



**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](mailto:engineering@santaclaraca.gov)  
 Web : [www.santaclaraca.gov](http://www.santaclaraca.gov)

**PETITION FOR THE ENCROACHMENT OF PRIVATE IMPROVEMENTS  
 IN THE PUBLIC RIGHT-OF-WAY**

Under the provisions of Resolution No. 3899, the undersigned,

\_\_\_\_\_  
 (Print Name – Owner/Petitioner)

hereby requests approval of encroachment to construct or maintain the following private improvements within the public right-of-way:

\_\_\_\_\_

**Property Description:**

Parcel/Lot No. \_\_\_\_\_ Parcel Map/Tract No. \_\_\_\_\_ A.P.N. \_\_\_\_\_

at the following location: \_\_\_\_\_  
 (Street Address, City, State, Zip Code)

**Justification to Support an Encroachment in the Public Right-of-Way:** (attach additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_  
**Signature – Owner/Petitioner** \_\_\_\_\_  
**Date**

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

**PROCEDURE FOR FILING**

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](mailto:engineering@santaclaraca.gov)]:
  - a. **Non-Refundable** filing fee - contact Land and Property Development Division at (408) 615-3000 for the filing fee amount.
  - b. Dimensioned plot plan(s) showing encroachment, with completed and signed petition attached.
  - c. Written approval from private utility companies (PG&E and AT&T), as required. (Approvals of City utilities will be processed by the Engineering Department.)
3. Prior to City Council action, applicant is required to execute a Covenant Running With the Land (Private Improvements in the Public Right-of-Way).
4. Structures or improvements which encroach into the public right-of-way 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.: \_\_\_\_\_