



CITY OF SCOTTS VALLEY

PUBLIC WORKS DEPARTMENT

701 Lundy Lane • Scotts Valley • California • 95066
Phone (831) 438-5854 • Facsimile (831) 439-9748 • www.scottsvally.org

ENCROACHMENT / ON-SITE CIVIL IMPROVEMENTS PERMIT APPLICATION

*An Encroachment Permit is required for any improvements located in the public right-of way.
An On-site Civil Improvements Permit is required for any improvements located on private property.*

(ATTACH TWO SETS OF PLANS OR SKETCHES)

Applicant's name: _____ Date: _____
Address: _____
Phone No.: _____ Fax No.: _____
Contractor/Subcontractor's Name: _____
Address: _____
Phone No.: _____ Fax No.: _____
City License No.: _____ Job Site Address: _____
State License No.: _____ Job Site APN: _____
Job Valuation: _____ Fee: \$: _____

(\$85.00 or 6% of valuation of improvements, whichever is greater)

Pursuant to Chapter 5.5 of the State of California Streets and Highway Code and subject to City Ordinance Nos. 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 a final utilities clearance is approved by the building inspector.

NOTE: Please fill out this application carefully. Incomplete application will not be processed by the Public Works Department.

This application will be strictly construed and no work other than that specifically mentioned will be authorized. You must call 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.

As-built shall be submitted to the Public Works Department before final approval by the Public Works Inspector.

Applicant's signature: _____ Date: _____

Office use only:

Fee: \$ _____ Expiration Date: _____ Processed By: _____