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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ADOPT-A-HIGHWAY PERMIT APPLICATION

TR-0103 (REV. 09/2009)

PERMIT NO.

DIST/CO/RTE/PM

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular.

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

FOR CALTRANS USE (Date Received)

PERMISSION IS REQUESTED TO ENCROACH ON THE STATE HIGHWAY RIGHT OF WAY AS FOLLOWS:

Please call 1-866-ADOPTAHWY for assistance in completing this form.

APPLICATION TYPE (Check One)

☐ New Adoption ☐ Adoption Renewal ☐ Waiting List Placement

ADOPTION TYPE

☐ Litter Removal ☐ Seedling Tree and Shrub Planting [1]

☐ Graffiti Removal ☐ Wildflower Planting and Vegetation Control [1]

☐ Vegetation Control [1] ☐ "Spot" Wildflower Planting [1] *("Spot" adoption participants receive no sign.)*

☐ Recognition Panel Replacement. (Contractors only. Panels must be approved by the Department.)

☐ Other, describe: _____

NOTE: Applications for new adoptions and adoption renewals will not be processed until required support documents have been received.

[1] Plans and schedules are required. If herbicides will be used, a Pest Control Recommendation is required and the applicator must submit proof of appropriate licensing or certification by the Department of Pesticide Regulation.

ADOPTION SITE LOCATION

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

APPLICANT INFORMATION

ORGANIZATION/BUSINESS NAME

DOUBLE PERMIT

☐ Check if applicant is a contractor.

PRIMARY CONTACT *(Unless otherwise notified, Caltrans assumes that the primary contact is the group's safety leader)*

TITLE

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

ALTERNATE PHONE NUMBER

FAX

E-MAIL

ALTERNATE CONTACT *(Required)*

☐ Check if alternate contact is the group's safety leader.

ALTERNATE CONTACT'S PHONE NUMBER

WORK WILL BE PERFORMED BY

☐ Volunteers over the age of 18 ☐ Volunteers over the age of 16 ☐ Hired Contractor (name) _____

AUTHORIZED SIGNATURE *The undersigned agrees that work will be done in accordance with Caltrans rules and regulations and subject to inspection and approval.*

The Adopt-A-Highway Program and it's courtesy signs are not a forum for advertisement or public discourse.

SIGNATURE OF PRIMARY CONTACT

DATE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CALTRANS/ELECTRIC UTILITY TREE REMOVAL REQUEST

TR-0168 (REV. 6/98)

The Electric Utility uses this form to request the removal of trees located on the Caltrans right of way and authorized under Section IIIB of the Electric Utility Tree Prunning and Removal Provisions of the encroachment permit. The Electric Utility's authorized representative completes this portion of the removal request. At least one legible photograph showing the tree(s) to be removed shall be submitted with this request.

TO: CALTRANS DISTRICT LANDSCAPE SPECIALIST			DATE
FROM: ELECTRICAL UTILITY			PERMIT NUMBER
Location of Tree:	COUNTY	ROUTE	POSTMILE
Local Address:			
Physical Location:			

Description of Tree to be Removed:	DIAMETER
	COMMON NAME
	SPECIES
	GENERAL CONDITION

Reason for Removal Request:

- ☐ Mutually Agreed Potential Hazard
- ☐ Low Species Value
- ☐ Poor Health
- ☐ Severe Structural Defect

Explain: _____

☐ Attached is a photograph of the tree(s) to be removed, marked with arrows or "X"

UTILITY AUTHORIZED REPRESENTATIVE	TELEPHONE NO.
TITLE	DATE

CALTRANS/ELECTRIC UTILITY TREE REMOVAL REQUEST

TR-0168 (REV. 6/98)

This portion of the request form is to be completed by the District Landscape Specialist. The form is used to document the approval of a tree removal request and to verify that the removal was authorized under Section IIIB, of the Electrical Utility Tree Pruning and Removal Provisions. Only trees which do not require replacement, compensation or mitigation planting may be authorized for removal by the Caltrans District Landscape Specialist. A copy of the request must be forwarded to the District Landscape Architect.

Removal checklist. Removal cannot be approved by the District Landscape Specialist if a "YES" answer is given to any of the following questions. If a "YES" answer is given for any of the following questions, then the request shall be forwarded to the District Landscape Architect for review.

