



INFRASTRUCTURE CONSTRUCTION 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) Application processing time is Ten (10) Business Days – Processing time does not include weekends, City Holidays, alternating closed Fridays, or any other day that City Hall is closed.
- c) Plan Submittals – Approved signed copies of all improvement plans (Sewer, Water, Rough Grading, Ect.) shall be submitted to the city prior to the submittal of an application to receive an Infrastructure Construction Permit.
- d) All Sections of this application must be filled out and signed: Including the **Application, Owner Statement, and the Applicant areas of the Permit**

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 3036, FAX (760) 246 – 3406. Application received after 11:00 AM shall be considered received on the following business day.

Department staff shall:

1. Time Stamp the Application if Application is completed.
2. Login the Application in to the Department's Application Log File
3. Assigned a case number to the application.
4. Receipt the Applicant a copy of the application with case number.
5. Public Works Engineering Department shall review application to determine if the required plans have been submitted and approved.
6. Public Works Engineering Department shall calculate the inspection costs for the installation of the infrastructure and complete the City's portion of the permit.
7. Public Works Engineering Department shall contact the applicant and give a cost breakdown of the deposits needed for the permit to be issued.
8. Signatures for the issuance of the permit shall be collected at the time of the applicant's deposit of the inspection fees.

<u>Inspection</u>	<u>Deposit Required</u>
Street Improvement Inspection	\$145 per Lot
Sewer Improvement Inspection	\$205 per Lot
Water Improvement Inspection	\$205 per Lot (does not include water quality tests)

Fees subject to change

Processing Costs: The City operates on the basis of full cost recovery for the processing of engineering projects. Deposits made at the time of application are projected to be sufficient for the processing of the application; however, additional deposits may be required to cover the costs for the project. If at any time deposits are insufficient to cover the projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the city. Lack of sufficient funds on deposit will suspend any required processing time frames.

Owners Authorization for city to begin the process to issue an Infrastructure Construction Permit.

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Public Works/Engineering Department Staff.

I/We _____
 (Please Print)

Being first duly sworn, each for himself or herself, deposes and says that I/we am/are the **owner(s)** / **agent** of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

(If different from owner)

Signature of Owner:		
Mailing Address:		
City	State	Zip Code
Phone (H)		Phone (W)

LETTER OF AUTHORIZATION
(IF APPLICANT OTHER THAN PROPERTY OWNER)

I, _____, as owner(s) of property identified as Assessor's
Property Owner
Parcel No(s). _____ and/or Tract/Parcel Map _____,
Parcel/Lot No. _____ do hereby authorize _____
Agents Name

to represent me as agent in seeking approval of the following project(s):

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

CASE NO. _____

DATE FILED

Approval Dates

Rough Grading: _____
 Street Improvement: _____
 Water Improvement: _____
 Sewer Improvement: _____

Total Deposit Paid _____ Receipt No. _____

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

Project Name & APN /Tract Number: _____

Project Description:

Name of Applicant/Developer		Phone
		Fax
Address		
City	State	Zip Code
Name of Representative/ Contact		Phone
		Fax

[For Tract Maps, Parcel Maps and Easements: 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.]

**** WHEN REVIEW IS COMPLETE CONTACT: __ Developer ↑ or __ Engineer ↓****

Name of Engineering Firm		Phone
		Fax
Address		
City	State	Zip Code
Name of Contact		Phone
		Fax

Project Tracking Number Certification: I hereby certify that I understand the information regarding deposits for processing costs, the submittal requirements and agree to the city's application processing time schedule, included with this application and that the information furnished above and in any attached documents are true and correct.

Applicants Signature

Date

Applicants Printed Name



City of Adelanto
 11600 Air Expressway
 Adelanto, California 92301
 (760) 246 – 2300 x 3036

APPLICATION FOR INFRASTRUCTURE CONSTRUCTION PERMIT

Public Works Engineering Department No. _____.

Workers Compensation Declaration

I hereby affirm that I have a certificate of consent to self insure or a certificate of Workers Compensation Ins., or a certified copy thereof (Sec 3800, Lab C.)

Policy No. _____ Company _____
 Date _____ Owner: x

**Certificate of Exemption from Workers
 Compensation Insurance**

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to Worker Compensation Laws.

Licensed Contractors Declaration

I hereby affirm that the contractor being used is licensed under provisions of Chapter 9 (commencing with Section 7000) at Division 3 of the Business and Professions Code and that the license is in full force and effect.

Lic. No. _____ Lic. Class _____
 Contractor _____ Date _____

This permit is revocable at any time.

The Owner agrees to adhere to any future restrictions or amendments placed upon this permit by the City of Adelanto.

The Owner Agrees that he shall assume sole and complete responsibility for job site conditions during the course of construction of this project, including safety of all persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and that the Owner shall defend, indemnify and hold the City of Adelanto harmless from any and all liability, real or alleged, in connection with the performance of work on this project.

 Owner or Authorized Agent Signature Date

 Print Name and Title

Tract # / Project Name _____

A.P.N. _____ Zoning _____ C.U.P _____ L.D.P. _____

Acreage _____ Location _____

Owner _____ Telephone Number _____

Address _____ City, State _____ Zip Code _____

Contractor _____ Telephone Number _____

License No. _____ License Class _____

Address _____ City, State _____ Zip Code _____

Architect or Engineer _____ Telephone No. _____

Address _____ City, State _____ Zip Code _____

City Section Comments _____ _____ _____ _____	Permit Issuance Fee	Total Lots	Per Lot cost	Cost
	Sewer		205	
	Water		205	
	Streets		145	
	Total Amount Due			

This permit covers and allows the construction and installation of the following improvements per approved plans:

Sewer: Fees Paid _____
 Water: Fees Paid _____
 Street: Fees Paid _____

This Permit covers only the infrastructure improvements within the Tract or Project, any offsite work done inside the city right-of-ways are not included in this permit and are issued through a separate encroachment permit, and all grading fees are collected through a separate permit.

Construction Permit Issued _____

 Engineering Dept Signature

 Date