

**CITY OF SANTEE
DEPARTMENT OF DEVELOPMENT SERVICES**

**"HOW TO" GUIDE FOR APPLICATION OF
ENCROACHMENT PERMITS***

I. WHEN IS AN ENCROACHMENT PERMIT REQUIRED?

A. An **encroachment permit** is required for laying, constructing, reconstructing or repairing one of the following within the public right-of-way**:

1. Curb
2. Gutter
3. Sidewalk
4. Driveways
5. Highway surfaces
6. Storm drains
7. Culverts
8. Other appurtenant highway structures

The applicant for shall be a contractor licensed by the State of California to perform the work described in the application. The applicant must perform the work or the work must be performed under his immediate supervision. Some concrete work may be done by a homeowner under an encroachment permit at the discretion of the City Engineer.

B. An **encroachment permit** is required for any excavation, fill, or obstruction (e.g. pipe, conduit, tank, exploratory borings, and monitoring wells) in, over, along, across or through the public right-of-way.

The applicant shall be a contractor licensed by the State of California to perform the work described in the application. The applicant must perform the work or the work must be performed under his immediate supervision.

C. An **encroachment permit** is required for any person or structure other than listed above (e.g. block party, parade, fence, retaining wall, dumpster, tree) encroaching within the public right-of-way.

The applicant shall be the owner of the property adjacent to the right-of-way or any other person authorized by the owner.

* Specific questions regarding permit applications should be directed to the Department of Development Services Engineering Division at (619) 258-4100 ext. 167.

** Public Right-of-Way means public easement or dedications for streets, alleys, drainage ways, and/or other public uses. Check with the Department of Development Services Engineering Division for the right-of-way setback at the subject address.

II. WHEN DO I NEED TO APPLY?

A. Application for permit shall be made no less than two weeks prior to start of work. Block parties or Parades require 30 days prior to start.

III. WHAT DO I NEED TO SUBMIT FOR APPLICATION?

A. For **CONSTRUCTION and EXCAVATION PROJECTS** provide the following:

1. A completed encroachment permit application (See sample on ATTACHMENT 1).
2. Project plans as required by the Development Services Engineer.
3. One copy of traffic control plans for work requiring detour of traffic (Contact the Traffic Division at 258-4100, ext. 190 for details)
4. Certificate of insurance for \$2 million with the City of Santee named as additionally insured, and an endorsement from the insurance company (See sample on ATTACHMENT 2).
5. Proof of City business license (Contact the Finance Department at 258-4100, ext. 146 for details).
6. Cost estimate by contractor or engineer of work.
7. Permit issuance fee plus inspection fees estimated by the Development Services Engineer per the current Fee Schedule.

B. For **PERMANENT STRUCTURES (e.g. FENCE, RETAINING WALL)** provide the following:

1. A completed Encroachment Permit application.
2. A plot plan on City title block (See sample on Attachment 3) showing the proposed work.
3. Traffic control plan for work requiring detour of traffic.
4. If the work will be done by other than the homeowner, provide certificate of insurance for \$2 million with the City of Santee named as additionally insured, and an endorsement from the insurance company.
5. Proof of City business license.
6. Permit issuance fee plus inspection fees estimated by the Development Services Engineer per the current Fee Schedule.

C. For **TEMPORARY DUMPSTERS** provide the following:

1. A completed Encroachment Permit application.
2. A site plan indicating where the dumpster will be placed.
3. Provide the size of the dumpster (LxWxH) and how long will the dumpster be placed in the right-of-way.
4. Certificate of insurance of the dumpster provider if not Waste Management.
5. Permit issuance fee per the current Fee Schedule.

D. For **BLOCK PARTIES**, contact the Planning Division for application of a Temporary Use Permit and associated fees. An encroachment permit is required as a condition of the Temporary Use Permit. Provide the following:

1. A completed Encroachment Permit application.
2. A site plan illustrating the location of the event and limits of road closures.
3. Provide a list of names, addresses, and phone numbers of the residences involved, and their signatures for consent of proposed event.
4. Traffic control plan for proposed road closures.
5. Certificate of insurance for \$2 million with the City of Santee named as additionally insured, and an endorsement from the insurance company.
6. Permit issuance fee per the current Fee Schedule.

IV. WHAT IS NEEDED PRIOR TO ISSUANCE OF THE PERMIT?

- A. All comments and requirements by the Development Services Engineer have been met by the applicant.
- B. Traffic control plans have been accepted by the City Traffic Engineer.
- C. Phone Underground Service Alert if applicable.
- D. Pay all inspection fees estimated by the Development Services Engineer.
- E. For Construction and excavation projects, a security deposit in the amount to cover the cleanup and damage of public facilities may be required by the Development Services Engineer.

