

ENCROACHMENT PERMIT APPLICATION PACKAGE



CITY OF RANCHO SANTA MARGARITA
22112 El Paseo
Rancho Santa Margarita, CA 92688
(949) 635-1800

July 2025

ENCROACHMENT PERMIT INSTRUCTIONS

1. Obtain Encroachment Permit Application Package via City website, e-mail, or pick up at City Hall.
2. Submit completed Encroachment Permit Application to the Public Works Department for review, in its entirety including:
 - a. Completed Encroachment Permit form.
 - b. Plans, exhibits, and/or sketches of work to be performed.
 - c. Insurance, if required.
 - d. Signed *Indemnity and Insurance Requirements* form.
 - e. Signed *Statement of Intent to Comply with Minimum Stormwater Permit Requirements* form.
 - f. Surety, if required. Surety forms are available on the City's website (http://www.cityofrsm.org/depts/public_works/forms.asp)
3. The Public Works Department will review, calculate fee/deposits, and develop of conditions of approval to be provided to the Applicant.
 - a. Fees and/or deposits must be submitted to the Public Works Department prior to approval of permit.
4. Upon receipt of fee/deposit payments, and final signature approval, the Public Works Department shall issue permit.
5. Upon issuance of the approved encroachment permit, please contact the Public Works Superintendent at least 2 days prior to permit work (949) 635-1800.

<u>INSPECTION PHONE/EMAIL:</u> (949) 635-1800 ext. 6102 tgregory@cityofrsm.org Inspection office shall be notified at least two (2) work days prior to commencing permitted use. Failure to obtain inspection shall void this permit.	City of Rancho Santa Margarita  ENCROACHMENT PERMIT APPLICATION	Public Works Department 22112 El Paseo Rancho Santa Margarita, CA 92688 <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">Tract /PM No.</td> <td></td> </tr> <tr> <td>Permit No:</td> <td>EP</td> </tr> <tr> <td>Effective Date:</td> <td></td> </tr> <tr> <td>Expiration Date</td> <td></td> </tr> </table>	Tract /PM No.		Permit No:	EP	Effective Date:		Expiration Date	
Tract /PM No.										
Permit No:	EP									
Effective Date:										
Expiration Date										

Applicant: _____
 Contact: _____ Email: _____
 Description of Work: _____

Phone-Day: _____
 Phone-Night: _____

Location of Work: _____
 Estimated Start Date: _____

Estimated Completion Date: _____

INDEMNIFICATION

This Encroachment Permit, if granted, is made on the express condition that the City shall be free from any and all liability resulting from its issuance as provided for in Rancho Santa Margarita Municipal Code Sec. 11.07.040 and the Indemnity and Hold Harmless Agreement attached hereto.

Applicant Signature _____ Name: _____ Title: _____ Date: _____
(See attached signature requirements)

FOR CITY USE ONLY

	<u>FEE DESCRIPTION</u>	<u>FEE AMOUNT</u>
Street Improvement? _____	Encroachment Permit Fee:	\$ _____
Sewer/Water Improvement? _____	Inspection Fee:	\$ _____
Other Improvements: _____	Plan Check Fee:	\$ _____
	<u>TOTAL DUE:</u>	\$ _____
	DATE FEES RECEIVED:	_____

- Requirements Checked Are Applicable**
- ☐ All traffic control per MUTCD.
 - ☐ Asphalt concrete shall be saw cut prior to replacement
 - ☐ 90% compaction, verified by tests, is required in dirt excavated area.
 -
 - ☐ Replace existing striping as directed by City Inspector
 - ☐ Replacement AC pavement to be existing section plus 1" over sand slurry backfill, "T" cut 1' min. on both sides.
 - ☐ Longitudinal trenches over 50' in length shall be cold planed to a 1" depth by 10' wide and machine capped.
 - ☐ Trenches exceeding five feet in depth require shoring plans and a permit from the California Division of Industrial Safety.
 - ☐ Portland cement concrete shall be saw cut and removed to existing control joints.
 - ☐ Trench backfill shall be 1 ½ sand slurry unless otherwise directed by City Engineer.
 - ☐ Trench plates and temporary AC to be on site prior to start of work.

