



DEVELOPMENT SERVICES DEPARTMENT

276 Fourth Avenue, Chula Vista CA 91910

619-691-5021

619-691-5171 FAX

ENCROACHMENT PERMIT APPLICATION PROCEDURE

FORM 5511

The following steps are required to complete application for an encroachment permit:

- Submit a letter which includes the following information:
- A brief description of the proposed encroachment.
- The reason(s) for the need to encroach.
- An estimate of the cost of the work being done in the right of way, only.
- The owner's name, mailing address, phone number and email address.
- If this is not a temporary permit, you must submit a copy of your deed, a lot book report or a title report.
Provide a sketch (sample below) showing the work to be done as it relates to the street right of way line, curb line, parkway, etc.
The following application fee is to accompany the letter and sketch:
- Plan Review & Inspection: \$720.00
Traffic Control Plan required prior to issuing permit, as necessary. Fee: \$210.00 to review the plan.
Submissions may be made at the Engineering Counter located in the Public Services Building or mailed to the Office of the City Engineer, Attention: Permits, Development Services Department, 276 Fourth Avenue, Chula Vista, CA 91910.
If the permit is approved, the permit agreement must be signed (with notarization) by the owner(s) and submitted to this department.

Sample Sketch

