



LAND DEVELOPMENT DIVISION

Encroachment Permit Submittal Checklist

To: Applicant

From: *Permit Technician*

The following are the typical requirements when requesting a permit to work within public right-of-way. All applicable items must be submitted via email to LandDevelopment@moval.org in a timely manner in order to meet any potential deadline. There is **no expedited** review for last minute submittals.

Applications/forms are available online (http://www.moval.org/city_hall/forms.shtml#landdev).

SUBMITTAL REQUIREMENTS:

- A completed/signed encroachment permit application
 - Contractors must have a classification “A” or the applicable “C” state license
 - All contractors listed are required to:
 1. Have a valid City business license (contact Treasury at 951-413-3080 or <https://morenovalley.hdlgov.com/Renew/Renew1/BusinessLicense>).
 2. Submit a current certificate of liability insurance with all the required additional insured endorsements required per the attached sample.
- A construction drawing / exhibit.
 - An engineer’s estimate for public improvements (only for major / long-term projects).
- A traffic control plan applicable for all phases of construction by one of the following options:
 1. Typical Application drawing(s) each modified to include the following items:
 - ✓ North Arrow – properly oriented
 - ✓ Applicable Speed Limit
 - ✓ Street Name(s) – include nearest intersection and/or cross street(s)
 - ✓ Distance from work to the nearest intersection and/or cross street
 - ✓ Distance from work area to the street centerline
 - ✓ Add note “All Driveways to Remain Open at all times” – only if traffic control spans across existing driveways.
 2. A site-specific (11”x17”) traffic control plan – including the above listed items;
 3. An engineered site-specific (24”x36”) traffic control plan – required for long-term projects;

FOR ALL NIGHT / WEEKEND WORK REQUESTS

The request must be noted in the application and/or submitted a minimum of **three (3) days in advance** and include the following information:

- ✓ Date(s) proposed to work.
- ✓ Hours proposed to work (i.e. 6:00pm – 5:00am).
- ✓ Scope of work / Noise impact.
- ✓ Equipment proposed to be used / noise impact.

PRIOR TO ISSUANCE of any permit, the following must be completed:

- ✓ City business license must be submitted (receipt showing payment will suffice).
- ✓ Certificate of insurance must be approved.
- ✓ Site-specific traffic control (11”x17”) must be submitted with the engineer’s stamp/signature.
- ✓ Engineered site-specific traffic control (24”x36”) mylar must be approved by the City Engineer.
- ✓ Payment of all applicable fees.