



**DEVELOPMENT SERVICES DEPARTMENT/PLANNING DIVISION
APPLICATION FOR SPECIAL PRIVILEGE LICENSE**

1. PROPERTY OWNER (S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

2. APPLICANT

(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

3. REPRESENTATIVE (S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

4. ENCROACHMENT ON: PUBLIC RIGHT-OF-WAY PUBLIC EASEMENT BOTH

5. LOCATION: _____

6. LEGAL DESCRIPTION: _____

7. CITY REPRESENTATIVE DISTRICT #: _____ ZONING: _____ HISTORIC DESIGNATION: YES NO

8. TYPE OF ENCROACHMENT:

SIGN, TYPE _____; SIZE _____; NUMBER _____

CANOPY/AWNING, SIZE _____; MATERIAL _____; NUMBER _____

PIPELINE/CABLE, SIZE _____; DEPTH _____; NUMBER _____; PURPOSE _____

EVENT, DATE(S) _____; TIME(S) _____; TYPE _____

OUTDOOR PAY TELEPHONE, TYPE _____; NUMBER _____; LOCATION _____

TAXI STAND, NUMBER _____; LOCATION _____

OTHER, SPECIFY _____

9. SIGNATURE (S) OF OWNER (S) AND APPLICANT (S):

OWNER(S) _____

APPLICANT(S) _____

Cashier's Validation
Fee: \$ 82.50

****OFFICE USE ONLY****

SP- _____ DCC FIELD DATE: ___/___/___ DCC REVIEW DATE: ___/___/___

DCC RECOMMENDATION: APPROVE APPROVE WITH CONDITIONS DISAPPROVE

HLC ACTION: APPROVE APPROVE WITH CONDITIONS DISAPPROVE

COUNCIL ACTION: INTRODUCTION: ___/___/___ PUBLIC HEARING: ___/___/___

COMMENTS/INSTRUCTIONS: _____

Accepted by: _____ FUND-01101 DEPT. ID-99010335 ACCT.-404151

REQUIRED DOCUMENTATION FOR APPLICATION FOR SPECIAL PRIVILEGE LICENSE

- One (1) copy of completed APPLICATION FOR SPECIAL PRIVILEGE LICENSE form. Applications must be typewritten or printed in ink in legible form. Completed applications shall be accepted and scheduled on a first-come first-serve basis.*
- One (1) copy of a current BASE MAP SHEET (Scale 1" = 300'), accurately outlining in red ink the public right-of-way or easement upon which an encroachment is proposed. Base map sheets may be obtained at the Development Services Department/Planning Division, 5th Floor, City Hall Building, 2 Civic Center Plaza.*
- Eight (8) copies of a plan of the public right-of-way or public easement, drawn to scale, showing the following:*
 - a. all adjacent lot(s), owner(s), and easement(s) abutting the public right-of-way or easement;*
 - b. all existing improvements contained on the public right-of-way or easement;*
 - c. all improvements to be placed on the public right-of-way or easement by the applicant;*
 - d. size and use of structures, including number of dwelling units;*
 - e. if permanent structures are proposed, an improvement survey shall be required.*
- A sealed written metes and bounds description, if applicable.*
- A transmittal letter including specific information, special circumstances or conditions, which apply to the request.*
- A certificate of liability insurance or self-insured affidavit.*
- Written letters in support of proposed use of public right-of-way or easement from abutting property owners, if applicable.*
- One (1) copy of a proposed traffic control plan, if applicable.*
- CASHIER'S VALIDATION. Upon review and acceptance of the application by the Department, the required fee shall be paid at the City Cashier's Office, 1st Floor, City Hall Building, 2 Civic Center Plaza. After validation of the payment, the application form shall be returned to the Development Services Department/Planning Division.*
- FEES ARE NON-REFUNDABLE.*

IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR REVIEW BY THE DEVELOPMENT COORDINATING COMMITTEE OR CITY COUNCIL, THE APPLICATION MAY, AT THE DISCRETION OF THE BODY HOLDING THE MEETING, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT (S) PRESENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED MEETING, THE APPLICATION SHALL BE AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE FAILURE TO APPEAR.