ENCROACHMENT Submittal Checklist

CITY OF DANA POINT
PUBLIC WORKS – ENGINEERING SERVICES
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The following actions are required upon or **prior to the 1st submittal** for all Residential Encroachment Permit Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. **No Partial Submittals will be accepted.**

☐ **Planning Department Authorization**

Approval is indicated by completion of Planning review section on Encroachment application. Submittal will not be accepted without this.

☐ **Review possible conflicts with Moratorium Streets**

Some work is not allowed on streets that have recently been re-surfaced. Contact Public Works to see if your project is within a Moratorium Street.

1 EA ☐ **Proof of Insurance**

See Sample Insurance Attachment 030. *The sample is for reference only. It may be helpful to provide this sample to your insurance agent if the documentation they provide does not match the sample. If you choose to*

Minimum Policy requirements are:

- ❑ "the City of Dana Point, it's officials, agents, and employees" named as **ADDITIONALLY INSURED** on Separate Endorsement page, **Endorsement page must reference POLICY NUMBER.**
- ❑ "the City of Dana Point, it's officials, agents, and employees" named as **CERTIFICATE HOLDER**
- ❑ Minimum liability coverage of $1,000,000 each occurrence and $2,000,000 General Aggregate

1 EA ☐ **Completed and Signed Encroachment Application**

See Encroachment Application Attachment 010. *Fill in "NA" for all sections not applicable.*

2 EA ☐ **Encroachment Plans in 8.5x11" or 11x17" format**

See Sample Plan Attachment 020. *Plans can be manual or computer developed. If construction is part of a previously approved Grading Permit a portion of those plans can be transferred to 11x17 format and modified for this application. Photos of existing condition can expedite the submittal process. Additional information may be requested by Engineering.*

Minimum Plan requirements are:

North Arrow	**Street Centerlines**	**Project Address**
Assessors Parcel Number (APN)	**Dimension location of Encroachment**	**Street Names**

2 EA ☐ **Traffic Control Plan** ☐ **(APPLICABLE)** ☐ **(NOT APPLICABLE)**

Anytime there is construction within the Street a traffic control plan will be required. You may contact Public Works Engineering prior to 1st Submittal to confirm this requirement if necessary.

- ❑ **Option 1:** For standard traffic control situations, request that Public Works provide the plan using an excerpt from the Work Area Protection and Traffic Control Manual.
- ❑ **Option 2:** For non-standard traffic control situations, or at applicant's discretion, the applicant will provide a Traffic Control Plan signed and stamped by a registered Civil Engineer.

1 EA ☐ **Construction and Demolition (C&D) Ordinance** ☐ **(APPLICABLE)** ☐ **(NOT APPLICABLE)**

See C&D Application Attachment 050. *The City of Dana Point has established a C&D waste recycling program to comply with both City Ordinances and the Mandates of the California Integrated Waste Management Board (CIBWD).*

- ❑ Coordinate with Public Works Permit Technician to determine if C&D is applicable to your project. If applicable they will assist you to complete a C&D application.

1 EA ☐ **Conditions of Approval** ☐ **(APPLICABLE)** ☐ **(NOT APPLICABLE)**

If Conditions of Approval resulted from Discretionary review by planning, provide copy at time of submittal.

1 EA ☐ **Utility Agency Approval Letter** ☐ **(APPLICABLE)** ☐ **(NOT APPLICABLE)**

No standard format for this letter. If utilities within public right of way are being modified, and the utility agency is not providing the contractor, Agency Approval may be required.

☐ **Acknowledge Standard Encroachment Conditions**

Applicant will receive ***Standard Encroachment Conditions Attachment 060.*** *Signature on the issued permit will indicate understanding and responsibility to ensure work conforms to these conditions.*

☐ **Indemnification or Special Conditions** ☐ **(APPLICABLE)** ☐ **(NOT APPLICABLE)**

In any case where a structure or a construction element will remain in the public right-of-way after project completion, additional contractual document will be required to provide the City full rights to remove such items at their discretion, as necessary. ***The City will produce this document to the applicant as needed.***

- ❑ Does your project contain any structures that will be left in public right of way after construction?
- ❑ Yes, Engineering will provide applicant with draft Indemnification agreement for review, signature, and recordation.

1 EA ☐ **Color Photos and Color Palettes** ☐ **(APPLICABLE)** ☐ **(NOT APPLICABLE)**

- ❑ Whenever items are proposed to constructed within public right-of-way, detailed Color Photos of both the site and a facsimile of the object in question are required. In the case of decorative objects (such as pavers) a manufacturer's color palette is required for review.

1 EA ☐ **Urban Runoff Threat Assessment Form / Construction BMP Report**

- ❑ **Complete and Sign Urban Runoff Threat Prioritization Form Attachment 040** acknowledging you are aware of the BMP assessment level for your project.
- ❑ **Complete and Sign the BMP Report Template Attachment 042.** In addition standard items already checked, check off all additional BMP items that specifically apply to your project. Prior to permit issue the City will provide fact sheets for each item marked and return to you in the form of a **BMP Report** .
- ❑ **Download and Print all the BMP Factsheets applicable to your project at** http://www.cabmphandbooks.com/Construction.asp , then add the fact sheets to the **BMP Report Template** and hand in complete report for City Engineer Approval (at 1st Submittal).

For Information Only

Use of Temporary Trash Dumpsters in Public Right of Way Not Allowed

- ❑ No Temporary containers are allowed in Public Right of Way unless the City Engineer provides authorization on a case by case basis. Emergency and or impossibility of placing container on private property must be cleary proven.

Payment of Permit Fees, DEPOSITS, and PERMIT ISSUE

- ❑ A surety deposit is required for all encroachments where construction is involved. The deposit will be based on a % of the total estimate of work.
- ❑ Payment of all Fees and Deposits are required prior to issuance of permit. No Exception. Upon payment of fees and prior approval of permit by Engineering and Planning, Permit will be issued.