

FLOOD ENCROACHMENT PERMIT APPLICATION REQUIREMENTS

MAIL TO:

County of Orange
County Property Permits
P.O. Box 4048
Santa Ana, CA 92702-4048
Telephone Phone: (714) 834-3779, Fax Number: (714) 835-7425
Email: cpphelpdesk@ocpw.ocgov.com

-OR-

DELIVER TO:

County of Orange
County Property Permits
300 North Flower Street
Room 122, Station No. 7
Santa Ana, CA 92703
Public Counter Hours:
7:30 a.m. - 3:30 p.m. M - F

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**A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING.
PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER.**

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THE FOLLOWING IS REQUIRED OF ALL APPLICANTS:

1. Submit a letter of request – letter must include the following information:
 - A. Project owner/company name, address, contact person, daytime telephone and fax number and email address
 - B. Engineer **and/or** Contractor's name, address, contact person, telephone and fax number and email address
 - C. County or Flood Facility Name and/or Facility Number
 - D. Type of activity or name of your project
 - E. Job address with nearest cross streets
 - F. Thomas Guide Page **and** Grid location
 - G. Statement of request including significant background and related information. For construction projects include type of structure/material, size, length, and number of structures, etc. For discharges include location, planned rate of discharge in gallons-per-minute, timeline, duration, purpose, etc. Reviewers are looking for the "who, what, where, when, why and how" of your request. Please include as much information as possible.

2. Submit (7) sets of scaled plans, prepared in accordance with the OCFCD Design Manual, Orange County Highway Design Manual, Orange County Standard Plans. For temporary access or discharge permits, please submit (5) sets of plans. **All plan submittals must have the Project area clearly highlighted and include the items noted below that are applicable to your permit request. (Items A-D required by all applicants)**
 - A. **County or Flood Facility Name and/or Facility number**
 - B. **Vicinity map, street names, distances to nearest cross streets and Thomas Guide location**
 - C. **OCFCD Right-of-way lines and Property lines**
 - D. **North arrow and scale used**
 - E. Entry or crossing details (profile/section details)
 - F. Engineered Channel stationing
 - G. Right-of-way dimensions
 - H. Existing fencing, roadways, bike trails, gates, access (road) area, etc.
 - I. Dimensions of structures
 - J. Copies of resource permits or permits from other agencies.
 - K. (3) Sets of hydraulics/hydrology and structural calculations, if applicable
Please provide (1) digital copy of calculations/reports in PDF format on CD or disk with your submittal.
Plans submitted for final approval must be signed, dated and stamped by a Registered Civil Engineer.

3. An initial **\$100.00**, nonrefundable, application filing fee is required and will be applied to the balance of any additional fees required by Board Resolution 94-300.

Upon receipt of the above, County Property Permits will coordinate review of your submittal. You will be advised of revisions, additional fees, surety deposit/bond amounts, insurance requirements and other items required prior to permit issuance. **A valid certificate of liability insurance complying with the requirements of the County Risk Management Office is required prior to issuance of the permit.** Upon completion of the permitted use, PERMITTEE is responsible for initiating the refund of the surety deposit by calling for final inspection and sign off. Refunds are processed within 6-8 weeks after sign-off by Inspector.