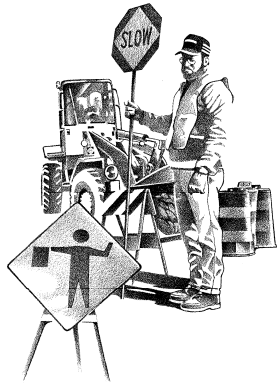


ENCROACHMENT PERMITS



WHEN IS AN ENCROACHMENT PERMIT REQUIRED?

An encroachment permit is required from the City when work is done within the public right-of-way. Encroachment permits are not issued for work done on private property, which is handled through the Building & Safety Division of the Community Development Department. The Public Works Department issues or requires permits for private subdivisions and offsite improvements such as street widening, curb and gutter, and storm drain work. Traffic control on the City's streets also requires permits.

WHAT DOES AN ENCROACHMENT PERMIT CONSIST OF?

Encroachment permits consist of two primary sections: the application, and the permit. The permit section consists of standard predefined conditions along with any special conditions which are applied to the permit; the permit fees; the trust fund deposit, if applicable; and construction inspection. A permit number must be issued by the City before a permit is considered valid.

FOR HOW LONG IS AN ENCROACHMENT PERMIT VALID?

Generally, a permit is valid for one year. Once the permit expires, an extension can be obtained by paying a renewal fee. However, in some circumstances a new encroachment permit application must be filed. Annual blanket permits, which can be issued to utility companies, are valid for each calendar year.

HOW MUCH DOES AN ENCROACHMENT PERMIT COST?

The cost of an encroachment permit varies depending on the type and cost of the improvements being constructed.

The minimum fee for a permit is \$145. However, in a few cases no fee permits are issued, such as when another public agency needs to perform work on a City of La Quinta public street.

WHERE DO I APPLY FOR AN ENCROACHMENT PERMIT?

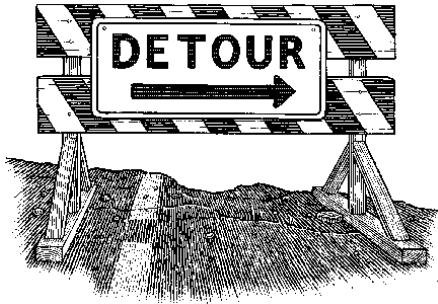
Encroachment permits can be obtained from the City of La Quinta Public Works Department which is at City Hall at the Permit Counter on weekdays. City Hall is located on the southwest corner of Calle Tampico and Washington Street.



WHAT ELSE DO I NEED IN ORDER TO COMPLY WITH ENCROACHMENT PERMIT CONDITIONS?

In order to issue a valid encroachment permit, the City will typically require insurance in all instances where work is performed within the City's right-of-way.

A traffic control plan will be required if the work site impacts a public street. The traffic control will be required to meet the standards set forth in the Work Area Traffic Control Handbook (WATCH) manual or the California Manual on Uniform Traffic Control Devices (CA MUTCD). The traffic control plan must be approved by the Public Works Department before work can begin.



IMPORTANT POINTS TO REMEMBER BEFORE DIGGING IN THE PUBLIC RIGHT-OF-WAY

It is important to remember the following important points when working in the public right-of-way.

Delineate the site: It is mandatory that the proposed excavation site be outlined with white paint or stakes.

Dial before you dig: Section 4216/4217 of the Government Code requires a DigAlert Identification Number be issued before a "permit to excavate" is valid. To obtain a DigAlert Identification Number, call Underground Service Alert at 811 no sooner than fourteen days and no later than 2 days prior to commencing excavation activities.

OTHER PERMITS

Other permits available include: Film Permits, which allow still and motion picture photography within City roadways. Transportation Permits, which (under specific guidelines) allow the transporting of over-size / over-weight loads on City roads.

REQUESTS AND INQUIRIES

If you have questions, requests or suggestions concerning encroachment permits, please call the Public Works Department at

APPLYING FOR AN ENCROACHMENT PERMIT