



# TEMPORARY ENCROACHMENT PERMIT APPLICATION

City of Carmel-by-the-Sea  
Department of Community Planning & Building  
P.O. Drawer CC, Carmel, CA 93921  
(831) 620-2010 OFFICE

TEMP EN \_\_\_\_\_  
FEE PD \_\_\_\_\_  
REC # \_\_\_\_\_  
Copy Given to: \_\_\_\_\_  
Date: \_\_\_\_\_

1. Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Parcel #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Contractor/Contact Person (Circle One): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contractor State Lic #: \_\_\_\_\_ Contractor City Lic #: \_\_\_\_\_  
Type: \_\_\_\_\_

4. Date Work is Scheduled to Begin: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

\*PLEASE ATTACH SITE PLAN AND PHOTOS DETAILING PROPOSED\*

FULLY DESCRIBE ALL WORK PROPOSED: \_\_\_\_\_

→PLEASE NOTIFY **USA DIG** (Call 811) **48 HOURS PRIOR** TO DIGGING

→PLEASE NOTIFY **PUBLIC WORKS DEPT.** (831-620-2074) **48 HOURS PRIOR** TO START OF WORK

→CONTROL OF DRAINAGE DURING **AND** AFTER CONSTRUCTION IS **REQUIRED.**

### **Applicant Acknowledgement**

I understand and agree to comply with all pertinent conditions, standards and requirements as specified by the Carmel Municipal Code, State, County and Federal regulations pertaining to this permit application. I agree to properly maintain the subject work at no expense to the *City* and to indemnify the *City* from any liability arising from the permit issued. Acceptance by the *City* of the work described hereon is not a waiver of my obligations as stated herein.

Applicant Name (Print Clearly): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY USE ONLY BELOW**

Lead Department:  Planning & Building       Public Works

Public Works: Approve/Disapprove

Forestry/Beach: Approve/Disapprove

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department: Approve/Disapprove  
(Optional)

Police Department: Approve/Disapprove  
(Optional)

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Community Activities Department: Approve/Disapprove  
(Optional)

By: \_\_\_\_\_ Date: \_\_\_\_\_

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Comments/Conditions:

**Please protect all trees during construction:**

**→HAND DIG WITHIN 10 FEET OF TREES.**

**→NOTIFY FORESTER OF ROOTS 2" OR MORE THAT NEED TO BE CUT.**

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**FINAL INSPECTION FROM PUBLIC WORKS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_