1. Does the tree provide a highway screen for adjacent development? ☐ YES ☐ NO

If "YES", explain: _____

2. Does the tree provide wildlife habitat? ☐ YES ☐ NO

If "YES", explain: _____

3. Does the tree provide any other important landscape function? ☐ YES ☐ NO

If "YES", explain: _____

Only trees which meet the following criteria may be authorized for removal by the District Landscape Specialist

Tree Removal Criteria:

☐ Potential Hazard ☐ Low Species Value

☐ Poor Health ☐ Severe Structural Defect

Explain: _____

Approved: ☐ YES ☐ NO

If "NO" explain: _____

DISTRICT LANDSCAPE SPECIALIST	TELEPHONE NO:	DATE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CERTIFICATION BY CONTRACTOR

TR-0113 (REV. 4/97)

CERTIFICATION BY CONTRACTOR FOR CONTRACT NO._____

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

SIGNATURE OF CONTRACTOR	DATE

Licensed in accordance with an act providing for the registration of Contractors,

License No. _____.

FM 3085 M 97

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CERTIFICATION BY CONTRACTOR

TR-0113 (REV. 4/97)

CERTIFICATION BY CONTRACTOR FOR CONTRACT NO._____

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

SIGNATURE OF CONTRACTOR	DATE

Licensed in accordance with an act providing for the registration of Contractors,

License No. _____.

FM 3085 M 97

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CERTIFICATION OF COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)

TR-0405 (REV 03/2015)

	Permit No.
	Dist/Co/Rte/PM

Encroachment permit projects that create, alter or affect pedestrian facilities are required to be designed and constructed in accordance with the policies and standards in the current Design Information Bulletin 82 (DIB 82). Certification of compliance must be submitted by the permittee or permittee's authorized representative prior to the issuance of an encroachment permit or rider **AND** after construction is completed. DIB 82 can be found at:

http://www.dot.ca.gov/hq/oppd/dib/dibprg.htm

A separate TR-0405 form must be used for the Design and Post Construction Certifications. A California Licensed Professional Engineer, Licensed Architect or Licensed Landscape Architect's Stamp* is required except when (1) an authorized utility company representative or (2) an authorized Caltrans representative signs the form (at the discretion of the District Permit Engineer).

Design Certification (prior to issuance of encroachment permit)

☐ I _____ a California Licensed Professional Engineer, Licensed Architect or Licensed Landscape Architect, do hereby certify that:

☐ I _____ an authorized Caltrans representative, do hereby certify that:

☐ I _____ an authorized representative of _____(utility company only), do certify that:

- ☐ This project has been designed in accordance with DIB 82.
- ☐ An approved Exception to Accessibility Design Standards is attached.

SIGNATURE	TITLE	DATE

Post Construction Certification

☐ I _____ a California Licensed Professional Engineer, Licensed Architect or Licensed Landscape Architect, do hereby certify that:

☐ I _____ an authorized Caltrans representative, do hereby certify that:

☐ I _____ an authorized representative of _____(utility company only), do certify that:

- ☐ This project has been constructed in accordance with DIB 82.
- ☐ An approved Exception to Accessibility Design Standards is attached.

SIGNATURE	TITLE	DATE

CA. LICENSED PROFESSIONAL ENGINEER, LICENSED ARCHITECT OR LICENSED LANDSCAPE ARCHITECT'S STAMP

I attest to the technical information contained herein and have judged the qualifications of all technical specialists providing engineering data upon which recommendations, conclusions, and decisions were based.

* A Licensed Architect or Licensed Landscape Architect may prepare this document and sign and seal it in lieu of a Registered Civil Engineer, provided the same Licensed Architect or Licensed Landscape Architect designed the on-site improvements. Use the seal of the appropriate licensed person in responsible charge.

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CERTIFICATION OF STRUCTURAL EXPERIENCE

TR-0133 (NEW 02/2004)

I, _____, a licensed _____ Engineer
STRUCTURAL / CIVIL

in the State of California, attest to, that I am / was responsible for the plan set design and preparation of calculations for the project described as _____ ,
PROJECT NAME

located at _____ , _____ , California.
STREET ADDRESS or DISTRICT / COUNTY / ROUTE / POST MILE — CITY / TOWN

I certify and attest to, that I have five years or more of experience in _____ plan set design and preparation of calculations,
SUB-STRUCTURAL / STRUCTURAL

to include _____.
STRUCTURAL REVIEW APPROVAL, SUB-STRUCTURAL REVIEW APPROVAL, TUNNELS , TUNNEL SUPPORT SYSTEMS , OR STRUCTURAL FALSEWORK

List prior projects of responsibility:

PROJECT NAME	CONTACT NUMBER

PREPARING REGISTERED ENGINEER'S STAMP

I attest to the technical information contained herein and have judged the qualifications of all technical specialists providing engineering data upon which recommendations, conclusions, and decisions were based.

