

City of Burlingame
SPECIAL ENCROACHMENT PERMIT APPLICATION



Purpose of this application is for constructing permanent and non-permanent fixtures within the City's right-of-way. The application and plans shall be reviewed by the Engineering Division, who will also perform field investigation and inspections. **Attach plans or drawings to show the dimensions, locations, and heights of the encroachment.** Please note a right-of-way user fee will be charged if the public right-of-way encroachment is larger than 100 s.f. If application is approved, Engineering Staff will finalize the permit and file it with the County of San Mateo for recording. When work is ready to be inspected, please call (650)-558-7230.

DATE RECEIVED: _____

Site Information for Proposed Encroachment

Street Address: _____ APN: _____

Lot No.: _____ Block No.: _____ Subdivision: _____

Describe Encroachment (Attach additional pages if applicable): _____

Purpose of Request: _____

Business Information

Business Name: _____ Contact On-Site: _____

Manager: _____ Phone: _____

Applicant Information

Applicant Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

Owner Information

Owner Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

Signature of Property Owner

Date

FOR CITY USE ONLY

<p>ACTION</p> <p>Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>City Official: _____</p> <p>Date: _____</p>	<p>FEES & DEPOSITS</p> <p>Security Bond (refundable): \$ _____</p> <p>Permanent: \$ _____</p> <p>Non-Permanent: \$ _____</p> <p>Subsurface Shoring System: \$ _____</p> <p>Total Fees Paid: \$ _____</p>
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