



ENCROACHMENT PERMIT APPLICATION

INSTRUCTIONS:

- Complete all items included in the application and write "N/A" for non-applicable items.
- This application is not deemed complete until all required attachments are included to the satisfaction of the City Engineer.
- Provide electronic set of improvement plans, specifications, and/or calculations with this application, as applicable. Improvement plans shall clearly identify the scope of work.
- Where applicable, applicants shall submit traffic control plans for review showing all temporary traffic control. This can be satisfied by providing copies of the appropriate Typical Applications (TA) taken from the latest version of the California MUTCD, Part 6, Temporary Traffic Control, Work Area Traffic Control Handbook, or California Joint Utility Traffic Control Manual. Complex projects on arterials, impacting multiple lanes and major intersections, requiring phased traffic control plans, or any projects deemed so by the City Engineer will require separate Traffic Control Plans.
- The Public Works Encroachment Permit Traffic Control General Notes are to be included on all provided traffic control plans, and can be found at the following location: <https://www.ci.brea.ca.us/1215/Engineering-Reference-Documents>
- The Public Works Encroachment Permit General Conditions can be found at the following location: <https://www.ci.brea.ca.us/1215/Engineering-Reference-Documents>
- Contractor(s) must possess a current Business License on file with the City.
- Contractor(s) must provide Liability Insurance Certificate naming the City as additionally insured. City of Brea Insurance Requirements can be found at the following location: <https://www.ci.brea.ca.us/DocumentCenter/View/6999>
- All fees associated with permit applications will be assessed and requested upon permit application. Please refer to the latest City of Brea Development Fee Schedule which can be found on the City of Brea's Community Development website under "Fees", at the following location: <https://www.ci.brea.ca.us/122/Community-Development>
- Contractor(s) must possess an approved Caltrans permit for any proposed work within the State right-of-way prior to performing work.
- A copy of this completed application, that is returned by City Staff upon initial submittal, shall be provided upon all subsequent re-submittals.
- For temporary signs within the public right of way, complete pages 1-6.

I agree to comply with the General Conditions and all provisions of City Ordinances, Resolutions, Standards, and Specifications currently in force, and to pay for the removal and proper replacement of any item installed under this permit which does not comply with the above. I agree to pay for additional replacements in excess of the amounts initially assessed due to damage as a result of any work accomplished under this permit. By signing and accepting this Permit, the Applicant states that they have or will notify Dig Alert at 1-800-227-2600 at least 48-hours prior to excavation. Applicant acknowledges that a permit to excavate issued by the City of Brea shall not be valid unless the Applicant has been provided an initial ticket by a regional notification center pursuant to California Government Code Section 4216.2.

Applicant's Signature

Date

STAFF USE ONLY

ENCROACHMENT PERMIT NO: _____ TRUST ACCOUNT NUMBER: _____



Brea Civic & Cultural Center | 1 Civic Center Circle | Brea, California 92821 | www.cityofbrea.net

ENCROACHMENT PERMIT APPLICATION

Application Date:		Reference Permit No. (PLN, BLD, ENGPC) or CIP No.:			
APPLICANT INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
☐ Owner ☐ Tenant ☐ Architect ☐ Engineer ☐ Contractor ☐ Developer ☐ Other: _____					
OWNER INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
CONTRACTOR/SUBCONTRACTOR INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
State License #:	Class:	Expiration Date:	Business License #:	Expiration Date:	
Workers Comp Carrier:		Policy #:		Exp Date:	
ENGINEER INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
Registration No.:					
PAYMENT CONTACT INFORMATION					
Name:		Email:		Phone:	
Address:		City/State:		Zip:	
State License #:		Expiration Date:	Business License #:	Expiration Date:	

LOCATION OF WORK

Project Address/Intersection/Location Description: _____

DESCRIPTION OF WORK

Detailed Description: _____

☐ Encroachment Permit Project ☐ Development ☐ Address

RIGHT OF WAY IMPACT

Check all that apply. Provide detail of impact.

☐ Traffic Lane: _____
☐ Intersection/Traffic Signal: _____
☐ Parking Lane: _____
☐ Alley: _____
☐ Sidewalk: _____
☐ Parkway: _____
☐ Utilities: _____
☐ Night Work: _____

WORK TO BE PERFORMED

Check all that apply. For each selected category, include quantity, linear feet, or square footage.

Trench Excavation and Backfill

☐ Sewer Main: _____ ☐ Sewer Lateral: _____ ☐ Water Main: _____ ☐ Water Lateral: _____
☐ Storm Drain Main: _____ ☐ Storm Drain Lateral: _____ ☐ Culvert: _____ ☐ Other: _____
☐ Trench in Dirt: _____ ☐ Trench in Paving: _____

Structures

☐ Manhole: _____ ☐ Vault: _____ ☐ Catch Basin: _____ ☐ Junction Chamber: _____

Curb/Gutter

☐ New Construction: _____ ☐ Replace Existing: _____ ☐ Cross Gutter: _____ ☐ Curb Core: _____

Sidewalk

☐ New Construction: _____ ☐ Replace Existing: _____ ☐ Parkway Replacement: _____

Driveway Approach

☐ Residential ☐ Commercial ☐ New Construction: _____ ☐ Replace/Widen Existing: _____

