



# Encroachment Permit Application

City of Hawaiian Gardens  
Community Development Department  
21815 Pioneer Boulevard, Hawaiian Gardens, CA 90716  
Ph: (562) 420-2641 · Fax: (562) 420-8521  
[www.hgcity.org](http://www.hgcity.org)

Please complete all the items listed below using type or clear print. Before completing the application, it is recommended that you consult with the Community Development Department office on any weekday during counter hours (M, T, Th – 8:00 AM to 11:00 AM; W – 2:00 PM to 5:00 PM). All materials become part of the public record, so please make copies for your files. **Submit applications during counter hours only.**

## I. SITE INFORMATION

Address: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_

Previous Discretionary Approvals: Yes:  No:

If yes, please list: \_\_\_\_\_

## II. CONTACT INFORMATION

### Applicant Information:

Owner Name \_\_\_\_\_ dba \_\_\_\_\_  
Owner Address \_\_\_\_\_ Apt./ Suite \_\_\_\_\_  
City \_\_\_\_\_ State/ ZIP \_\_\_\_\_  
Phone (home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
Email Address \_\_\_\_\_

### Owner Information:

Owner Name \_\_\_\_\_ dba \_\_\_\_\_  
Owner Address \_\_\_\_\_ Apt./ Suite \_\_\_\_\_  
City \_\_\_\_\_ State/ ZIP \_\_\_\_\_  
Phone (home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
Email Address \_\_\_\_\_

### For Staff Use Only

<b>Case #:</b>	<b>CEQA Exempt:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Fee Amount:</b>	<b>Fees Paid:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date Filed:</b>	<b>Received by:</b>
<b>Associated Applications:</b>	

**III. APPLICANT REQUEST**

Check all that apply and describe the proposed encroachment below:

- Walls /Fences     Landscape     Irrigation     Electrical     Walkways/ Pathways
- Trash Bins     Other \_\_\_\_\_

Permission to (Attach additional sheets if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. DEED**

Are there any deed restrictions governing the use of this property? \_\_\_\_\_ Yes:  No:

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. OWNER/APPLICANT DECLARATIONS**

The undersigned hereby declares under penalty of perjury that he/she is the legal owner of the property. The undersigned also assumes the responsibility for this application and agrees to enforce and abide by any conditions of approval in the implementation and exercise of the granted entitlement.

DATE \_\_\_\_\_ OWNER SIGNATURE \_\_\_\_\_

OWNER NAME (Print) \_\_\_\_\_

The undersigned hereby declares under penalty of perjury that he/she is the tenant/lessee of the legal owner of the property described above and has the authority to make such application for approval.

DATE \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

APPLICANT NAME (Print) \_\_\_\_\_

**Note: The applicant/owner will be required to furnish proof of ownership.**

**VI. FEES**

Application Type	Full Cost	Resident Cost	Senior Cost
Encroachment Permit (Trash Bins Only)	\$107	\$80	\$54
Encroachment Permit (Public Right-of-Way)	\$317	\$238	\$158
Encroachment Permit (Engineering)	\$51		



# ENCROACHMENT PERMIT PLAN SUBMITTAL CHECKLIST

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## I. SUBMITTAL CHECK LIST

Please supply the circled number of sets of the following exhibits:

3                      6                      8                      15                      20                      Other \_\_\_\_\_

**Note:** One 8½" x 11" reduced set of the complete plans is also required.

- Site Plan:** Show a "bird's eye" view of the property, drawn in ink and fully dimensioned. The plan shall include:
  - Property lines
  - Easements and Existing Utilities
  - Parking spaces and drive aisles
  - Landscaping
  - Walls and fences
  - Drainage
  - Existing and proposed public improvements to centerline and curb
  - Include fully tabulated legend to include
    - Zoning designation
    - Owner and address
  - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.) with north arrow and graphic scale.
  - Property line survey (if required).
- Elevations:** Elevation of all proposed structures proposed within the public right-of-way.
  - Specify all design features, colors and materials
  - Clearly identify what is existing and proposed
  - Be fully dimensioned and drawn to a standard scale at least 1/8" = 1' in size or greater
- Sections:** As applicable, show cross sections of the area of improvement:
  - View analysis and/or photographic overlays to the specifications of the Community Development Department
  - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.) in order to show the visual impacts of grading and construction.
- Concept Landscape Plan:**
  - This plan to be drawn by a qualified preparer. Show all proposed plant materials, common and botanical names including varieties, quantities, spacing, and sizes. Paved areas to be clearly illustrated. Property and right-of-way lines to be clearly marked. All landscaped areas are to be automatically irrigated. Larger projects may require a plant list including plant descriptions and photographic examples.