<u>Bond Description</u>	<u>Bond No.</u>	<u>Amount</u>
Faithful Performance:	_____	_____
Labor and Materials:	_____	_____
Monumentation:	_____	_____
Sewer- Faithful Performance:	_____	_____
Water- Faithful Performance:	_____	_____

IF APPLICABLE, BONDS SHALL BE HELD FOR A PERIOD OF ONE (1) YEAR AFTER FINAL INSPECTION FOR WARRANTY PURPOSES. A REQUEST MAY BE MADE TO REDUCE THE WARRANTY BOND FROM THE ORIGINAL BOND AMOUNT, TO BE EVALUATED ON A CASE-BY-CASE BASIS.

Contractor: _____

License Number: _____

Class: _____

Contact Person: _____

Telephone Number: _____

Comments: _____

THIS IS YOUR PERMIT WHEN SIGNED BY THE ENGINEERING DIVISION

Permit and approved plans shall be maintained on job site. Permittee shall comply with regulations on reverse side of permit and attachments. Call Underground Service Alert (USA) at 1-800-422-4133 at least 48 hours prior to excavating. This permit shall be non-transferable. **Void if not started in 90 days and continued to completion. ANY WORK DONE WITHOUT PROPER INSPECTION WILL BE SUBJECT TO REJECTION.**

Insurance Documents: ☐ Submitted ☐ Approved

Construction Plans: ☐ Submitted ☐ Reviewed ☐ N/A

Traffic Control by Registered Traffic Engineer: ☐ MUTCD ☐ Submitted ☐ Reviewed ☐ N/A

Shoring Plans by Registered Civil Engineer: ☐ Submitted ☐ Reviewed ☐ N/A

Public Works Approval: _____

Date: _____

STANDARD PROVISIONS

1. Should any damage or injury to City property occur as a result of the exercise of the rights herein granted, Permittee shall immediately, upon the written demand of City, restore such property to the condition of same on the date of the occurrence of said damage or injury at Permittee's sole cost or expense. The question as to whether or not any such damage or injury has been caused to the property shall be determined by the City Engineer or designee and that determination shall be final. In the event repair by City is necessary; Permittee shall pay and/or reimburse the City the full cost of such repairs.
2. The City reserves the right to perform any work upon any portion or all of the area covered by this Permit, or to do any other work necessary at any time. Such work may be performed without incurring any liability of any nature whatsoever to the Permittee. It is further understood and agreed that the City reserves unto itself the rights of ingress over all or any portion of the subject area.
3. Neither this Permit nor any of the rights herein granted shall be assigned without the prior written approval of the City. Permit is void upon expiration date. A new fee will be assessed thereafter.
4. By acceptance of this Permit, Permittee acknowledges and assumes all responsibility for compliance with requirements of other regulatory agencies including but not limited to zoning regulations applicable ordinances and laws of the City, County of Orange, the State of California or others having regulatory control over the use granted herein.
5. All underground work requires "Injury Identification Number" From Underground Service Alert Regional Notification Center (Ref – Government Code, Section 42165 and 4217). Call 1-800-422-4133.
6. A copy of this Permit and approved plans, if applicable, shall be maintained at the site of work and be shown to any authorized representative of the City, or other regulatory governing agency upon request.
7. No work shall be performed within the City right of ways without the full knowledge of City Engineer or designee, who shall be given not less than two work days advance notice of the initiation of permitted use. Failure of Permittee to obtain inspection shall void this permit and necessitate reapplication by Permittee.

