



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 212

Dana Point, Ca 92629

949.248.3554

www.danapoint.org

TRANSPORTATION PERMIT Submittal Guide and Checklist

Engineering Business Hours: Monday – Thursday: 7:30 a.m. to 5:00 p.m. Friday: 7:30 a.m. to 4:00 p.m.
Closed Saturday & Sunday.

Transportation Permits are best processed/submitted via email to ROWpermits@danapoint.org, however they can be accepted at the Public Counter in person if necessary.

If you have any questions about status of a current permit or upcoming submittal please call 949-248-3554.

1ST SUBMITTAL REQUIREMENTS

Proof Certificate of Insurance - **Certificate must be current within 30 days of application**

Only Auto Policy Required. Minimum coverage \$1,000,000.00 each accident.

- The City of Dana Point, named as **CERTIFICATE HOLDER**
Attn: Engineering Department
33282 Golden Lantern
Dana Point, CA 92629

Completed and Signed Transportation Permit Application

See Transportation Permit Application Attachment 010. All Sections must be completed unless noted otherwise.

***License Plate of Powered Unit must be on application.*

Signature Card by Applicant or Agent

Signature card is completed, submitted with application, and kept on file at city for permit issuances via email.

Use of non-restricted streets

All haul routes must meet the requirements of City of Dana Point Municipal Code 12.04.115 (See DanaPoint.org)

Acknowledge Standard Transportation Condition / **Sign Application**

Applicant signature on Permit acknowledges Standard Transportation Conditions will be provided to the Hauler.

Permit Fees

- Permit Fees are **\$145.00 for SINGLE TRIP** and **\$159.00 for ANNUAL Permit**
- Payment of all Fees 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.
- Fees are most easily paid via phone by calling 949-248-3564 (cashier), however they can also be paid in person at the Public Counter during business hours.

Movement of Mobil Home(s)

- Movement of Mobile Homes require a separate additional permit from Building and Safety.

Permit Approvals

- Both Engineering and Planning approval is required in order to issue this permit. Public Works will coordinate all approvals required. The applicant does not need to coordinate with any other departments after the preliminary approval issued by planning.

For Information Only



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 33282 Golden Lantern, Suite 212
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 ph 949.248.3574
 fax 949.234.2826

TRANSPORTATION PERMIT APPLICATION

Type: (pick one) Annual Single Trip

**Required By APPLICANT
 PRIOR TO 1st Submittal**

Planning Department

Submittal Authorization

Planner of the Day

Conditions No Yes

Resolution Number

ENG - - - - -

Permit Record Number

DP - - - - -

Parent Record Number

Submittal Date

For City Use Only

Applicant / Agent – Company Name:		Email:	
Address:	City:	State:	Zip:
City now accepts credit cards via phone 949-248-3564 Permits will not be issued pending check by mail		Phone:	

Transporter: (If different than applicant)		Type:	
Address:	City:	State:	Zip:
License Plate Number – Powered Unit:	License Class / Number	Phone:	

TRANSPORTATION DATA

Haul Tow Drive Pilot Car: Yes No

Description of Hauling Equipment (Include description of load or equipment and model number. Include dimensions of load)

Axle Number	1	2	3	4	5	6	7	8	9
Number of tires per axle									
Width of axels at tire sidewall									

Maximum allowable weight	Total Cu Yds Material
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Loaded Height:	Loaded Width:	Loaded Overall Length:	Loaded Overhang:	Weight Class:

ORIGIN:	DESTINATION ADDRESS:
HAUL DATE(S):	

****NOTE: HAUL ROUTE WILL BE DETERMINED BY CITY TRAFFIC ENGINEER AND PROVIDED TO APPLICANT WHEN PERMIT IS ISSUED.**

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Print Name: _____ Company Name: _____

Signature: _____ Date Signed : _____

- - - F O R C I T Y U S E O N L Y - - -

MOBILE HOME :	LOAD OVER 20'-WIDE:	CONDITIONS OF APPROVAL:	APPROVED BY CITY TRAFFIC DIVISION:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (see §12.04.180 of DPMC) <input type="checkbox"/> No	<input type="checkbox"/> STANDARD TRANSPORTATION <input type="checkbox"/> SPECIAL	



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Phone: 949.248.3554
Fax: 949.248.7372

Multiple Use

"Signature on File" Card – City of Dana Point Public Works

I, _____, (*hereafter known as "Requestor"*) give the City of Dana Point
Requestor - Print Name of Authorized agent

Public Works Department permission to issue Permits on my behalf when the

APPLICANT** **CONTRACTOR **** **OWNER** is: _____
Company Name or Write "Self" if applicable.

Mailing Address

Requestor (Signature)

Date

Phone No.

Email Address

** If submitting signature on file card on behalf of another party other than "SELF", an authorized agent form may also be filed with the City.

If you are an agent or authorized signed, please provide have company or owner sign below.