

## SPECIAL SIGNS:

The following public organizations may be eligible to erect permanent type signs within the County's right-of-way. Indicate the nature of the sign on the encroachment permit application

- Churches
- Civic
- Educational
- Government
- Hospitals
- Libraries
- Museums
- Neighborhood Watch Organizations
- Philanthropic
- Schools
- Service Clubs

**FOR GENERAL  
INFORMATION ONLY.**

**NOT TO SUPERSEDE THE  
APPROPRIATE ORDINANCE**

*Printed on recycled paper*

COUNTY OF SAN DIEGO  
DEPARTMENT OF PUBLIC WORKS  
5201 RUFFIN ROAD, SUITE D, M.S. 0336  
SAN DIEGO, CA 92123-1666



# ENCROACHMENT PERMITS



**COUNTY OF SAN DIEGO  
DEPARTMENT OF PUBLIC WORKS**

PLEASE  
AFFIX  
POSTAGE

## **ENCROACHMENT PERMIT PURPOSE**

The County may be held all or partially responsible when a person is injured or property is damaged in the County road Right-of-Way (R/W).

## **DEFINITION**

An encroachment means any tower, pole, poleline, private pipe, private pipeline, nonstandard driveway, private road, fence, billboard, stand or building, or any structure or object of any kind or character, which is placed in, under or over any portion of the highway.

## **PERMIT REQUIRED**

No person shall place, change or renew an encroachment in, under or over any portion of the County road R/W without first obtaining from the Director, Department of Public Works (DPW), a written permit in accordance with Section 71 (Highway and Traffic) of the San Diego County code of Regulatory Ordinances.

## **APPLICATION FOR PERMIT**

Applications for a permit shall be made in writing on a form supplied by DPW and submitted to:

**County of San Diego  
Department of Public Works  
Construction/Road Right-of-Way  
5201 Ruffin Road, Suite D, M.S. O336  
San Diego, CA 92123-1666  
Phone (858) 694-2055  
FAX (858) 279-7020**

The application shall provide:

- Location of proposed encroachment
- Description of structure or object
- Justification for encroachment
- Will it interfere with the public use/ maintenance
- Duration for which permit is sought (one day, days, indefinite)
- Date request is to be effective
- \$100.00 issuance fee (checks payable to County of San Diego)
- A deposit may be required.
- Drawings or sign plan
- Lights, barriers, warning signs or other measure designed to protect the traveling public, where applicable

Permits can usually be issued at the time of application, except when a pre-issuance field review is required. Field reviews require up to two weeks to process.

## **POLICY**

All permits other than those issued to public agencies or a public utility having legal authority to occupy the public road right-of way are revocable on five days' notice and the encroachment must be removed or relocated as may be specified by the Director in the notice revoking the permit and within a reasonable time specified by the Director unless the permit provides a specified time. Encroachments not removed within the period shall be removed by County forces with the cost borne by the owner. Encroachments determined to obstruct or prevent public use of County road right-of-way, consist of refuse, cause a traffic hazard, or be in violation of other specific regulations will be removed immediately.

## **NOTE PAINTING HOUSE ADDRESS NUMBER ON CURBS:**

Vendors must obtain a solicitor's license from the County Sheriff's Department [(858) 974-2020] as well as an encroachment permit before painting house numbers on curbs within the unincorporated areas of the County. A copy of the solicitors license must be submitted with the encroachment permit application.

Specific guidelines for painting addresses on curbs are available from the DPW Construction/Road Right-of-Way counter.

# APPLICATION TO ENCROACH UPON COUNTY HIGHWAY

GOVERNED BY CHAPTER 6, DIVISION 1  
TITLE 7 OF SAN DIEGO COUNTY CODE

DATE \_\_\_\_\_

FOR COUNTY USE ONLY
CHARGE TO _____
DEPOSIT _____
FEE _____
TOTAL _____
PERMIT #N _____

**COUNTY OF SAN DIEGO**  
**DEPARTMENT OF PUBLIC WORKS**  
5201 RUFFIN ROAD, SUITE D, MS-O336  
SAN DIEGO, CA 92123-1666  
**PHONE: (858) 694-2055 • FAX: (858) 279-7020**

THOMAS BROTHERS			
YEAR	PAGE	COORD.	

Owner/Permittee \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
*Last name First*

Mailing Address \_\_\_\_\_  
*Street City State Zip code*

Location of encroachment \_\_\_\_\_  
*Street City*

APN # \_\_\_\_\_

Driveway     Fencing     Political Signs     Scaffolding     Storage     Yard     Other

Describe \_\_\_\_\_  
\_\_\_\_\_

Will encroachment interfere with the public use and maintenance of:

Travelled way?     Yes     No    Side path or sidewalk?     Yes     No

Shoulder or parking lane?     Yes     No    Drainage structure or watercourse?     Yes     No

Justification for Encroachment \_\_\_\_\_  
\_\_\_\_\_

Permit requested:     1 day     3 days     10 days     Indefinite     \_\_\_\_\_ days    Effective date \_\_\_\_\_ 12:101 a.m.

## AGREEMENT

In consideration of the granting of this permit, the applicant agrees:

- To save harmless the County of San Diego and any officer or employee thereof from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any placement, change or renewal of an encroachment under the terms of this permit, and to assume all of said liabilities.
- To comply with all applicable laws in the establishment, maintenance and removal of the encroachment.
- That the permittee and any other person engaged in any work authorized by this permit shall conform to all due safety precautions for the protection of persons and property.
- To remove or relocate any encroachment placed, changed or renewed under the authority of this permit; prior to its expiration or within 24 hours of notification to remove, if the duration is 10 days or less; or within 5 days of notification to remove, if the permit is of indefinite duration.
- After removing or relocating the encroachment, to restore the highway to the equivalent or better condition than it was prior to the date this permit became effective, or prior to the date the encroachment was first placed, whichever is earlier.

I hereby agree to provide the indemnification as required by Chapter 2 of Division 6 of Title 8 of the San Diego County Code.  
"I declare under penalty of perjury under the laws of the State of California that the statements made herein are true and correct."

Signed \_\_\_\_\_  
*Owner's Signature Date*