates are required to include naming the City of Laguna Hills as an additional insured.

All work in the right-of-way shall be performed in accordance with the City Standard Plans and to the satisfaction of the City Inspector. Before the applicant proceeds with any work in the right-of-way, the applicant shall obtain a Digalert Identification Number from Underground Service Alert at 1-800-227-2600. This I.D. number shall be made available for the City Public Works Inspector when requested.

Please be aware that the City of Laguna Hills maintains a strict street work moratorium on roads that have been resurfaced. Roads with a new slurry seal shall not be disturbed for a minimum of three (3) years. Roads with a new Asphalt Concrete surface shall not be disturbed for a minimum of five (5) years. You may contact the Assistant Civil Engineer at (949) 707-2657 to determine if a moratorium is in effect on any street. If emergency work must occur on a moratorium street, the Public Services Department will notify you of the required extent of restoration work including removals, coldplaning, and resurfacing required.

PUBLIC PROPERTY ENCROACHMENT PERMIT

INSPECTION PHONE:
(949) 707-2658

The Inspection Office must be notified at least 48 hours in advance prior to commencing permitted use. Failure to obtain inspection shall VOID this permit.

**CITY OF LAGUNA HILLS
PUBLIC PROPERTY PERMITS
24035 El Toro Road
Laguna Hills, California 92653**

Permit No.: _____

Effective Date: ____/____/____

Expiration Date: ____/____/____



PERMITTEE NAME:

ADDRESS:

Contact Person: _____ Day Telephone No. _____ Night Telephone No. _____

PERMITTED USE: Use of City Property is hereby authorized as follows, subject to provisions on reverse hereof and attached thereto:

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.....
.....

ESTIMATED START DATE: ____/____/____

ESTIMATED COMPLETION DATE: ____/____/____

LOCATION OF WORK:

SAMPLE PERMIT

Dimension / Type

CONSIDERATION:

Filing Fee _____ Encroachment & Inspection Fees _____ Total \$ _____

Check No. _____ Cash _____ Receipt _____ Date _____ Trust Fund _____ Invoice _____

Fees Paid By _____

Contractor _____

Engineer _____

INSPECTOR SIGNOFF: _____ DATE _____

PERMITTEE'S ACCEPTANCE:

CITY APPROVAL:

Permittee

Public Services Approval

THE PERMITTEE'S SIGNATURE ABOVE MEANS THE PERMITTEE ACCEPTS ALL CONDITIONS OF APPROVAL CONTAINED ON THE FRONTSIDE AND BACKSIDE OF THIS PERMIT, ANY ADDITIONAL ATTACHMENTS, AND ALL CONDITIONS OF APPROVAL, IF ANY.

1. A COPY OF THIS PERMIT AND ALL PLANS MUST BE MAINTAINED ON JOB SITE. NON-COMPLIANCE WILL VOID THIS PERMIT.
2. PERMITTEE SHALL COMPLY WITH REGULATIONS ON REVERSE SIDE OF PERMIT AND ATTACHMENTS, IF ANY.
3. CALL UNDERGROUND SERVICE ALERT (USA) AT 1-800-227-2600 AT LEAST 48 HOURS PRIOR TO EXCAVATING. ALL USA MARKINGS MUST BE REMOVED AFTER WORK IS COMPLETE.
4. THIS PERMIT SHALL BE NON-TRANSFERABLE.
5. TRAFFIC CONTROL SHALL BE PERFORMED PER THE LATEST EDITION OF THE WATCH MANUAL AND ATTACHED.

File

Finance

Inspection

Permittee

Public Works Supervisor

STANDARD PROVISIONS

1. Permits issued by this Agency are pursuant to the authority vested by the City Council and City Employees, anyone or all of which are hereinafter referred to as City of Laguna Hills.
2. Permittee agrees to save City of Laguna Hills, its agencies and districts, including its officers, agents and employees, harmless from any and all penalties, liabilities or loss resulting from claims or court actions, rising directly out of any damage or injury to persons or property by any reason, acts or omissions of Permittee, its agents, employees or independent contractors, in exercising any of the privileges herein granted or in consequence thereof.
3. Should any damage or injury to City of Laguna Hills works occur during initial use and/or as a result of the contractor of Permittee, in the exercise of the rights herein granted, Permittee shall immediately, upon the written demand of City of Laguna Hills, restore such works to the condition of same on the date of the occurrence of said damage or injury at Permittee's cost or expense. The question as to whether or not any such damage or injury has been caused to the works shall be determined by the City Engineer's Office and the City of Laguna Hills and determination shall be final. In the event repair by City of Laguna Hills is necessary, Permittee shall pay City of Laguna Hills the cost of such repairs.
4. City of Laguna Hills reserves the right unto itself to perform any work, upon any portion or all of the area covered by this permit, or to do any other work necessary at any time. Such work may be performed without incurring any liability of any nature whatsoever to the Permittee. It is further understood and agreed that City of Laguna Hills reserves unto itself the rights of ingress over all or any portion of the subject area.
5. Neither this permit nor any of the rights herein granted shall be assigned without the prior written approval of the City of Laguna Hills. Permit is void upon expiration date. A new fee will be assessed thereafter.
6. By acceptance of this permit, Permittee acknowledges and assumes all responsibility for compliance with requirements of other regulatory agencies including but not limited to zoning regulations applicable ordinances and laws of the City of Laguna Hills, County of Orange, the State of California or others having regulatory control over the use granted herein.

All underground work requires 'Injury Identification Number' From Underground Service Alert Regional Notification Center. (Ref: Government Code, Section 42165 and 4217). Call 1-800-227-2600.
7. A copy of this permit and approved plans, if applicable, shall be maintained at the site of work and be shown to any authorized representative of the City of Laguna Hills, or other regulatory governing agency upon request.
8. No access of work shall be performed within the City of Laguna Hills rights of way without the full knowledge of City of Laguna Hills inspector, who shall be given not less than two work days advance notice of the initiation of permitted use. Failure of Permittee to obtain inspection shall void this permit and necessitate reapplication by Permittee.

Permittee further agrees that all operations within City of Laguna Hills rights of way be subject to the operations of City of Laguna Hills and other authorized persons and under the control and to the satisfaction of City of Laguna Hills inspector.
9. This permit may be immediately revoked for reasons in the best interest of the City of Laguna Hills including violation of permit provisions of other applicable rules and regulations or for the creation of a nuisance upon notice given by the City of Laguna Hills or authorized representative. In the event of such revocation, Permittee shall immediately cease all operations and restore City of Laguna Hills rights of way as directed by City of Laguna Hills Inspector.
10. Any construction performed within City of Laguna Hills properties shall be in accordance with Public Facilities and Resources Department (PF&RD) Standard Plans and established criterion and as modified by the City Engineer. Any deviation must be specifically detailed and highlighted on plans in a manner meeting the approval of the City Engineer.
11. This permit is subject to the provisions referenced in the Laguna Hills Municipal Code (LHMC) Chapter 12-12.

No uses other than that as stated on this permit shall be exercised. Public right-of-way shall not be used for administrative operations or storage of equipment, materials, supplies, etc.