



Encroachment Permit Application

City of Guadalupe Public Works Department

Application Date: _____ Application Number: _____

Applicant: _____

Name of Company: _____

Address _____

Phone _____ Fax _____

Contractor: _____

Address: _____

Phone: _____ Fax: _____

License Classification and Number: _____

Location of work _____

Describe the work to be done _____

PUBLIC IMPROVEMENT/ENCROACHMENT TO BE INSTALLED:

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Alley Approach | <input type="checkbox"/> Handicap Ramp | <input type="checkbox"/> Storm Drain | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Alley Paving | <input type="checkbox"/> Pave Parkway | <input type="checkbox"/> Street Paving | _____ |
| <input type="checkbox"/> Alley Staking | <input type="checkbox"/> Sewer Main | <input type="checkbox"/> Tree Well | _____ |
| <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Sewer Lateral | <input type="checkbox"/> Water Main | _____ |
| <input type="checkbox"/> Drive Approach | <input type="checkbox"/> Sidewalk | | |

Estimated start of work: Date _____ Time _____

Estimated time of completion: Date _____ Time _____

(PLEASE NOTIFY THE CITY OF SCHEDULE CHANGES)

Special Instructions

- **Encroachment permits must be obtained at least two weeks before the work is scheduled to begin in order to allow sufficient time for the review of the application by City Departmental Staff.**
- **Application must be submitted with (6) six copies of on site/off site improvements plans and specifications for any repairs to streets, sidewalks and/or public property.**
- **Required inspections will be determined by the City Engineer and/or Public Works Director.**
- **Public Safety Inspections will be conducted randomly. Violations will result in immediate suspension of work until corrected.**

Review Staff

	Inspection Required		
	Yes	No	Conducted
Sanitation Dept Supervisor	___	___	_____
Water/Street Supervisor	___	___	_____
Fire Chief	___	___	_____
Police Chief	___	___	_____
City Planner	___	___	_____
City Engineer	___	___	_____

Inspector's remarks: _____

