



ENCROACHMENT PERMIT APPLICATION

County of Tehama Department of Public Works

9380 San Benito Ave. Gerber, CA 96035

Phone: (530) 385-1462 Fax: (530) 385-1189

All information except signature must be typed or legibly printed

NOTIFY COUNTY 2 WORKING DAYS BEFORE WORK IS TO BE STARTED

PROPERTY OWNER	Assessor's Parcel Number (Required):	Property Owner's Name:		
	Phone:	Property Address:		
	Mailing Address (If Different):	Email Address:		
WORK PERFORMED BY	Work will be performed by: ☐ Contractor ☐ Property Owner	Contractor's Name:		
	Phone:	Address:		
	Email:			
	Contractor's License Number:	Certificate of Insurance currently on file with Department? ☐ Yes ☐ No		
	Applicant is: ☐ Property Owner ☐ Property Owner's Agent ☐ Contractor ☐ Other: _____			
	I / WE, the undersigned, hereby apply to the County of Tehama for an encroachment permit to do the following work under or over the County roads and highways, all in accordance with County ordinances and general laws.			
Signature:		Date Signed:		
LOCATION	Road affected:		Address APN#:	
	Time and Duration of Encroachment: ☐ Permanent Encroachment ☐ Temporary: From _____ To _____			
	Type of Encroachment: ☐ Driveway ☐ Culvert ☐ Other: _____ ☐ Fence ☐ Pipe/Pipeline ☐ Sign/Billboard ☐ Single Family Dwelling ☐ Mobile Home ☐ Multiple Dwelling(3 or more units) ☐ Private Road Connection ☐ Commercial ☐ Landscaping ☐ Parades/Celebrations ☐ Public Road Connection ☐ Industrial ☐ Agricultural Approach ☐ Sidewalks/Curbs/Gutters			
	Site Plans Attached: ☐ YES ☐ NO			
PERMIT CONDITIONS	Fully Describe Work Within County R/W: Attach complete plans, spec's calc's, maps, etc., if applicable.			
FOR COUNTY USE ONLY	Deposit: ☐ Minor ☐ Major			
	Date Issued:		Encroachment Permit #	Building Permit #:
	Date Paid:	Amount Paid:	Paid By:	Check No:
	Approved By:		Title: Date:	
	Road District:	Inspected By:	Inspection Results: ☐ Completed - OK ☐ Completed - Not OK	Receipt No.:
			☐ Additional Comments Attached	
	Comments:			

