



City of Scotts Valley

ENCROACHMENT PERMIT APPLICATION

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

- An Encroachment Permit is required for any improvements located in the public right-of way.
- Two sets of plans or sketches required at time of submittal.
- Applications not completed thoroughly, accurately, and legibly may be disqualified.
- **As-built plans shall be submitted to the Public Works Department before final approval by the Public Works Inspector.**

CONTACT INFORMATION

Applicant's Name			
Address / City / State / Zip			
Phone Number	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	Fax Number
E-Mail Address			
Contractor/Subcontractor's Name			
Address / City / State / Zip			
Phone Number	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	Fax Number
E-Mail Address			
City License No.		Job Site Address	
State License No.		Job Site APN	
Job Valuation	\$	Fee	\$

Pursuant to Chapter 5.5 of the State of California Streets and Highway Code and subject to City Ordinance No's. 56 and 60, as amended, and to all the terms, conditions, and restrictions written as GENERAL or SPECIAL provisions on any part of this form, and/or attached hereto, PERMISSION IS HEREBY REQUESTED TO:

Street improvements under Ordinance No. 60 will require that improvements be installed and completed before final utilities clearance is approved by the building inspector.

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING):

This application will be strictly construed and no work other than that specifically mentioned will be authorized. You must call 831-438-5854 before starting work. All work is to be inspected and approved prior to final acceptance by the City of Scotts Valley. Failure to notify the Public Works Department at least two days prior to commencement of construction may cause any and all work related to this application to be rejected and the approved permit to be revoked.

APPLICANT SIGNATURE:	DATE:
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RETURN APPLICATION:	FOR MORE INFORMATION CONTACT:	OFFICE USE ONLY – DATE RECEIVED
Kimarie Jones, Engineering Associate City of Scotts Valley Public Works Department 701 Lundy Lane Scotts Valley, CA 95066	Kimarie Jones, Engineering Associate Scotts Valley Public Works Department 701 Lundy Lane, Scotts Valley, CA 95066 Tel: 831-438-5854 / Fax: 831-438-9748 Email: kjones@scottsvalley.org	

FOR OFFICE USE ONLY

Approved/Processed by:	Name/Title:
Permit Number:	Fees:
	Date Issued: