



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES
33282 Golden Lantern, Suite 212
Dana Point, Ca 92629
949.248.3554
(www.danapoint.org)

March 17, 2020

***SUBJECT: LOCAL EMERGENCY
ENCROACHMENT PERMIT PROCESS***

With the current Local Emergency and City Hall Public counter closure, the Public Works Department is continuing to process Encroachment and Transportation Permit applications and permits for all applicants.

NEW ENCROACHMENT PERMIT APPLICATIONS:

Currently all Encroachment and Transportation Applications should be electronically submitted via email to tayers@danapoint.org. A complete application is required in accordance with the submittal requirements available on the City website at:

<https://www.danapoint.org/department/public-works-engineering/engineering-permits/encroachment-permits>

Any and all applications materials can be provided by email only at this time. For Encroachment and Transportation Permit applications and information, please contact Terrie Ayers at tayers@danapoint.org or 949-248-3589.

CURRENT OR ISSUED PERMITS:

All Encroachment and Transportation Permits will be issued electronically.

All Annual Notifications for Annual Encroachment Permit holders will continued to be processed.

All Encroachment Permit, Annual Notifications, and other right of way inspections will continue. Please continue to schedule inspections as indicated on the permit or by calling Public Works at 949-248-3589.

The Public Works Department can be reached at 949-248-3554 for any and all questions about the current process or City of Dana Point-Public Works services.