

# DRIVEWAY ENCROACHMENT PERMIT APPLICATION PACKAGE

## TENAJA COMMUNITY SERVICES DISTRICT

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## ENCROACHMENT PERMIT

### TENAJA COMMUNITY SERVICES DISTRICT

#### What is an encroachment permit?

An encroachment permit is written permission to excavate or otherwise encroach within the right-of-way of roads maintained by the Tenaja Community Services District (TCSD).

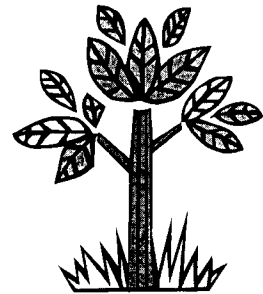
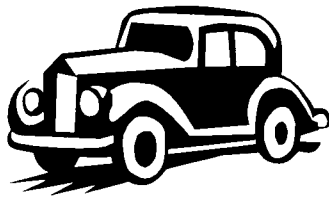
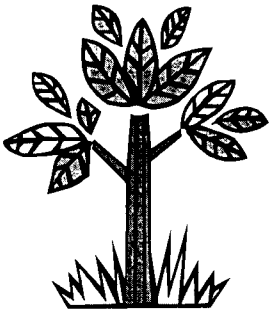
#### When are they needed?

Permits must be obtained for excavations, tree planting and removal, driveway installation, fence construction, placement of any structures, construction of street improvements and drainage facilities, or generally for any type of work conducted within the road right-of-way.

The intent of the Encroachment Permits is to help ensure consistent and fair management of the process of maintaining control of Tenaja Community Services District's roads/streets as defined in Ordinance #4.

#### What is the road right-of-way?

The road right-of-way is the **full** width of land controlled by the TCSD, upon which the traveled way is constructed, and which usually extends considerably beyond the edge of pavement (or traveled way) to the edge of the easement on the adjacent private properties. The road right-of-ways usually appear on parcel or tract maps and are dedicated to Riverside County or the TCSD.



#### Right-of-Way

#### What is the purpose of an encroachment permit?

Encroachment permits provide a means of regulating incursions into public rights-of-way to safeguard the public interest and to enhance continuing safety and convenience for the traveling public.

#### What is the process for obtaining an encroachment permit?

An application describing the proposed work must be completed. Construction plans must accompany the application, together with a bond or other financial security to assure compliance with the terms of the permit. Application forms are available from the District office.

## DRIVEWAY ENCROACHMENT PERMIT INFORMATION

The Tenaja Community Services District issues all permits for work to be performed within District maintained rights-of-way. The following is intended, as an aid in obtaining the permits most often required.

**ALL PERMITS** require that the District be furnished with the following items:

1. District application signed by the owner(s) of record.
2. Detailed Plans showing the proposed encroachment and location.
3. Plans must be signed by registered engineer.
4. Assessor's Parcel Number (APN).

Additionally the following information and fees are required for specific types of encroachments. Please note that in all cases, fees MUST be paid and the permit issued prior to any construction, erection, or planting.

### **DRIVEWAYS:**

1. All driveway requirements on attached Exhibit "A" sheet must be met.

### **FEES:**

1. Permit Fee is \$800.00 (includes two inspections).
2. Inspection fees will be billed at actual Cost. A deposit of \$2000.00 must be submitted before work begins. Cost for inspection is \$60.00 per hour with a 4-hour min.
3. No work can be done in the right-of-way without District approval and /or inspection on job site. A **48-hour notice** is required before any work can be scheduled. Rescheduling due to lack of performance will be billed to application at a rate of \$220.00.
4. The District and/or the inspector must approve all traffic control. The District may issue a stop order for lack of traffic control and safety measures.

TENAJA COMMUNITY SERVICES DISTRICT  
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(951) 678-9778

PERMIT APPLICATION

I hereby apply for a permit to construct the following:

\_\_\_\_\_  
(Driveway)

Property Owners Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Other phone Number \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

I (We) agree to abide by all requirements set forth in my permit and this application, and I (We) agree to the following:

- Indemnify, defend and save the District, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any work undertaken under the permit granted pursuant to this application.
- Notify the District in writing at least 48 hours in advance of the time when work will be started, and upon completion of the work, immediately notify the District in writing of such completion.
- Inspection shall be made by TCSD for finish grade approval prior to placement of surfacing (if required).
- If TCSD is not notified, any work performed is subject to immediate removal at my expense, and my deposit will be forfeited.
- Remove or relocate an encroachment installed or maintained under this permit, upon written notice from the District.
- Accept full responsibility for complying with Federal, State, and County environmental laws receiving any necessary environmental clearances and/or permits, prior to commencing any work as authorized by this permit.
- To keep and maintain the entire area in a safe and serviceable condition in accordance with standards adopted from time to time by the Tenaja Community Service District. If, upon service of notice to perform, the Permittee fails to comply, the District may cause the maintenance to be performed at the Permittee's or their Successor(s) expense.

