



Brea Civic & Cultural Center | 1 Civic Center Circle | Brea, California 92821 | www.cityofbrea.net

ENCROACHMENT PERMIT APPLICATION

INSTRUCTIONS:

- Complete all items included in the application and write "N/A" for non-applicable items.
- This application is not deemed complete until all required attachments are included to the satisfaction of the City Engineer.
- Provide electronic set of improvement plans, specifications, and/or calculations with this application, as applicable. Improvement plans shall clearly identify the scope of work.
- Where applicable, applicants shall submit traffic control plans for review showing all temporary traffic control. This can be satisfied by providing copies of the appropriate Typical Applications (TA) taken from the latest version of the California MUTCD, Part 6, Temporary Traffic Control, Work Area Traffic Control Handbook, or California Joint Utility Traffic Control Manual. Complex projects on arterials, impacting multiple lanes and major intersections, requiring phased traffic control plans, or any projects deemed so by the City Engineer will require separate Traffic Control Plans.
- The Public Works Encroachment Permit Traffic Control General Notes are to be included on all provided traffic control plans, and can be found at the following location: <https://www.ci.brea.ca.us/1215/Engineering-Reference-Documents>
- The Public Works Encroachment Permit General Conditions can be found at the following location: <https://www.ci.brea.ca.us/1215/Engineering-Reference-Documents>
- Contractor(s) must possess a current Business License on file with the City.
- Contractor(s) must provide Liability Insurance Certificate naming the City as additionally insured. City of Brea Insurance Requirements can be found at the following location: <https://www.ci.brea.ca.us/DocumentCenter/View/6999>
- All fees associated with permit applications will be assessed and requested upon permit application. Please refer to the latest City of Brea Development Fee Schedule which can be found on the City of Brea's Community Development website under "Fees", at the following location: <https://www.ci.brea.ca.us/122/Community-Development>
- Contractor(s) must possess an approved Caltrans permit for any proposed work within the State right-of-way prior to performing work.
- For a new and/or change of address request, complete Pages 1 and 4 of the Encroachment Permit Application form only.
- A copy of this completed application, that is returned by City Staff upon initial submittal, shall be provided upon all subsequent re-submittals.

I agree to comply with the General Conditions and all provisions of City Ordinances, Resolutions, Standards, and Specifications currently in force, and to pay for the removal and proper replacement of any item installed under this permit which does not comply with the above. I agree to pay for additional replacements in excess of the amounts initially assessed due to damage as a result of any work accomplished under this permit. By signing and accepting this Permit, the Applicant states that they have or will notify Dig Alert at 1-800-227-2600 at least 48-hours prior to excavation. Applicant acknowledges that a permit to excavate issued by the City of Brea shall not be valid unless the Applicant has been provided an initial ticket by a regional notification center pursuant to California Government Code Section 4216.2.

Applicant's Signature

Date

STAFF USE ONLY

ENCROACHMENT PERMIT NO: _____ TRUST ACCOUNT NUMBER: _____



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ENCROACHMENT PERMIT APPLICATION

Application Date:		Reference Permit No. (PLN, BLD, ENGPC) or CIP No.:			
APPLICANT INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Developer <input type="checkbox"/> Other: _____					
OWNER INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
CONTRACTOR/SUBCONTRACTOR INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
State License #:	Class:	Expiration Date:	Business License #:	Expiration Date:	
Workers Comp Carrier:		Policy #:		Exp Date:	
ENGINEER INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
Registration No.:					
PAYMENT CONTACT INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
State License #:		Expiration Date:	Business License #:	Expiration Date:	

LOCATION OF WORK

Project Address/Intersection/Location Description: _____

DESCRIPTION OF WORK

Detailed Description: _____

Encroachment Permit Project Development Address

RIGHT OF WAY IMPACT

Check all that apply. Provide detail of impact.

- Traffic Lane: _____
- Intersection/Traffic Signal: _____
- Parking Lane: _____
- Alley: _____
- Sidewalk: _____
- Parkway: _____
- Utilities: _____
- Night Work: _____

WORK TO BE PERFORMED

Check all that apply. For each selected category, include quantity, linear feet, or square footage.

Trench Excavation and Backfill

- Sewer Main: _____ Sewer Lateral: _____ Water Main: _____ Water Lateral: _____
- Storm Drain Main: _____ Storm Drain Lateral: _____ Culvert: _____ Other: _____
- Trench in Dirt: _____ Trench in Paving: _____

Structures

- Manhole: _____ Vault: _____ Catch Basin: _____ Junction Chamber: _____

Curb/Gutter

- New Construction: _____ Replace Existing: _____ Cross Gutter: _____ Curb Core: _____

Sidewalk

- New Construction: _____ Replace Existing: _____ Parkway Replacement: _____

Driveway Approach

- Residential Commercial New Construction: _____ Replace/Widen Existing: _____



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ADDRESS REQUEST APPLICATION

INSTRUCTIONS:

The City of Brea Engineering Division coordinates the issuance of addresses within the City limits. Address requests for new commercial and/or residential units may be submitted by the property owner. An authorized agent may request an address if a letter of authorization from the owner or management company is provided.

All submittals shall include an 8.5x11" OR 11x17" exhibit depicting the location of the building(s), structure(s), or meter(s) for requested addressing.

Applicable fees are per the City of Brea Development Fee Schedule which can be found on the City of Brea's Community Development website under "Fees", at the following location: <https://www.ci.brea.ca.us/122/Community-Development>

Application Date:	Reference Permit No. (PLN, BLD, ENGPC) or CIP No.:
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APPLICANT INFORMATION

Name:	Email:	Phone:
Address:	City/State:	Zip:

Owner Tenant Architect Engineer Contractor Developer Other: _____

OWNER INFORMATION

Name:	Email:	Phone:
Address:	City/State:	Zip:

PROJECT INFORMATION

Assessor's Parcel Number:	Tract or Parcel No.(s):	Quantity of Lots:
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Purpose of Request (select all that apply and include a detailed description):

New Building Accessory Dwelling Unit Junior Accessory Dwelling Unit

Utility Meter Temporary Power Pole Other: _____

I declare under penalty of perjury that I am the property owner or authorized agent for the address listed above and I personally completed this form and certify its accuracy. I understand that installation of new mail receptacles may be required and that the issuance of an address does not constitute approval for construction. It is the property owner's responsibility to verify that all public and private entities who may need to know of this address has received the information. In addition, all costs associated with the address change shall be borne by the property owner.

Applicant's Signature _____ **Date**