



City of Chino Hills

ENCROACHMENT PERMIT APPLICATION (This application applies to work in the public right-of-way.)

PROJECT INFORMATION

Application Date: _____		Project Address/Location: _____	
Cross Streets: _____		Tr. /Par. Map No: _____	Lot No: _____
Scope of Work: _____			
Typical Encroachment Items			
Driveway Approach	<input type="checkbox"/> New	Curb Core	Trench Repair
Total Sq. Ft.:	<input type="checkbox"/> Replace	Quantity:	Total Sq. Ft.:
Sidewalk	<input type="checkbox"/> New	Asphalt Paving	Curb and Gutter
Total Sq. Ft.:	<input type="checkbox"/> Replace	Total Tons:	Total Linear Ft.:
Applicant:			
(Company Name) _____		Contact Phone Number: _____	
Contact Person: _____		Contact Email Address: _____	
Applicant's Address: (Including City, State, Zip) _____			
Contractor:			
(Company Name) _____		Contact Phone Number: _____	
Construction Contact: _____		Contact Email Address: _____	
Contractor's Address: (Including City, State, Zip) _____			
Contractor's License No*: _____		Exp. Date: _____	Class: _____
Workman's Comp. No: _____	Exp. Date: _____	Company: _____	
City Business License No: _____		Exp. Date: _____	
*Contractor's License must be Class "A" or specialized "C" consistent with the type of work performed.			

FEES

Application Fee – Per current Fee Schedule.

Inspection Fee – Based on the completed Engineer's Cost Estimate*

Refundable Deposit - Based on the completed Engineer's Cost Estimate*

*Depending on the scope of work an Engineer's Cost Estimate may not be necessary.

SUBMITTAL REQUIREMENTS

- ❑ One (1) – Completed Application
- ❑ Two (2) – Sets of plans for proposed project
 - If the proposed project is part of a new development, two (2) sets of the approved improvement plans must be provided.
 - If the proposed project is part of precise grading plans, two (2) sets of the approved precise grading plans must be provided.
 - All other submitted plans are subject to approval.
- ❑ Two (2) – Traffic Control Plans, required on arterial streets.
- ❑ Certificate of Liability Insurance (COI) - naming the City as an additional insured
- ❑ One (1) – Completed Engineer’s Cost Estimate, if necessary.

INFORMATION AND PROCEDURES

- ❑ The applicant shall submit a completed application along with submittal requirements.
- ❑ A representative from the Engineering Department shall review the application and plans for completeness and compliance of applicable codes.
- ❑ Once the application is approved the City shall notify the applicant.
- ❑ At permit issuance the applicant shall sign the permit and pay the above-mentioned fees.
- ❑ If the project is not completed prior to the expiration date, the permittee may apply for an extension.
- ❑ The permittee shall notify the public works inspector two (2) working days prior to the start of work.
- ❑ The permittee shall notify DigAlert by dialing eight-one-one (8-1-1), at least forty-eight (48) hours prior to excavation.
- ❑ The permittee shall contact the inspector one (1) working day in advance to schedule an inspection.
- ❑ Once the public works inspector verifies the construction meets City standards, the permit will enter a 90-day warranty period. The warranty period is to guarantee against defective work and materials.
- ❑ At the end of the 90-day warranty period the public works inspector will perform a final inspection. If the work is in compliance any refundable deposits that were paid in cash will be automatically returned to the person or entity that paid the fee. If bonds were submitted in lieu of a cash deposit, the applicant must submit a written request to have the bond released.

For Office Use Only			
Application Number	<hr/>	Application Fee	<hr/>
Approved By	<hr/>	Inspection Fee	<hr/>
PW Inspector	<hr/>	Refundable Deposit	<hr/>
Inspection TDA#	<hr/>	Total Fees	<hr/>
Deposit TDA#	<hr/>		