



Encroachment Permit Requirements

An Encroachment permit is required for any work performed upon or underneath the public right-of-way (sidewalk, parkway or roadway) or any other property owned by the City of Hawthorne. The work includes, but is not limited to: excavation, installation of utility pipes, water meter installation, overhead/aerial installation, street/sidewalk closures, traffic control, temporary barricades and scaffolding, dumpsters, on-street parking for work vehicles, construction or restoration/maintenance of sidewalks, curbs and gutters and driveway approaches.

The City of Hawthorne **does not allow** the following items/activities in the public right-of-way:

- Moving/storage containers (i.e. PODS)
- Construction trailers/portable offices
- Overnight storage of construction vehicles/equipment, such as cranes, excavators, etc.
- Overnight storage of construction materials such as sand, gravel, pipes, etc.

Any work performed on private property does not require an Encroachment Permit unless an equipment in connection with the work upon the adjacent private property encroaches onto the public right-of-way. No work shall be performed within the public right-of-way without first obtaining an Encroachment Permit. **All items listed below must be submitted with a permit application. The typical turnaround time for an Encroachment Permit is approximately two (2) weeks (10 business days).**

Required Documents at the Time of Application

- Site specific plans with work limits to be completed in the City's right-of-way
- Valid City of Hawthorne Business License: Contact Business License at (310) 349-2935 for further details
- Valid Contractor's License (State of California issued)
- Certificate of Liability Insurance: refer to "Insurance Requirements" document
- Additional Insured Endorsement with the following wording required: **The City of Hawthorne, its officers, agents and employees.**
- Site specific Traffic Control Plans signed and stamped by a registered civil or traffic engineer for the following streets:
 - Imperial Hwy
 - 120th St
 - El Segundo Blvd
 - 135th St: between Aviation Blvd and La Cienega Blvd or between Prairie Ave and Crenshaw Blvd
 - Rosecrans Ave
 - Aviation Blvd
 - Inglewood Ave
 - Hawthorne Blvd
 - Birch Ave: between 120th St and El Segundo Blvd
 - Prairie Ave
 - Crenshaw Blvd



- Van Ness Ave
- Other streets not listed at the discretion of Engineer
- CA MUTCD sheet for any residential street unless otherwise directed by Engineer

Other Requirements

- If the project involves the use of a crane, a Federal Aviation Administration (FAA) permit may be required due to the proximity to Hawthorne Municipal Airport. For more information, please contact Guido Fernandez, Airport Manager, at (310) 349-1637 or gfernandez@cityofhawthorne.org
- If the applicant is obtaining a permit on behalf of another entity, a letter of authorization is required naming the person authorized to obtain the permit on the company's behalf.
- The contractor must obtain approval and/or encroachment permits from neighboring Cities (El Segundo, Lawndale, Redondo Beach, Manhattan Beach, Inglewood) or other agencies (LA County, Caltrans) as necessary in conjunction with the City permit.

Conditions of Approval

- Encroachment permit must be maintained on-site for the duration of the work.
- The Permittee is required to follow construction hours and days as noted on permit.
- The City has the right to cancel the permit at any time.
- The Permittee shall notify the Public Works Inspector at (310) 345-0285 prior to the start of work.
- The Permittee is responsible for all liability for personal injury or property damage which may arise out of work herein permitted including its operation, maintenance, and use, or which may arise out of the failure on Permittee's part to perform its obligations under the Encroachment Permit