V. HOW DO I COMPLETE THE ENCROACHMENT PERMIT APPLICATION (See sample on ATTACHMENT 1)?

- A. Complete the application using blue or black ink.
- B. For **CONSTRUCTION OR EXCAVATION PROJECTS**, print company name and contact information

For **other ENCROACHMENT PROJECTS** print property owner's or applicant's name and contact information
- C. Indicate whether the reference plan is an applicant plot plan or improvement plan
- D. Indicate City business license number
- E. Indicate state contractor's license number
- F. Contractors must provide a Certificate of Insurance meeting the minimum policy limits (see sample on ATTACHMENT 2).
- G. Indicate estimated start and completion date
- H. Indicate description of structure to be installed
- I. Indicate location of work and Assessor's Parcel Number
- J. State the justification for encroachment
- K. Indicate the duration of permit requested
- L. Indicate the dimensions, regional standard drawing used, type of material and instruction for installation
- M. If work is done for a homeowner, the owner must sign. For private work, principle or agent of corporation or firm must sign.

VI. HOW DO I PREPARE A PLOT PLAN? (See sample on ATTACHMENT 3)

- A. Obtain the City title block template from the City's website.
- B. Draw to engineer's scale (e.g. 1 inch = 10 feet or an appropriate scale) (DO NOT use Architect's scale, e.g. 1/16 inch = 1 foot)
- C. Draw in pencil and legible using a straight edge
- D. Draw property lines with dimensions
- E. Show all easements which encumber the property
- F. Indicate right-of-way distance from curb line
- G. Draw and label all existing buildings, improvements (e.g. curb, gutter, sidewalk), drainage structures, and utilities on-site and off-site
- H. Indicate distance from buildings to property line
- I. Show location of proposed work or encroachment with dimensions; indicate standard drawing used for construction if applicable
- J. Provide section view to clarify the proposed work
- K. Show north arrow with scale used
- L. Indicate legal description with lot number, map number
- M. Indicate Assessor Parcel Number and address
- N. Complete title block with purpose of permit, owners name and telephone number
- O. Padre Dam Municipal Water District's approval (Contact PDMWD at 448-3111)
- P. **Check Prints** and **Revised Plans** shall be submitted on all subsequent plan checks.

VII. ATTACHMENTS

- ATTACHMENT 1 – Sample encroachment permit application
- ATTACHMENT 2 – Insurance requirements
- ATTACHMENT 3 – Sample plot plan
- ATTACHMENT 4 – Reference details

ENCROACHMENT PERMIT		For Inspection Call 619/258-4100, ext. 168
CITY OF SANTEE DEPARTMENT OF DEVELOPMENT SERVICES ENGINEERING DIVISION 10601 MAGNOLIA AVENUE (619) 258-4100 x 168		PERMIT NO.: N20 _____ - _____ EFFECTIVE DATE: EXPIRATION DATE:
<i>(FOR APPLICANT TO COMPLETE)</i>		
PERMITTEE		
Name (s):		Title:
Address:		
City:	State:	Zip:
Telephone:()		
CONTRACTOR		
Contact:		
Business Name:		
Address:		
City:	State:	Zip:
Telephone:()		Mobile:()
City Business Lic. No.:		State Contractor's Lic. No.:
Certificate of Insurance:		
DESCRIPTION OF WORK		
Work to be done:		
Location:		Assessor's Parcel No.:
Street Address:		Nearest Cross Street:
Reference Plan:		Project No.:
Reason for Encroachment:		
Est. Start Date:	Est. Completion Date:	Duration Requested:

ATTENTION: DO NOT FILL IN OR SIGN ANY PORTION OF THE FOLLOWING

An encroachment permit is hereby granted pursuant to the Santee Municipal Code, for the benefit of property described to encroach upon public right of way for the work described above. In consideration of the granting of this encroachment permit, the applicant covenants and agrees to conditions described in Exhibit A attached as part of this permit.

This Agreement, made and entered into this ____ day of _____, 20____, by and between the City of Santee, a municipal corporation, and the Permittee. Whereas, as conditions contained in this encroachment permit, Permittee has read, understand and agree to the terms of said permit.

PERMITTEE
 Signature: _____ Title: _____

CITY OF SANTEE
 Granted by: _____ Title: _____

PLEASE NOTE: Requests for standard & night inspections, see ATTACHMENT "A"

<i>(FOR CITY USE ONLY)</i>			
TYPE OF ENCROACHMENT PERMIT		FEEES AND SECURITY	
Utilities	Temporary	Issuance Fee	\$
Construction	Permanent (Record)	Inspection Fee	\$
		Security Deposit	\$
Residential Street Zone(s)		General Deposit	\$
		Total Amount	\$
INSPECTION AND ACCEPTANCE			
	Date	Signature	
Concrete Form Inspection			
Final Inspection			
Public Improvements Accepted			
Security Released			

Original - File
 Yellow - Permittee
 Pink - Inspector

CITY OF SANTEE INSURANCE REQUIREMENTS FOR ENCROACHMENT PERMITS AND MOVING PERMITS

SECTION 1: MINIMUM POLICY LIMITS REQUIRED

The following insurance limits are required for all encroachment permits and moving permits:

Commercial General Liability	\$2,000,000 per occurrence/ \$4,000,000 aggregate for bodily injury, personal injury and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage

SECTION 2: ADDITIONALLY INSURED:

The City of Santee must be added to the policy as additionally insured for Commercial General Liability using one of the following ISO forms:

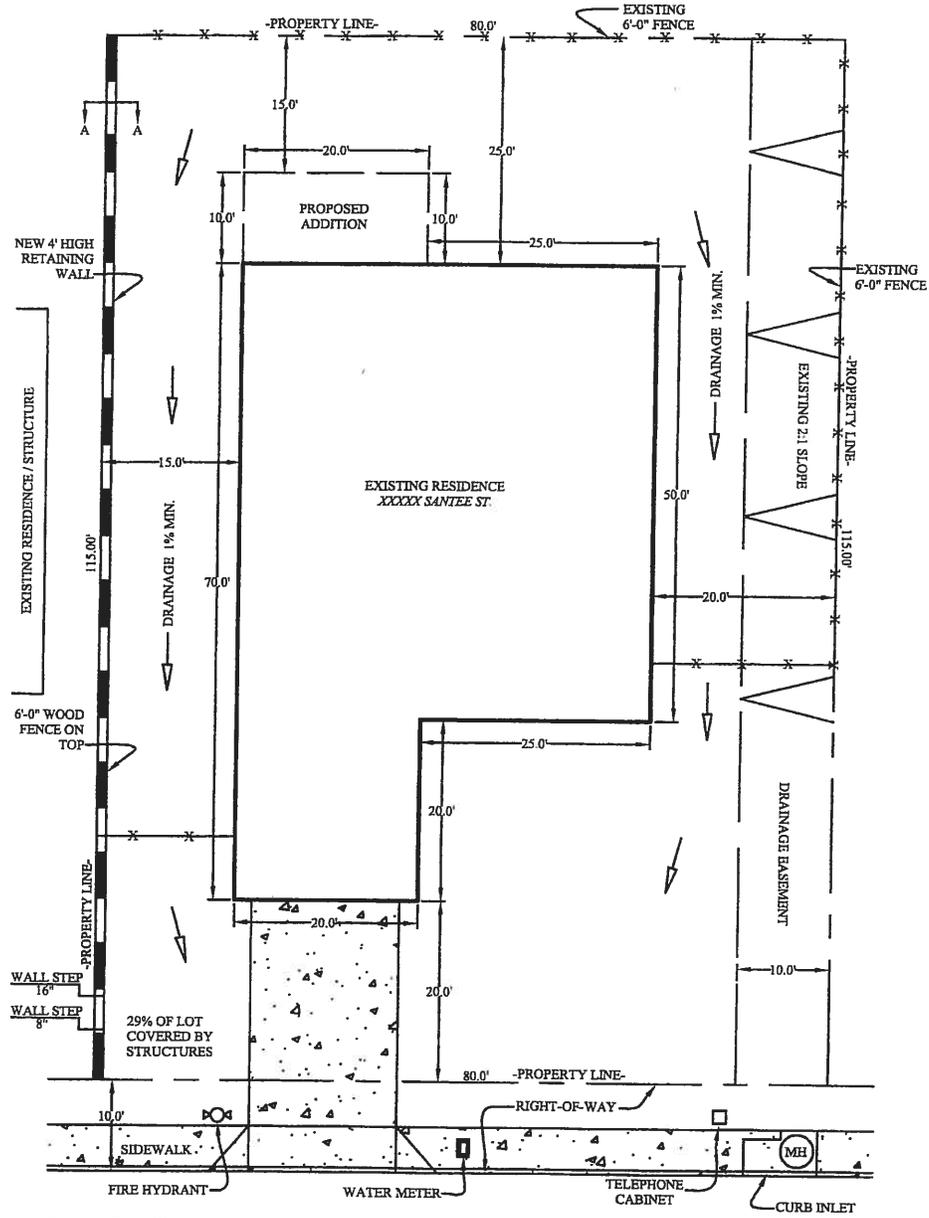
- ISO form CG 20 10 11 85**
- ISO form CG 20 10 10 01 combined with ISO CG 20 37 10 01**
- ISO form CG 20 12 07 98**
- ISO form CG 20 13 11 85**

All other forms may be subject to a 2-4 week review. Example of the required ISO forms are attached. All forms must have the policy number on them. The City's name and address must be specifically inserted under the "Name of Person or Organization" section. Blanket endorsements will not be accepted for Encroachment or Moving Permits.

