

APPLICATION FOR PUBLIC PROPERTY ENCROACHMENT PERMIT

PERMITEE SHALL SUBMIT ALL INSPECTION REQUESTS TO CITY VIA eTRAKIT A MINIMUM OF FORTY-EIGHT (48) HOURS (2 WORKING DAYS) PRIOR TO COMMENCING WORK. FOR ADDITIONAL INFORMATION, PLEASE VISIT PUBLIC WORKS PERMITS
<https://www.cityoflagunaniguel.org/103/Public-Works-Permits>



**CITY OF LAGUNA NIGUEL
PUBLIC WORKS DEPARTMENT**
30111 Crown Valley Parkway
LAGUNA NIGUEL, CA 92677
949-362-4337

OFFICE USE:
PERMIT NUMBER:
PW-____-_____
ISSUE DATE:

EXPIRATION DATE:

PERMITEE INFORMATION:

Applicant's Name: _____
Contractor's License No.: _____
Address: _____
City: _____ State: CA Suite/Apt: _____
Contact Person: _____ Zip Code: _____
Contact Email: _____ Contact Phone No. _____

DESCRIPTION OF WORK (indicate in detail the scope of work):

LOCATION(S) OF WORK:

of workday(s) for completion _____

ATTACHMENTS (AS APPLICABLE)

Traffic Control Plan(s) Site Plan(s) Construction Drawing(s)
 Insurance Other: _____

SPECIAL PERMIT CONDITIONS

Work Days & Hours: M-F 9am-3pm
Trench Plate Requirements: _____
Traffic Control Requirements: MUTCD or WATCH as it conforms to the standards and Guidance of the MUTCD.
Resurfacing Requirements: _____

ENCROACHMENT FEES:

Permit Fee: _____ Deposit: _____ Total: \$0.00

The deposit shall be retained by the Public Works department until notification of completed work has been provided in writing, and field confirmation that any and all improvements within the public right-of-way are to the satisfaction of the Public Works Inspector and/or Director of Public Works. Deductions from deposit for any improvements damaged during construction will be pursuant to City of Laguna Niguel Municipal Code (§ 7-3-71 & 7-3-77).

PERMITEE'S ACCEPTANCE:

PUBLIC WORKS APPROVAL:

Permittee's Signature:

Public Works Signature:

Print Name:

Date:

Print Name:

Date:

PERMIT AND APPROVED PLANS SHALL BE MAINTAINED AT THE JOB SITE. PERMITEE SHALL COMPLY WITH REGULATIONS PRINTED ON THE REVERSE SIDE OF PERMIT AND ATTACHMENTS. ALL UNDERGROUND WORK REQUIRES PRIOR UNDERGROUND SERVICE ALERT COMPLIANCE. CALL USA AT 1-800-422-4133 AT LEAST 48 HOURS PRIOR TO EXCAVATING. THIS PERMIT SHALL BE NON-TRANSFERABLE.

STANDARD PUBLIC PROPERTY ENCROACHMENT PROVISIONS

1. Permits issued by this agency are pursuant to the authority vested by the City Council, any one or all of which are hereinafter referred to as the City of Laguna Niguel.
2. This permit is subject to following conditions pursuant to City of Laguna Niguel Municipal Code (§7-3-57):
 - a. The permit must be kept at the site of the work and be shown on demand to any authorized representative of the City or any law enforcement officer
 - b. All work shall be performed in accordance with the provisions of this article and of all applicable laws, rules, and regulations of the City and any other public agency, and to the satisfaction of the Director of Public Works.
 - c. The permit shall be nontransferable.
 - d. The Director of Public Works may either at the time of the issuance of the permit or at any time thereafter until the completion of the work, prescribe such additional conditions as he/she may deem reasonably necessary for the protection of the public right-of-way or for the prevention of undue interference with traffic, or to ensure the safety of persons using the right-of-way.
3. The National Pollutant Discharge Elimination System (NPDES) is an element of the Clean Water Act that applies to the protection of receiving waters. Under NPDES municipal Separate Storm Sewer Systems (MS4) permits from the San Diego Regional Water Quality Control Board MS4 Permits, the City of Laguna Niguel has adopted minimum standards for stormwater runoff for construction activities and utility maintenance projects and/or activities. These minimum standards include requirements for erosion and sediment control, construction activity, and maintenance controls to be implemented at all locations. At a minimum, the activity associated with the project or Permit above, shall be conducted in such a manner that:
 - a. Sediments from disturbed soils shall be retained on site to the maximum extent practicable through the use of non-structural and/or structural sediment control; and
 - b. Erosion of disturbed soil shall be minimized to the maximum extent practicable through the use of soil stabilization materials and procedures; and
 - c. All construction wastes shall be properly disposed of in such a way that no waste is either directly or indirectly discharged to the storm drain; and
 - d. All concrete, gunite, shotcrete, and plaster trucks, mixer, and or pumps will wash out to a contained area to prevent the discharge of the rinse water from entering the storm drain; and
 - e. If permittee fails to install the necessary BMPs as required by the MS4 Permit, the City may/will install all necessary BMPs and the Permittee will be responsible for reimbursing the City for all costs associated with making the project site in compliance with the MS4 permit, within 30 days.
4. Any damage caused to City structures by reason of Contractor's exercise of this Permit shall be repaired by Contractor at its sole expense to the satisfaction of the Public Works Director/City Engineer. Upon notice of damage to City structures arising from the exercise of this permit, should Contractor fail to promptly make repairs, Permittee's deposit will be surrendered such that the City may make any and all repairs or have repairs made and Contractor will be billed and shall reimburse the City for all costs incurred pursuant to City of Laguna Niguel Municipal Code (§7-3-71, 7-3-77, & 7-3-38)
5. The Permittee shall provide proof of comprehensive liability insurance, both bodily injury and property damage insurance, per City of Laguna Niguel insurance requirements. The Applicant is required to name the City as an additional insured and/or may require an additional insured endorsement in favor of the City. Permittee agrees to save the City of Laguna Niguel, its agencies, districts, etc. , including its officers, agents, or employees, harmless from any and all penalties, liabilities or loss resulting from claims or court actions, arising directly out of any damage or injury to persons or property by reason of the acts or omissions of Permittee, its agents, employees or independent contractors, in exercising any of the privileges herein granted or in consequence thereof pursuant to City of Laguna Niguel Municipal Code (§7-1-5).
6. City of Laguna Niguel 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 the City of Laguna Niguel reserves unto itself the rights of ingress over all or any portion of the subject area.
7. Any construction performed within the City of Laguna Niguel properties shall be in accordance with the City of Laguna Niguel 'Encroachment Standard Plans' , and or the County of Orange Standard Plans, and or as directed by the Public Works Director. All concrete used shall be 560-C 3250 P.S.I. Type V. Any deviation must be specifically detailed and identified on the plans and shall be reviewed and approved by the Public Works Department in writing.
8. All underground work requires 'Inquiry Identification Number' from Underground Service Alert Regional Notification Center. (Ref. Government Code, Section 4216 and 4217); All markings including, but not limited to, USA markings shall be removed by the PERMITTEE prior to final acceptance
9. This permit is valid for 60 day(s). If not completed in its entirety, (100%) new fees shall be paid when obtaining a new Encroachment Permit. **Permit is void upon expiration date. Permittee to re-apply and pay new fees for expired permits.**
10. **Neither this permit nor any of the rights herein granted shall be assigned without the prior written approval of the City of Laguna Niguel.**