Permittee further agrees that all operations within City right of ways are subject to the operations of City and other authorized persons and under the control and to the satisfaction of City Engineer or designee.
8. This Permit may be immediately revoked for reasons determined by the City Engineer or designee including violation of Permit provisions or other applicable rules and regulations, or the creation of a nuisance after notice given by the City Engineer or designee. In the event of such revocation, Permittee shall immediately cease all operations and restore City right of ways as directed by City Engineer or designee.
9. Any construction performed on City property shall be in accordance with Orange County Resources and Development Management Department's Standard Plans and established criterion and as modified by the City Engineer. Any deviation must be specifically detailed and highlighted on plans in a manner meeting the approval of the City Engineer or designee
10. No uses other than that as stated on this Permit shall be exercised. Public right of way shall not be used for administrative operations or storage of equipment, materials, supplies, etc. All administrative and storage areas shall have the written approval of the property owner. This Permit shall include any attached Special Provisions.
11. Permittee agrees that if any tank, pipe, conduit, duct, tunnel or other installation of any nature or kind placed in the public right of way for which the Permit is issued which shall at any time in the future interfere with the use, repair, improvement, widening or change of grade of the highway, the Permittee, within ten (10) days after the receipt of a written notice from the City to do so, shall at its own sole expense either relocate or remove such installations, subject to the approval of the City Engineer.
12. Permittee agrees to comply with all City's NPDES requirements (Chapter 5.10 - Water Quality Control Municipal Code). If de-watering operation within the public right of way is necessary, proper measures must be taken to prevent the transport of debris into the storm drain system. Permittee agrees to include a direct discharge into the catch basin via a hose or other method which bypasses the street surface. If this method is not feasible, placement of proper BMPs preventing any debris collected from the street surface and entering into the catch basin will be required.
13. No permit shall be approved for encroachment onto any property owned by the City for any purpose whatsoever unless the applicant provides proof of insurance coverage for bodily injury and property damage in a form and in an amount acceptable to the City Manager. In fixing the form and amount of such insurance requirement, the City Manager shall take into consideration the nature and extent of the proposed encroachment. The City Manager may waive the requirements of this section if he/she determines that the proposed encroachment will not constitute any significant possibility of City liability (Municipal Code Sec. 11.07.270 – Liability Insurance Required). The minimum insurance established pursuant to this section is listed in the Indemnity and Hold Harmless Agreement attached hereto.

INSPECTOR'S REPORT

Date Work Started _____ Inspector _____

Date Completed _____ Inspector _____

ESTIMATE OF STREET REPAIRS

(If the encroachment will disrupt/damage the street or sidewalk, complete the following)

Street Restoration: ☐ By Permittee ☐ By City Task Order # _____

A.C. Pavement _____ sq. ft. Concrete Pavement _____ sq. ft. Sidewalk _____ sq. ft.

Curb Ramp _____ ea. Driveway _____ sq. ft. Curb & Gutter _____ l.f.

Curb drain _____ ea. Asphalt, Concrete & Soil Removal _____ sq. ft.

Tree Removal _____ ea. Tree Planting _____ ea. Monument _____ ea.

Other _____

INSPECTION RECORD

Date	Hours	Inspector	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments: _____

COMPLETION REPORT

Final Inspection Date: _____ Approved by Inspector _____

Total Inspection Hours Signature of Inspector: _____

ADDITIONAL FEES:

Plan Check _____

Inspection _____

Reconstruction _____

Other _____

NOTES

TOTAL _____

Billing Date: _____ By: _____

☐ Completed Date _____ By _____

☐ Void Reason _____

☐ Deposit Released Date _____



**STATEMENT OF INTENT TO COMPLY WITH MINIMUM
STORMWATER PERMIT REQUIREMENTS**

Stormwater Program – City of Rancho Santa Margarita Encroachment Permit

Permit Number: _____ Date: _____

Applicant: _____

Project Address: _____

Property Owner: _____

Contractor: _____

Contractor's Address: _____ Phone: _____

The National Pollutant discharge Elimination System (NPDES) is an element of the Clean Water Act that applies to the protection of receiving waters. Under NPDES Municipal Separate Storm Sewer Systems (MS4s) permits from the San Diego Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. To meet the standards of the Orange County MS4 Permit, Order No. R9-2009-002/NPDES No. CAS0108740(MS4 Permit), the City of Rancho Santa Margarita has adopted minimum standards for stormwater runoff from construction activities and utility maintenance projects.