Submit

Print

Reset Form

Attachment No. 1

APPLICATION FOR ENCROACHMENT PERMIT GENERAL CONDITIONS

1. This permit shall, in all respects, be subject to and governed by the provisions of Chapter 5.5; commencing with Section 1450, Division 2 of the Streets & Highways Code of the State of California, except where expressly superseded by more stringent County Ordinances or provisions contained herein.
 2. The Permittee, by the acceptance of this permit, shall assume full responsibility for all liability for personal injury or damage to property which may arise out of the authorized work herein permitted or which may arise out of the failure on the part of the Permittee to do the work provided for under this permit. In the event any claim of such liability is made against the County of Tehama or any department, official, or employee thereof, the Permittee shall defend, indemnify, and hold them and each of them harmless for such claim.
 3. The Permittee agrees by the acceptance of this permit to properly maintain any encroachment placed by the Permittee on any part of the County Highway and to immediately repair any injury to any portion of the highway, which occurs as a result of the encroachment, until such time as the Permittee may be relieved of the responsibility of such encroachment by the County Department of Public Works.
 4. It is understood and agreed that the County has prior right to use of its rights of way. It is further understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of all the provisions contained herein and failure on the Permittee's part to comply with any provision will be cause for revocation of this permit. Except as otherwise provided for public agencies and franchise holders, this permit is revocable at any time.
 5. The granting of this Encroachment Permit for the placing of Permittee's facilities within the County's maintained road rights of way does in no way warrant the location of the rights of way.
 6. Permittee is responsible for obtaining all required permits, approvals and/or easements.
 7. The Permittee shall, at all times, during the progress of the work, keep the County Highway in as neat, clean and usable a condition as is possible and upon completion of the work granted herein, shall leave the County Highway in a neat, clean, and usable condition.
 8. If the construction work covered by this permit is to be done by a private contractor hired by the applicant, applicant shall notify contractor as to the conditions and requirements contained herein.
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- 9 The Permittee shall be responsible for the safe and effective movement of road users through area impacted by performance of work covered by this permit. This responsibility may require the implementation of temporary traffic control. Temporary traffic control within the County right of way shall adhere to the procedures, methods and guidance described in the current edition of the *California Manual on Uniform Traffic Control Devices* ("California MUTCD"). At the discretion of the County, the Permittee may be required to submit a temporary traffic control plan for review and approval by Public Works prior to any work. Permittee agrees to use proper signing and traffic control measures during the course of the work and until the pavement and/or shoulder has been satisfactorily restored.
- 10 At least one lane of any public road shall be kept open for travel by the general public at all times. No public road shall be closed to travel to the general public without special permission, in writing, of the Director of Public Works.
- 11 Permittee shall be responsible for the protection of existing facilities within the County road rights of way, whether said facilities are public or private, and assumes sole responsibility and liability if said facilities are damaged by the placing and/or operation of Permittee's/Owner's system and/or improvements.
- 12 In the event that the Permittee damages any existing facility, Permittee shall immediately notify the owner of the facility and Public Works as to the location and extent of the damage.
- 13 Permittee agrees to restore the work area to a condition satisfactory to the County Engineer within a reasonable period of time after the completion of authorized work. Permittee agrees to reimburse the County for all costs incurred should the County Engineer deem it necessary to correct conditions caused by the work.
- 14 The County Engineer, or his agent, may temporarily suspend Permittee's operation within the County road right of way when it is determined that Permittee's operation has or will be detrimental to the County road right of way.
- 15 No material used for the construction of the encroachment shall be borrowed or taken from within the county right of way.
- 1 Cement concrete drive approach and head wall are not allowed within the County Road right of way.
- 1 Whenever necessary to secure permission from abutting property owners, such authority must be secured by the Permittee prior to starting work.
- 1 No work other than that which is specifically described herein is allowed within the County right of way.
- 19 This permit may be revoked by at the sole discretion of the Road Commissioner
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ENCROACHMENT PERMIT APPLICATION CRITERIA

- 1: There is a **5 day minimum** processing time on all applications.
- 2: All applications must be filled out completely and signed by property owner/ and/or licensed contractor.
- 3: “Location of work to be done” includes address of property and / or assessors parcel number and a description of the location (i.e.: distance from the nearest crossroad or other well-defined landmark).
- 4: Along with the application, a plot map showing the site location of the driveway approach must be submitted.
- 5: Applicant must place a flag or similar item at the location to help the inspector locate the site in the field for a pre-inspection.
- 6: If items #2 – 5 are not completed at the time of the pre-inspection, this application will be delayed or returned for additional information.
- 7: All work pertaining to the encroachment permit must be finalized or bonded for completion before home occupancy. Permittee has up to one year to complete permit requirements.
- 8. If you were required to obtain an encroachment permit prior to issuance of a building permit, then all construction outlined on the encroachment permit must be completed and Public Works final approval must be obtained prior to the Building Division being able to final your building permit. Contact the Public Works Department, 9380 San Benito Ave, Gerber, CA 96035, telephone 530-385-1462, Fax 530-385-1189, if you have any questions.**

**INSTRUCTIONS TO FILL OUT
APPLICATION FOR ENCROACHMENT PERMIT**

LOCATION:

Describe physical features by proposed encroachment or note if proposed encroachment location is marked.

PARCEL MAP #, TRACT #, USE PERMIT #, OTHER:

If property that the proposed encroachment will be appurtenant to is shown on a Parcel Map, Tract Map, or has been issued a Use Permit, fill in appropriate number.

