



**CITY OF ENCINITAS**  
Development Services Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
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**Phone:** 760-633-2706

## **NEWSRACK PERMIT PUBLIC RIGHT-OF-WAY FEES & INFORMATION**

A Newsrack permit is required when placing a newsrack within the public right-of-way.

Approved permits are valid until expiration of insurance and are not transferable to another location.

All fees associated with this permit are non-refundable.

### **Fees:**

Application Fee:	\$76
Business Registration	Must have a current business registration with the City. Business Registration is a separate process and can be applied for concurrently with this permit.

### **Documentation Required:**

- **Certificate of Insurance** – general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided.
- **Form - Stormwater Intake Form & Standard SWQMP** - Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
- **Photos** – provide photos of each site location and a photo of the newsrack unit.
- **Plans – Proposed Work in Public Right-of-Way** - Plans showing location of newsrack(s) in public right-of-way.
- **Standard Conditions - Right-of-Way Construction** – Acknowledgement of conditions which must be adhered to when accessing or performing work in a Public Right-of-Way.