



SAN MARCOS

DISCOVER LIFE'S POSSIBILITIES

APPLICATION FOR ENCROACHMENT PERMIT

Only typed applications will be accepted.

APPLICANT INFORMATION

APPLICANT NAME:	COMPANY:		
APPLICANT ADDRESS:	Number	Street	Suite (if applicable)
City	State	Zip Code	
PHONE #: ()	CELL PHONE #: ()	E-MAIL:	

PROPERTY OWNER INFORMATION

SAME AS APPLICANT	PROPERTY OWNER/PERMITTEE NAME:		
PERMITTEE ADDRESS:	Number	Street	Suite (if applicable)
City	State	Zip Code	

PHONE #: ()	CELL PHONE #: ()	E-MAIL:	
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CONTRACTOR INFORMATION*

CONTRACTOR NAME:	COMPANY:	LICENSE #:	
BUSINESS ADDRESS:	Number	Street	Suite (if applicable)
City	State	Zip Code	

PHONE #: ()	CELL PHONE #: ()	E-MAIL:	
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**Contractors must have acceptable insurance certificates on file with the City.*

ENCROACHMENT INFORMATION

SITE ADDRESS:	SAME AS PERMITTEE ADDRESS ABOVE		
Number	Street	Suite (if applicable)	

DOES THE ENCROACHMENT ALREADY EXIST?	YES, WITHOUT A PERMIT	NO
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PLEASE DESCRIBE THE REQUESTED ENCROACHMENT (ATTACH ADDITIONAL PAGES AS NEEDED):		
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WHAT IS THE PLANNED DURATION OF ENCROACHMENT?	DAYS	WEEKS	INDEFINITE
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ATTACHED:	EXHIBIT	SITE PHOTOS	TITLE REPORT	EASEMENT DOCUMENT IF APPLICABLE
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ASSOCIATED DEVELOPMENT INFORMATION

NAME OF ASSOCIATED LARGER DEVELOPMENT, IF ANY:	NOT APPLICABLE
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CASE OR PERMIT NUMBER:

www.san-marcos.net

SIGNATURE AND ACKNOWLEDGEMENT

I hereby acknowledge that I have read the instructions and all information provided is correct. I agree to comply with all federal, state, and City laws, ordinances, regulations and policies relating to the permit being processed. I understand and acknowledge that I am fully responsible for garnering all approvals for the Permit.

Signature of Applicant

Date

GENERAL INFORMATION

DO I NEED AN ENCROACHMENT PERMIT? An encroachment permit allows work, storage, or private improvements on City right-of-way or property. Encroachments must comply with all laws, City Codes, and other regulations. An Encroachment Permit alone may suffice for minor, temporary work, while both a Permit and a Covenant will be required for semi-permanent encroachment.

Light landscaping (ground cover, low shrubs) without irrigation may encroach without a permit in some cases. All encroachments are at risk and must be removed if they conflict with future City construction or maintenance activities.

WHAT IS AN ENCROACHMENT COVENANT? The encroachment of semi-permanent structures such as garden walls, fences, decorative mailboxes, or buildings association will require an Encroachment Covenant in addition to the Encroachment Permit. City staff will advise you if a covenant is needed for the proposed encroachment.

The Encroachment Covenant describes the affected property and the facilities allowed to encroach. It is recorded against the property. It includes a clause indemnifying the City from any damage arising out of the encroachment and requires that the property owner maintain insurance meeting the City's minimum requirements for the duration of the encroachment. The Covenant states that the property owner will incur the cost of removing the encroachment if the City deems necessary. Other terms and conditions may be included by City staff in the agreement as necessary.

APPLYING FOR AN ENCROACHMENT PERMIT AND COVENANT.

1. Complete this application explaining the property to be encroached upon and why the encroachment should be allowed. Attach additional pages as necessary; detailed information will help the City to evaluate your request in a timely fashion.
 - a. Attach a letter-sized, dimensioned exhibit. Include the full easement limits, right-of-way or property line, curb line or existing edge of pavement, public utilities in the affected area, and the encroachment contemplated.
 - b. Attach photos of the project area taken from at least two perspectives.
 - c. For encroachment into City easements other than rights-of-way, please attach a copy of the document granting the easement. These documents can be obtained from the City and/or from the San Diego County Recorder.
 - d. Attach a title report. You may be required to provide the City with copies of all of the documents referenced in the title report. In special cases, the City Engineer may allow submittal of a grant deed instead of the report.
2. Submit the completed application package and pay the City application fee.
3. If your request is tentatively approved, the City will provide you with the Encroachment Covenant template.
4. Submit the completed draft Encroachment Covenant with all attachments, including the property legal description and the encroachment description/exhibit. The exhibit attachment must be stamped by a civil engineer licensed in the state of California, unless otherwise allowed by the City Engineer. The City will review and approve the draft Covenant.
3. Sign the final Covenant before a notary, then return the executed agreement with the approved attachments and the required evidence of insurance.
4. The City will sign, then record the Encroachment Covenant with the County Recorder. After you reimburse the City for the costs of recordation, the complete recorded document will be released to you.
5. Contact our team for assistance! Land Development staff are happy to answer questions or help with the process.