

## PROCESSING OF IRRIGATION, LANDSCAPING, AND SPECIALTY PERMIT APPLICATIONS

### **A. Applicant receives package containing:**

1. Processing information
2. Use Agreement
3. Sample copy of Incorporation Certificate
4. Sample copy of Insurance Certificate
5. Right-of-Way Utilization Underground Utility Pipeline Construction Permit application and checklist.

### **B. Applicant submits:**

1. Completed Use Agreement
2. "Exhibit A" (legal description of subdivision or location to which Use Agreement will apply to)
3. "Exhibit B" (sketch of subdivision or location to which Use Agreement will apply to)
4. Copy of single sheet certification of Articles of Incorporation of parties on Use Agreement that indicates Incorporation. This is applicable to Neighborhood Associations, Development Groups, or individual homeowners.
5. Use Agreement recording fee - \$10.00 for first page, \$8.50 each additional page.
6. Contact information for applicant.
6. Insurance requirement - must contain the following:
  - Naming Orange County as an additional insured
  - Naming Developer and/or Association
  - Name of Project
  - Coverage required
  - Provision forbidding any cancellation, changes or material alterations in the coverage without providing thirty (30) days prior written notice to the county.

Development Engineering Staff will send the submitted Use Agreement documents to the Orange County Mayor's office for signature. Upon return of signed documents, staff will forward them to the Comptroller's office for recording. Once recorded, the applicant's contractor will be allowed to submit the Right-of-Way Utilization Underground Utility Pipeline Construction Permit application for review.

### **C. Contractor submits:**

1. Completed Right-of-Way Utilization Underground Utility Pipeline Construction Permit application.
2. Three sets of signed and sealed plans or one set of Building Division approval plans.
3. Itemized cost breakdown for work being performed in the right-of-way if the total for construction cost exceeds \$5000.00 (parts and labor)
4. Copy of license
5. Fee - \$33.00 base fee, plus \$63.00 for each bore or crossing, plus 1.8% of the construction cost (materials and labor).