



Santa Margarita Water District

Encroachment Permit FAQ's

1. **What is an Encroachment Permit?** A contract between the District and the permit holder (permittee) explaining the terms and conditions, including any special provisions, under which the permittee is granted the authority for one or more of the following:
 - Connect to District facilities
 - Ingress and egress over either District owned property or easements granted to the District
 - Perform work upon, above and over, or along District property or easements or District water and/or sewer facilities

The permit will allow for proper inspection by District personnel of the described and permitted work and/or property access

2. **Why do I need an Encroachment Permit?** In order for the District to ensure all work is done consistent with established District standards and design criteria. Specifically, the permit is required by the District:
 - To protect, maintain, and enhance the public water and sewer systems during and after permitted work
 - To allow work benefitting the public systems to occur while meeting all District design standards
 - To verify the permittee ensures the safety of the public and public facilities is maintained during the course of the work
 - To ensure the proposed encroachment on the public facilities is compatible with the ongoing and future use of the public systems
 - To protect the District's and it's customer base's investment in the public water and sewer facilities, avoiding work that would occur to the detriment of the public system by allowing for proper District inspection

- To verify any temporary uses are conducted safely and with minimal inconvenience to the public/District customer base
 - To avoid conflicting work with other scheduled or emergency work in the area, either by the District or other permittee holder
3. **What is required for submittal?** At a minimum, the following will be required, additional information may be required depending on the nature of the work:
Use this **flowchart** for assistance
- A complete and signed including contact information for the person responsible for the project
 - The deposit/fee of \$320, to be adjusted if the review/scope of work warrants it
 - Complete and concise plans or exhibit showing the proposed work
4. **How long does the review take?** Depending on District workload and complexity of the project, allow for a minimum of 10 business days.