SIGNATURE

,REGISTERED ENGINEER

DATE

CHAIN INSTALLER PERMIT APPLICATION / RELEASE OF LIABILITY

TR-0106 (REV. 09/2011)

The applicant hereby applies for a permit to install and remove tire chains on motor vehicles during the snow season on assigned State Routes.

Name _____

Mailing Address _____

_____

Business Telephone No. _____

Driver's License No. / CA I.D. No. _____ Birthdate _____

Business License No(s). _____ County _____

_____ _____

Chaining Area _____

If you have an existing permit or have submitted an application in another District, please provide the following:

District _____ Permit # _____ ☐ Pending

PERMIT NUMBER
VEST NUMBER

FOR OFFICIAL USE ONLY	
Fee: $164.00 Vest: $ ____ Total fee paid: $ ____	DATE: COLLECTED BY:

Any dishonored checks will be considered as a violation of the permit and will be an automatic one year suspension.

I have read, understand and agree to the CHAIN INSTALLER'S CONDUCT AND WORKMANSHIP CONDITIONS contained herein, and I agree to comply with all provisions and conditions of this Chain Installer Permit Application / Release of Liability and the Chain Installer Permit issued to me. Any failure to do so will result in suspension or revocation of my chain installer's permit. I have also read, understand and agree to the INDEMNIFICATION and ASSUMPTION OF RISK AND RELEASE OF LIABILITY provisions contained herein.

INDEMNIFICATION: I hereby agree to indemnify and save harmless the State of California, its officers, directors, agents, employees, contractors, subcontractors and each of them (STATE) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, judgments, losses and liabilities of every kind and nature whatsoever (CLAIMS) arising out of or in connection with the issuance and/or use of this permit for: 1) bodily injury and/or death to persons including but not limited to myself, STATE, and the public; and 2) damages to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of negligence or fault of STATE.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: I understand that working as a chain installer carries with it certain risks including, but not limited to, serious bodily injury and/or death resulting from being struck by moving motor vehicles. To the maximum extent allowed by law, and in consideration for permission to work as a chain installer, I hereby knowingly and expressly assume all such risks, and I, on behalf of myself and my heirs and assigns, agree to, and I do hereby, release and hold harmless STATE, and waive all CLAIMS against STATE, for: 1) any and all loss, damages, injury and/or death arising out of or in connection with the issuance or use of this permit; and 2) any and all loss, damages, injury and/or death arising out of or related to my work as a chain installer. The assumption of risk and release of liability provisions stated above shall apply only to STATE and, except as provided by law, shall apply regardless of the existence or degree of negligence or fault of STATE.

I UNDERSTAND THAT THE INTENT AND EFFECT OF THIS DOCUMENT IS TO RELEASE STATE FROM LIABILITY FOR ANY PERSONAL INJURIES OR DEATH THAT OCCUR TO ME WHILE WORKING AS A CHAIN INSTALLER, EVEN IF CAUSED BY STATE'S OWN NEGLIGENCE OR FAULT.

APPLICANT'S SIGNATURE	DATE
▶	

CHAIN INSTALLER PERMIT APPLICATION / RELEASE OF LIABILITY

TR-0106 (REV. 09/2011)

DEPARTMENT OF TRANSPORTATION ENCROACHMENT PERMIT
CHAIN INSTALLER'S CONDUCT AND WORKMANSHIP CONDITIONS

In accordance with Section 670 of the Streets and Highways Code, permission is hereby granted to install and remove tire chains for compensation within the State's Highway rights-of-way when required by the Department, relating to the safe and orderly movement of traffic, for the safe operation of the highways. The permittee shall operate in compliance with Section 670 of the Streets and Highways Code and all provisions of this Encroachment Permit and the Chain Installer Permit Application/Release of Liability he/she executed including the Conduct and Workmanship Conditions stated herein, and shall conform to all other applicable State and local laws. If the county or other political subdivision within which the permittee intends to install chains requires the permittee to have a business license in order to collect fees for doing this work, such business license shall be obtained by the permittee and the license must be presented before this Encroachment Permit will become valid for use. This Permit may be suspended or revoked as provided in these Conduct and Workmanship Conditions, for non-compliance with any of the provisions of this Encroachment Permit or the Chain Installer Permit Application/Release of Liability executed to obtain this permit, at any time by any Departmental representative or the California Highway Patrol. The permittee shall surrender, upon demand by any Departmental representative or the California Highway Patrol, their chain installer permit and chain installer identification vest. Failure to comply shall be cause for denial of any future chain installer permits.

