



**SUBMITTAL CHECKLIST**

**FLOOD ENCROACHMENTS**

- Completed and signed application form (with detailed description of work) Submitted
- 3 sets of scaled plans signed and stamped, if applicable - include digital copy Submitted   
 in PDF format in one of the following: CD, DVD, or Memory Stick
- Right of Way and jurisdictional boundaries, if applicable, shown on the plans. Submitted
- Notarized Letter of Authorization (if applicant is not the owner) Submitted
- NPDES Compliance Form (required at submittal for any work in County or District Right-of-Way). Submitted
- Flood Facility name, number, and channel stationing, if applicable Submitted
- Billing: \$66.95 initiation fee + permit fee based on Fee Ordinance Submitted   
 Resolution No. 15-017, and/or establishment of a job code to be invoiced for work on agreements, license, leases, studies and/or concept reviews
- Deposit: bond / surety deposit are determined upon application review Submitted

**Utilities:**

- Specify extent the utility lies (or will lie) within public road right-of-way Submitted
- Copy of utility existing rights/documentation or other proof that utility is authorized to be at the subject location (e.g. deed, franchise agreement, Act/Code section) Submitted

**Additional Requirements (when applicable):**

- Geotechnical reports (1 copy)/ PDF Submitted
- Hydraulic & Hydrology Calculations/ Reports (1 copy)/PDF Submitted
- Regulatory permits (California Department of Fish and Game, Regional Water Board Quality Control Board, United States Army Corps of Engineers) Submitted
- 4 sets and/or digital copies of Traffic Control Plans Submitted
- Water Quality Management Plan (WQMP)/PDF Submitted
- Storm Water Pollution Prevention Plan (SWPPP)/PDF Submitted
- A digital copy of all calculations and reports in PDF format on a CD, DVD, or Memory Stick Submitted



**ROAD ENCROACHMENTS**

- Completed and signed application form (with detailed description of work) Submitted
- NPDES form (required for any work in County Right of Way) Submitted
- 2 sets and digital copy of plans showing work on road Right of Way Submitted
- 2 sets and digital copies of Traffic Control Plans Submitted
- Highlight all plan sets for all work to be performed in County Right of Way Submitted
- Notarized Letter of Authorization (if signer is not the owner) Submitted
- Owner-Builder form (when applicable) Submitted
- Billing: \$66.95 initiation fee + permit fee based on the Fee Ordinance Submitted
- Deposit: Bond / surety deposit are determined upon application review Submitted

**Additional for Utility:**

- Provide invoice address (fee is based on T&M) Submitted
- Provide sewer connection permit (if applicable) Submitted

**FILMING/PHOTOGRAPHY PERMITS**

- Completed and signed application form (with detailed description of work) Submitted
- Digital copy of plans or sketch showing exact location Submitted
- Digital copy of Traffic Control Plans (when traffic flow is impeded) Submitted
- Notarized Letter of Authorization (if signer is not the owner) Submitted
- Billing: \$66.95 initiation fee + permit fee based on the Fee Ordinance Submitted
- Deposit: Bond / surety deposit are determined upon application review Submitted

**JOHN WAYNE AIRPORT (AIRSPACE) ENCROACHMENT**

- Completed and signed application form (with detailed description of work) Submitted
- 2 sets and digital copy of plans including: plan view, profile showing airspace penetration, vicinity map, street names, Right of Way lines and property lines, existing fencing, roadways, bike trails, gates points of ingress/ egress site, dimensions of structures, and copies of Federal Aviation Administration Form 7460 permits or permits from other agencies relating to the penetration of regulated airspace or environmental regulations. Submitted
- 2 sets and/or digital copies of Traffic Control Plans Submitted
- Notarized Letter of Authorization (if applicant is not owner) Submitted
- NPDES Compliance Form (required for any work in Country Right of Way) Submitted



- Billing: \$66.95 initiation fee + permit fee based on the Fee Ordinance Submitted
- Deposit: Bond / surety deposit are determined upon application review Submitted

**Additional Requirements (when applicable):**

- Hydraulic & Hydrology Calculations/Reports/PDF Submitted
- Water Quality Management Plan (WQMP)/PDF Submitted
- Storm Water Pollution Prevention Plan (SWPPP)/PDF Submitted
- A digital copy of all calculations and reports in PDF format on CD, DVD, or Memory Stick Submitted

**BUS STOP, BENCH, AND SHELTER ENCROACHMENTS**

- Completed and signed application form (with detailed description of work) Submitted
- Digital copy of plans showing work on road Right of Way Submitted
- Digital copy of Traffic Control Plan Submitted
- Highlight all plan sets for all work to be performed in County Right of Way Submitted
- Notarized Letter of Authorization (if signer is not the owner) Submitted
- Owner-Builder form (when applicable) Submitted
- Billing: \$66.95 non-refundable initiation fee (due upon submittal) Plus permit  
 Fee based on the Fee Ordinance Submitted
- Certificate of Liability Insurance Submitted

**LARGE EVENT PERMITS**

- Completed and signed application letter including: ADA accessibility, date  
 and time of event (from set-up to tear down), decibel labels, detailed  
 description of event type and activities, media coverage, medical assistance,  
 participants/spectators, onsite contact (names and phone numbers), references,  
 security and trash removal. Submitted
- OC Parks permit (if applicable) Submitted
- Site Plans/ Route Map with layout of event Submitted
- Highlight all plan sets for all work to be performed in County Right of Way Submitted
- Parking/Shuttle Plan Submitted
- Publicity Plan (if applicable) Submitted
- Building permits for electrical and structures (if applicable) Submitted
- Formal Agreement to special provisions Submitted
- Notarized Letter of Authorization Submitted
- Owner Builder Form (when applicable) Submitted



- Billing: \$66.95 initiation fee + permit fee based on the Fee Ordinance Submitted
- Deposit: Bond / surety deposit are determined upon application review Submitted

**OC WASTE AND RECYCLING ENCROACHMENTS**

- Completed and signed application form (with detailed description of work) Submitted
- 2 sets and digital copy of stamped and signed engineered plans including: Submitted   
 plan review, vicinity map, street maps, nearest cross streets, Orange County  
 Right of Way lines and property lines, existing fencing, roadways, bike, trails  
 gates, points of ingress/egress to site, encroachment details  
 (profile/section details), and dimensions of structures
- Notarized Letter of Authorization (if applicant is not the owner) Submitted
- NPDES Compliance Form (required of any work in County or District Right of Way) Submitted
- Billing: \$66.95 non-refundable initiation fee + permit fee based on the Fee Ordinance,  
 and/or establishment of a job number to be involved for work on agreements,  
 license, leases, studies and/or concept approval. Submitted
- Deposit: Bond / surety deposit are determined upon application review Submitted

**Additional Requirements (when applicable):**

- Hydraulic and Hydrology Calculations/Reports (1 copy)/PDF Submitted
- Water Quality Management Plan (WQMP)/PDF Submitted
- Storm Water Pollution Prevention Plan (SWPPP)/PDF Submitted
- A digital copy of all calculations and reports in PDF format on a CD, DVD, or Memory Stick Submitted

**TRANSPORTATION ENCROACHMENTS**

- Completed and signed application form (with detailed description of work) Submitted
- A copy of State approved permit Submitted
- Copy of Insurance Certificate Submitted
- Billing: \$16.00 for a day trip and \$90.00 for annual Submitted

**\*\*NOTE: A 3% surcharge will be applied to all fees and charges**