



**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

**PETITION FOR THE ENCROACHMENT OF PRIVATE IMPROVEMENTS
IN A PUBLIC EASEMENT**

The undersigned, _____,
(Print Name – Owner/Applicant)

being the owner(s) of that certain real property described below as:

Parcel/Lot No. _____ of Parcel Map/Tract No. _____ A.P.N. _____

located at: _____,
(Street Address, City, State, Zip Code)

does/do hereby request approval of _____,

(Describe encroaching structure(s) and appurtenances)

into a _____.
(Width and type of easement)

Signature – Owner/Applicant

Date

Phone No. _____ Email _____

PROCEDURE FOR FILING

1. Fill out one copy of this 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 [(b) and (c) can be emailed to engineering@santaclaraca.gov]:
 - a. **Non-refundable** processing fee – contact Land and Property Development Division at (408) 615-3000 for the processing fee amount.
 - b. A plot plan showing all property lines, street frontage, existing and proposed structures and appurtenances and dimensions to determine extent of encroachment, with Petition attached.
 - c. Letters of approval from PG&E and AT&T when public utility easements are affected. Approvals of City utilities will be processed by the Department of Public Works, Land and Property Development Division.
3. Prior to City Manager action, applicant is required to execute a Covenant Running With Land & Lien (Private Construction over Public Easement). Said covenant will be recorded and contains a provision that encroachment permission may be revoked by the City of Santa Clara (City) at any time.
4. Structures or improvements which encroach into the easement may be subject to review by the City's Planning Division, and/or may require building permits from the City's Building Inspection Division. The applicant is requested to contact the Planning Division at (408) 615-2450 and the Building Inspection Division at (408) 615-2440 for further information.

FOR CITY USE ONLY

Receipt No.: _____

SC No.: _____