



CITY OF LAGUNA NIGUEL
PUBLIC WORKS DEPARTMENT
30111 Crown Valley Parkway
LAGUNA NIGUEL, CA 92677
949-362-4337

ENCROACHMENT PERMIT PROCESS AND INSTRUCTIONS

1. Obtain Encroachment Permit Application Package via City website or pick up at City Hall. (<http://www.cityoflagunaniguel.org/DocumentCenter/View/262>)
2. Submit completed Encroachment Permit Application to the Public Works Department for review, in its entirety including:
 - a. Complete Encroachment Permit Applicant Signed Acknowledging the Standard Conditions and Plans; and
 - b. Construction Plans (REQUIRED FOR NEW IMPROVEMENTS), Traffic Control Plans, Construction Schedules, exhibits, and/or sketches of work to be performed; and
 - c. Certificate of Insurance; and
 - d. Provide Additionally Insured Endorsement for the City; and
 - e. Provide Surety Bond, if required.
3. The Public Works Department will review, calculate fee/deposits, and develop conditions of approval to be provided to the Applicant.
 - a. Public Works Engineering will review the permit and determine additional permit requirements and special provisions; and
 - b. If revisions are needed, Public Works will return the application with comments to the applicant for revision; and
 - c. Fees and/or deposits must be submitted to the Public Works Department prior to approval of permit;
 - d. Upon receipt of fee/deposit payments, and final signature approval, the Public Works Department will issue the encroachment permit.
4. Upon issuance of the approved encroachment permit, please submit the Notification of Encroachment Form to Public Works at least 48 Hours (Working Days) prior to permit work. (<http://www.cityoflagunaniguel.org/DocumentCenter/View/10887>)

The notification form may be submitted in person or by email to

pwencroachment@cityoflagunaniguel.org;

NOTIFICATION BY PHONE IS NOT PERMITTED.