



## CITY OF OCEANSIDE RIGHT-OF-WAY PERMIT SUBMITTAL CHECKLIST

CITY PROJECT FILE NO. \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

CITY PLAN NO. \_\_\_\_\_ CITY PLAN CHECKER: \_\_\_\_\_

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- ☐ Completed Right-of-way Permit Application form
- ☐ Contractor's valid State license number and class type
- ☐ City of Oceanside valid business license number
- ☐ Certificate of insurance (Per City specification)
- ☐ Site plan/Construction drawing/Improvement plan. [Must be submitted on 8.5"X11" or 11"X17" paper]
- ☐ Right-of-way Permit filing fee
- ☐ Right-of-way Permit Security or completion of Improvement Plan Check Letter.
- ☐ Traffic Control Plan Permit Application
- ☐ Traffic Control Plan (Per City Specification). [Must be submitted on 8.5"X11" or 11"X17" paper]
- ☐ Signed and Notarized Encroachment Removal Agreement (ERA) when applicable.

NOTE: Encroachment Removal Agreement is required for construction of private improvements in the public; right-of-way, easement or property.  
Please see the section for Encroachment Removal Agreement submittal requirement and processing guide.

**\*\*Please Allow 10 Working Days for Processing of Any Right-of-way Permit**

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Submittal \_\_\_\_ is \_\_\_\_ is not complete.

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_