



Application No. _____

COUNTY PROPERTY PERMITS APPLICATION FOR ROAD ENCROACHMENT PERMIT

REQUIRED INFORMATION:

Permittee _____

(Person/entity that will operate and maintain new facility)

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone (____) _____

Email Address _____ If Utility, who will be invoiced? _____

CONTRACTOR _____

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone (____) _____

E-mail Address _____

ENGINEER/AGENT _____

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone (____) _____

E-mail Address _____

PROJECT INFORMATION: Location/Address of Work _____

Nearest cross streets _____ Thomas GuidePage/Grid# _____ Area/Lot/Tract _____

PLANS: Please submit (4) sets of fully dimensioned or scaled plans. **All plan sets must have the project area clearly highlighted.** Provide a detailed description of your request including facility name, size, and type of material and length of time required:

A **\$65.00**, non-refundable filing fee along with a \$1000.00 refundable surety deposit is required at the time of application and will be applied to the balance of any additional fees required by Board Resolution 94-300.

Upon receipt of the above, staff will coordinate the 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 before the permit can be issued. If needed, please ask for a sample certificate. Please allow minimum of (10) working days for processing initial request.

Upon completion of the permitted use, PERMITTEE is responsible for initiating the refund of surety deposit by calling the assigned Inspector for final inspection and sign-off. Refunds are processed within 6-8 weeks after sign-off by the Inspector.

Signature of Applicant: _____ Date: _____ Phone: (____) _____

(Permit cannot be processed without legible signature)

Print Name _____

DELIVERY ADDRESS:

MAILING ADDRESS:

Telephone Number: (714) 834-5529 or 834-5707

County of Orange

County of Orange

Fax Number: (714) 835-7425

County Property Permits

County Property Permits

Public Counter Hours: 7:30 a.m. to 3:30 p.m. M-F

P.O. Box 4048

300 North Flower Street

Santa Ana, California 92702-4048

Room 122, Station No. 7

Santa Ana, California 92703-5001