ADDRESS OR STREET NAME:

If property has a current street address use the full address; if property has no current address, use street name, only.

NEAREST CROSS STREET:

Name nearest cross street and give distance and direction to proposed encroachment location; i.e., Belle Mill Road, 0.13 mile North of Sale Lane.

PORTION OF RIGHT OF WAY:

Describe proposed encroachment location within the road Right of Way: use approximate compass direction not left or right side of Right of Way.

EXCAVATION/PIPES:

To be used for underground work, only.

FULLY DESCRIBE WORK WITHIN COUNTY RIGHT OF WAY:

Describe, in detail, the proposed encroachment.

APPLICANT OR ORGANIZATION:

Print name of person or organization.

PROPERTY OWNER:

Print name of the legal title owner of the property that the proposed encroachment is appurtenant to.

ADDRESS TO SEND PERMIT:

Fill in address where Permit is to be mailed; this needs to be a current working address.

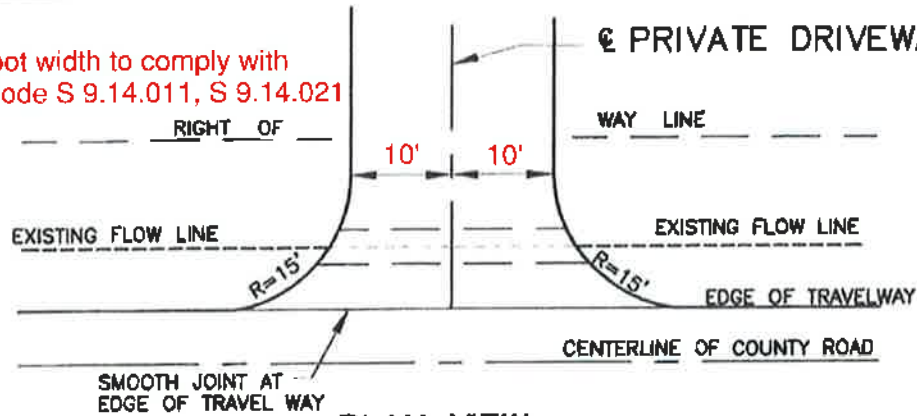
AUTHORIZED SIGNATURE:

If other than legal property owner, proof of authorization may be required.

TITLE:

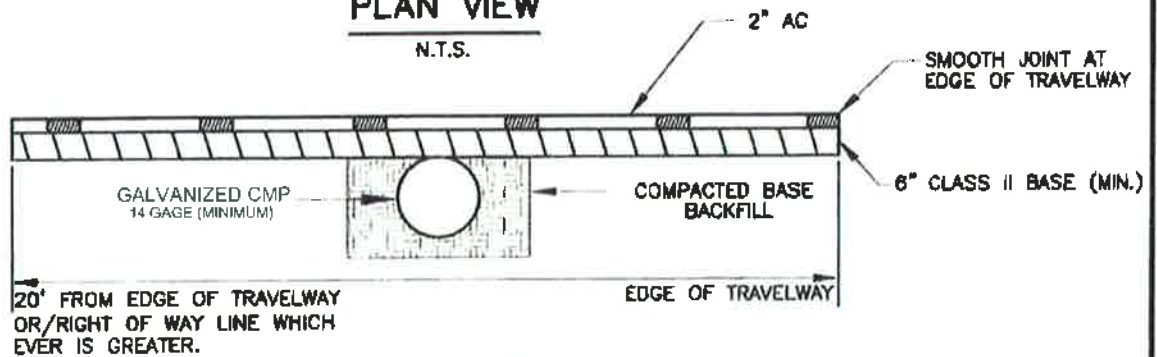
If applicant is signing for an organization, use working title; if applicant is the legal property owner, write owner.

modified to a 20 foot width to comply with
Tehama County Code S 9.14.011, S 9.14.021



