

PERMANENT ENCROACHMENT SUBMITAL REQUIREMENTS

Application (filled out completely) with:

- (a) Verified signature of responsible party
- (b) Description (as needed, should include)

NOTE: The following should be submitted on 8-1/2" x 11" or 8-1/2" x 14" to be used as Exhibits of Encroachment Agreement.

- A copy of the property Grant Deed, or similar acceptable document identifying name of owner(s)
 - Address and legal description of affected properties
 - Legal description of encroachment location
 - Plan or plans showing right-of-way details, fences, topography, curb line, property line, other utilities, street names, distance to nearest cross street, north arrow, scale, profile, and cross section.
- (c) Full description of encroachment with full disclosure as to potential negative impact to the public or other utilities and/or interests, including a statement as to high or low risk underground facility as per Caltrans Manual on same if applicable.
 - (d) Annual encroachment fees required will generally follow City of Burbank Fee Schedule. An additional recording fee will be required by the L. A. County Recorder.
 - (e) Insurance will be required to be maintained throughout the life of the encroachment, and shall be filed with the Public Works Department prior to permit issuance.
 - (f) Plans associated with encroachment shall reflect all necessary attributes in a true and correct manner. It is the applicant's responsibility to ascertain the same.
 - (g) Depending on the impact of said encroachment, Public Works will require approval of those agencies/utilities affected (see below) before signing agreement and issuing excavation permit:

City of Burbank:

Planning
Police
Fire
Parks and Recreation
Public Works
 Storm Drain
 Street Design
 Sanitary
 Traffic
Public Services
 Street Lighting
 Power Transmission
 Water Division
 Fiber Optic

Other Agencies:

Southern California Gas Co.
Pacific Bell
Marcus Cable
Oil Pipelines
L. A. Dept. of Water & Power
Southern Pacific Railroad
L. A. County Dept. of Public Works

- (h) Upon preparation of encroachment agreement, signature on two (2) agreements must be notarized and returned to Public Works Department.
- (i) Underground encroachments will require applicant to become a member of USA, and mark out facilities upon notice.

NOTE: An excavation permit shall be required to perform the work in the public right-of-way after agreement is completed.



**CITY OF BURBANK
Public Works Department**

**APPLICATION FOR PERMIT/AGREEMENT
TO ENCROACH ON CITY PROPERTY**

This application form, notwithstanding the signed approval by the Director of Public Works or his deputy, below, does not constitute a permit. The Permit shall be contained in an Agreement/Covenant the terms of which shall be in accordance with BMC Title 7 Chapter 3 Article 7, as prepared by the City Attorney, signed, notarized and recorded accordingly. Among other provisions in the Agreement will be the payment of charges and applicable fees as set by the latest Burbank Fee Resolution, filing of evidence of public liability insurance with additional insured endorsement or hold-harmless agreement, and a building permit and/or excavation/construction permit as the case may require.

Information contained in this application shall form the basis for the agreement and must be true and as complete as possible.

1. REAL PROPERTY ABUTTING PROPOSED ENCROACHMENT:

a. Commonly Known As (Address): _____

b. Legal Description: Tract No. _____ Block _____ Lot _____

Assessor's Parcel No. _____

2. DESCRIPTION OF CITY-OWNED PROPERTY PROPOSED TO ENCROACH UPON:

3. ENCROACHMENT:

a. Is the encroachment: Subterranean Surface Aerial

b. Describe in Words: _____

c. Purpose of Encroachment: _____

d. EXHIBIT PLANS: An exhibit plan or plans of the encroachment must be submitted. The plans shall be of professional quality, preferably in 8-1/2" x 11" sheets for document processing facility, and shall show to a convenient scale the shape, dimensions, and extent of the encroachment as related to the abutting property and nearby public improvements and utilities, which must be fully and completely shown and located. A vicinity plan is to be submitted.

4. APPLICANT INFORMATION:

a. Owner/s of Abutting Real Property:

i. Name _____ Tel. _____

Address _____

ii. Name _____ Tel. _____

Address _____

Authorized Agent _____

b. Applicant if Other than Owner/s:

Relationship to Owner/s _____

Name _____ Tel. _____

Address: _____ Tel. _____

I/We the undersigned understand and agree: that any permit issued hereon shall be issued pursuant and subject to the provision of Title 7 Chapter 3 Article 7 of the Burbank Municipal Code, that such permit may be canceled by the City of Burbank, acting by and through its Public Works Director, at any time, and that the encroachment must be removed within thirty (30) days thereafter; that no right, title or interest in any property owned by the City of Burbank shall vest or accrue to me/us by reason of the issuance of such permit or exercise of the privilege given thereby; that I/we will not suffer or permit any dangerous or defective condition of property to exist in connection with exercise of the privilege; and that I/we assume and will pay for all injuries and damage to persons and property arising from or in connection with exercise of the privilege.

Signature _____ Date _____

Referred to:

x	DEPT/DIV	DATE	SIGNATURE	COMMENT
	Redevelopment			
	Building			
	Planning			
	Fire Dept.			
	Police Dept.			
	BWP Fiber			
	BWP Electric			
	BWP Water			
	Park & Rec.			
	Traffic			
	Sanitary			
	Street/Storm			

Approved subject to signed Agreement prepared by City Attorney

Disapproved _____

Director, Public Works Dept.

Date