

CITY OF MISSION VIEJO
ENCROACHMENT PERMIT SUBMITTAL PROCESS
DEPARTMENT OF PUBLIC WORKS
(949) 470-3040



All work performed in the public right-of-way or that will encroach into the public right-of-way requires approval and permits from the Public Works Department per Mission Viejo Municipal Code Section 14.03.020. This includes, but is not limited to, work that occurs on, above, or below public sidewalks, streets, curbs, street medians, or unimproved or landscaped areas within the public right-of-way, and traffic control on all streets.

Permit applications may be obtained either:

- (a) In hardcopy form at the Public Works counter at Mission Viejo City Hall; or
- (b) As a PDF file available online at the City's website by clicking [here](#).

Permit applications may be submitted in person at Mission Viejo City Hall, or as a PDF to PWPermits@cityofmissionviejo.org

For any use of the public right-of-way, applicants shall submit the following:

- **A City of Mission Viejo encroachment permit application. Items 1 through 5 and 7 shall be completely filled out.** The applicant shall sign and date the application.
 - For *Property Owner Information*, the applicant shall list the property owner's information that adjoins the area where the work is being performed (if applicable).
 - For *Applicant Information*, the applicant shall list his/her information if different from the owner's information. The City reserves the right to require the owner or agency to sign the permit upon issuance, in addition to the contractor performing the work.
 - For *Description of Work*, **write down dimensions and estimated quantities of ALL work**. Examples are: "remove and replace two 4'x10' sidewalk panels", "remove and replace one commercial driveway apron", or "dig a 2' by 40' trench perpendicular to centerline on Alicia Parkway approximately 400' south of Trabuco Road." **If traffic control will be performed, state the number of days of lane closures** and the number of lanes that will be closed.
- **Submit plans for review and approval in PDF format.** Some projects will require a stamp and signature from a Registered Civil Engineer. The following minimum information must be shown on plans submitted for an Encroachment Permit:
 - Street information including street name(s) shown, and the depictions of centerlines/medians, right-of-way lines, curb lines, and nearest cross-streets. Include a north arrow and the scale used.
 - Parcel information of adjoining properties including house/business addresses; assessor's parcel, tract, and lot numbers (if known); front property lines; and easements, if relevant.
 - Location and dimensions of the encroachment(s). Provide width and length dimensions and call out the types of work on the plan.
 - Traffic control plans prepared by a licensed Civil or Traffic Engineer (if deemed necessary by the Public Works Department for arterial highway work), or a statement that the latest edition of the WATCH manual will be followed (for residential and collector street work and with prior approval for arterial highway work).
 - Any other information pertinent to the encroachment request (such as detour route maps, etc.).
 - The PDF format plan sheet sizes must be between 8 ½" x 11" minimum and 24" x 36" maximum.
- **Proof of contractor licensure by the California Contractors State License Board.** The applicant may provide his/her California contractor's license number. Work performed in the right-of-way must be performed by a licensed contractor.
- **Proof of general liability insurance** in the amount of \$1,000,000 naming the City of Mission Viejo as additional insured and **proof of workers' compensation insurance**. Refer to the Public Works Department Insurance Requirements Document concerning specific, required cancellation clause strike-outs.

All work in the right-of-way shall be performed in accordance with City Standard Plans, the Standard Specifications for Public Works Construction ("Greenbook"), City Encroachment Permit Special Provisions, and to the satisfaction of the City Engineer. Before the applicant proceeds with any underground work in the public right-of-way, the applicant shall obtain a DigAlert Identification Number from Underground Service Alert at 1-800-227-2600. This I.D. number shall be made available for the City's Public Works Inspector when requested.

Please be aware that the City of Mission Viejo maintains a strict street work moratorium on roads that have been resurfaced. Roads with a new slurry seal shall not be disturbed for a minimum of two (2) years. Roads with a new asphalt concrete surface shall not be disturbed for a minimum of five (5) years. You may call (949) 470-3040 to determine if a moratorium is in effect on any street. If emergency work must occur on a moratorium street, the Public Works Department will notify you of the required extent of restoration work including removals, cold-planing, and resurfacing required.

Revised 02/28/2012