PLAN VIEW

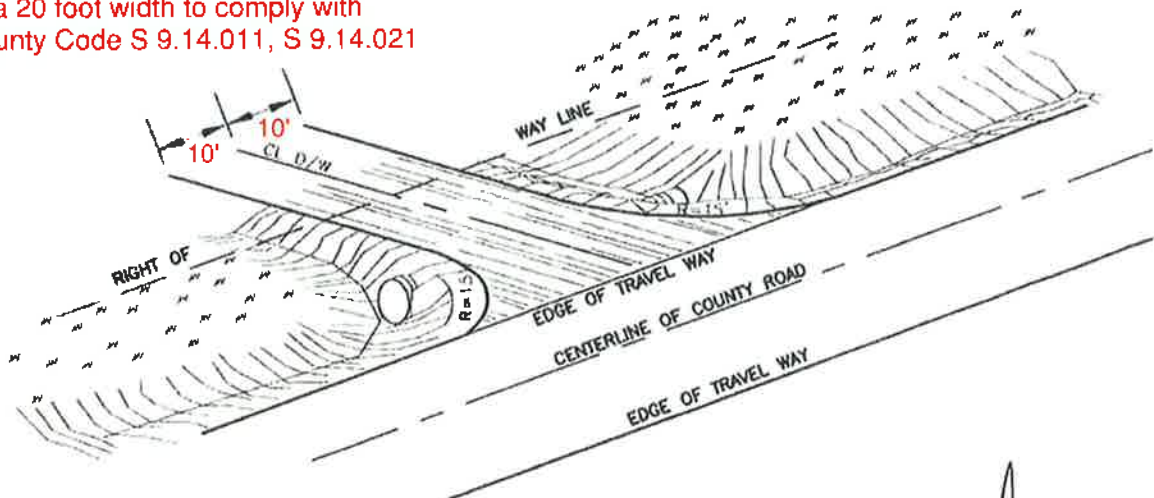
N.T.S.



SECTION

N.T.S.

modified to a 20 foot width to comply with
Tehama County Code S 9.14.011, S 9.14.021



ISOMETRIC VIEW

N.T.S.

NOTES:

1. ALL DRIVEWAY APPROACHES SHALL MEET THE APPROVAL OF THE COUNTY ENGINEER.
2. DRIVEWAY SHALL COMPLY WITH ALL CONDITIONS OF THE ENCROACHMENT PERMIT.