Prior to issuance of a permit, all chain installer applicants shall attend a mandatory chain installer orientation class, pass a written test, and demonstrate knowledge of snow tire identification and proficiency in tire chain installation. Failure to attend the mandatory chain installer orientation class, shall result in permanent revocation. The number of permits available for issuance is limited. First consideration shall be given to prior applicants of the previous winter season, providing their permits were not suspended for more than 30 days or revoked during the previous winter season.

Any permits suspended near the end of the winter season, and/or if the suspension is found to be ineffective at the time so ordered in the opinion of the District Permit Engineer, may be applied to the next winter season if so stated in the letter of suspension to the permitee.

Appeals of any punitive action taken against a chain installer permittee, shall be submitted in writing within 5 business days to the District Permit Engineer at:

A written decision shall be rendered within 10 business days from the receipt of the written appeal. The District Permit Engineer's written decision may be appealed in writing within 5 business days, to the District Director in which the permit was issued. The District Director's decision shall be rendered in writing within 10 working days from the receipt of the appeal, and this decision is final. **(There are no further administrative rights of appeal.)**

Penalties noted in this permit are minimums. Severe penalties may be imposed for any infraction of Permit Conditions if warranted by the circumstances, or by the permittee's conduct.

All permit fees paid to the Department of Transportation are nonrefundable

1. When installing, removing, repairing or modifying tire chains, the permittee shall display a sign (measuring a minimum of 12" x 24" up to a maximum of 18" x 36") advising motorists in advance of their fee for providing these services, and their vest number. The letters shall be a minimum of four inches high with a minimum brush stroke of 5/8". A permittee failing to display this sign, and/or display of any other type of advertising sign other than this required sign will be issued a warning, and shall cease work until the unauthorized display is removed.

2. The permittee shall be in possession of a receipt book and shall issue one when requested by a motorist. The receipt shall show the permittee's name, vest number, the type of work performed (installing, removing, repairing, modifying tire chains), and the fee charged for the work. A permittee failing to issue a receipt for services provided when requested, shall be suspended for 7 days.

3. This Permit is non-transferable, only the person to whom it was issued is to perform the services authorized herein, and shall have it in their possession at all times when performing said services. This Permit shall be presented for inspection upon demand by any departmental representative, the California Highway Patrol, or any local law enforcement personnel. A warning will be issued to any permittee found to be working without their permit in their immediate possession, they shall cease work immediately, and surrender their identifying vest, until their permit can be produced to regain their identifying vest.

4. Any person found working under a permit not issued to them, and any permittee allowing such use, shall immediately surrender the permit. And, neither individual will be eligible for issuance of a chain installer permit for a minimum of one year.

5. A colored vest containing the permittee's identifying number will be issued along with this permit. THIS VEST IS THE PROPERTY OF THE DEPARTMENT. The vest shall be worn in plain sight in a legible manner at all times by the permittee while performing the services specified herein. A permittee found to be working without their vest being clearly legible, shall be issued a warning, and shall cease all work until their vest and identifying number are made clearly visible.

6. Loss of a permittee's permit or identification vest shall be immediately reported to the Department's district office that issued the permit. Application for a duplicate permit or identification vest may be made during normal business hours. A duplicate permit will be issued upon payment of the administrative fee (equal to one hour multiplied by the Standard Hourly Rate). A replacement vest will be issued upon payment of the administrative fee plus the cost of the vest itself.

7. A permittee may only park a single vehicle within the State's highway rights-of-way in the area designated by the Department or the California Highway Patrol, and only during the time the permittee is engaged in activities authorized by this permit. Parking on State conventional highways in similarly designated areas shall conform with the applicable provision of the Vehicle Code. If a permittee's vehicle is parked in a location or manner that interferes or impedes with highway traffic, snow removal equipment, or parked on any freeway ramp or taper, the permittee shall be suspended for 7 days.

8. Permittees are not allowed in the lanes maintained for through traffic. A permittee shall remain in the area designated for installation or removal of tire chains. Any interference, stopping, or controlling of traffic by flagging, signs, arm movements, the waving of signs or lights, etc., impeding the orderly movement of traffic caused by a permittee shall result in a suspension for 7 days.

