



ENCROACHMENT PERMIT APPLICATION / PROCEDURE FORM 5511

The following items 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
 - The 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 encroachment permit, you must submit a copy of your deed, a lot book report, or a title report. A legal description of your property is required in order to record the permit with the San Diego County Recorder's Office.
- 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. Include dimensions as shown in the same.
- Submit application fee: **\$1,175** (Fee includes intake, plan review, and inspection. Submit with letter & sketch.)
- Traffic Control Plans shall be required prior to issuing permit, as necessary. Submit Traffic Control Plan fee: **\$225** Plan must be prepared by a "C31" or an "A" licensed contractor.
- Submissions may be made at the Development Services Counter located in the Public Services Building at 276 Fourth Avenue, Chula Vista, CA 91910.
- If the permit is approved, the permit agreement must be signed (and notarized) by the owner(s) and submitted to Development Services. A recordation fee will be required for agreements that must be recorded.

Sample Sketch (8.5"x11")