PLOT PLAN

SAMPLE COPY FOR INFORMATION ONLY

SCALE 1" = 20'



LEGAL DESCRIPTION
LOT X OF MAP XXXX
A.P.N. XXX-XXX-XX

STREET NAME

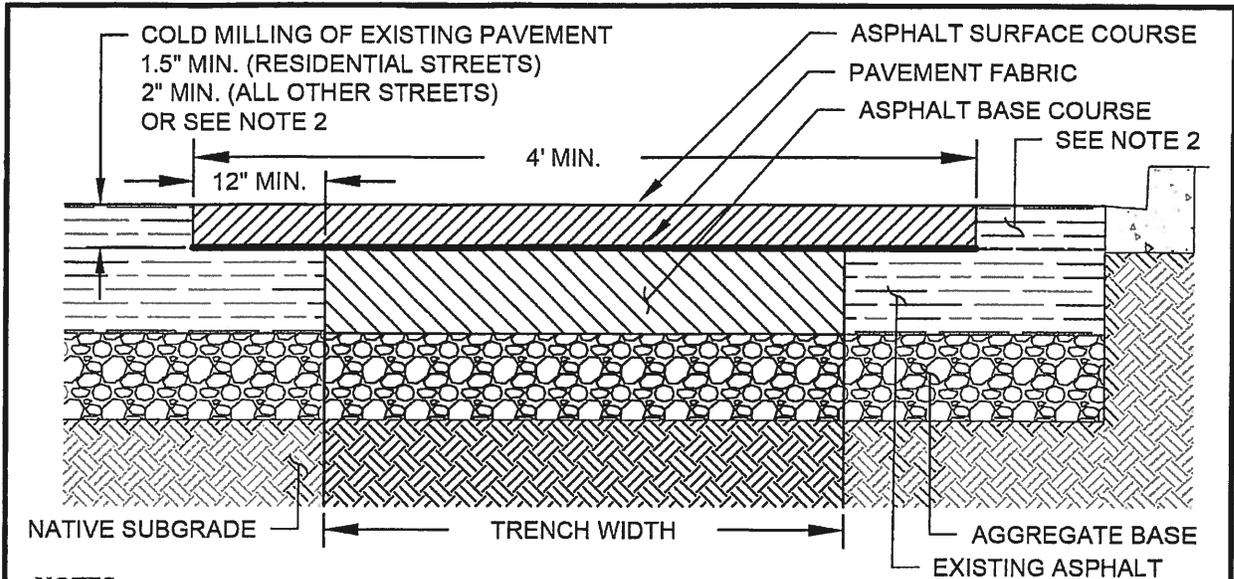
ACCEPTED: _____

BY: _____
ENGINEERING DIVISION

CITY OF SANTEE DEPARTMENT OF DEVELOPMENT SERVICES
PLANS FOR: A KEystone RETAINING WALL, (SITE ADDRESS)
OWNER: JOE SANTEE PHONE NO.: (619) XXX-XXXX

PERMIT NO. _____

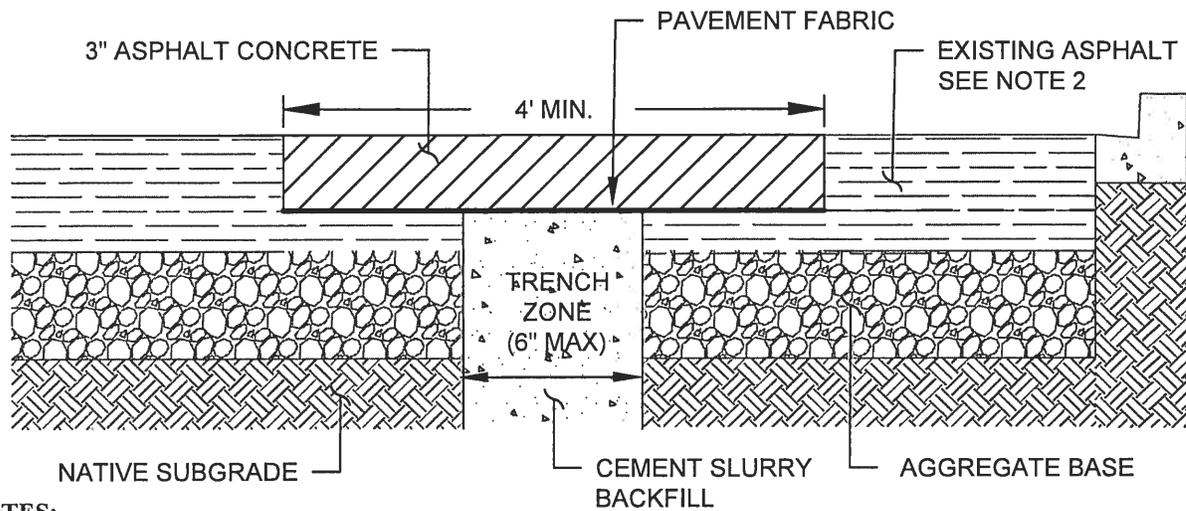
SHEET X OF X



NOTES:

1. Specifications reference the Standard Specifications for Public Works Construction "Green Book" Latest Edition.
2. Existing asphalt shall be saw-cut or cold milled in a clean manner without chipping or breaking the adjacent pavement. All edges shall be clean and vertical. All cuts shall be parallel or perpendicular to the street centerline, with 90 degree corners whenever practical.
3. The minimum trench restoration structural thickness shall be 3-inches of asphalt concrete over 6-inches of aggregate base or shall match the existing structural section of asphalt concrete and aggregate base whichever is greater. Asphalt concrete shall be placed in accordance to Section 306-13. When the edge of trench lies within 4-feet of any curb and/or gutters, the surface course restoration shall be extended to the curb and/or gutter. Surface course shall be placed with a paving machine unless otherwise approved by the City.
4. Asphalt sections less than 4-inches thick shall be asphalt surface course mix only. Asphalt sections 4-inches thick or greater shall be placed in multiple lifts with a base course asphalt concrete with no lift permitted greater than 4-inches thick. The minimum base course thickness shall be 2.5-inches thick.
5. Aggregate base materials shall be Crushed Aggregate Base, Crushed Miscellaneous Base, or Pulverized Miscellaneous Base per Section 200-2. Processed Miscellaneous Base is not permitted.
6. Asphalt concrete materials shall conform to the following:
 Asphalt Base Course: B-PG 64-10 (Per Section 203-6.4)
 Asphalt Surface Course: C2-PG 64-10 (Per Section 203-6.4)
 Rubberized Asphalt (where existing or required): ARHM-GG-C (Per Section 203-11) or 1/2-inch RHMA-G (Per Caltrans Standard Specifications)
Rubberized asphalt shall be placed for surface course layer only and shall not be placed as the entire asphalt concrete pavement section. Type III aggregates are not permitted for any surface course.
7. Pavement fabric shall be TruePave Engineered Paving mat as manufactured by Tencate or approved equal. Petromat is not permitted. Pavement fabric shall be placed in accordance to Section 302-7 and to the manufacturer's requirements.
8. Additional placement of slurry seal or chip seals shall be applied as required by the City for recently resurfaced streets. Trench restorations which do not meet these requirements are subject to removal and replacement.

REVISION	APPROVED	DATE	CITY OF SANTEE STANDARD DRAWING	APPROVED:
ORIGINAL	C SCHMITZ	3/21/2018		TRENCH RESURFACING
RUBBERIZED ASPHALT	S. MILLER	8/30/2018	PRINCIPAL CIVIL ENGINEER	
			R.C.E. 60112 DATE: 5/10/2018	
			DRAWING NUMBER PW - 01	



NOTES:

1. Specifications reference the Standard Specifications for Public Work Construction "Green Book" Latest Edition.
2. Existing asphalt shall be saw-cut or cold milled in a straight, clean manner without chipping or breaking the adjacent pavement. All edges shall be clean and vertical. All cuts shall be parallel or perpendicular to the street centerline, with 90 degree corners whenever practical. Existing pavement will not require saw-cutting when using a rockwheel for excavation.
3. Asphalt concrete restoration shall be placed after a minimum of 7-days cure time has passed from placement of slurry backfill. Asphalt concrete restoration shall match the existing structural section of asphalt concrete or shall be a minimum of 3-inches thick. Asphalt concrete pavement shall be placed in accordance to Section 306-13. When the edge of trench lies within 4-feet of all curbs and gutters, the surface course restoration shall be extended to encompass this section of pavement. Surface course shall be placed with a paving machine unless otherwise approved by the City.
4. Cement slurry backfill shall be 380-E-800. Cement slurry shall have a minimum slump of 4-inches and shall be thoroughly consolidated by use of tampers or vibrating equipment.
5. Asphalt concrete materials shall conform to the following:
 Asphalt Concrete: C2-PG 64-10 (Per Section 203-6.4)
 Rubberized Asphalt (where existing or required): ARHM-GG-C (Per Section 203-11) or 1/2-inch RHMA-G (Per Caltrans Standard Specifications)
Rubberized asphalt shall be placed for surface course layer only and shall not be placed as the entire asphalt concrete pavement section. Type III aggregates are not permitted for any surface course.
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REVISION	APPROVED	DATE
ORIGINAL	C. SCHMITZ	5/10/2018
RUBBERIZED ASPHALT	S. MILLER	8/30/2018

