



Mailbox Permit

City of Rancho Palos Verdes

The following Procedure will be used by the City for issuing an encroachment permit for a Mailbox Permit:

STEP 1 – Applicant must complete the Department of Public Works Public Property Encroachment Permit Application and Checklist for Encroachment Permits and submit them to the Planning Division

These materials shall be fully completed and submitted by the applicant.

STEP 2 – Application and Site Plan showing the location of the proposed Mailbox must be verified by City Staff

City Staff will verify that the Mailbox complies with the U.S. Postal Mailbox standards as these are the only type of mailboxes permitted in the public right of way. Additionally, the mailbox must be located at least 2'-0" from street lights, poles, meters, or property lines. The Applicant shall submit a site plan or a copy of an aerial photo showing the location of the proposed mailbox to ensure that it meets this requirement. The site plan/aerial photo shall be attached to the encroachment permit application.

STEP 3 - Verification Proof of Liability and Workman's Comp Insurance

Staff will check to see that the applicant has a current policy for both liability and workers compensation. The certificate of liability insurance must be accompanied with the Additional Insured Document which also names the City as the Certificate holder, and has the minimum coverage requirements (\$2 Million General Liability) shown on the policy. If the Applicant has these documents then check the applicable boxes on the Encroachment Permit Application, under the topic "Items Verified".

STEP 4 – Payment of Fee and Creation of Case in Tidemark

If all requirements in Steps 1-3 are met, staff will: 1) in the "Other" section under "Description of Work" on the Encroachment Permit Application, indicate that permit is for a Mailbox; 2) under the "Requirement" section of the Encroachment Permit Application, for emphasis, circle the statement "ALL APPLICANTS MUST COMPLY WITH GENERAL REQUIREMENTS AND DESCRIPTION OF WORK STATED ON THE BACK OF THIS PERMIT", and then write in below that "Must adhere to City Standards"; 3) sign off on the verification statement on the Encroachment Permit Application and write in the \$98 permit fee; 4) log the permit into Tidemark; and 5) insert the Tidemark Case Number (ROW2010-XXXXX) into the "Permit No." box in the upper right hand corner of the Encroachment Permit Application. Staff will then issue a receipt to the Applicant and the Applicant will then be routed to the cashier to pay the \$98 permit fee. Upon showing proof of payment, the permit is then issued.

STEP 5 – Inspections

No inspection is made – if complaints regarding the Mailbox are submitted to the City, such complaints will be forwarded to the Public Works Department for site inspection and enforcement.

STEP 6 – Project Completion/Close-out

All of the paperwork for the approved Mailbox Encroachment Permit is then stapled together, three hole punched, and placed in the Public Works 3-ring binder located at the front counter.