This Permit is subject to summary cancellation by the District if the permittee or their successor(s) fail to strictly comply with any term or condition hereof.

I (We) acknowledge receipt of a copy of this application and agree to said terms.

\_\_\_\_\_  
Property owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner signature

\_\_\_\_\_  
Date

Exhibit "A"

DRIVEWAY REQUIREMENTS

1. Driveways shall not interfere with the natural drainage.
2. If a Driveway culvert is required, it shall be of adequate size for the area drained. The applicant shall provide a hydrology study sizing the culvert, by a registered engineer.
3. If a culvert is required under the driveway, it shall be 16 gage and a minimum 18" diameter CSP. If multiple pipes are required, there shall be 1/2 diameter separation between pipes.
4. The driveway shall be surfaced with 2 1/2" minimum of AC pavement or 4" of Portland cement concrete. The driveway shall be surfaced a minimum of 20' from edge of paved roadway.
5. The centerline of the driveway shall connect at 90° to the centerline of the paved roadway.
6. The Driveway must be graded in such a manner that no water will drain on the paved roadway.
7. A plan must be submitted showing the plan and profile and location of the connection.
8. Contractors name, address, Contractor's Certificate of Insurance naming the District as "additional insured" for general liability (\$1,000,000-minimum), and license number must be submitted to the District before any work begins and encroachment permit is issued. Job site, owner's name or APN must be included on insurance documents.
9. Inspection fees will be deducted from deposit and all remaining funds will be refunded within a one-year period, only if all requirements are met and all paperwork is submitted (per **Exhibit B**).
10. **Compaction test must be submitted.** Test requirements are as follows:
  - a) top 12" must be 95% compacted.
  - b) All materials below the top 12" compaction must be 90%
  - c) R-value minimum of 70
  - d) Number and locations for compaction tests will be determined by TCSD Engineer

Attached are the District's Standard Drawings Numbers 111, 112 and 113.

Exhibit "B"

The undersigned acknowledges that if all the following items are not completed, the \$2,000.00 deposit will be forfeited.

- \_\_\_\_\_ No Work will begin until Encroachment Permit is obtained.
- \_\_\_\_\_ Construction per plan and profile attached to Encroachment permit.
- \_\_\_\_\_ 48 hour notice prior to Construction. Staff will give you a Personal Identification Number (PIN) to verify notice was received and authorized.
- \_\_\_\_\_ Compaction report, test results must be submitted before final surfacing.
- \_\_\_\_\_ The driveway for this encroachment permit will be completed with 120 days of Certificate of Occupancy.
- \_\_\_\_\_ All Conditions on Exhibit "A" must be completed.
- \_\_\_\_\_ Permit will expire after 2 years and no refund will be given.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Further Notice:

Should any corrective measures be needed during or after construction, the cost will deducted from the subject deposit. Corrective measures include but are not limited to mud removal, water flow lines being re-graded, sand bags, warning signage and extra inspections.

Signed: \_\_\_\_\_ Dated \_\_\_\_\_

**IMPORTANT NOTICE:**

Just filling out the Permit Application and receiving a Clearance letter from the District does NOT imply you have an encroachment permit.

There are several items that must be submitted before the permit is issued.

I have read the permit application and acknowledge all requirements. I will not begin any work in the Right-of-way until actual permit is issued.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

**CHECK OFF LIST FOR DRIVEWAY ENCROACHMENTS**  
(to be checked off by Tenaja staff)

| ITEMS RECEIVED AND ATTACHED   | RECEIVED<br>YES<br>X | INCOMPLETE<br>PERMIT <b>NOT</b><br>VALID UNTIL<br>COMPLETED |
|---|----------------------|---|
| Application signed by owner of record   |                      |   |
| Assessor's Parcel Number listed on application  |                      |   |
| Check (or other funds) of \$2,800.00 (\$2,000.00 Deposit and \$800.00 permit fee)   |                      |   |
| Grading Plans showing location of driveway  |                      |   |
| Hydrology study showing sizing if culverts are required   |                      |   |
| Plan & Profile plans for driveway area and flow lines   |                      |   |
| Compaction test/soils report  |                      |   |
| Contractors information and insurance documents- as required (if different contractors are used for grading or paving both insurance documents must be filed) |                      |   |