

**APPLICATION PROCEDURE  
FOR  
ENCROACHMENT LICENSE  
(AUGUST 2022)**

The City Engineer of the City of Palm Springs, California is authorized by Municipal Code 14.16.40 & 14.16.105, to require the applicant to obtain a license prior to placing an encroachment within public Right-of-Way. The City Engineer can require City Council approval if he feels the encroachment license should be reviewed by the City Council prior to final issuance and recording. Encroachments are defined as, but not limited to, overhead electrical lights, overhead electrical signage, balcony, awning, or shade structure within public Right-of-Way.

**REQUIRED FROM APPLICANT: COMMERCIAL/RESIDENTIAL ENCROACHMENT**

1. Submit the attached Encroachment Agreement application with applicable information filled in.
2. Apply for a Land Use Permit (LUP) from the Planning Services Department and submit with fee to the Planning Counter for review and approval, as per Municipal Code 94.02.01.C.2.b.
3. A plan showing the proposed encroachment and:
  1. A plan showing the proposed encroachment and:
    - a. Existing or proposed City right-of-way shown clearly in relation to the proposed encroachment
    - b. Show dimensions of encroachment to indicate the proposed location within public right-of-way.
    - c. Details of encroachment structure with dimensions along with steel or concrete calculations as required by Building and Safety.
    - d. Existing utilities, curb, gutter, sidewalk, building footprint and outlines of all existing structures within 50 feet of encroachment with dimensions to nearest lot lines.
    - e. Location map of site within City of Palm Springs showing nearest intersecting major thoroughfares.
    - f. North arrow, pointing up or to the right with scale of drawing. Scale must be sufficient to show the encroachment. Use engineer's scale only.
    - g. Additional encroachment related plans (i.e. architectural, landscaping) may be required as directed by the City Engineer.
4. Copy of City of Palm Springs business license and State Liquor License (if applicable).
5. Copy of lease agreement with landlord or building owner (if applicable).
6. Copy of a lessee endorsed insurance certificate naming the City of Palm Springs as Additionally Insured party. Amount of coverage will be a minimum of **\$1 million**, or as directed by City Manager or City Risk Management Department.
7. Please check the City website for the latest fee amount. Please call the Engineering Services department to pay the fee with a credit card or check.

**INTERNAL ROUTING:**

1. Review of the application and attachments by Staff.
2. Preparation and submittal of Encroachment Agreement to owner/lessee for signature and notary acknowledgement.
3. Preparation of Staff Report for City Council.
4. Return of SINGLE-SIDED signed and notarized original wet-signed documents to the City.
5. Submit Staff Report, application, and attachments to City Engineer for review.
6. Submit Staff Report, application, attachments, and valid Certificate of Insurance to City Attorney/Risk Manager for review.
7. Schedule Encroachment License on City Council Consent Agenda by the City Engineer.
8. Approval or denial of encroachment at City Council Meeting within Consent Agenda item. Possible discussion of item by City Council members.
9. City Clerk submits the staff report and approved agreement to the Riverside County Recorder for recording.



**City of Palm Springs**  
**Application for an Encroachment Agreement/License**

**Agreement - (City Manager Approval Required) AMOUNT PAID:** \_\_\_\_\_  
**License - (City Council Approval Required)**  Credit Card  Chk # \_\_\_\_\_

*See City website for the latest Engineering Division fee amounts.*

Per City Municipal Code 94.02.01 **PLANNING STAFF ONLY**

Land Use Permit # \_\_\_\_\_ Approval Date: \_\_\_\_\_ Submit copy to Engineering.

Legal Description (Lot #, Block #, Tract #): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Assessor's Parcel # (A.P.N.): \_\_\_\_\_ Section \_\_\_\_\_, T. \_\_\_\_\_ S. R. \_\_\_\_\_ E.

Encroachment Street Name: \_\_\_\_\_

Street Classification: Residential  Collector  Secondary  Major

Print Owner/Lessee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner/Lessee: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Encroachment/Business: \_\_\_\_\_

Description of Encroachment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SEE APPLICATION PROCEDURES FOR REQUIRED ATTACHMENTS**

**ENGINEERING STAFF ONLY**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ | \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DENIED**

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

City Eng. File # \_\_\_\_\_