



**Community Development Department  
Building and Safety Division**

580 Pacific Street, Room 4, Monterey CA

Main: (831) 646-3890

PW Inspection: (831) 646-3997

Email: [gogreen@monterey.org](mailto:gogreen@monterey.org)

App. No.   
(office use only)

**ENCROACHMENT PERMIT APPLICATION**

PROJECT INFORMATION			
Address		Estimated Start Date	
		Estimated End Date	
APPLICANT INFORMATION			
Applicant		Email:	
Company		License No.	
Address		Phone	
<b>UTILITY</b>	<input type="checkbox"/> AT&T	<input type="checkbox"/> Cal Am	<input type="checkbox"/> Comcast <input type="checkbox"/> PG&E <input type="checkbox"/> Other (list):
DESCRIPTION OF WORK (Please provide dimensions, areas, depths, and attach drawings)			
Description			
TYPE OF ENCROACHMENT (Select all that apply)			
<input type="checkbox"/> Driveway Approach	<input type="checkbox"/> Excavation in Street (concrete or asphalt)	<input type="checkbox"/> Temporary Encroachment	
<input type="checkbox"/> ADA Ramp/Curb/Gutter	<input type="checkbox"/> Excavation in Unpaved Shoulder	<input type="checkbox"/> Wall/Fence/Structure in ROW	
<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Wireless Antenna	<input type="checkbox"/> Vault or Equipment	<input type="checkbox"/> Replace/Install Utility Poles
PROJECT IMPACTS (Select all that apply)			
<input type="checkbox"/> Work is near a tree or within a Critical Root Zone (CRZ = 12 x tree diameter At 4.5 ft above grade)	<input type="checkbox"/> Disturbing 500 sq ft or more of soil	<input type="checkbox"/> Sewer tie-in to main (+\$248)	
	<input type="checkbox"/> Installing/Replacing 2500 sq ft or more of hard surface	<input type="checkbox"/> Trenching 5' depth or more	
		T-1 Permit No	
TRAFFIC IMPACTS (Select all that apply. If any boxes below are checked, attach a <b>Traffic Control Plan</b> )			
<input type="checkbox"/> Blocking Sidewalk	<input type="checkbox"/> Blocking Travel Lane	<i>Traffic Control to comply with most current version of CAMUTCD. Additional traffic review or parking fees may apply.</i>	
<input type="checkbox"/> Blocking Parking Lane	<input type="checkbox"/> Diverting Traffic		
APPLICANT DECLARATION (check ALL boxes below)			
I certify that the above information is correct and I agree to comply with all State laws and ordinances of the City of Monterey that are applicable to the proposed work. I hereby authorize City representatives to access the work zone for inspection purposes. I understand that this is an application and NOT a permit to perform any work without City review and approval, payment of all required fees, and the signing of all required documentation. I understand that this application will expire within 180 days if a permit is not obtained.			
I acknowledge the following requirements and agree to comply (must check all boxes below):			
<input type="checkbox"/> If any bus stops or routes are disrupted, I shall call MST at (831) 899-5299.			
<input type="checkbox"/> I shall restore <b>disturbed</b> Right of Way infrastructure to current City standards as directed by the City.			
<input type="checkbox"/> All traffic/pedestrian control shall comply with the California Manual on Uniform Traffic Control Devices (MUTCD).			
<input type="checkbox"/> I shall not cover or conceal any construction until the work is inspected, and the inspection is recorded on the job card. Inspections must be requested at least 24 hours in advance.			
<input type="checkbox"/> If the work involves trenching in a recently resurfaced (within 2 years) or reconstructed (within 5 years) street, I shall comply with the resurfacing requirements established in the City's "No Cut Policy" or pay the required additional fee.			
APPLICANT SIGNATURE	PRINT NAME	DATE	