



DEPARTMENT OF PUBLIC WORKS
LAND & PROPERTY DEVELOPMENT DIVISION
1500 Warburton Avenue, Santa Clara, CA 95050

Phone : (408) 615-3000
Fax : (408) 985-7936
Email : engineering@santaclaraca.gov
Web : www.santaclaraca.gov

STREET LICENSE ENCROACHMENT PERMIT
PETITION FOR THE ENCROACHMENT OF CERTAIN PRIVATE
UNDERGROUND FACILITIES

APPLICANT INFORMATION

Date : _____

Name (Last Name, First Name) : _____

Full Address (Street Address, City, State, Zip Code) : _____

Phone Number(s) : _____

Email Address : _____

APPLICANT REQUEST

Project Address : _____

Parcel/Lot No. : _____

Parcel Map : _____

Tract No. : _____

A.P.N. No. : _____

Project Purpose : _____

Additional Information : _____

CERTIFICATE OF AUTHENTICITY

BEWARE, you are subject to prosecution if you unlawfully submit this form. **UNDER PENALTY OF LAW**, transmission of this form to the City of Santa Clara is your certification that you are authorized to submit it and that the information presented is true and correct.

Applicant Name: _____

Applicant Signature

Date Signed

FOR CITY USE ONLY

Receipt No.: _____

SC No.: _____

INSTRUCTIONS

1. Fill out one copy of this petition form. If more space is needed, attach extra sheets.
2. Submit the following to the City of Santa Clara, Department of Public Works, Land and Property Development Division, 1500 Warburton Avenue, Santa Clara, California 95050 [(a), (b) and (d) can be emailed to engineering@santaclaraca.gov]:
 - a. **Non-Refundable** filing fee - contact the Land and Property Development Division at (408) 615-3000 for the filing fee amount;
 - b. A dimensioned plot plan (plot and profile is required) showing encroachment, with a completed and signed petition; and
 - c. Written approval from private utility companies (PG&E and AT&T), as required. (Approvals of City utilities will be processed by the Land & Property Development Division.)
3. Prior to City Council action, applicant is required to provide a Certificate of Insurance.
 - a. Call the Land and Property Development Division (LPD) at 408-615-3000 to register for an Ebix account.
 - b. FAX or EMAIL insurance documents to Ebix Customer Service 770-325-0409 or ctsantaclara@ebix.com
 - c. LPD does NOT review insurance documents. Call Ebix Customer Service at 951-766-2280 to verify if the documents have been reviewed and cleared, prior to issuance of the Encroachment Permit.
 - d. IT IS THE APPLICANT'S and/or CONTRACTOR'S RESPONSIBILITY TO MEET ALL THE CITY'S MINIMUM INSURANCE REQUIREMENTS.

FEE PAYMENT

Fee payment must be received by the City of Santa Clara before this form submittal can be certified as complete. Checks or money orders should be made payable to the City of Santa Clara and mailed or delivered to the Department of Public Works, Land and Property Development Division, 1500 Warburton Avenue, Santa Clara, California 95050. Credit card payments may be made via Visa, MasterCard, Discover, or American Express.