

## Online ENCROACHMENT Applications (includes Special Events)

### What is this?

#### **Encroachment (ENC) Applications to be submitted electronically through Citizens Connect Online Portal**

Starting in early June of 2025, Public Works Development Services will no longer accept PDF application submittals via email.

All Encroachment (ENC) Permit applications, including Special Events, will need to be submitted online through "**Citizens Connect Online Application & Payment Portal**". This is the same portal where online payments are currently made. With this new process, all applicable/ supporting documentation will need to be uploaded prior to submitting the online application. Please note all correspondence will still be via email once the initial application is submitted electronically via the Citizens Connect Online Application Portal and received by Public Works.

In light of this process change, please see the helpful links below regarding the Online Encroachment Permit application instructions that detail the steps required for submittal.

#### **Link to Encroachment (ENC) online application instructions:**

<https://www.slocounty.ca.gov/departments/public-works/forms-documents/development-services/encroachment-permits/online-enc-application-instructions>

#### **Link to Special Events (SE) online application instructions:**

<https://www.slocounty.ca.gov/departments/public-works/forms-documents/development-services/encroachment-permits/online-special-event-application-instructions>

Thank you and we appreciate your cooperation and continued support as we look to continually improve our permitting processes and the overall experience for all of our valued customers and applicants.