



Encroachment Permit Application

City of Twentynine Palms
Community Development Department
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 • Fax (760) 367-5400
ci.twentynine-palms.ca.us

Date Submitted _____

Permit Number _____

Applicant _____ Company Name _____

Telephone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ Zip Code _____

An Encroachment Permit is required for all new road construction, driveway approaches, curb and gutter, and sidewalk and pavement cuts and alterations to public roads. The permit process provides a means for review of proposed construction or excavation of City streets and rights-of-way and ensures compliance with the City's standards

Location of Proposed Improvement(s)
Address _____ APN(s) _____
Street/cross street(s) _____
Description of Proposed Improvement(s)

With your completed and signed application, please submit plans, prepared by a registered civil engineer licensed in California, for all new facilities proposed in the public right-of-way. An overview of the processing sequence is provided on page two of this application.

The undersigned hereby applies for permission to excavate, construct and/or otherwise encroach onto City right-of-way and agrees to complete the proposed work in accordance with the City's standards.

Applicant's Signature _____

Date _____

PROCESSING SEQUENCE

1. Submit a complete application and plans. For all new construction, plans must be prepared by a registered civil engineer, licensed in California. If you are proposing a roadcut or other work that does not involve construction of new facilities, please submit a sketch of the proposed work. Applications must be accompanied by a \$100 application fee. (If work has been done without first obtaining a permit, a fee of \$250 is required. If work has been done before a permit is issued and the work does not meet City standards, the improvements must be removed and reconstructed to meet standards.)
2. Before construction can begin, contact the Public Works Superintendent, weekdays between 8:00 a.m. and 2:00 p.m. at (760) 367-7623 or (760) 902-7301 to schedule a preconstruction inspection.
3. After plans have been approved and a preconstruction meeting completed, the encroachment permit can be issued and the work can commence.
4. Call Dig Alert 1-800-227-2600 before any work is started.
5. After construction is complete, or as otherwise directed during the preconstruction meeting, call the Public Works Superintendent to schedule a final inspection.
6. Improvements that have been constructed to City standards can be approved by the Public Works Superintendent.
7. Following final approval, the Public Works Superintendent will sign the permit and the process is complete.