

**APPLICATION PROCEDURE
FOR
ENCROACHMENT AGREEMENT
(MARCH 2020)**

The City Engineer of the City of Palm Springs, California is authorized by Municipal Code 14.16.040 & 14.16.105, to require the applicant to obtain a license or agreement prior to placing an encroachment within public Right-of-Way. Encroachment are defined as, but not limited to, walls, fences, planters, pedestrian or driveway gates, decorative improvements.

REQUIRED FROM APPLICANT: RESIDENTIAL ENCROACHMENT

1. Submit the attached Encroachment Agreement application with applicable information filled in.
2. Apply for a Land Use Permit (LUP) from the Planning Services Department and submit with fee to the Planning Counter for review and approval, as per Municipal Code 94.02.01.C.2.b. Enclosed mailboxes in the City right-of-way do NOT require an LUP.
3. A plan showing the proposed encroachment and:
 - a. Existing or proposed City right-of-way shown clearly in relation to the proposed encroachment
 - b. Show dimensions of encroachment to indicate the proposed location within public right-of-way.
 - c. Existing utilities, curb, gutter, sidewalk, building footprint and outlines of all existing structures within 50 feet of encroachment with dimensions to nearest lot lines.
 - d. Location map of site within City of Palm Springs showing nearest intersecting major thoroughfares.
 - e. North arrow, pointing up or to the right with scale of drawing. Scale must be sufficient to show the encroachment. Use engineer's scale only.
 - f. Additional encroachment related plans (i.e. architectural, landscaping) may be required as directed by the City Engineer.
4. Copy of the private owner endorsed insurance certificate naming the City of Palm Springs as Additional Insured party on their home owners insurance policy.
5. Please check the City website for the latest fee amount. Please call the Engineering Services department to pay the fee with a credit card. If you want to pay by check, you must mail check and all paperwork to:

City of Palm Springs Engineering Services
3200 Tahquitz Canyon Way
Palm Springs, CA 92262
RE: EA-EL Application

REQUIRED FROM APPLICANT: COMMERCIAL / OUT DOOR DINING ENCROACHMENT

1. Submit the attached Encroachment Agreement application with applicable information filled in.
2. Apply for a Land Use Permit (LUP) from the Planning Services Department and submit with fee to the Planning Counter for review and approval, as per Municipal Code 94.02.01.C.2.b.
3. A plan showing the proposed encroachment and:
 - a. Existing or proposed City right-of-way shown clearly in relation to the proposed encroachment
 - b. Show dimensions of encroachment to indicate the proposed location within public right-of-way.
 - c. Describe encroachment and if applicable:
 - i. Include number of tables, number of chairs, benches, umbrellas, planters, and fence height and material.
 - d. Existing utilities, curb, gutter, sidewalk, building footprint and outlines of all existing structures within 50 feet of encroachment with dimensions to nearest lot lines.
 - e. Location map of site within City of Palm Springs showing nearest intersecting major thoroughfares.
 - f. North arrow, pointing up or to the right with scale of drawing. Scale must be sufficient to show the encroachment. Use engineer's scale only.
 - g. Additional encroachment related plans (i.e. architectural, landscaping) may be required as directed by the City Engineer.
 - h. Block Walls, planters, wrought iron fences, gates, awnings, mailbox enclosures, and sign structures will require structural details and dimensioned plan by City Staff.
4. Copy of City of Palm Springs business license and State Liquor License (if applicable).
5. Copy of lease agreement with landlord or building owner.
6. Copy of a lessee endorsed insurance certificate naming the City of Palm Springs as Additionally Insured party. Amount of coverage will be a minimum of **\$1 million**, or as directed by City Risk Management Department.
6. Please check the City website for the latest fee amount. Please call the Engineering Services department to pay the fee with a credit card. If you want to pay by check, you must mail check and all paperwork to:

City of Palm Springs Engineering Services
3200 Tahquitz Canyon Way
Palm Springs, CA 92262
RE: EA-EL Application

INTERNAL ROUTING:

1. Review of the application and attachments by Staff.
2. Preparation and submittal of Encroachment Agreement to owner/lessee for signature and notary acknowledgement.
3. Preparation of Staff Report for City Council.
4. Return of SINGLE-SIDED signed original document and notary acknowledgement to City.
5. Submit Staff Report, application, and attachments to City Engineer for review.
6. Schedule Encroachment License on City Council Consent Agenda by the City Engineer.
7. Approval or denial of encroachment at City Council Meeting within Consent Agenda item. Possible discussion of item by City Council members.
8. City Clerk submits the staff report and approved agreement to the Riverside County Recorder for recording.



City of Palm Springs Application for an Encroachment Agreement/License

Agreement - (City Manager Approval Required) AMOUNT PAID: _____

License - (City Council Approval Required) Credit Card Chk # _____

See City website for the latest fee amounts. <http://www.palmsprings-ca.gov/government/departments/public-works-engineering/engineering-design>

PLANNING STAFF ONLY

Land Use Permit # _____ Approval Date: _____ Submit copy to Engineering.

Block mailbox enclosures are exempt from this requirement.

Legal Description (Lot #, Block #, Tract #): _____

Assessors Parcel # (A.P.N.): _____ Section _____, T. _____ S. R. _____ E.

Encroachment Street Name: _____

Street Classification: Residential _____ Collector _____ Secondary _____ Major _____

Print Owner/Lessee Name: _____ Date: _____

Signature of Owner/Lessee: _____

Phone: _____ Email: _____

Address of Encroachment/Business: _____

Description of Encroachment: _____

SEE APPLICATION PROCEDURES FOR REQUIRED ATTACHMENTS

ENGINEERING STAFF ONLY

Reviewed by: _____ Date: _____ | _____ **APPROVED** _____ **DENIED**

Comments: _____

City Eng. File # _____