These minimum standards include requirements for erosion control, sediment control, and construction activity control to be implemented at each site. At a minimum, the activity associated with the project identified above shall be conducted in such a manner that:

- Sediments from disturbed soils shall be retained on site to the maximum extent practicable through the use of non-structural and/or structural sediment controls; and
 - Erosion of disturbed soil shall be minimized to the maximum extent practicable through the use of soil stabilization materials and procedures; and
 - All construction wastes shall be properly disposed of in such a way that no wastes are either directly or indirectly discharged to the storm drain; and
 - All concrete trucks will wash out to a contained area to prevent the discharge of concrete truck rinse water from entering the storm drain.
- ☐ Expected dewatering of vault or underground structure
- Provide proof of active dewatering permit
 - If de-watering operation within the public right of way is necessary, proper measures must be taken to prevent the transport of debris into the storm drain system. Permittee agrees to include a direct discharge (that does not contain any illegal discharge) into the catch basin via a hose or other method which bypasses the street surface. If this method is not feasible, placement of proper BMPs preventing any debris collected from the street surface and entering into the catch basin will be required.
 - If Permittee fails to install the necessary BMP's as required by the MS4 Permit the City will install all necessary BMP's and the Permittee will be responsible for reimbursing the City for all costs associated with making the project site comply with the MS4 Permit within 30 days.

I have read and understand the requirements listed above and certify that I will comply with the minimum requirements above.

Signature: _____ Title: _____

Print Name: _____

Date: _____

FOR CITY USE ONLY

Proof of active dewatering permit obtained ☐

Active through _____

Date

ENCROACHMENT PERMIT SITE SKETCH

Applicant shall attach plans to the encroachment permit illustrating work to be accomplished or at a minimum show intended work on the following street sketch.

<p>The diagram is a street sketch showing a street layout. At the top, a horizontal dashed line is labeled "CENTERLINE". Below it, a vertical dashed line is labeled "STREET NAME". To the left of the street, a horizontal dashed line is labeled "SIDE STREET NAME". To the right of the street, a horizontal dashed line is labeled "SIDE STREET NAME". The street itself is shown with a solid line for the "CURB & GUTTER" and a dashed line for the "PROPERTY LINE". A "SIDEWALK" is indicated on the left side of the street. An "ADDRESS" is shown on the right side of the street. A north arrow points upwards. A break symbol is shown in the center of the street.</p>	<p>ENCROACHMENT PERMIT SITE SKETCH</p> <p>NOTE: Show North Arrow, street & sidewalk widths.</p>
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INDEMNITY AND INSURANCE REQUIREMENTS

Indemnity and Hold Harmless Agreement for Encroachment Permits

RESPONSIBILITY FOR DAMAGES: The Applicant agrees to and shall indemnify, defend, and hold the City of Rancho Santa Margarita, its officers, agents, employees, and representatives ("Indemnitees"), harmless from and against any and all loss, damage, liability, claim, demand, suit, cost, and expense whatsoever, including reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected with the issuance of the encroachment permit, and/or the installation, construction, maintenance, use, or operation of the work contemplated in the application for the encroachment permit, regardless of whether the Indemnitees reviewed and approved any plans or inspected any work or improvement, including the encroachment, and regardless of whether such maintenance, repair, replacement, or condition was affected or caused by the Indemnitees, except as provided by law.

