



**\*ENCROACHMENT  
PERMIT MUST  
REMAIN ON-SITE**

**ENCROACHMENT PERMIT  
APPLICATION**

**1. Applicant's Name / Company:** \_\_\_\_\_

Address: \_\_\_\_\_ City / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Address of Encroachment on City Right-of Way (attach sketch):** \_\_\_\_\_  
\_\_\_\_\_

**3. Reason for Encroachment:** \_\_\_\_\_  
\_\_\_\_\_

**4. Estimated start date:** \_\_\_\_\_ **# of Work Days :** \_\_\_\_\_ **Completion date:** \_\_\_\_\_

*(# of Work Days not including weekends or holidays. This will be used to estimate costs)*

**5. Contractor:** \_\_\_\_\_

Field Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**6. Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* Pool/Spa construction requires passing an initial & final inspection before bond money can be refunded.*

*\*\*Dumpsters can only be used if they fit within a resident's driveway.  
A citation will be issued if a dumpster is placed on the City street or sidewalk.*

*Inspections must be scheduled before the start of work (Initial) and at project completion (Final).*

*Please fax or email the Inspection Notification form to Public Works 48 hours in advance.*

*An authorized representative must be on-site.*

Public Works Department  
Phone: 949/425-2530 / Fax: 949/425-3899  
Email: [pworks@cityofaliso Viejo.com](mailto:pworks@cityofaliso Viejo.com)