City Of Adelanto

Department of Public Works Engineering

ENCROACHMENT PERMIT

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Engineering and Planning Departments.

a) Application fee– Checks shall be made payable to City of Adelanto.

b) Plot Plan – 1 copy of a plot plan or signed improvement plans, shall be drawn neatly and accurately to scale (not smaller than 1 inch equals 100 feet), and shall show the following data:

1. All property boundaries and abutting streets;
2. All existing and proposed buildings, structures, fences, walls, driveways, and parking areas showing number and location of parking spaces;
3. All proposed buildings, structures, trees, fences, walls, driveways, parking areas and spaces;
4. Proposed project footprint with setbacks and depths.

ADDITIONAL INFORMATION TO THE APPLICANT

City Code requires that every Encroachment into the City Right-of-way must have an Encroachment Permit and before Permits may be issued the Project must be reviewed by the Departments of Planning, and Engineering, for design standards and safety.

Procedure by the Development Services Departments

The City of Adelanto Department of Public Works Engineering is located at 11600 Air Expressway, P.O. Box 10, Adelanto, CA 92301, (760) 246 –2300 x 3025. Application received after 11:00 am shall be considered received on the following business day.

Department staff shall:

1. Time Stamp the Application if Complete
2. Login the Application in to the Department's Master Log
3. Automatically assigned a case number:
4. Receipt the Applicant for the application, with case number, and monies received.
5. Public Works Engineering Department shall review for drainage and grading and issue Encroachment permit.

Fees

Description		Base Fee
Issuance Fee (Encroachment Permits are valid for 90 days only).		$ 25.00
Plan Check		$ 25.00
Bell Hole		$ 50.00
Open Trench Excavation Code # (per linier foot, LF)		
0-300 LF		$ 50.00
301-500 LF		$ 75.00
Each additional LF or fraction thereof		$ 3.00
Under ground Structures Code # (per structure)		
0-4		$ 8.00 each
5-10	$ 32.00 for the first 5, plus	$ 7.00 each additional
11 & up	$ 74.00 for the first 11, plus	$ 6.00 each additional
Inspection		
Drive Approach Inspection, Residential/Commercial		$ 45.00
Drive Approach Inspection, Industrial		$ 60.00
Pre-Fence Inspection		$ 45.00
Utility Cuts		$ 70.00
Installation of Street Improvements		$ 2.42 per LF
Water Line Installation		$ 3.42 Per LF
Sewer Line Installation		$ 3.42 per LF
Surety Bond (separate check)		

Fees subject to change

APPLICATION FOR ENCROACHMENT PERMIT

CASE NO. _____

DATE FILED

Base Fee:	$ 25.00
Plan Check Fee	$ 25.00
Open Trench Fee	_____
Under Ground Structure Fee	_____
Bell Hole Fee	_____
Inspection Fee	_____
Surety Bond (Separate Check)	_____
Total Due:	_____

Total Fees Paid _____ Receipt No. _____

----------City Use Only Above this Line----------

Applicant/Home Owner				Phone	
Address					
City		State		Zip Code	
Name of Company				Phone	
Address					
City		State		Zip Code	
WO #		WR #			

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

One of the following property descriptions must be filled out:
Assessors Parcel Number (APN) Or Address or Location

_____ _____

Description of the work being performed, inside the City Right-of-Way; includes any Work Order numbers that may be used for reference.

_____

_____

_____

_____

_____

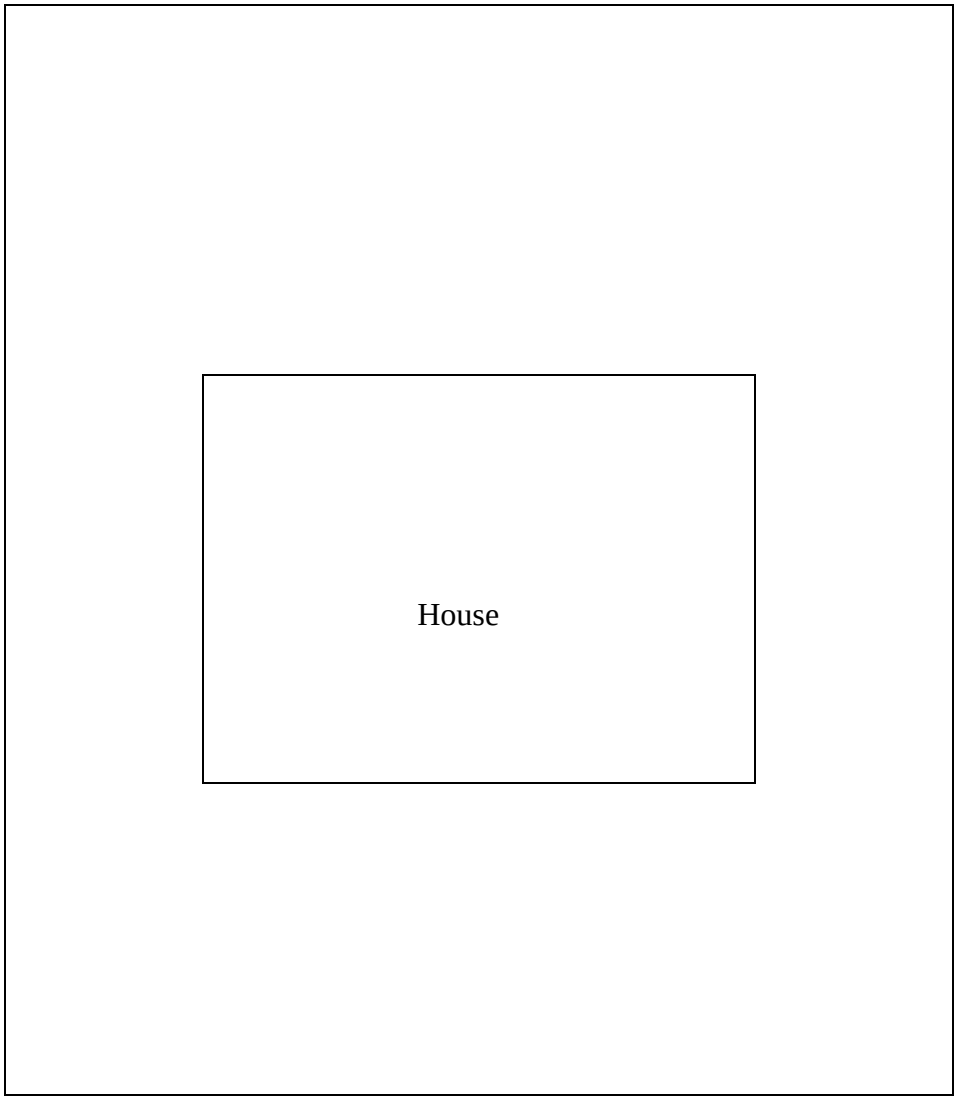
APPLICATION FOR ENCROACHMENT PERMIT

Plot Plan

Name _____

Address _____

Phone _____



Street