



# INITIAL P.W. ENCROACHMENT PERMIT SUBMITTAL CHECKLIST

PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

Effective: January 1, 2016

Submitted by:

Applicant/Liaison  Contractor  Other: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Project Location: \_\_\_\_\_

## P.W. Permit Check Submittals Applicant Checklist

*All applicable items required to complete the submittal package must be included. Applications failing to include one or more required items will not be accepted for processing, unless otherwise approved by City Engineer. The City will require a minimum of 2 to 3 weeks' timeframe to review the submitted plan.*

*Additional sets of plans may be requested upon review.*

### First Plan Check

Completed Public Works Encroachment Permit application filled out

Initial Permit Deposit: \$300

3 sets of Plans

Traffic Control Plans or W.A.T.C.H. Templates

Insurance Documentation per Public Works Permit Application

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### **FOR STAFF USE:**

Date submitted: \_\_\_\_\_

P.W. Permit Number: \_\_\_\_\_

DS Account No. \_\_\_\_\_

Accepted by: \_\_\_\_\_