9. Vending or renting of tire chains, tire chain accessories, or other items or products upon any State highway rights-of-way by a permittee is strictly prohibited. A permittee offering to sell or rent tire chains or other items, or who accepts money for the sale or rental of tire chains or other items, shall immediately surrender his/her permit and identification vest and shall be ineligible for issuance of a chain installer permit for a minimum of one year. Such a permittee may be subject to prosecution for violation of the law (Streets and Highways Code Section 731) prohibiting vending on State highways.

10. Permittees shall conduct their business in a professional and courteous manner. A permittee found to display poor workmanship in installing chains, giving misleading statements concerning the necessity for altering chains, misrepresenting any conditions or requirements regarding chain regulations, or causing complaints relative to his/her conduct shall be issued a warning. These violations may result in suspension or revocation of permit privileges, depending on the circumstances of the incident and the conduct of the permittee. A permittee presenting any form of threat of violence toward any person or property while involved in the activities related to this permit shall immediately surrender his/her permit and identification vest and he/she shall be permanently ineligible for issuance of a chain installer permit.

11. Permittees shall wear yellow, orange or lime colored raingear (rain suit or jacket and class E pants). Personal protective safety clothing shall meet the Performance Class 3 requirements of the ANSI/ISEA 107-2004 entitled "American National Standard for Safety Apparel and Headwear". A permittee found working without proper rain gear will be issued a warning, and shall immediately cease work, surrender his/her permit, and identification vest. Work may resume when the permittee is equipped with the proper rain gear and has regained their permit and identification vest.

12. Permittees shall only work in established chain installing areas. A permittee found working in an area other than the established area will be suspended for the winter season and shall immediately surrender his/her permit and identification vest.

13. Permittees shall be 18 years of age or older. A permittee found to have obtained his/her permit by falsifying their age shall immediately surrender their permit and identification vest. And, shall not be eligible for issuance of a chain installer permit for a period of one-year extending beyond the date they attain 18 years of age.

14. A permittee maintaining an open fire or littering on the highway right of way shall be issued a warning.

15. A permittee may apply for a second chain installer permit in another district, provided there is no established waiting list.

16. Unless surrendered, suspended or revoked as provided in the Permit package conditions, a permit shall expire on June 30 in the year following its issuance.

17. A permittee shall not use any work lights in a manner that would impact motorists on the highway or the snow clearing equipment operators.

ADA NOTICE For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CONSENT LETTER

TR-0131 (REV. 07/2013)

Maintenance Stations' contact information can be found at: http://www.dot.ca.gov/hq/row/wireless/maint/

NAME OF APPLICANT AND/OR ORGANIZATION

BUSINESS ADDRESS	CITY/STATE/ZIP

BUSINESS TELEPHONE NUMBER

LOCATION OF WORK (COUNTY/RTE/PM, CROSS STREETS)

DESCRIPTION OF WORK

- ☐ Litter removal
- ☐ Salvage spilled material
- ☐ Donated landscape materials
- ☐ Vegetation control (Weed control, mowing grass or brush/seedlings)
- ☐ Other (Describe) _____

☐ Removal of U.S. Forest Service's or Bureau of Land Management's minor forest products (firewood, posts, shakeboards, shake and shingle bolts, or split products, in quantities exceeding 20 cubic feet in volume, and burlwood or stumps in quantities of two or more). A permit issued by USFS or BLM is required prior to the issuance of this consent letter, when removing minor forest products from Caltrans R/W within USFS or BLM boundaries.

Estimated amount: _____

☐ Pine ☐ Cedar ☐ Fir ☐ Other _____

SAFETY REQUIREMENTS FOR PARTICIPANTS

- Do not work on the roadway or shoulders, on bridges, in tunnels or near railroad tracks.
- Do not cross freeway traffic lanes on foot. Use caution when crossing conventional highways. Use crosswalks and signals where available.
- Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary.
- Discontinue work before dusk. Do not work when fog or other conditions reduce visibility for drivers.
- Do not work when roadway is wet or icy.
- Do not touch or remove materials which you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, dead animals and broken glass. Notify the Department or law enforcement (California Highway Patrol, Sheriff, etc) of the location of weapons or suspected toxic substances immediately.
- Do not compact trash bags. Injuries from broken or jagged objects may occur.
- Wear hard hats, either ANSI Class II or III compliant vests, safety glasses or goggles and other personal safety equipments as advisable.
- Wear long pants and substantial leather shoes or boots with ankle support.
- Watch your footing and stay off steep slopes, drainage facilities or places from which you might fall.
- Do not use portable music devices that require the use of headphones or earbuds
- Do not run, throw objects or engage in horseplay or any other activity which may distract drivers.
- Do not consume alcoholic beverages or drugs before entering or while on the roadside.
- Be alert where snakes may be located. Also be alert for stinging insects and poisoning plants (e.g. poison oak).

