



## City of Laguna Hills Public Works and Engineering Department

24035 El Toro Road, Laguna Hills, CA 92653  
(949) 707-2650 Fax (949) 707-2633

### Public Property Encroachment Permit Process

Effective 02/10/2003

Updated 06/08/2023

All work that will encroach into the public right-of-way requires approval and permits from the Public Works Department per Laguna Hills Municipal Code (LHMC) Title 12, Chapter 12-12. This includes work that occurs on, above, or below sidewalks, streets, curbs, or unimproved public right-of-way.

Permits may be obtained Monday through Friday, excluding City Holidays, with the Public Works Department. Please direct any questions to the Assistant Engineer at (949) 707-2657.

For any use of the public right-of-way, applicants shall submit a completed Encroachment Permit Form along with one (1) set of plans for review and approval via electronic submission at [PWpermits@LagunaHillsCA.gov](mailto:PWpermits@LagunaHillsCA.gov). Some projects will require a wet stamp and signature from a Registered Civil Engineer. The following minimum information must be shown on a drawing submitted for an Encroachment Permit:

- 1) Street information including street name, centerline, right-of-way, curb line, nearest cross street, and approximate distances.
- 2) Location and dimension of existing underground / overhead improvements in the right-of-way and immediate surrounds if they exist. Improvements consist of curbs, gutter, sidewalks, streets, poles, manholes, valves, utilities, buildings, etc. All existing items must be labeled "EXIST".
- 3) Parcel information including house number; assessors parcel, tract, lot, front property line, and rear / side property lines, if relevant.
- 4) Location and dimension of the encroachment.
- 5) Any other information that may be pertinent to the encroachment request (such as route maps, vehicle site lines, etc.)
- 6) Traffic control plans prepared by a licensed Civil or Traffic Engineer (if deemed necessary by the Engineering Department), or statement that W.A.T.C.H manual will be followed (for residential street work only).
- 7) The drawings must be between 8 ½" x 11" minimum and 24" x 36" maximum.
- 8) Plans must include North arrow, scale used, and be fully dimensioned.
- 9) Estimates of quantities of paving, trenching, curb cores, etc. must be provided.
- 10) Water Quality Management Plan, as required.

**NOTE: Work to be performed in the right-of-way must be completed by a licensed contractor. Liability Insurance certificates are required to include naming the City of Laguna Hills as an additional insured for \$1,000,000.**

All work in the right-of-way shall be performed in accordance with the City Standard Plans and to the satisfaction of the City Inspector. Before the applicant proceeds with any work in the right-of-way, the applicant shall obtain a Digalert Identification Number from Underground Service Alert at 1-800-227-2600. This I.D. number shall be made available for the City Public Works Inspector when requested.

Please be aware that the City of Laguna Hills maintains a strict street work moratorium on roads that have been resurfaced. Roads with a new slurry seal shall not be disturbed for a minimum of three (3) years. Roads with a new Asphalt Concrete surface shall not be disturbed for a minimum of five (5) years. You may contact the Assistant Civil Engineer at (949) 707-2657 to determine if a moratorium is in effect on any street. If emergency work must occur on a moratorium street, the Public Works Department will notify you of the required extent of restoration work including removals, coldplaning, and resurfacing required.