TEMPORARY SIGNS WITHIN PUBLIC RIGHT-OF-WAY

INSTRUCTIONS:

The City of Brea Engineering Division coordinates the review of requests for temporary signs within the public right-of-way through the Encroachment Permit process. **All signs are subject to standards set forth in Section 12.04.030.B of the Brea Municipal Code (see attached).**

All submittals for temporary signs within the public right-of-way must include the following information:

REQUIRED SUBMITTAL INFORMATION AND DOCUMENTS

- **Description of the sign text:** _____
- **Size of Sign** (cannot exceed 3' x 10'): _____
- **Proposed Location of the Signs:**
(See attached map for the permitted location of the signs. Max 3 signs per block allowed. Must be on street light poles):
Street: _____ No. of signs: _____
Street: _____ No. of signs: _____
Street: _____ No. of signs: _____
Street: _____ No. of signs: _____
- **Date of Installation:** ____/____/____ **Date of Removal:** ____/____/____
(maximum 45 days permitted)
- **Additional Information Required:**
 - ☐ **Map and Photos of the Proposed Location of all Signs** - Such map must clearly show where each sign is proposed to be located. Photos of the proposed pole location must show that there is no conflict with vehicle traffic and any existing traffic signage.
 - ☐ **Traffic Control and Installation Plan** - Plan must identify the proposed installation procedure, equipment and necessary traffic controls.
 - ☐ **Detailed Drawing and/or Photo of the Proposed Signs** - Also include the attachment details.
 - ☐ **Certificate of Insurance** - As required by the Encroachment Permit

§ 12.04.030 OBSTRUCTION OF STREETS, SIDEWALKS, ETC.

A. A. The placing, erecting or maintaining of any signs, signboards or devices of a like character, awnings excepted, along, over and upon the public streets, sidewalks and alleys within the city, not in accordance with the provisions of this section, is hereby prohibited, is declared to be a nuisance and the Superintendent of Streets is hereby directed to abate the same.

B. The placement of temporary signs within public right-of-way areas shall only be permitted subject to the following standards:

1. *Application.* An application shall be consistent with the specific provisions adopted by the City Council under separate resolution.
2. *Number of permits per year.* A maximum of one (1) permit per calendar year shall be granted to any one (1) applicant or associated applicants.
3. *Display duration.* Signs may be placed for a maximum time period of forty-five (45) days. Said time period shall be inclusive of set up and removal of signs.
4. *Location.* Sign display within public right-of-way areas may occur only at the following locations and shall be limited to installation upon city street light poles:
 - a. Brea Boulevard: From the south city limits to Imperial Highway and Lambert Road to State College Blvd./Central Avenue.
 - b. Birch Street: From Brea Boulevard to Valencia Avenue.
 - c. Imperial Highway: From Berry Street to Valencia Avenue.
 - d. Kraemer Boulevard: From Imperial Highway to Lambert Road.
 - e. Lambert Road: From Puente Street to Kraemer Boulevard.
 - f. Puente Street: From Imperial Highway to Central Avenue.
 - g. Rose Drive: From south city limits to Valencia Avenue.
 - h. Valencia Avenue: From south city limits to Birch Street/Rose Drive.
5. *Number of signs.* A maximum of one (1) sign per light pole and three (3) signs per block, total, from any single or combination of applicants are permitted.
6. *Size and orientation of temporary signs.* Maximum dimensions of signs shall not exceed thirty- six (36) inches in width and ten (10) feet in length and shall be installed in a vertical orientation with a maximum of fifteen (15) feet vertical clearance from adjacent grade.
7. *Sign materials and design.* Signs shall be constructed of weather-resistant fabric designed to remain durable throughout the display period. Said fabric shall be of a color and reflectivity to avoid interference with traffic safety and directional controls. Text and graphics of temporary signs shall be of a design to avoid interference with traffic safety and directional controls. Final materials and design of signs shall be subject to the review and approval of the Development Services Director.
8. *Sign brackets.* Applicant shall be responsible for the installation and removal of all brackets. This requirement may be modified by the Development Services Director on a case-by-case basis.
9. *Maintenance.* Applicant is required to maintain all signs in an “as approved” condition. Any necessary repairs to damaged signs shall be immediately remedied by the applicant. The city shall reserve the right to immediately remove any sign it deems a public health, safety, or welfare violation.
10. *Final safety determinations.* The Development Services Director shall maintain final determination authority on final proposed design and placement of any sign within the right-of-way to fulfill the city's goals and policies for vehicular and pedestrian safety.
11. *Prohibitions.* The standards listed above shall specifically serve to prohibit all other forms, locations, and installations of signs within city right-of-way areas (i.e. signs within medians, taped signs, stapled signs, and human/animal “sign dancers”).

('61 Code, § 20.6) (Ord. 42, passed - -; Am. Ord. 1091, passed 3-21-06; Am. Ord. 1135, passed 3-16-10)

PERMITTED LOCATIONS FOR TEMPORARY SIGNS WITHIN PUBLIC RIGHT-OF-WAY

Streets where temporary signs within public ROW is allowed