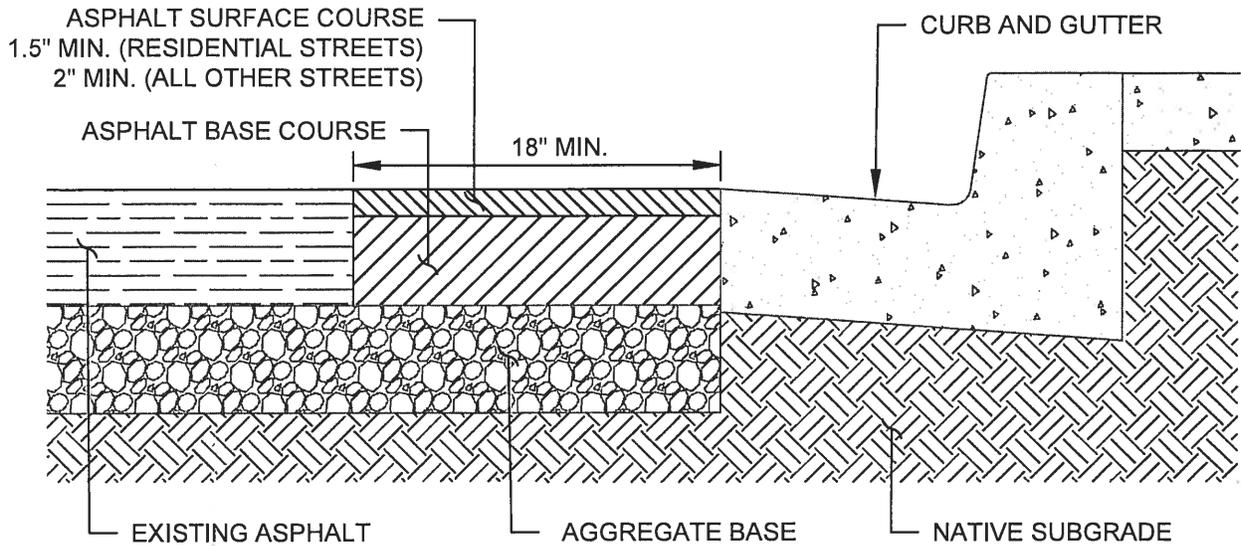
CITY OF SANTEE STANDARD DRAWING

NARROW TRENCH RESURFACING

APPROVED:

[Signature]
 PRINCIPAL CIVIL ENGINEER
 R.C.E. 60112 DATE: 5/10/2018

DRAWING NUMBER **PW - 02**



NOTES:

1. Specifications reference the Standard Specifications for Public Work Construction "Green Book" Latest Edition
2. Existing asphalt shall be saw-cut or cold milled in a straight, clean manner without chipping or breaking the adjacent pavement. All edges shall be clean and vertical. All cuts shall be parallel or perpendicular to the street centerline, with 90 degree corners whenever practical.
3. Asphalt concrete restoration shall be placed after a minimum of 7-days cure time has passed from placement of curb and gutter. Asphalt concrete restoration shall match the existing structural section of asphalt concrete or shall be a minimum of 3-inches thick whichever is greater. Asphalt concrete pavement shall be placed in accordance to Section 306-13.
4. Asphalt sections less than 4-inches thick shall be asphalt surface course mix only. Asphalt sections 4-inches thick or greater shall be placed in multiple lifts with a base course asphalt concrete with no lift permitted greater than 4-inches thick. The minimum base course thickness shall be 2.5-inches thick.
5. Asphalt concrete materials shall conform to the following:

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Asphalt Surface Course:	C2-PG 64-10 (Per Section 203-6.4)
Rubberized Asphalt (where existing or required):	ARHM-GG-C (Per Section 203-11) or 1/2-inch RHMA-G (Per Caltrans Standard Specifications)

Rubberized asphalt shall be placed for surface course layer only and shall not be placed as the entire asphalt concrete pavement section. Type III aggregates are not permitted for any surface course.
6. Additional placement of slurry seal or chip seals shall be applied as required by the City for recently resurfaced streets. Asphalt restorations which do not meet these requirements are subject to removal and replacement.

REVISION	APPROVED	DATE
ORIGINAL	C. SCHMITZ	3/20/2018
RUBBERIZED ASPHALT	S. MILLER	8/30/2018

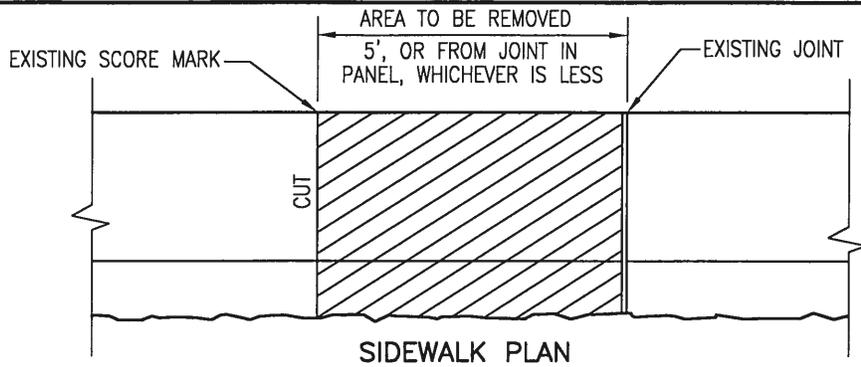
CITY OF SANTEE STANDARD DRAWING

SLOT TRENCH RESURFACING

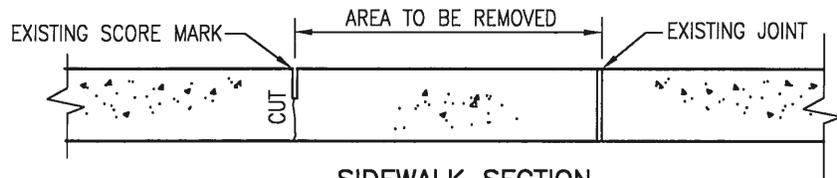
APPROVED:

 PRINCIPAL CIVIL ENGINEER
 R.C.E. 60112 DATE: 5/10/2018

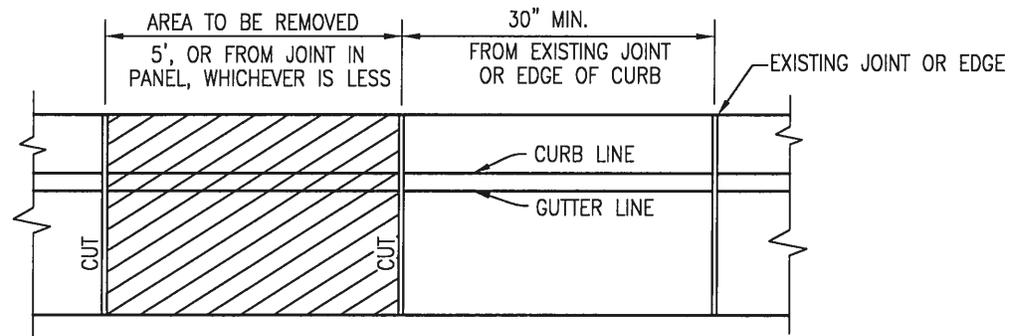
DRAWING NUMBER **PW - 03**



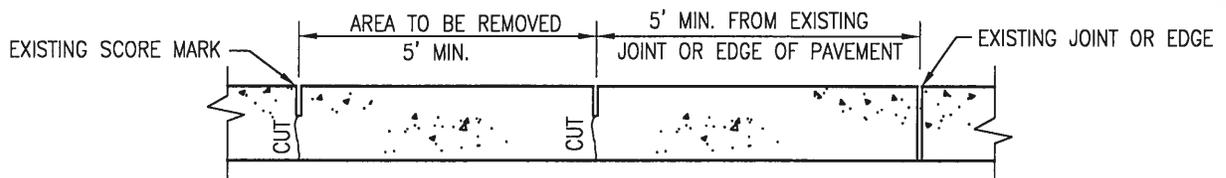
SIDEWALK PLAN



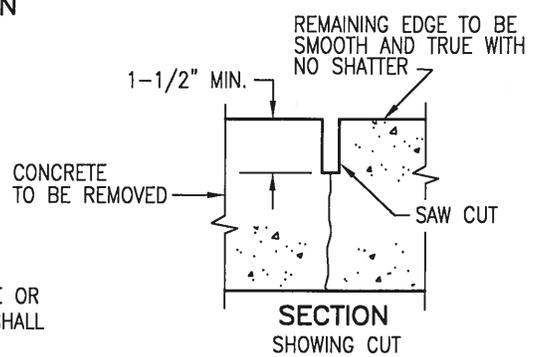
SIDEWALK SECTION



CURB PLAN



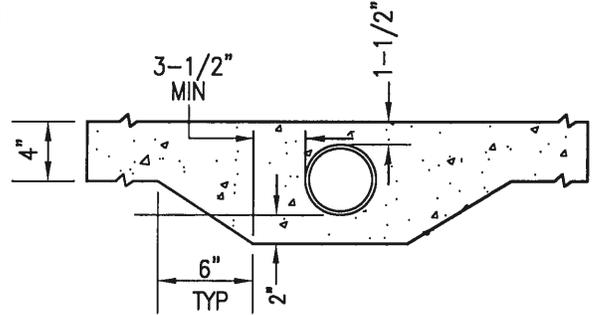
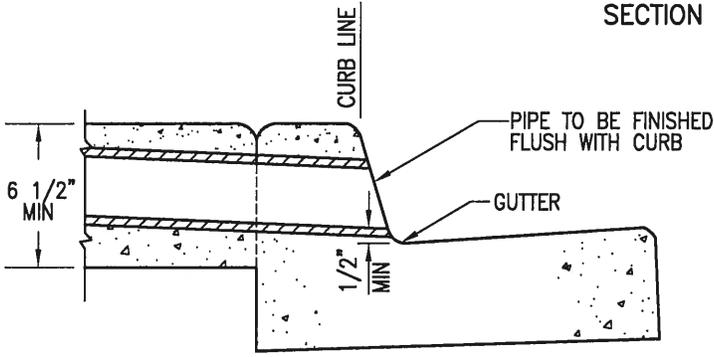
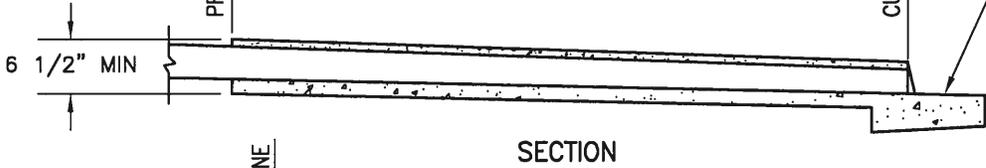
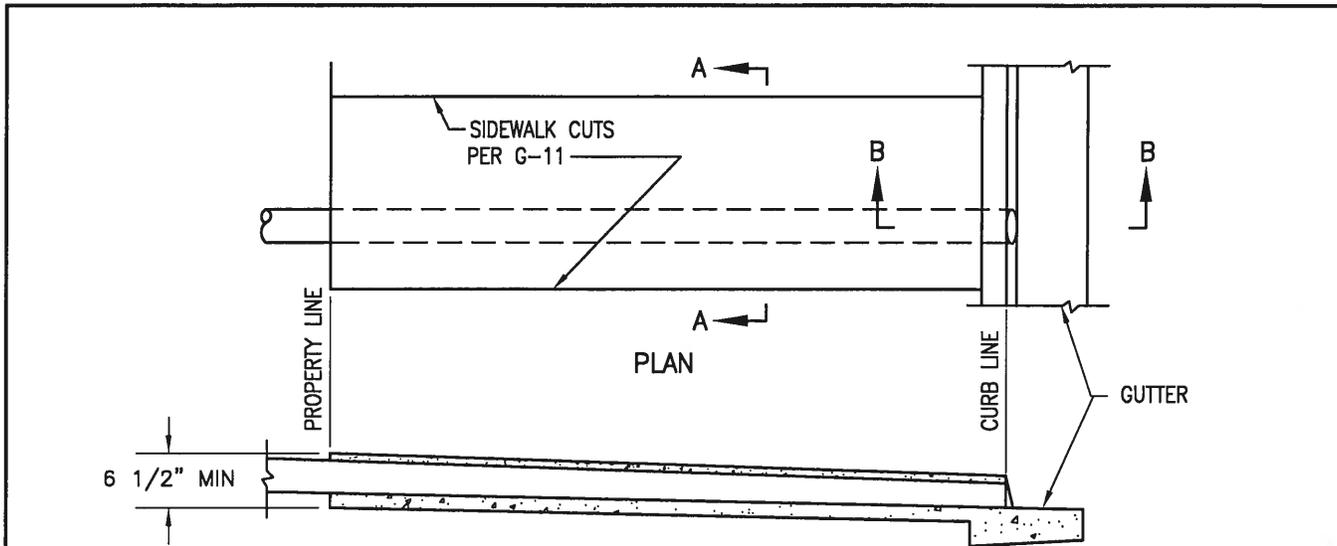
PAVEMENT SECTION



