July, 2025

ENCROACHMENT PERMIT PROCESSING GUIDE AND PROCESSING INSTRUCTIONS

So you think you want an encroachment permit?

WHAT IS AN ENCROACHMENT PERMIT?

An encroachment permit allows a private party to construct and maintain some type of private improvement within the Public Right of Way or a Public Easement.

WHAT KIND OF IMPROVEMENTS CAN I PUT IN THE PUBLIC RIGHT OF WAY?

None !! - Unless you apply for and obtain an encroachment permit. Once applied for an Encroachment Permit must be approved by several City Departments including but not limited to, Water, Electric, Fire, Police, Park and Recreation, Planning, Traffic, and always Public Works. The type of encroachment will determine what departments must approve of the permit. Ground Water Test Wells are permitted on a case-by-case basis.

WHAT CRITERIA IS USED TO DETERMINE IF THE ENCROACHMENT PERMIT WILL BE APPROVED?

Basically, is the encroachment required? Can the improvement be placed outside of the right of way, on your property, without affecting the project? Does the encroachment hinder the public's right to use the right of way as it was intended?

WHAT WOULD BE DENIED?

Anything that does not conform to City standards. Fencing is not permitted. Signs, advertising except in rare circumstances.

HOW DO I OBTAIN AN ENCROACHMENT PERMIT?

There are several steps to obtaining an Encroachment Permit. The good news is that there is no fee for applying. If the encroachment permit is granted a processing fee of $283.86 for permits issued to a homeowner of a single-family residence or $935.94 for permits issued to the owner/lessee of commercial/industrial property is collected. However, depending on the type of Encroachment Permit there may be other fees and permits that are required. More on this later. To apply go to the Public Works Department at City Hall and pick up the Encroachment Permit Processing Instructions or access one via the City's Survey and Land Records Web Site. You may have gotten one with this information sheet. Follow the instructions, complete the required forms, and return them to the Public Works Department.

After the application has been submitted a permit form will be prepared and routed to each department that must approve the encroachment. Standard conditions will also be attached. Each department may add additional conditions, restrictions, or deny the permit altogether.

After all the departments have approved the permit, it will be reviewed by the Public Works Director who may approve or reject it. If it is approved, it will be returned to you for review and signature of the owner of the facility. When the signed permit is returned with payment the Encroachment Permit will be issued.

WHAT DOES ALL THIS COST ?

There is the standard processing fee of $283.86 or $935.94 that was noted above. This is payable upon issuance. And depending on the type of encroachment there may be plan check fees, well closure deposits, and street opening permit fees.

A Well Closure Deposit of $1,000 is required for each Ground Water Monitoring Well placed within the Public Right of Way. This deposit must be placed by the owner of the facility it serves, not by the installation company or testing company.

WHAT KINDS OF CONDITIONS CAN I EXPECT?

Attached is a list of common conditions and the addendum for Monitoring Wells.

If you have any additional questions, please call the City Surveyor at 951-826-5347.

PROCESSING INSTRUCTIONS

APPLICANT:
Complete the REQUEST FOR PROCESSING FORM. These are available at the Public Works Front Counter or the City's Survey and Land Records Web Site.

Prepare a list or describe what you want to construct within the Public Right of Way.

Describe the location of the your proposed encroachment including the Address and Assessor Parcel Number of your adjacent property.

Prepare a detailed plat or map showing the existing improvements, curb, gutter, sidewalk, buildings, etc. Show the proposed improvement clearly and include dimensions of the improvement as well as the distance from other improvements. **All drawings must be on 8 ½"X 11" paper. No Exceptions**

Assemble this package and have it delivered to the Public Works Front Counter or mailed to:

City of Riverside, Public Works Department
3900 Main Street
Riverside, CA 92522
Attn: City Surveyor

On line or e-mail submittals are not accepted. We will not call you to tell you this. We will simply ignore them.

CITY STAFF:
We will review the request and contact you if the request is unacceptable or needs clarification.

If we determine that the request may proceed we will route your application for to the required departments for approval. Each department may contact you with questions and may add additional conditions and restrictions or deny the permit altogether.

When all the required departments have approved the permit it will be returned to the Public Works Department for Public Works Director approval.

If the Public Works Director approves the permit you will be contacted to pick it up for review and signatures.

APPLICANT:
After you have picked up the permit you must review it and have the owner of the facility sign the permit, and return it with the applicable processing fee. Remember you do not have a valid Encroachment Permit until it is returned and the permit is issued.

Returning a signed permit is acknowledgment that you concur with and will abide by all the conditions placed upon the permit including those added by the approving departments.

CITY STAFF:
We will accept payment of the processing fee, post the permit in the City Records and issue the permit.

APPLICANT:
Congratulations, you will now have a valid permit and can proceed with obtaining any other required permits and installing your improvement within the public right of way.

STANDARD TERMS AND CONDITIONS

1. Permittee acknowledges that the area of encroachment is owned or controlled by the City of Riverside.

2. Permittee acknowledges that the described property could be needed for a proposed or planned public improvement and the City may revoke this permit. Upon written notice of revocation, the permittee shall, within the time prescribed by the City, remove all improvements placed, constructed or maintained. If the permittee fails to abide by the removal order of the City, the City shall have the right to remove and destroy the improvements without reimbursement to the permittee. The cost of such removal shall be paid by the permittee to the City and shall constitute a debt owed to the City.

3. Permittee waives the right of claim, loss, damage or action against the City resulting from revocation, termination, removal of improvements or any action of the City, its officers, agents or employees taken in accordance with the terms herein.

4. If the Public Works Director of the City of Riverside finds that the permittee is in default of the terms of this permit, that shall be cause for revocation.

5. Permittee herewith agrees to hold the City of Riverside harmless from and against all claims demands, costs, losses, damages, injuries, actions for damages and/or injuries, and liability in connection with the construction, encroachment, and/or maintenance to be done by permittee within the described property.

6. Prior to any construction taking place on City controlled property, permittee shall obtain a Construction Permit or Street Opening Permit from the City Public Works Department.

7. The permittee agrees to insure that construction of their improvements will not interfere in any way with any existing City or utility facilities.

8. Permitted acknowledges that existing city or utility facilities will require future maintenance, reconstruction, and revisions and that facilities may be added, any of which may result in removal or alteration of the permittee's improvements without reimbursement to the permittee.

9. Prior to construction, permittee shall contact Underground Service Alert to field locate existing utility lines. Any conflicts discovered will void the permit until acceptable revisions are made.

TEST WELL ADDENDUM

General

10. Permittee shall obtain a well permit from the County of Riverside, Health Services Agency, Department of Environmental Health. A copy of the County permit shall be incorporated into this permit. **County approval is required prior to issuance of this encroachment permit**.

10a. Permittee shall use and occupy the described encroachment only in the manner and for the purposes as follows: To drill, maintain, monitor, remove and close test well(s) for the purpose of Ground Water Monitoring.

10b. Permittee agrees to make the results of sampling available to the City.

10c. Permittee shall have the right of reasonable access across the City's adjacent right-of-way to drill, monitor, maintain, remove and close the well(s).

10d. Permittee shall inspect each well site at least once each month to insure that the lock is locked and not broken.

Well Construction

10e. The test well(s) shall be constructed as shown on the attached exhibits.

10f. Permittee's contractor shall obtain a **Street Opening Permit** from the City Public Works Department prior to doing any work in the public right-of-way.

10g. Permittee's contractor shall review required traffic control and safety measures for each site with the City's Traffic Engineering Division prior to doing any work in the public right-of-way. Permittee's contractor shall be responsible for implementing the required traffic control and safety measures as approved by the City Traffic Engineer.

10h. It shall be Permittee's responsibility to determine the location and required clearances from all public and private utility, sewer and drainage facilities prior to drilling and shall only drill in compliance with such clearance requirements.

10i. Permittee shall notify the City of Riverside, California, Public Works Department of the exact drilling date. In residential neighborhoods drilling will not commence prior to 8:30 am and will continue no later than one hour prior to sunset. In all other areas drilling will not commence prior to ____:____ __**m** and continue no later than ____:____ __**m**.

10j. During the period of well installation, Permittee's contractor shall keep the site supervised continuously from the beginning of drilling operations until installation of the locked traffic grade "Christy Box" cap marked "Monitor Well". Under no circumstances is the well or borehole to be left unattended when it is unlocked or incapable of being locked. Supervision after dusk includes appropriated lights to make the well visible to the attendants who shall remain awake and observant of the well or borehole.

10k. Upon completion of installation, Permittee shall provide to the City an as-built plan showing the exact location of the well(s).

Well Closure

10l. In the event the City needs the site prior to completion of monitoring, upon receipt of written notice to this effect from the City, the Permittee agrees to remove, close and abandon the well or wells in a timely manner, in accordance with the procedures specified under Condition 10m below. This permit may then be revised to apply to a new approved site.

10m. When the well(s) are no longer needed, the Permittee shall provide written notice to this effect to the City, and the well(s) shall be removed, closed and abandoned to the specifications of the Riverside Public Works Department and the State of California regulations regarding the closure of wells.

Upon closure, Permittee shall provide to the City an as-built plan of the closed well(s).

10n. To insure that the removal and closure of the well(s) takes place in a timely manner, the Permittee shall post a cash deposit of $ 1,000.00 per well . This cash deposit may be used by the City to remove and close the well(s) when not done by permittee. Any cost of closure in excess of the cash deposit shall be paid by Permittee to the City of Riverside and shall constitute a debt owed to the City of Riverside.

Well Monitoring

10o. Prior to periodic monitoring and ground water sampling Permittee must contact TRAFFIC ENGINEERING for review and approval of traffic control or lane closures.
Traffic Engineering (909) 826-5366.

10p. Permittee must notify PUBLIC WORKS INSPECTION 48 hours in advance of the anticipated date and time of all ground water sampling requiring traffic control or lane closures. Refer to Street Opening Permit No. _____. Public Works Inspection (909) 826-5341.