

Dear resident / Home Owner Association:

October 18, 2017

It is that time of year again. With the holiday season approaching, the County of Orange would like to provide support and information for decorating your homes and communities in a safe manner. Holiday decorations create a festive atmosphere and contribute to a strong sense of community pride and spirit – and safety is the County’s top priority. We want to ensure a safe environment for families, property, vehicles and public roadways – and we want to work with interested residents and home owner associations to ensure the placement of decorations on/over **public** property is done properly in compliance with the County of Orange regulations. The approval process, outlined below, has been streamlined and customized to make compliance as easy as possible.

An Encroachment Permit is required when placing holiday decorations in or over the County’s public Right-of-Way (ROW) or for any private use of the public ROW. Examples of the County ROW areas include: sidewalks, parkways, roads, vegetation along the streets and light poles. **An Encroachment Permit is not required for decorations on private property. Please note that extension cords are not allowed across public sidewalks/roads and are not permitted under an Encroachment Permit.** Below is a brief summary of the items needed for an Encroachment Permit.

1. **Encroachment Permit Application:** To be completed by the home owner or the Home Owners Association (HOA) as the applicant. An authorized officer of the HOA Board must sign the application on behalf of the Board.
2. **A Site Plan:** Clearly show the locations of light strands, decorations, and other elements being placed in or over County ROW. Also, include a list in the application containing the address of each property proposed for the specific display(s).
3. **Letter of Authorization:** To be completed and notarized by the person who will be representing the HOA and signing for the actual permit.
4. **Credit Card Authorization:** Needed for payment of permit fees. The combined application and permit fee is \$683 (\$65 application fee and a permit fee of \$618). A surety deposit of \$1,000 is also required and is refundable upon closure of the permit. To help minimize permit fees and meet the insurance requirements, two other options for obtaining permits may be of interest:
  - a) HOAs may apply for one permit for the entire community, or;
  - b) Residents may hire a contractor to obtain one permit on behalf of multiple residents and to also perform the installation of decorations
5. **Insurance Information:** Provides the County insurance details and is required for an Encroachment Permit.
6. **Contractor Guidelines:** Provides information on requirements and limitations for placing holiday decorations in the County ROW. It is important that participants follow these guidelines to maintain safety.

Obtaining an Encroachment Permit and following the Contractor Guidelines will ensure decorations are displayed in a manner that is safe to you and your neighbors. For more information about this process, residents and HOAs can contact the OC Public Works Development Processing Center at (714) 667-8888, via email at [encroachment@ocpw.ocgov.com](mailto:encroachment@ocpw.ocgov.com) or visit the website at <http://www.ocpublicworks.com/ds/permits> for online services.

On behalf of OC Public Works, I wish you a safe and happy holiday season.

Sincerely,



Shane L. Silsby  
Director of OC Public Works