INSURANCE: The permit shall not be effective for any purpose unless and until the Applicant obtains and files with the City of Rancho Santa Margarita, as the grantor of the permit, proof of an insurance policy which shall have commercial general liability limits in the amount of no less than one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) in the general aggregate. The insurance required herein shall be provided by an authorized insurance company by the State of California and having a minimum A.M. Best's Guide Rating of A-, Class VII or better, unless such requirements are waived in writing by the City Manager or his/her designee due to unique circumstances. The City of Rancho Santa Margarita, its officers, agents and employees shall be expressly listed as additional insured under this insurance policy and the policy shall provide coverage for bodily injury and property damage. The insurance required herein shall contain a Statement of Obligation on the part of the carrier to notify the City of any material change, cancellation, or termination at least thirty (30) days in advance. For any claims related to the permit, the Applicant's insurance coverage shall be primary insurance as respects the City, its officers, agents, and employees. Any insurance or self-insurance maintained by the City, its officers, agents, and employees shall be excess of the Applicant's insurance and shall not contribute with it. The Applicant shall be responsible to keep this insurance policy in full force and effect until final completion of the work contemplated in the application for the encroachment permit. The cost of any and all premiums for this insurance policy shall be borne by the Applicant. In the event of claims against the policy, the Applicant shall be responsible for payment of any deductible amounts. A Certificate of Insurance and endorsements shall be provided to the City Engineer evidencing compliance with the requirements herein.

STATEMENT OF ACCEPTANCE OF THE CONDITIONS FOR ISSUANCE OF THE ENCROACHMENT PERMIT: I have read and understand each of the conditions set forth for issuance of this Encroachment Permit and on behalf of _____, and being duly authorized to do so I accept the encroachment permit subject to these conditions.

Signature: _____ Title: _____

Print Name: _____

Date: _____

Signature Requirements

- For Applicants/Contractors/Vendors that are a corporation, signature requirements are as follows:
 - 1) One signature by the Chairman of the Board, the President, or the Vice President,
And
 - 2) One signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer.Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.
- For Applicants/Contractors/Vendors that are not a corporation, signature requirements are as follows: the person who has authority to bind the Applicant/Contractor/Vendor must sign the Encroachment Permit.

Encroachment Permit Fees and Bonds

(PAGE 1 OF 2)

CITY OF RANCHO SANTA MARGARITA

**FAITHFUL PERFORMANCE BOND
FOR
ENCROACHMENT PERMIT NO. _____**

KNOW ALL MEN BY THESE PRESENTS that, _____
as PERMITTEE, and _____, as
SURETY, are held and firmly bound unto the **CITY OF RANCHO SANTA MARGARITA**, as
CITY, in the penal sum of _____ dollars (\$ _____),
for the payment of which sums, CONTRACTOR and SURETY agree to be bound, jointly and
severally, firmly by these presents.

THE CONDITIONS OF THE ABOVE OBLIGATION IS SUCH THAT:

WHEREAS, the CITY has issued Encroachment Permit No. _____ to
_____ [permitted activity/work], which Encroachment Permit,
its conditions and requirements, are incorporated herein by reference; and

WHEREAS, said PERMITTEE is required under the terms of said Encroachment Permit to
furnish a bond for the faithful performance of the conditions and requirements of said
Encroachment Permit, including, but not limited to, repair of any damage done to existing
street improvements and utilities, in a manner approved by the CITY.

NOW, THEREFORE, if PERMITTEE faithfully performs and fulfills all obligations under the
Encroachment Permit in the manner and time specified therein, then this obligation shall be
null and void, otherwise it shall remain in full force and effect in favor of CITY; provided that
any alterations in the obligations or time for completion made pursuant to the terms of the
Encroachment Permit shall not in any way release either PERMITTEE or SURETY, and
notice of such alterations is hereby waived by SURETY. As a part of the obligation secured
hereby and in addition to the face amount specified therefor, there shall be included costs
and reasonable expenses and fees, including reasonable attorney's fees, incurred by CITY in
successfully enforcing such obligation, all to be taxed as costs and included in any judgment
rendered.

WITNESS our hands this _____ day of _____, 20__.

CONTRACTOR (CORPORATION)-TYPE

(SEAL)

By _____
President

By _____
Secretary/Treasurer

FAITHFUL PERFORMANCE BOND
(PAGE 2 OF 2)

SURETY'S NAME-TYPE

MAILING ADDRESS (SURETY)

BY: _____
Name

Title

(SEAL)

NOTE: SIGNATURES OF CORPORATE OFFICIALS AND SURETY MUST BE
NOTARIZED, ATTACH JURAT.

