

APPLICATION FOR CONSTRUCTION/ ENCROACHMENT PERMIT

| REQUIRED INFORMATION: | Refer to the Applicant | Requirements for Constru | ction/Encroachment Permit |
|--|---|--|---|
| PROJECT OWNER | | | |
| PERMITTEE | | | |
| Address | City | State | Zip |
| Contact Name | | _Phone () | |
| E-mail Address | If a Utility, inspection | n fees can be invoiced to? | <u> </u> |
| CONTRACTOR | | | |
| Address | | | |
| StateZipContact Nam | ne | Phone () | |
| E-mail Address | | | |
| ENGINEER/AGENT | | | |
| Address | | City | |
| StateZipContact Nam | ne | Phone () | |
| E-mail Address | | | |
| PROJECT INFORMATION: Park Area /L | ocation /Address of Work | | |
| Nearest cross streets | | | |
| PLAN REQUIREMENTS: Please submit (| | | |
| Project Detail: Provide a description of relength of time required | | | |
| | | | |
| | | | |
| Permit Fee: A \$200.00 fee is required to initiate prapplied as the initial permit processing cost. Used advised of any revisions, additional fees, surety descripticate of liability insurance complying with the sample certificate can be provided. Please allow rule Upon completion of the permitted use, PERMITTE Office to request the refund of any surety deposit. Signature of Applicant: | Jpon receipt of the completed application eposit/bond amounts, insurance requirer requirements of the County Risk Manageminimum of (30) working days to process EE is responsible for calling the assigned Refunds are processed approximately 6- | n, staff will coordinate the review nents or other items required prior to the request. Inspector for final inspection an 8 weeks after sign-off by the Inspector for the Inspection and Inspecti | of the material. Applicant will be or to permit issuance. A valid permit being issued. If needed, a d sign-off, and contacting the Permit pector. |
| | processed without a legible signature | | |
| Print Name | | Phone () | |
| MAIL, FAX, OR DELIVER YOUR APP | | UNTER HOURS: | |
| 00 0 1 0 3 | | riday: 8:00 a.m. – 4:00 p.r | n. |

OC Parks Reservations and Permits Unit 13042 Old Myford Road Irvine, CA 92602-2304 FAX: (714) 973-3336

QUESTIONS: PLEASE CALL OR E-MAIL

Phone Number: (866) 627-2757 E-mail: Permits@ocparks.com



APPLICANT REQUIREMENTS FOR CONSTRUCTION/ENCROACHMENT PERMIT

MAIL OR DELIVER TO:

OC Parks Reservations and Permits Unit 13042 Old Myford Rd.

Irvine, CA 92602

Telephone Number: (866) 627-2757

Fax Number: (714) 973-3336

Public Counter Hours:

Mon-Fri: 8:00 a.m. - 4:00 p.m.

A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING. PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER.

THE FOLLOWING IS REQUIRED OF ALL APPLICANTS:

- 1. Letter of request, including the following information:
 - A. Project owner/company name, address, contact person, telephone number, fax number and email address.
 - B. Engineer <u>and/or</u> Contractor's name, address, contact person, telephone number, fax number and email address.
 - C. County Facility Name (e.g.: Irvine Regional Park).
 - D. Type of activity requesting.
 - E. Job address with nearest cross streets.
 - F. Map Page and Grid locations, if any.
 - G. A completed NPDES compliance form.
 - H. For construction projects include structure/material type, size, length, and number of structures, etc. Please be as detailed as possible.

2. (3) sets of scaled plans. All plan submittals must have the Project area clearly highlighted and include all applicable items noted below:

- A. County Facility Name.
- B. Vicinity map, street names, distances to nearest cross streets and map location.
- C. Orange County Right-of-Way line and Property line (boundaries).
- D. North arrow and scale.
- E. Entry or crossing details (profile/section details).
- F. Right-of-Way dimensions.
- G. Existing fencing, roadways, bike trails, gates, access (road) area, etc.
- H. Dimension of structures.
- I. Copies of resource permit or permits from other agencies.
- J. (2) sets of hydraulics/hydrology and structural calculations, if applicable.

Plans submitted for final approval must be signed, dated and stamped by a Registered Civil Engineer.

3. An initial filing fee of \$200.00, per Board Resolution 10-198, is required to initiate the permit process and will be applied to the total permit fee. Make checks payable to COUNTY OF ORANGE(*).

Upon receipt of the above, staff will coordinate review of your submitted material. Applicant will be advised of any revisions, additional fees, security deposit/bond amounts, insurance requirements,or other items required prior to permit issuance. Upon completion of the permitted use, PERMITTEE is responsible for calling the Inspector for final inspection and permit sign off, and contacting the Permit Office to request the refund of any security deposit. Refunds are processed within 6-8 weeks after sign-off by the Inspector.

(*)The County of Orange will charge \$25.00 for 1st check returned for insufficient funds and \$35.00 for each subsequent check, per Board Resolution 00-445.