



CITY OF SANTA BARBARA PUBLIC WORKS DEPARTMENT

ENCROACHMENT PERMITS (SBMC Chapter: 22.21)

Encroachments into Public Roads, Streets, Alleys and Rights of Way as Public Nuisance

Major Encroachment Permits for significant and costly improvements located on City lands or public easements are approved or denied by City Council. Minor Encroachment Permits are granted or denied by the Public Works Director, as authorized by the Santa Barbara Municipal Code Chapter 10.55. Your application will be reviewed by appropriate City Departments and a recommendation to grant or deny your request will be made.

Along with an application, please submit the following to initiate review:

1. A copy of the current vesting deed, a policy of title insurance, or a recent preliminary report of title. The Property Description will be used to create EXHIBIT A.
2. A site exhibit (8½" x 11") entitled "EXHIBIT B" showing pertinent details of the encroachment including, but not limited to:
 - a. Property line location, easement line location and any easement affected by the encroachment;
 - b. Location of all nearby topographic features such as street improvements, public utility locations, trees, traffic devices, fences, walls and other objects that may be affected by the encroachment; and
 - c. Location of the encroachment, including dimensions, as necessary to establish the specific area of encroachment.
3. Fee (per Resolution No. 14-045, or any subsequent fee resolution adopted by City Council, if applicable)
 - Please see current Fee Resolution for Minor Encroachment pursuant to Santa Barbara Municipal Code Section 10.55, as determined appropriate at the discretion of the Public Works Director.
 - Please see current Fee Resolution for a non-City standard driveway.
 - Please see current Fee Resolution for a Substantial Encroachment that will have to go to Council for approval.
 - PRE case: based on estimate of hours for pre-review at current hourly review rate.

Date Paid: _____ Master Application Date: _____

Related Cases:

PBW # _____
MST # _____
BLD # _____

Street Address: _____

Owner(s) Name(s): _____

Agent Name (if any): _____

(If agent, submit copy of Agent Authorization form from Planning/Zoning Counter)

APN(s): _____

Telephone: _____

Telephone: _____