[Signature]
Public Works Director

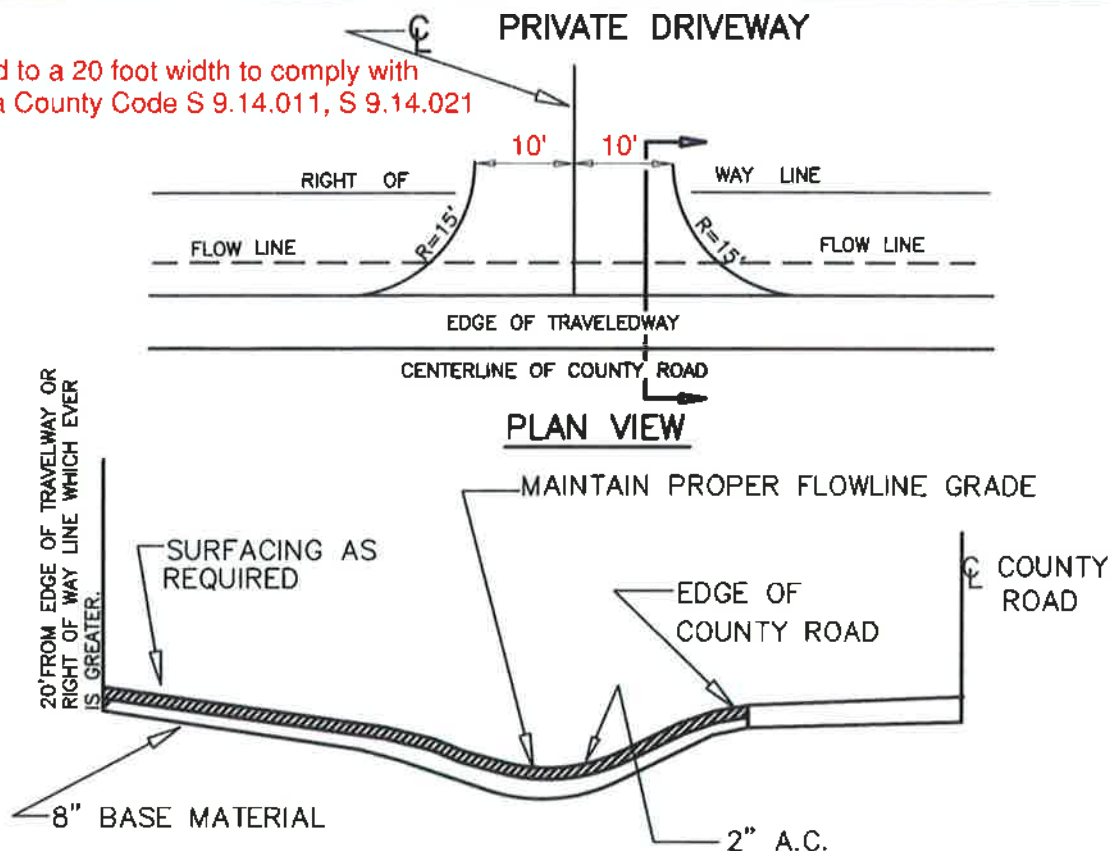
TEHAMA COUNTY STANDARD PLANS

REV. NO.	DATE:	BY
1	03/07/18	WFP

**TYPICAL DRIVEWAY ENCROACHMENT
WITH CULVERT**

DATE
1/07
DWG. NO.
0916

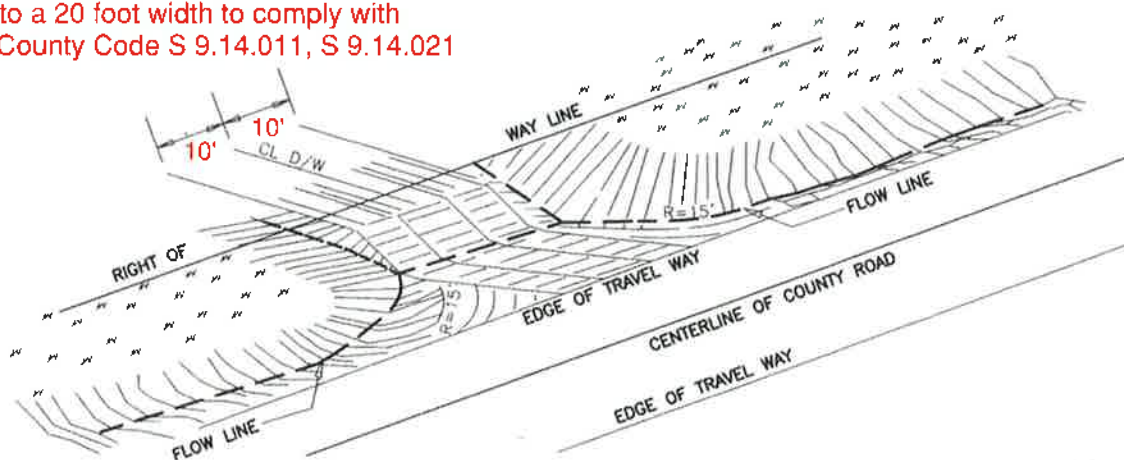
modified to a 20 foot width to comply with
Tehama County Code S 9.14.011, S 9.14.021



NOTE:
MUST COMPLY WITH GENERAL ENCROACHMENT
PERMIT CONDITIONS

SECTION

modified to a 20 foot width to comply with
Tehama County Code S 9.14.011, S 9.14.021



ISOMETRIC VIEW

NOT TO SCALE

[Signature]
Public Works Director

TEHAMA COUNTY STANDARD PLANS

REV. NO.	DATE:	BY

TYPICAL PRIVATE DRIVEWAY
ENCROACHMENT

DATE
1/07
DWG. NO.
0917