



PARK PLANNING AND DEVELOPMENT DEPARTMENT

**APPLICATION AND INSTRUCTIONS
FOR TEMPORARY USE/
ENCROACHMENT PERMIT**

LOCATION

Address: _____

Zip: _____

APN/Lot Number: _____

Start Date of Work: _____ **End Date of Work:** _____

PROPERTY OWNER OF RECORD, AS RECORDED

Name: Cordova Recreation and Park District

Address: 2729 Prospect Park Drive #230, Rancho Cordova, CA 95670

Phone: 916-842-3317

APPLICANT

Name: _____

Address: _____

Business or Cell Phone: _____

Business Certificate: _____

LIST ENCROACHMENT AND PURPOSE

ARCHITECT/ENGINEER OR CONTRACTOR

Name: _____

Address: _____

Business or Cell Phone: _____

State License: _____

Signature of Owner of Record or Authorized Agent of Owner of Record

Date

INTRODUCTION

The Cordova Recreation and Park District Administrator may grant permission, revocable at his/her will, to any person, agency or agency representative the temporary use of District facilities listed.

The District Administrator may require further restrictions or modifications and he/she may stipulate such conditions as he/she deems necessary. No advertisement shall be permitted on the encroachments.

INSTRUCTIONS FOR TEMPORARY ENCROACHMENT PERMIT

1. Submit with application two copies of completely dimensioned and noted plans showing ONLY the extent and location of the proposed encroachment(s) on the property. **DO NOT SEND BUILDING PLANS!**
2. Note on plan if, where and when vehicular, pedestrian or bicycle traffic detours will be required.
3. Provide confirmation that responsible utility or infrastructure agencies have been notified of service impacts.
4. Provide dates and times of anticipated encroachment.
5. Identify type of equipment to be used and work to be performed.

Enclose non-refundable fee(s) of: **\$500**

Applicant shall also submit a 150-foot radius map, a list of current property owners fronting and adjacent to the subject property, and mailing labels and postage. Envelopes will be provided at the address below. Also, provide pictures of the neighborhood encroachment pattern on either side of the subject property. (N/A)

NOTE:For those encroachments that result from filing **MAPPING ACTIONS** (condominium map, parcel map, etc.) and that have been part of the existing structure(s) for an extended period of time; i.e., since building/structure was constructed, the District may implement a streamlined process for this Minor Encroachment, as follows:

1. Waive requirement for 150-foot radius Property Owner Notification.
2. One (1) Site Plan or Survey rather than "Three (3) Sets of completely dimensioned and noted plans."
3. A fee of (**See Fee Schedule**), payable to Cordova Recreation & Park District.

Please be advised that all other requirements noted on this application shall apply.

Applicant shall agree to protect, defend, and hold harmless Cordova Recreation and Park District and their elective or appointive boards, officers, agents and employees from any and all claims, liabilities, expenses or damages of any to property, resulting here from, arriving out of, or in any way connected with performance of the Temporary Encroachment/Use Permit officers or employees, sub-contractors, or independent contractors hired by applicant. The only exception to applicants responsibility to protect, defend, indemnify and hold harmless Cordova Recreation and Park District is due to the sole negligence of the Cordova Recreation and Park District, or any of their elective or appointive boards, officers, agents or employees.

Applicants authorized representative will participate in a site inspection with District representative prior to start of encroachment. After work and restoration of District facilities has been substantially complete, the applicant will schedule an on-site meeting with the Districts inspector. The District inspector will provide a signed permit confirming acceptance of completed work and project close out.

Submit all of the above with this application to:

Cordova Recreation and Park District
Park Planning and Development Department
2729 Prospect Park Drive #230
Rancho Cordova, CA 95670