



**CITY OF GRAND TERRACE
DEPARTMENT OF PUBLIC WORKS
22795 BARTON ROAD, SUITE B
GRAND TERRACE, CA 92313
(909) 825-3825**

ENCROACHMENT PERMIT APPLICATION

INSTRUCTIONS FOR SUBMITTAL

1. Please complete Pages 2 & 3 of this application (Attached): Please make sure all required information is included to avoid any delays in processing.
2. Applicant may attach any documents and/or information which may be useful to expedite the processing of this application.
3. The Engineering Department may require additional documentation and/or information in order to process your application.
4. Specific conditions may also be imposed by any utility company whose facilities, equipment, or access to same (within the public right-of-way, public utility easement or easement of record) is affected by the proposed encroachment.
5. An encroachment fee will be assessed on the basis of the type of structure, the nature of the encroachment, and the desired duration of the permit.
6. Additional penalties may be assessed for any structures constructed without benefit of permit.
7. Once your application has been approved by Engineering, any additional conditions and/or specific limitations of your Encroachment Permit will be noted.
8. The City Engineer will not sign this permit until all conditions have been met by the applicant and any specific limitations of this permit have been acknowledged and accepted by the applicant as evidenced by the applicant's signature.
9. In the case of a rental property, the tenant may complete and submit this application on behalf of the owner of record, however, all encroachment permits will be granted to the townner of record, and will require the owner's signature.
10. The encroachment permit may require approval of the City Council; this may add four (4) to six (6) weeks to the processing time.



**CITY OF GRAND TERRACE
DEPARTMENT OF PUBLIC WORKS
22795 BARTON ROAD, SUITE B
GRAND TERRACE, CA 92313
(909) 825-3825**

ENCROACHMENT PERMIT APPLICATION

The undersigned hereby applies for a permit to excavate, construct and otherwise encroach upon an area of the Public Right-of-Way, or upon any Public Utilities Easement (P.U.E.) as described below.

Encroachment shall be designated as “PROPOSED” or “EXISTING”; the description shall identify the nature of the encroaching structure and the anticipated time frame of said encroachment. Details and dimensions shall be noted on the drawing submitted on Page 3 of 4, or may be submitted as an attachment to this application.

APPLICANT’S NAME: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

ASSESSOR’S PARCEL NUMBER: _____

OWNER OF RECORD: _____

ADDRESS OF OWNER: _____

PROPERTY ADDRESS: _____

ENCROACHMENT PERMIT NO.:

& DATE ISSUED: _____

NOTE: In the event this application is being submitted as a direct result of action initiated by the City of Grand Terrace, the applicant may attach copies of any permits issued by the City of Grand Terrace, with regard to the encroaching structure, or any other information the applicant may deem necessary for mitigation of this situation.



**CITY OF GRAND TERRACE
DEPARTMENT OF PUBLIC WORKS
22795 BARTON ROAD, SUITE B
GRAND TERRACE, CA 92313
(909) 825-3825**

ENCROACHMENT PERMIT APPLICATION

Location of existing/proposed encroaching structure in relation to centerline of street, curb, sidewalk, utility structures, property lines, public Right-of-Way, Public Utility Easements and any other existing structures. Dimensions shown herein are subject to field verification by the Engineering Department; said field inspection does not constitute a legal survey, and applicant has the right to submit a survey performed and documented by a licensed Land Surveyor or Civil Engineer.



**CITY OF GRAND TERRACE
DEPARTMENT OF PUBLIC WORKS
22795 BARTON ROAD, SUITE B
GRAND TERRACE, CA 92313
(909) 825-3825**

ENCROACHMENT PERMIT APPLICATION

HOLD HARMLESS AGREEMENT

In consideration of the granting of this application for an encroachment permit, the applicant shall be required to agree to the following:

1. Indemnify, defend and save the City, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action and arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any work undertaken under the permit granted pursuant to this application.
2. The property owner will need to remove/relocate encroachment installed or maintained under this permit, within 30 days of written notice from the City, if determined by the City Engineer that the effected Right-of-Way is needed for Public improvements.
3. Notify the City Engineer in writing at least forty-eight (48) hours in advance of the time when work will be started and upon completion of the work immediately notify the City Engineer in writing of such completion.
4. Comply with the terms and conditions of the permit and all applicable rules and regulations of the City of Grand Terrace and other public agencies having jurisdiction.

The applicant may be asked to provide additional information during or prior to the review process. The average turn around time for processing and Encroachment Permit is two (2) to four (4) weeks.

The application fee for an Encroachment Permit is non-refundable.

The applicant agrees to all of the above conditions as evidenced by his/her signature below; applicant further understands that additional conditions may be attached to an Encroachment Permit if it is issued.

Signature of Applicant

Date