



**APPLICATION FOR OPEN SPACE
ENTRY PERMIT
OC PARKS / CITY OF IRVINE**



**Permit No. (For
Office Use Only)**

PERMITTEE NAME _____

PROJECT TITLE _____

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone _____

E-mail Address _____ FAX _____

CONTRACTOR/AGENT _____

Address _____ City _____

State _____ Zip _____ Contact Person _____ Phone (_____) _____

E-mail Address _____ FAX _____

PROJECT INFORMATION/ACCESS MAP(s): Please submit two sets of standard Management Unit Maps and Emergency Access Maps. Access Maps must have the project sites/area(s) clearly identified. Please supply one Access Map per Management Unit requested.

REQUIRED: Location/Management Unit #s, District grid #s, roadways, trails, gates, access (road) areas: _____

AS APPLICABLE: GPS coordinates and nearest cross streets: _____

DESCRIPTION OF ACCESS PURPOSE: Provide a detailed description of your request including Scope of Work, a completed Research and Monitoring Application for Open Space Lands (if applicable), the maximum number of people and length of time required per access. Refer to Application Requirements for OC Parks / City of Irvine Open Space Entry Permit for more information.

START DATE: _____ **END DATE:** _____

Upon receipt of the above information, staff will review your submittal. You will be advised of any revisions, additional fees, insurance requirements or other items required prior to permit issuance. A valid certificate of liability insurance naming County of Orange and/or City of Irvine, and Irvine Ranch Conservancy as additional insureds, complying with requirements of County Risk Management Office or City of Irvine Risk Management, is required before the permit can be issued. If needed, a sample insurance certificate can be provided. Please allow minimum of 30 calendar days to process initial request.

Upon completion of the permitted use, the PERMITTEE is responsible for completing the Permit Closure Form by calling the assigned Inspector for final inspection and sign-off.

Signature of Applicant: _____ Date: _____
(Permit cannot be processed without legible signature)

Print Name _____ Phone: (_____) _____

MAIL OR DELIVER TO:

If OC Parks :
OC Parks - Reservations and Permits Group
13042 Old Myford Road, Irvine, CA 92602
Telephone Number: (866) 627-2757
Fax Number: (714) 973-3336
Public Counter Hours:
Monday-Friday: 8:00 a.m. – 4:00 p.m.

If City of Irvine:
City of Irvine - Community Services
Permits Processing
1 Civic Center Plaza, Irvine, CA 92606
Telephone Number: (949) 724-6600
Public Counter Hours:
Monday-Friday: 8:00a.m. – 4:00p.m.



**APPLICATION REQUIREMENTS FOR
OC PARKS OR CITY OF IRVINE
OPEN SPACE ENTRY PERMIT**



The County of Orange and City of Irvine are required by their internal controls to coordinate and manage access to their open space lands to certain standards, and to verify information such as insurance and other terms. This is done through an Entry Permit process. Entry Permits are required not only of third parties, but also for the subcontractors and affiliated parties of those third parties. *All persons performing work or conducting activities on County or City open space lands other than those directly contracted to the County or City must obtain an entry permit.*

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A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING.

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THE FOLLOWING IS REQUIRED OF ALL APPLICANTS:

1. Submit a completed Application for Open Space Entry Permit which will include the following information:
 - A. Project owner/company name, address, contact person, daytime telephone, fax number and e-mail address.
 - B. Engineer **and/or** Contractor’s name, address, contact person, telephone, fax number and e-mail address.
 - C. Management Unit(s), GPS coordinates, district grid #s, referring to emergency access maps (see below).
 - D. Type and purpose of requested access.
 - E. A completed NPDES compliance form.
 - F. Scope of Work - including significant background and related information. Permit reviewers are looking for the “who, what, where, when, why and how” of your request. Please include as much information as possible.
 - G. A completed Research and Monitoring Application for Open Space Lands (if applicable).

NOTE: All biological research and monitoring projects must include a completed Research and Monitoring Application for Open Space Lands.

2. Submit (2) sets of the Management Unit Map, Emergency Access Map(s), full Scope of Work, and completed Research and Monitoring Application for Open Space Lands. **All document submittals must have the project sites/areas clearly highlighted and labeled.** Mapping requirements include:
 - A. Base Management Unit Map(s)
 - B. Emergency Access Map with existing roadways, trail names, District grid #s and gates (please refer to access map)
 - C. Orange County Right-of-Way lines and property lines (boundaries)
 - D. North arrow and scale used
 - E. Entry or crossing details (profile/section details)

3. If the proposed project is on lands enrolled in the NCCP, it must comply with NCCP policies and procedures. Submit copies of resource permit or permits from other agencies, such as USFWS, CDFG, etc.

Upon receipt of the above requested information, the relevant Reservations and Permits office will coordinate review of your submittal. Rush requests may not be accommodated. Please be advised of revisions, fees, surety deposit/bond amounts, insurance requirements and other items required prior to permit issuance. A valid certificate of liability insurance naming County of Orange and/or City of Irvine, and Irvine Ranch Conservancy, complying with requirements of County Risk Management Office or City of Irvine Risk Management is required prior to issuance of the permit. Upon completion of the permitted use, the PERMITTEE is responsible for completing the Permit Closure Form by calling for final inspection and sign off.

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