



CITY OF SANTA CLARA
ENGINEERING DEPARTMENT
 1500 Warburton Avenue, Santa Clara, CA 95050

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

REQUEST FOR APPROVAL OF EASEMENT ENCROACHMENT

The undersigned, _____, being the owner(s) of that certain
 (Print Name – Owner/Applicant)

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 Nos. _____

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, Engineering Department, 1500 Warburton Avenue, Santa Clara, California 95050:
 - a. Non-refundable processing fee – contact Engineering Department at (408) 615-3000 for amount.
 - b. Five copies of plot plan (8-1/2" X 11") showing all property lines, street frontage, existing and proposed structures and appurtenances and dimensions to determine extent of encroachment.
 - c. Letters of approval from PG&E and PacBell when public utility easements are affected. Approvals of City utilities will be processed by the Engineering Department.
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 OFFICE USE ONLY

Receipt No.: _____ S.C. No.: _____