



ENCROACHMENT REVIEW INFORMATION FORM

Instructions:

Step 1: Complete and Submit the Encroachment Review Information Form to San Bernardino Valley.

Step 2: Reviewer and Encroachment Number Assigned. Within 7 calendar days of receiving the form, San Bernardino Valley will assign a staff member to review the encroachment and issue an encroachment number. The Owner will be notified in writing of the encroachment name and number, along with the assigned reviewer's contact information.

Step 3: San Bernardino Valley Response No. 1. San Bernardino Valley will provide an initial response to the Owner within 21 calendar days of receiving the form.

Step 4: Owner Resubmittal (if necessary). The Owner will submit revised project information addressing San Bernardino Valley's comments. Additional resubmittals may be required until all comments have been adequately addressed and incorporated into the plans.

Step 5: San Bernardino Valley Response No. 2 (if necessary). San Bernardino Valley will respond to the Owner within 14 calendar days of receiving the Owner's resubmittal.

Approval. Once San Bernardino Valley approves the project, the Owner will receive a written letter of approval.

TYPE OF PROJECT:

☐	New development	
☐	Site renovation	
☐	Utility crossing	
☐	Other	

CONTACT INFORMATION:

 Name, First and Last	 Company Name	 Phone Number	 Email
-------------------------------------	-----------------------------	-----------------------------	----------------------

Mailing Address

CLIENT CONTACT INFORMATION:

(If you are a consultant, please provide the name and contact information for your client)

 Client Name	 Client Company Name	 Phone Number	 Email
----------------------------	------------------------------------	-----------------------------	----------------------

Mailing Address

ENCROACHMENT INFORMATION:

Location

APN

Street Address

Cross Street(s)

Provide more detailed information about the project location.

Description

Describe your encroachment. Be as specific as possible. Attach applicable documents: civil and structural plans, calculations project specifications, etc.

Schedule:

Provide a general schedule for your overall project and encroachment. Attach additional sheets if necessary.

Additional Information:

Do you have the necessary entitlements and permits to begin construction?
If yes, attach a copy of all existing entitlements and permits.
If no, please provide an explanation below.

☐ Yes

☐ No

☐ N/A

FOR DISTRICT USE ONLY

Reviewer	Encroachment Number	Encroachment Name
Facility Name:		
STA (begin):		
STA (end):		
Drawing number(s):		
Easement?	☐ YES	☐ NO
Fee?	☐ YES	☐ NO