Utility Site Plan:

- Comprehensive site plan prepared to specifications of the Community Development Department, showing all utilities, and right-of-way improvements existing and proposed; sewer and water services and connections; water and sewer lines; fire service calculations; utility meters, lines, sizes, cable television connection, and other service information.



# CITY OF HAWAIIAN GARDENS ENCROACHMENT PERMIT STANDARDS

The City of Hawaiian Gardens City Council in adopting Resolution Number 070-2011, established procedures for the regulation of encroachments within the public right of way. The following outline of encroachment design standards has been developed to assist permit applicants in obtaining approval from the Community Development Department.

The intent of these standards is to allow private development of the public right of way with improvements that are functional for the adjoining property owner, attractive and non-obtrusive to the public, consistent with building safety standards, and compatible with surrounding developments. The following is a general outline of the requirements approved by Resolution Number 070-2011. For a copy of the actual resolution as adopted by the City Council please contact the Community Development Department.

## I. GENERAL STANDARDS

- A. **Structures** as defined by the Uniform Building Code are prohibited from encroaching within the public right of way with the exception of fences, walls, ramp, landings, retaining walls, landscape and hard-scape. Proposed structures shall be subject to the limitations of the adjoining property's zoning restrictions. For example an open design fence shall be limited to 48 inches in height, and a closed design fence shall be limited to 42 inches in height.
- B. **Landscaping** is permitted in accordance with an approved landscape plan.
- C. **Existing Utilities** shall generally be avoided so as to maintain access to underground utilities. The applicant may need to provide written evidence from applicable easement holders that the proposed encroachment will not interfere with existing public utilities. Examples of easement holders are Southern California Edison, Golden State Water Company, the Gas Company etc.
- D. **Steps and Stairs** are not permitted in the public right of way.
- E. **Existing Improvements** which do not conform with these standards must be removed or brought into conformance.
- F. **Plans** shall be required to include all proposed encroachments, existing utilities, and the property lines. It shall be the applicant's responsibility to provide the plans and demonstrate compliance with the encroachment guidelines. In some instances the applicant may need to provide a property line survey prepared by a licensed engineer showing the exact location of property lines or any other information determined necessary by the Community Development Department.
- G. **Drainage** from a private collection system that discharges concentrated flow shall be directed to a vehicular street or alley pursuant to Public Works Construction standards and shall be prohibited from flowing onto a pedestrian walkway or sidewalk. A drainage plan shall be provided with an application for an encroachment permit.

H. **Encroachments** which are determined by the City Engineer to propose a danger to the public, and/or prohibit vehicular and pedestrian visibility shall be prohibited. Any damage to the public right-of-way done in conjunction with an encroachment permit shall be repaired by the encroachment permit holder.

## II. **Permit Approval**

Plans for encroachments into the public right of way must be submitted to the Community Development Department along with an Encroachment Permit Application. Plans which are determined to be consistent with these standards are approved, and or approved with conditions that may be applicable to specific proposal of which the applicant must agree.

Prior to permit issuance the applicant will need to sign an encroachment agreement. This agreement in general spells out the City's and the applicant's rights regarding the encroachment. This agreement is recorded on the adjacent private property. For a copy of the required encroachment agreement, please contact the Community Development Department.

## III. **Frequently Asked Questions**

**What if my proposed permit is denied and I do not agree with the decision?** Applications which are denied by the Community Development Department may be appealed to the City council within ten days after the decision is rendered.

**How long is my permit valid after it is approved?** A permit is good for a period of twelve months after the decision is made. Should you need a longer time period to complete the project you may apply for a one time extension of six months.

**What if the City or an easement holder needs to make improvements where I have built my encroachment?** Although this situation is not common it is certainly a possibility. Should an easement holder need to access that portion of the public right-of-way (to fix a sewer line for example) where you have placed an a legal structure, you will be required to remove the structure at your expense. Should the City or easement holder be required to remove the structure, the permit holder will be required to pay for such removal.

**What if I live in an association development such as a condo complex and we want ascertain an encroachment permit?** An encroachment permit can still be granted, but the association will be the applicant.

**I understand that a plan is required for my proposed encroachment, but I am not sure what exactly needs to be on plans?** Each situation is unique, but in general you will need to provide a site plan which demonstrates clearly where you property lines are and where you wish to place the encroachment, existing easements related improvements. You may always contact the Community Development Department for assistance.