



ENCROACHMENT PERMIT APPLICATION

City of Palos Verde Estates
Public Works Department
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
(310) 378-0383

Date: / /

PROJECT LOCATION AND DESCRIPTION

Project Location _____

Service Location/ Nearest Cross Street _____

APPLICANT INFORMATION

Owner _____

Contractor _____

Address _____

Address _____

City _____ Zip _____

City _____ Zip _____

Phone _____ Fax _____

Phone _____ Fax _____

City Business License No: _____

Contractor's License No: _____

SCOPE OF WORK

Driveway

Curb Core

Non-Standard Encroachments*

Walkway

Curb & Gutter

Capital Improvements Project**

Curb

Tree Trimming*

Other

* Requires Additional Approvals

**No-Fee

ADDITIONAL INFORMATION

Number of workdays: _____

Dimensions of trenches (SF): _____

Edge of Pavement/
Curb Face to Property Line

Traffic Control days: _____

Number of bore pits/length of
boring: _____

Dimension: _____

DETAILS

CONDITIONS OF APPROVAL

STANDARD ENCROACHMENT PERMIT REQUIREMENTS

1. All work, unless otherwise specified, shall be completed in accordance with General Provisions and Standards for Public Works Permits of the City of Palos Verdes Estates, the “Standard Specifications for Public Works Construction,” latest edition (Greenbook), and the “Standard Plans for Public Works Construction,” latest edition. In cases of conflict between the Greenbook or the “Standard Plans for Public Works Construction” and the City standards, the City standards shall take precedence over, and be used in lieu of, such conflicting portions.
2. Permittee shall give personal supervision or provide a superintendent with full authority to comply with directions of the inspector at all times work is in progress.
3. A copy of the permit and approved permit documents shall be kept on the job at all times.
4. One lane of travel in each direction must be maintained at all times.
5. No material may be placed or stored in the City right-of-way, unless otherwise approved via the permit.
6. Nonstandard encroachments on public property shall be removed and not replaced.
7. Asphalt next to new concrete shall be removed and replaced. Any asphalt removals must be saw cut. The minimum width of any asphalt patch shall be 12 inches from the edge of the pavement. All asphalt patches must be made using hot mix asphalt—no cold mix asphalt patches will be accepted.
8. To have the location of subsurface utilities marked, call DigAlert at 1-800-227-2600 at least 48 hours before beginning any excavations.
9. Dig Alert/USA and other utility markings on public property must be entirely removed for a permit to be finalized.
10. Permittee shall indemnify the City and its affiliated entities and individuals including the Public Works Director, City Engineer & Public Works Staff to the fullest extent allowed by law, but not more so, from any claims and/or liability related to any work performed in conjunction with the permit.
11. No work shall be performed during City observed holidays, overnight, Fridays, and weekends unless approved by the Public Works Director.

**FOR INSPECTIONS CONTACT THE INSPECTION REQUEST LINE
24 HOURS IN ADVANCE AT 310-378-0383**

NO INSPECTIONS ON FRIDAYS UNLESS COORDINATED WITH PUBLIC WORKS INSPECTOR

No work shall be started until a valid encroachment permit is obtained. The undersigned applicant certifies that they hold a current and valid California Contractor’s license and a City of Palos Verdes Estates business license. The applicant has received, read, and understands, all pertinent requirements, conditions of approval, and standard plans and specifications of the City of Palos Verdes Estates.

Applicant Signature

Date