

LANDSCAPE AND FENCING ENCROACHMENT PERMIT APPLICATION PACKAGE

TENAJA COMMUNITY SERVICES DISTRICT

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by the Board of Directors February 5, 2004

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).

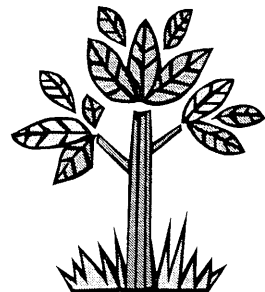
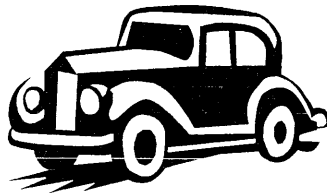
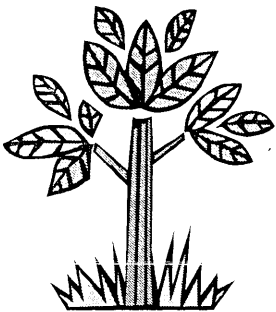
When are they needed?

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 of...

LANDSCAPE AND FENCING 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 of record.
2. Plans showing the proposed encroachment and location.
3. Assessor's Parcel Number.

Additionally the following information and fees are required. Please note that in all cases, fees MUST be paid and the permit issued prior to any construction.

LANDSCAPE ENCROACHMENT PERMIT INFORMATION:

1. Permit and inspection fee \$110.00.
2. Plans must detail trees and/or other landscaping encroachment in the TCSD right-of-way.
3. Agreement to maintain and/or remove all encroachments must be signed and recorded.

FENCES:

1. Permit and inspection Fee \$110.00 + \$.14 per lineal feet.
2. Detail plans must be submitted showing location, distance to pavement, gates, entry, and fencing materials.
3. Agreement to maintain and/or remove all encroachments must be signed and recorded.

TENAJA COMMUNITY SERVICES DISTRICT
32395-B Clinton Keith #10
Wildomar, CA 92595
(951) 678-9778

PERMIT APPLICATION

I hereby apply for a permit to construct the following:

(Landscaping/Fencing)

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

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 LANDSCAPING/ FENCING

ITEMS RECEIVED AND ATTACHED	RECEIVED YES X	INCOMPLETE PERMIT NOT VALID UNTIL COMPLETED
Application signed by owner of record		
Assessor's Parcel Number listed on application		
Deposit check (or other funds) \$110.00 for landscaping and \$110.00 plus \$.14 per lineal foot - depending on permit		
Plans showing location of encroachment		
Agreement signed		

AGREEMENT FOR IMPROVEMENTS IN DISTRICT'S
RIGHT-OF-WAY

The undersigned acknowledges the following:

_____ Owner agrees and acknowledges that being allowed to erect a fence or other improvement in the public right-of-way does not constitute the property owner or his successors have acquired any right, title or interest in the public rights of way.

_____ Notice of Permissive use of Real Property will be recorded.

_____ Any Landscaping, tree planting is solely the owner's responsibility to maintain.

_____ Owners agree and acknowledge any fencing, landscaping or tree planting will be removed immediately (within 10 days) upon TCSD request, at the property owner's expense.

_____ Owner agrees that TCSD can gain immediate access to the right-of-way to perform any work in the right-of-way. Further, Owner agrees to hold TCSD harmless if sections of fencing, planting or other improvements are removed or destroyed.

_____ No Work will begin until Encroachment Permit is obtained.

_____ Construction plan and profile attached to Encroachments permit

_____ 48 hour notice prior to Construction. Staff will give you a Personal Identification Number (PIN) to verify notice was received and authorized.

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 _____