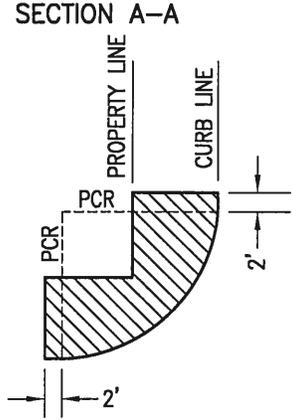
NOTE:

1. SIDEWALK CROSS SLOPE SHALL BE 2% MAX.
2. WHEN DISTANCE FROM "AREA TO BE REMOVED" TO EXISTING JOINT, EDGE OR SCORE MARK IS LESS THAN MINIMUM SHOWN, "AREA TO BE REMOVED" SHALL BE EXTENDED TO JOINT, EDGE OR SCORE MARK.

Revision	By	Approved	Date	SAN DIEGO REGIONAL STANDARD DRAWING	RECOMMENDED BY THE SAN DIEGO REGIONAL STANDARDS COMMITTEE
ORIGINAL		KERCHEVAL	12/75		
ADD METRIC		T. STANTON	03/03	CONCRETE CURB, GUTTER, SIDEWALK AND PAVEMENT REMOVAL AND REPLACEMENT	<i>T. Stanton</i> 12/17/2015 Chairperson R.C.E. 19246 Date
REFORMATTED		T. STANTON	04/06		
UPDATED	CV	MR/CV	11/11		
REVIEWED	CV	CV	12/15		
					DRAWING NUMBER G-11



APPROVED DRAIN PIPE SIZES	
PIPE SIZE	CURB HEIGHT AT CURB FACE
3"	6" TO 8"
4"	8"
6"	10"



NOTES

1. PIPE SHALL BE ONE CONTINUOUS LENGTH FROM PROPERTY LINE TO CURB LINE.
2. MULTIPLE PIPES TO BE SET A MINIMUM DISTANCE OF D/2 APART (3 MAX).
3. CONCRETE SHALL BE 520-C-2500.
4. PIPE SHALL BE CIRCULAR RIGID PLASTIC OR APPROVED EQUAL.
5. CORING OF EXISTING CURB MAY BE USED AS AN ALTERNATIVE.
6. PROVIDE 1/4" TOOLED GROOVE IN TOP SLAB IN LINE WITH BACK OF ADJACENT CURB.

DRAIN SHALL NOT BE CONSTRUCTED WITHIN THE HATCHED AREA
BLOCK CORNER

Revision	By	Approved	Date
ORIGINAL		Kercheval	12/75
Add Metric		T.Stanton	03/03
Reformatted		T.Stanton	04/06
Edited		S.S.T. Regello	03/11
Edited		T.R. T. Regello	10/15

SAN DIEGO REGIONAL STANDARD DRAWING

SIDWALK UNDERDRAIN PIPE

RECOMMENDED BY THE SAN DIEGO REGIONAL STANDARDS COMMITTEE

T. Stanton 12/17/2015
Chairperson R.C.E. 19246 Date

DRAWING NUMBER **D-27**