CITY OF CORONADO **1825 Strand Way, Coronado, CA 92118**
(619) 522-7383

ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT
ENCROACHMENT PERMIT APPLICATION

An Encroachment Permit is required for any permanent amenity to remain in the public right-of-way. Exceptions for Encroachment Permits include driveways, sidewalks, irrigations systems, landscaping and sewer laterals, but installation of these items requires an Engineering and Project Development Department Right-of-Way Permit.

Applicant shall provide the information that is requested below in addition to a diagram of the proposed encroachment which must be clear and legible on an **8.5" by 11"** sheet of paper. This diagram must illustrate the dimension from the encroachment to the property line as well an elevation plan, if applicable. The submittal must include payment for the encroachment permit.

Once the application has been received, it is reviewed by staff who will determine if the permit requires approval of the City Council in accordance to Section 52.08.030 of the Coronado Municipal Code. If Council approval is required, a notice is sent to neighboring residents and property owners within a three hundred foot radius of the encroachment. From the mailing date, the City provides two weeks for residents and property owners to address any objections or concerns by mail. Once the date is known as to when consideration of the permit will be on the Council agenda, another notice is sent out to the owner and the adjacent property owners to give them the date and time of the City Council meeting; interested parties are encouraged to attend. If Council approval is not necessary, the City Engineer will determine the approval or denial of the encroachment permit.

LEGAL OWNER **MAILING ADDRESS**

BENEFITED PROPERTY **A.P.N. NO.**

REASON FOR ENCROACHMENT

SPECIFIC LOCATION OF ENCROACHMENT

DESCRIPTION OF ENCROACHMENT

CONTACT **TEL. NO.**

TENTATIVE PERMIT NO. _____

DATE RECEIVED