BOND APPROVED AS TO FORM:

GREGORY E. SIMONIAN, CITY ATTORNEY
CITY OF RANCHO SANTA MARGARITA

Public Works Department

Permit Fees



City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 1, 2025

Public Works - Permits

Fee Description	Unit *	Adopted Fee	Additional Information
Construction and Demolition Permit Deposit	Deposit	3% of Project valuation (\$500 minimum; \$10,000 maximum)	
Expedited Review	Actual Cost (T&M)	Actual Cost @ overtime rate (see position sheet)	
Film - Motion Pictures in ROW	Per Day	\$ 399.29	
Film - Still Pictures in ROW	Per Day	\$ 198.43	
Improvement/Grading/Landscape Plan Check - Initial - per sheet	Deposit	\$ 512.95	
Improvement/Grading/Landscape Plan Check - 4th and subsequent - per sheet	Deposit	\$ 138.86	
Improvement/Grading/Landscape/(Construction) Inspection:			
Up to \$25,000 of Construction Costs of on and offsite improvements	Deposit	Base Deposit of 4.5% Construction value for 1st \$25,000	
\$25,001 - \$100,000 of Construction Costs of on and offsite improvements	Deposit	Plus Deposit of 3.5% Construction value for next \$25,001 - \$100,000	
> \$100,000 of Construction Costs of on and offsite improvements - per \$100,000 or fraction thereof	Deposit	Plus Deposit of 2.5% Construction value for > \$100,000	
Legal Instruments-Certificate of Compliance Correction (plus \$75 per lot)	Each	\$ 935.73	
Legal Instrument - Easement Dedication	Project	\$ 1,068.03	
Legal Instruments-Final Tract/Parcel Map (City staff time only)	Each	\$ 2,475.26	
Legal Instruments-Lot Line Adjustment/Lot Merger Map (City staff time only)	Deposit	\$ 1,284.62	
Overtime Inspections (Weekdays between 5:00 p.m. and 8:00 a.m.)	Actual Cost (T&M)	Actual Cost @ overtime rate (see position sheet)	
Overtime Inspections - Saturday (minimum 4 hour charge)	Actual Cost (T&M)	Actual Cost @ overtime rate (see position sheet)	

City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 1, 2025

Public Works - Permits

Fee Description	Unit *	Adopted Fee	Additional Information
Overtime Inspections - Sunday or Holiday (minimum 4 hour charge)	Actual Cost (T&M)	Actual Cost @ overtime rate (see position sheet)	
Penalty for construction or work without a required permit	See Fee Schedule	2X applicable permit fees	
Permit Issuance Fee	Per Issuance	\$ 64.93	
PW-ADA Curb Ramp	Each	\$ 353.60	
PW-Curb & Gutter (plus \$.35 L.F.)	Project	\$ 311.50	
PW-Curb Core - Residential	Project	\$ 176.79	
PW-Drilling & Redrilling Monitoring Wells/Bore	Fee per Boring	\$ 291.04	
PW-Driveway Approaches - Commercial	Per Issuance	\$ 353.60	
PW-Driveway Approaches - Residential	Per Issuance	\$ 353.60	
PW-Dumpster/Roll off/Comm Trash Container	Per Issuance		Permit Issuance fee only
PW-Full Road Closure	Per Day	\$ 1,000.67	
PW-Lane Closure	Per Day	\$ 287.45	
PW-Parking (Temporary Elimination and/or Addition)	Per Day	\$ 155.14	
PW-Parkway Culverts	Project	\$ 422.15	
PW-Paving (plus \$ 0.10 S.F.)	Project	\$ 232.11	
PW-Sidewalks (plus \$ 0.35 S.F.)	Project	\$ 311.50	
PW-Stockpile Storage (encroachment)	Per Day	\$ 220.08	
PW-Stockpile/Storage (temporary)	Project	\$ 267.00	
PW-Temporary Fencing (plus \$0.50 LF)	Project	\$ 220.08	
PW-Trenching/Utilities (plus \$0.50 LF)	Project	\$ 291.04	
Reports-Geotechnical Report Review - initial	Deposit	\$ 1,927.48	
Reports-Geotechnical Report Review - 4th and subsequent	Deposit	\$ 641.74	
Reports-Drainage Report Review - initial	Deposit	\$ 1,927.48	
Reports-Drainage Report Review - 4th and subsequent	Deposit	\$ 641.74	
Reports-WQMP (Water Quality Management Plan) - initial	Deposit	\$ 1,927.48	

