

CITY OF SANTA CLARA

REQUEST FOR APPROVAL OF EASEMENT ENCROACHMENT

The undersigned, _____, being the owner(s) of that certain

(Print Name- Owner/Applicant)

real property described as: Parcel/Lot No. _____ of Parcel Map/Tract No. _____ A.P.N. _____

located at: _____,

(Street Address, City, Zip Code)

does/do hereby request approval of _____

(Describe encroaching structure(s) and appurtenances)

into a _____

(Width and type of easement)

(Signature - Owner/Applicant)

(Date)

Phone Nos. _____
(Home) (Work)

PROCEDURE FOR FILING:

1. Fill out one copy of this form. If more space is needed, attach extra sheets.
2. Submit the following to the Engineering Department, Room 409, West Wing, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050:
 - a. Non-refundable processing fee – contact Engineering Department at 615-3000 for amount.
 - b. Five copies of plot plan (8-1/2" x 11") showing all property lines, street frontage, existing and proposed structures and appurtenances and dimensions to determine extent of encroachment.
 - c. Letters of approval from PG&E and Pac.Bell when public utility easements are affected. Approvals of City utilities will be processed by the Engineering Department.
3. Prior to City Manager action, applicant is required to execute a Covenant Running With Land & Lien (Private Construction over public easement). Said covenant will be recorded and contains a provisions that encroachment permission may be revoked by City at any time.
4. Structures or improvements which encroach into the easement may be subject to review by the City's Planning Division, and/or may require building permits from the City's Building Inspection Division. The applicant is requested to contact the Planning Division and the Building Inspection Division for further information.

Receipt No. _____

S.C. No. _____