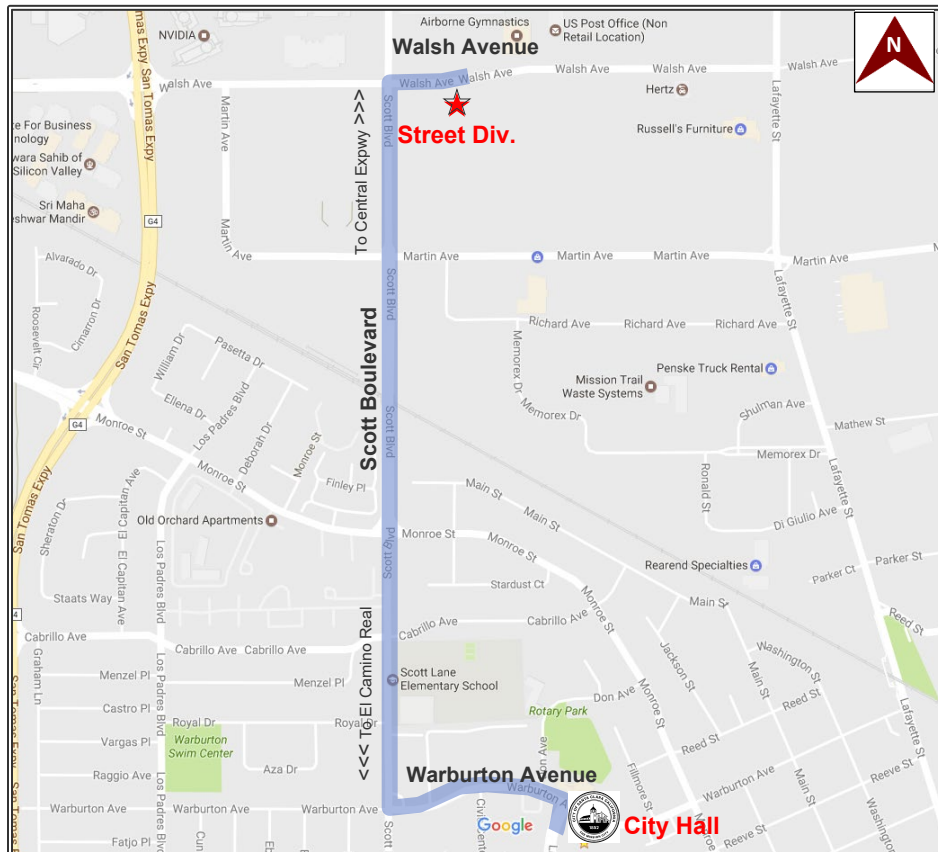




Minor Encroachment Permit Instructions

(For temporary placement of debris bins, POD or storage containers, etc. in public right-of-way, for a maximum of 7 days)

- A. Fill out application on reverse side.
- B. Provide a vicinity map (a drawn or electronic sketch or aerial is acceptable) of the location where bin/POD/etc. is to be placed. The map should show clearly, at a minimum, the following:
 1. Property lines, adjacent properties and nearest cross streets. Label the streets and the address of the property or properties affected.
 2. Driveway of the property and driveway/s of the immediate and/or adjacent properties.
 3. Preferred location of the bin/POD/etc. to be placed in front of, or along the side of, the property.
Do not place bin/POD/etc. in any of the following areas:
 - Three feet (3') minimum from any driveway, including your own driveway.
 - Adjacent properties, unless written permission is granted by the property owner.
 - Any restricted parking zone (No parking, loading, handicap, time-limited, etc.).
 - Twenty feet (20') from pedestrian crosswalk, including unmarked street corner crossings.
 - Fifteen feet (15') from fire hydrants.
 - Bike lanes should not be blocked.
- C. Submit completed form to Traffic Engineering Division for review and approval. If the location is approved, a "Minor Encroachment Permit" fee (**\$167 or latest fee**) and any other applicable fees shall be paid to "City of Santa Clara" at the Finance Dept., which is located across the Permit Center in the West Wing at City Hall, 1500 Warburton Avenue, Santa Clara, CA 95050.
- D. **Barricades** may be available for use to reserve the approved location for debris bin/POD placement or other approved item. Contact the Street Division at (408) 615-3080 or Street@SantaClaraCA.gov to confirm availability of signs and time of pick-up. To receive the barricades and signs, you must present a copy of the approved permit at 1700 Walsh Avenue Santa Clara, CA 95050 during business hours 7:30 AM - 12:00 PM, and 12:30 PM - 4:30 PM. Please place barricades for a minimum of 72 hours prior to the dates approved on permit. The map below shows the location of the Street Division:



OWNER/APPLICANT INFORMATION:

Name: _____	Phone: _____
Signature: _____	Email: _____

NEW FEE: \$167.00
 PERMIT VALID ONLY
 WITH PROOF OF
 PAYMENT TO
 FINANCE DEPT.



City of Santa Clara
 The Center of What's Possible

**PUBLIC WORKS DEPARTMENT
 TRAFFIC ENGINEERING DIVISION**

1500 Warburton Ave, Santa Clara, CA 95050 **WEBSITE:** www.SantaClaraCA.gov
EMAIL: TruckRoutePermit@SantaClaraCA.gov **TEL:** 408.615.3000 **FAX:** 408-983-0931

MINOR ENCROACHMENT PERMIT

LOCATION:

Address: _____	Type: <input type="checkbox"/> REFUSE BIN <input type="checkbox"/> POD <input type="checkbox"/> OTHER
_____	Bin No. _____ Bin Size: _____
Description of Work: _____	

VICINITY MAP: Show curbs, driveway aprons, fire hydrants, and nearest cross streets. Label the streets and address of the property. Bin/POD must be placed along frontage or side of requestor's property. **Do not place bin/POD within three (3) feet of neighbor's driveway, 15 feet of fire hydrant, 10 feet of street corner, or existing red or blue curb.**



For Office Use Only:		(Maximum 7 days)
Received by: _____	Date Received: _____	MEP No. _____ Valid Dates Only: _____
APPROVED BY: _____	DATE: _____	
(SIGNATURE/NAME OF TRAFFIC ENGINEERING STAFF)		