**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 1, 2025**

Public Works - Permits

Fee Description	Unit *	Adopted Fee	Additional Information
Reports-WQMP (Water Quality Management Plan) - 4th and subsequent	Deposit	\$ 641.74	
Reports-SWPPP (Storm Water Pollution Prevention Plan) - initial	Deposit	\$ 1,927.48	
Reports-SWPPP (Storm Water Pollution Prevention Plan) - 4th and subsequent	Deposit	\$ 641.74	
Small Wireless Facility Annual Fee for Use of Public Right-of-Way	Per Facility	\$ 270.00	Per FCC Declaratory, Third Report, & Order dated Sept. 26,2018 and other Fees per Ord. 9.04.055
Street Vacation	Street	\$ 2,475.26	
Surety - Faithful Performance Surety	Each	100% Improvement & Landscaping cost	
Surety - Grading & Drainage	Each	100% Grading & Drainage cost	
Surety - Labor & Material	Each	50% Public Improvement cost	
Surety - Monumentation	Each	100% cost	
Traffic Control - Plan Review & Monitoring - Initial -per sheet	Deposit	\$ 512.95	
Traffic Control - Plan Review & Monitoring - 4th and subsequent -per sheet	Deposit	\$ 138.86	
Transportation Permit - Oversized Load Annual	Project	\$ 90.00	Fee set by State of California
Transportation Permit - Oversized Load Single Trip	Project	\$ 16.00	Fee set by State of California
Inspections, Other Permits or Other Items (not covered by other fees)	Deposit	Actual cost with a Deposit determined by City Engineer	
* Deposit based fees include Time & Materials (T & M), actual costs, and Citywide Overhead rate of 13%.			
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

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Employee Position Rates



**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 1, 2025**

Employee Position Rate Sheet

Fee Name	Unit	Time Rate 2025*	Overtime Rate @1.5X **	Additional Information
Administrative Assistant	Per Hour	\$ 72.52	\$ 95.84	
Assistant City Engineer	Per Hour	\$ 141.91	\$ 195.34	
Associate Engineer	Per Hour	\$ 103.29	\$ 140.68	
Associate Planner	Per Hour	\$ 90.37	\$ 121.85	
Building Permit Technician	Per Hour	\$ 73.49	\$ 97.28	
Code Enforcement Officer	Per Hour	\$ 74.78	\$ 98.87	
Development Services Director	Per Hour	\$ 209.84	\$ 293.58	
Engineering Technician	Per Hour	\$ 65.66	\$ 98.49	
Environmental Programs Coordinator	Per Hour	\$ 92.23	\$ 124.53	
Intern	Per Hour	\$ 29.40	\$ 44.11	
Planning Technician	Per Hour	\$ 47.46	\$ 71.20	
Principal Engineer	Per Hour	\$ 112.32	\$ 153.80	
Principal Planner	Per Hour	\$ 117.14	\$ 160.56	
Public Works Director/City Engineer	Per Hour	\$ 183.49	\$ 255.47	
Public Works Superintendent	Per Hour	\$ 132.01	\$ 182.14	
Senior Permit Processing Technician	Per Hour	\$ 79.01	\$ 105.29	
Senior Planner	Per Hour	\$ 94.95	\$ 128.50	
City Attorney/Special Counsel Legal Services	Contract Rate			

* Fully Burdened Rate including Direct Labor based on FY 2025/26 and Department Overhead rate

** Overtime rate applies to Weekdays between 5 p.m. and 8 a.m. or anytime on Weekends and Holidays