



CITY OF EL CENTRO

## HOW TO OBTAIN A PERMIT FOR Encroachment in the Right-of-Way

CITY OF EL CENTRO ENGINEERING DIVISION  
1275 W. MAIN STREET, EL CENTRO CA 92243  
CALL (760) 337-5182 FOR ADDITIONAL INFORMATION

INFORMATION  
BULLETIN

001

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This Information Bulletin describes the permitting requirements for encroachments into the public right-of-way.

An encroachment is any privately owned and maintained improvement located within the public right-of-way or public easement. For example, non-standard improvements in the parkway, private storm drains connected to public drainage, planter boxes, private utilities, lane closures or water or sewer service connections would be considered an encroachment.

### I. PERMITTING PROCESS

Any consideration or operations activities on City of El Centro property or within its rights of way or easements will require an encroachment permit except:

1. The installation of underground irrigation systems in the parkway that will be maintained by the fronting property owner.
2. The installation of landscape in the parkway (without raising existing grade) that is less than 30-inches high and will be maintained by the fronting property owner.
3. The installation of street trees outside the visual clearance requirements of Municipal Code Sec. 29-115(b)

The encroachment permit application Form ED-01 must be signed and completed in its entirety and submitted to the Engineering Division located at 1275 W. Main Street, El Centro CA 92243

### II. SUBMITTAL REQUIREMENTS

**The following plans and documents are required to be submitted along with the appropriate fees and deposits. Applications submitted without all documentation will not be accepted for consideration.**

### A. Forms

**Provide one copy of the following:**

1. Fully completed and signed Encroachment Permit Application Form ED-01
2. Proof of general liability insurance
3. Receipt of payment of application fee.

If the encroachment affects a State, County or other local governmental agency, additional information may be requested such as:

1. Right of way documents (either existing or required by the affected agency);
2. County road access permits;
3. California Environmental Protection Act documents;
4. National Environmental Protection Act documents; and
5. Any other relevant documents as necessary.

### B. Encroachment Exhibits

**Provide two copies of the following:**

1. Detailed drawing sets (minimum 8-1/2" x 11"; maximum 24"x36") drawn to scale, detailing the encroachment area is required and shall include the following minimum detail:
  - a. Vicinity Map
  - b. The right-of-way lines completely labeled and dimensioned
  - c. The location and type of encroachment clearly identified
  - d. Existing and proposed right-of-way improvements, such as driveways, sidewalks, trees, light posts, fire hydrants, water meters, etc.
  - e. Elevation views with heights for above ground structures
  - f. North arrow and scale.
2. Traffic control plans (if applicable)

**III. FEES**

1. A non-refundable application fee of \$188.00 must be submitted with the encroachment permit application. Please note: Additional fees for review, inspection and as-built/record drawings may be required after review of the encroachment permit application.

**Please contact the Engineering Division at 760.337.5182 for additional information.**

**IV. APPROVAL**

Once accepted, staff will review application. Depending on complexity of application, allow two (2) days minimum for issuance of encroachment permit.

**V. INSPECTIONS**

Most applications will require inspections by the Engineering Division to verify methods and materials used meet City Standards.

Inspections are required for, but not limited to:

1. Checking forms and elevations prior to pouring concrete,
2. Checking sewer and water lines prior to being covered,
3. Verifying traffic control complies with approved traffic control plan,
4. Verifying elevations of roadway structural section,

Once the permit has been issued, you must notify the City of El Centro's Engineering Division at least twenty-four (24) hours in advance to schedule inspections at 760.337.5182.

**VI. POST CONSTRUCTION** (underground lines only)

After construction has been completed, the applicant is required to submit

1. As-built drawings for any underground utilities; and
2. Copies of construction survey field notes relevant to the encroachment and must include benchmark and stationing used.



**Know what's below.  
Call before you dig.**

**Call Two Working Days Before You Dig!**