

## Easement Encroachment Permitting Process

1. The following items are required for a complete application:
  - Signed and dated Easement Encroachment application;
  - Application Deposit: \$500.00 payable to Olivenhain Municipal Water District;
  - Legal Description of property (can be obtained from the Homeowner's Title report);
  - Detailed list of all proposed encroachments including material type if the encroachment is structural, and/or plant species if the proposed encroachment includes landscaping;
  - An 8.5"x 11" site plan drawn to scale depicting all structures, setbacks and District easements on the property. The proposed encroaching facility must be identified and fully dimensioned. The site plan may be spread over several pages for clarity.

Submittal of other documentation, photos and drawings which may be useful in processing the application is encouraged. The permit will be processed on a time and materials basis, including District inspection services. Additional funds will be requested as required and any funds remaining following the completion of the encroachment will be refunded to the Applicant.

2. Submit completed application to the District's Engineering Department. The Engineering Department may require additional documentation and/or information during the review process. **Please note, incomplete applications will not be processed until all information is received.**
3. The Engineering Department will review the proposed encroachment and provide comments, additional conditions and/or specific limitations as required by the District.
4. The District's approved draft of the encroachment permit will be returned to the Applicant for their review and approval.
5. Once the Applicant has approved the draft encroachment permit the request will be placed on the District's Board meeting agenda for consideration by the Board of Directors for approval.
6. The Board will consider the encroachment permit during one of their regularly scheduled meetings. The Applicant is invited to attend the meeting and provide comment. Should the Board deny the request, the Applicant may revise the proposed encroachment(s) and resubmit under a new application.
7. The approved encroachment permit must be signed and notarized by the Applicant. The completed encroachment permit must be returned to the District with a certificate of insurance naming the Olivenhain Municipal Water District as additional insured (if required as a condition of the encroachment permit). The encroachment permit will be completed by the District and recorded at the Office of The Recorder of San Diego County. A copy of the recorded document will be sent to the Applicant for the Applicant's records.
8. The Applicant must notify the District 48 hours in advance of the time when work within the encroachment area will commence and will advise the District of approximate completion date and time.
9. The District will send an inspector to the site to oversee work within the encroachment area as required. The inspector will document the completed project and the documentation will be kept on file with the encroachment permit.
10. Applicant to maintain encroachment area as determined by the conditions of the encroachment permit.