



**CITY OF LAGUNA NIGUEL  
PUBLIC WORKS DEPARTMENT**

30111 Crown Valley Parkway  
LAGUNA NIGUEL, CA 92677

949-362-4337

[pwencroachment@cityoflagunaniguel.org](mailto:pwencroachment@cityoflagunaniguel.org)

**ENCROACHMENT PERMIT GENERAL INFORMATION**

1. Residents and Utility Companies may submit an application for an encroachment permit online at eTRAKiT (<https://trakit.cityoflagunaniguel.org/etrakit3/>)<sup>1</sup>
  - a. Specific Instructions on eTRAKiT are available on the City's website.
2. The Public Works Department will review the submitted application and all supporting documents within 10 working days. All application submittals must include:
  - a. A completed Encroachment Permit Application as well as agreement to the Standard Conditions and Plans in eTRAKiT; **and**
  - b. Copies of Construction Plans (REQUIRED FOR ALL NEW IMPROVEMENTS), Traffic Control Plans, Construction Schedules, exhibits, and/or sketches of work to be performed; **and**
  - c. A Certificate of Insurance and Additional Insured Endorsement for the City; **and**
  - d. Provide a Surety Bond (if required).
3. Following the Public Works Department's review of the application and supporting documents, staff will calculate the fees and/or deposits due and develop any conditions of approval to be communicated to the Applicant.
  - a. Public Works Engineering will review the application and supporting documents to determine any additional permit requirements and special provisions; and
  - b. If revisions to any of the submitted documentation are needed, Public Works will provide comments to the Applicant for incorporation and resubmittal; and
  - c. Once the application and supporting documents are approved by Public Works, fees and/or deposits must be submitted to the Public Works Department via eTRAKiT ***prior to*** issuance of the permit;
  - d. Upon receipt of the payment for the required fees and/or deposits, the Public Works Department will issue the encroachment permit to the Applicant.
4. Upon issuance of the approved encroachment permit, please submit the Inspection Request via eTRAKiT to Public Works ***at least 48 Hours (Working Days)*** prior to commencing the permitted work.

**NOTIFICATION BY PHONE IS NOT PERMITTED.**