



INSTRUCTIONS FOR ENCROACHMENT PERMIT

CITY OF ORANGE
PUBLIC WORKS DEPARTMENT

January 2019

- A. Permit No.** – Permit number is to be assigned by the city.
Central File Box – Leave this box blank. It is used for “SP” project numbers.
- B. Applicant** – The applicant is either the owner of the utility or the primary contractor working directly for the utility company/agency. Only licensed contractors or public utility companies are allowed to work on public right-of-ways. A property owner or resident may perform works behind the street curb only. Such types of work include sidewalk repairs (not construction) and driveway approach repairs (not curb and gutter).
- C. Contact Person** – Project manager or person responsible for this project.
- D. Additional Contacts** – Field supervisors and other primary construction contact persons and their cellular phone numbers.
- E. Business License** – A City of Orange business license is required for all contractors. Permit will not be issued without a valid Business License.
- F. Contractor License** – Contractor must hold valid Class “A” or qualified Class “C” license. No Class “B” license is allowed to work on roadways.
- G. Insurance** – Permittee or Contractor must provide a valid certificate of insurance with the attached endorsements as described in General Condition 10. Permit application will be considered incomplete without the required Certificate of Insurance. Major utility companies that self-insure or are covered under a franchise agreement with the City may be considered exempt.
- H. Job Location** – Give a street address, distances from major intersection, or names of two cross streets on both ends of the street block.
- I. Proposed Work** – Describe the type of installation and method of construction.
- J. NPDES Watershed** – The City will identify and enter this box.
- K. Traffic Control** – A Traffic Control Plan may be required. See separate instruction sheet for requirements for Traffic Control Plan.
- L. Job Duration** – Enter the number of hours or days the job will take and approximate dates. Permit application will be considered incomplete without job duration.
- M. Permit Fee** – The Permit Fee consists of three components: the permit issuance fee, the plan check and inspection fee, and the construction deposit. See separate document for fee guidelines.

- **Plan check and inspection fee** varies by the size of the project. It is based on the hourly rate of the plan check engineers and the construction inspectors or the type of work being performed.
 - **Performance deposit** is the cash construction bond deposit. It is estimated based on the actual cost of the project. The deposit is refunded following satisfactory completion of the work. Any failure of the Applicant to complete the project to the satisfaction of the City, or adequately protect the health, safety, or welfare of the public will constitute grounds for Applicant forfeiture the deposit or a deduction of cost from the deposit. The deposit is waived for contractors operating under bonded obligation to the City of Orange or work performed directly by City employees.
- N. Expiration** -- A reasonable expiration date of no more than 6 months will be given to complete the project. This permit becomes null and void if work is not commenced before the expiration date. Furthermore, work not completed within the time specified from the date of this Permit's issuance, regardless of the starting date, shall cause this Permit to become null and void. Extension of 30-days may be granted. Additional extension of time beyond 6-month may be granted at the sole discretion of the City Engineer.

ENCROACHMENT PERMIT		Encroachment Permit No. A																					
APPLICANT: B ADDRESS: _____ CONTACT NAME: C EMAIL/PHONE: _____ ADDITIONAL CONTACTS: D CITY OF ORANGE BUSINESS LICENSE: E CONTRACTOR LICENSE NO.: _____ LICENSE CLASS: F INSURANCE: <input type="checkbox"/> General Liability <input type="checkbox"/> Workers Comp. <input type="checkbox"/> Exempt (Self-insured) G JOB LOCATION: H PROPOSED WORK: I		Call 714-744-3326 In Inspection After Hours Emergencies Call 714-538-1861 Street Tree Trimming, Pruning, Removal, & Planting by City Staff Disabled Number Required NPDES WATERSHED: J <input type="checkbox"/> Watershed 1 <input type="checkbox"/> Watershed 2 <input type="checkbox"/> Watershed 3 FROBES: No Separation																					
TRAFFIC CONTROL: <input type="checkbox"/> Traffic Plan <input type="checkbox"/> Full Plan K WORK HOURS AND # OF WORKING DAYS: _____ L ADDITIONAL REQUIREMENTS: _____																							
I hereby certify that I will comply with the General Conditions and any Additional Requirements stated on this permit.																							
Applicant Signature: _____ Date: _____																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FEE:</th> <th style="text-align: right;">AMOUNT</th> <th style="text-align: right;">ACCOUNT NO.</th> </tr> </thead> <tbody> <tr> <td>PERFORMANCE DEPOSIT</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">811.20084</td> </tr> <tr> <td>ENCROACHMENT</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">100.0001.00001</td> </tr> <tr> <td>PLAN CHECK</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">100.0001.00011</td> </tr> <tr> <td>INSPECTION</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">100.0001.00021</td> </tr> <tr> <td>PERMIT ISSUANCE</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">100.0001.00031</td> </tr> <tr> <td>METHOD OF PAYMENT</td> <td style="text-align: right;">Total \$ _____</td> <td></td> </tr> </tbody> </table>		FEE:	AMOUNT	ACCOUNT NO.	PERFORMANCE DEPOSIT	\$ _____	811.20084	ENCROACHMENT	\$ _____	100.0001.00001	PLAN CHECK	\$ _____	100.0001.00011	INSPECTION	\$ _____	100.0001.00021	PERMIT ISSUANCE	\$ _____	100.0001.00031	METHOD OF PAYMENT	Total \$ _____		M
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This permit is based upon an approved plan for said work, duly filed in the office of the City Engineer, which is hereby referred to and made a part of, and is subject to all rules and regulations of the Municipal Code of the City of Orange in regard to such work, and all amendments thereto.																							
Approved: _____ DATE: _____ EXPIRATION: N																							
DISTRIBUTION: <input type="checkbox"/> APPLICANT <input type="checkbox"/> INSPECTOR <input type="checkbox"/> FINANCE <input type="checkbox"/> CENTRAL FILE <input type="checkbox"/> OTHER																							
INSPECTION: Date Project Completed: _____ Inspector: _____																							
SIGN OFF: <input type="checkbox"/> Deemed Refused <input type="checkbox"/> OK to Refund <input type="checkbox"/> Hold Deposit																							

- **Permit issuance fee** is \$140. It is the base fee for issuing the permit

SPECIFIC TYPES OF PERMIT REQUESTS

Adjoining Driveway Approach

Joined driveway approach with a neighbor is strongly discouraged. Such combined driveway tend to lead to neighbor disputes. It also creates excessive wide driveway approach. Adjoining driveways between two properties may be permitted only under special circumstance when all other options are exhausted. A letter of consent from all property owners involved must be attached to the permit. All signatures must be notarized. Adjoining driveway approaches must meet all criteria as outlines in the handout "Policies Regarding Construction of a Residential Driveway Approach".

Sewer Lateral Connection

The Encroachment Permit is issued to allow trench cuts in the public right-of-way area. The following additional items are required before starting the work on the sewer connection:

- Plumbing permit
- Possible sewer connection fees (County and City).
- Possible Sewer Assessment District fees.

All sewer laterals within the public right-of-way must be repaired using specified materials; VCP pipe (vitrified clay pipes). The use of ABS pipe (acrylonitrile butadiene styrene) within the private property is regulated by the plumbing permit issued by the Building Division.

Water Lateral Hot-Tap

The applicant should possess an approved Encroachment Permit from Public Works before scheduling water tap connection with the Water Division. The applicant might need to re-schedule water tap date with Water Division to allow time to plan check and process the Encroachment Permit. The Water Division is located at 189 S. Water Street, (714) 288-2475.

Street Closure for Construction

Half or full street closure for construction requires review and approval by the City Traffic Engineer.

Street Closure for Special Events

Residential streets closure is approved by Encroachment Permit with consultation of the Police Chief (OMC 12.58). Types of Special Events include block party, local residential parade, and other celebrations.

For arterial streets, partial or full street closure is approved by the City Council by Resolution (OMC 12.58). A traffic control plan may also be required. The Special Event also needs to be permitted as a Procession or a Special Pageant (OMC 5.59, OMC 5.72).

Vertical Drilling / Monitoring Well

Vertical drilling of monitoring wells or soil investigation boreholes on private property or on public right-of-way require a Water Well Permit, which can be obtained from the City's Water Division. The Water Division is located at 189 S. Water Street, (714)288-2475.

