



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

STREET LICENSE ENCROACHMENT PERMIT
PETITION FOR ENCROACHMENT OF CERTAIN PRIVATE UNDERGROUND FACILITIES
IN THE PUBLIC RIGHT-OF-WAY

APPLICANT INFORMATION

Date: _____
Name: (last/first) _____
Street Address: _____
City, State, Zip: _____
Home Phone: _____
Work Phone: _____
Fax Number: _____
Email Address: _____

APPLICANT REQUEST

Work Address: _____
Parcel/Lot No.: _____
Parcel Map: _____
Tract No.: _____
A.P.N. _____
Work Purpose: _____
General Info: _____

CERTIFICATION 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 OFFICE USE ONLY

Receipt No.:

S.C. No.:

INSTRUCTIONS

This form is not interactive due to the requirement for an original signature. Please print, complete, then mail or deliver this form to the City.

To construct private underground lines within public right-of-ways, such as private communication lines, or private water discharge lines from a private remediation system designed to decontaminate a property, apply for a Street Encroachment License through the Engineering Department's Land and Property Development Division.

PROCEDURES FOR FILING

1. Fill out one copy of this Petition. If more space is needed, attach extra sheets.
2. Submit the following to the Engineering Department, 1500 Warburton Avenue, Santa Clara, California 95050:
 - a. Non-refundable filing fee – contact Engineering Department at (408) 615-3000 for amount;
 - b. Five (5) copies of dimensioned plot plan (plot and profile is required) showing encroachment, with Petition attached; and
 - c. Written approval from private utility companies, as required. (Approval of City utilities will be processed by the Engineering Department.)
3. Prior to City Council action, applicant is required to provide a Certificate of Insurance.

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 Engineering Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050. Credit card payments may be made via Visa, MasterCard, Discover, or American Express.