If the well is located on public right-of-way, then an Encroachment Permit is also required. Applicant shall submit document describing the purpose of the drilling and design specifications for City review. The Encroachment Permit shall be an annual permit, renewable annually.

Power Poles and Overhead Cables

Permit is generally not required for the installation of overhead cables on utility poles, unless the work will in some way inconvenience the City or the public. This means (1) if the work requires excavation on the ground, or (2) the work interferes with traffic on City arterial streets.

Overhead cables installed across the street must meet minimum height requirements.

Private Utility Not Permitted

Utility lines owned by private property owners are not permitted on public right-of-ways or public easements. This includes the construction of communication lines, water lines, tunnels, or conduits to connecting from one private property to another. In certain special conditions, the City may allow private utility lines by an Agreement.

All utility plans must be approved by a public utility company. The plan must display utility company title block to insure that it is not a private utility line.

Only utility companies authorized by the State Public Utility Commission (OMC 12.64.010) are allowed on public right-of-way.

Newsrack

Newspaper racks on public sidewalk is permitted by Public Works. Contact Development Services at (714) 744-5525 for inquiries. An Encroachment Permit shall be issued.

Private Mailbox

An Annual Permit is issued for private mailbox on public sidewalk. Such mailboxes include FedEx, Overnight Express, UPS, and On-Trac. Contact Development Services at (714) 744-5525 for inquiries.

Construction Scaffold on Sidewalk

An Encroachment Permit is required for placing construction scaffold on sidewalk for pedestrian protection. A copy of the scaffold specification shall be filed with the permit. Lighting and pedestrian safety shall be addressed. The use of the scaffold shall be disclosed. The sidewalk surface may require special protection used for building the demolition, painting, paint removal, etc. Applicant shall submit a pedestrian protection plan to the Building Division for review and approval. Discuss with Historic Preservation Planner when it is used in Old Towne District.

ENCROACHMENT PERMIT DOES NOT APPLY**Advertisement Signs**

Advertisement signs are not permitted on public right-of-way (OMC 17.36.040.B). See City's Historic Preservation Planner for overhanging signs in Old Towne District.

Awnings Protruding over Public Sidewalk

Commercial awnings protruding over public sidewalk is regulated by OMC 17.12.040.D12 and should be reviewed and approved with Encroachment Permit by Public Works Department.

Protruding awnings within Old Towne is further regulated by Historic Preservation Design Standards for Old Towne Orange, California. It should be reviewed by the Historic Preservation Planner.

Curbside Dining

The Encroachment Permit does not apply to curbside dining requests. Curbside dining is approved by the Community Development Department (OMC 12.18).

Curbside Stands / Booths / Performance

The Encroachment Permit does not apply to curbside business or promotional types of booth or performance. This type of activity is not allowed in the City. Business License does not provide a category for this. (OMC 5.72.075)

Projecting Commercial Signs over Sidewalk

Projecting signs over public right-of-way is prohibited by OMC 17.36.040, except of commercial zones in the Old Towne.

Commercial signs in Old Towne shall comply with Historic Preservation Design Standards for Old Towne Orange, California. It should be reviewed by the Historic Preservation Planner.

Special Events on Private Property

Special Events conducted on private property is approved by Code Enforcement Section within the Community Development Department (OMC 17.46).

Procession on Public Street

A motorcade, parade, or congregation of people shall be permit by the Police Department (OMC 5.59). Application should be made to the Police Chief. A labor strike demonstration on street is a congregation of people.

Special Pageants

Special Pageants or events such as pancake breakfast, bake sale, and carnival are permitted through the City Manager's office (OMC 5.72). See Special Events Coordinator in City Clerk's office for application.

Block Party on Street

Street closure for block parties are approved by the Director of Public Works in consultation with the Chief of Police. An Application for Block Party should be filed with the City Clerk (OMC 15.58).

On Street Filming

Filming is permitted through the City Manager's office (OMC 5.45). Contact the City Clerk's office for application. Lane closure and other traffic control needs are handled by the Police Department.