TERMS AND CONDITIONS

- It is expressly understood that the work to be performed is to be undertaken by yourself, your organization or by volunteers acting for and on behalf of themselves, yourself and your organization, and that yourself, your organization and said volunteers are not and shall not be considered employees of the State of California, or of the Department of Transportation.
- The State of California and its officers and employees shall not be liable for any death, injury or property damage claims which arise from any activities which are the subject of this consent letter that may have been reasonably prevented by you, your organization or those persons employed by or acting in your behalf. If any claims arise out of the foregoing, you shall defend, indemnify and save harmless the State of California and its officers and employees from same.
- This Consent Letter or a copy thereof shall be kept at the site of the work and must be shown to any representative of the Department of Transportation or law enforcement officer on demand. Work shall be suspended if a complete copy of this Consent Letter is not available at the job site.
- All work shall be conducted in conformance with the above "Safety Requirements For Participants".
- All work shall be conducted during daylight hours.
- All work shall be performed on the date(s) indicated below.
- Traffic control is prohibited.
- Work shall not be performed within 6 feet of traffic lanes, within center dividing strips, upon bridges, culverts, or structures of any kind unless specifically approved by the Department's Representative. An Encroachment Permit is required for all other proposed activities not covered by this Consent Letter.
- This Consent Letter is invalidated if the applicant has not obtained all permits necessary and required by law.

APPLICANT'S NAME	APPLICANT'S SIGNATURE	DATE

FOR CALTRANS USE ONLY

Permission is hereby granted to enter onto State Highway _____ to conduct a _____**day(s)**** _____

on _____, 20_____, subject to the terms and conditions.

**** Approval by the Maintenence Area Superintendent is required for one day activities.**

**** Approval by the Deputy District Director-Maintenance is required for multiple dates (maximum of 3 consecutive calendar days).**

DEPARTMENT REPRESENTATIVE'S NAME	TITLE	PHONE NUMBER

DEPARTMENT REPRESENTATIVE'S SIGNATURE	DATE

ADA NOTICE For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CUSTOMER SERVICE QUESTIONNAIRE

TR-0164 (REV. 02/01)

PERMIT NUMBER

Dear Customer,

Our goal is to provide the best service possible to our customers. Please take a few minutes to complete this questionnaire. Your comments will enable us to see how we are doing overall and any areas which may need improvement.

PLEASE TELL US HOW WE'RE DOING

INSIDE THE OFFICE	EXCELLENT	VERY GOOD	GOOD	POOR
Staff courteous and helpful				
Staff quick and efficient				
Explanations and instructions clear				
TELEPHONE ANSWERING				
Timely response				
Receiving information or answers				
INSPECTION				
Inspector courteous and helpfull				
Pre-construction meeting set and held in a timely manner				
Inspector at job site frequently				
Inspector able to answer questions and deal with problems				
OVERALL PERFORMANCE				
What would you say is our overall performance?				

Is there a staff person you would like to commend?	STAFF'S NAME:

COMMENTS:

NAME (Optional)	BUSINESS PHONE NUMBER ( )	DATE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

DATA FOR HIGH VOLTAGE CABLES ON BRIDGES

DS-M-0080 (NEW 11/2003)

1. NUMBER OF PHASE CONDUCTORS IN EACH CABLE	2. NUMBER OF CABLES IN EACH DUCT	
3. TOTAL DUCTS	4. DUCTS CARRYING HV LINES	5. DUCTS FOR FUTURE USE
6. LINE-TO-LINE VOLTAGE (KV)	7. MAXIMUM CONTINUOUS CURRENT PER CONDUCTOR (Amperes)	
8. MAXIMUM EMERGENCY CURRENT PER CONDUCTOR (Amperes)		
9. *CURRENT AVAILABLE TO SHORT CKT, GRD, FAULT AT BRIDGE (Amperes)	10. *CORRESPONDING FAULT CLEARING TIME (Seconds)	

11. CABLE SPECIFICATIONS	a. TYPE		
	b. CONDUCTOR SIZE (KCMII)	c. CABLE O.D. (inches)	d. RATED TEMPERATURE (Degrees C)

12. ** DESIGN ENVIRONMENT TEMPERATURE (Degrees C)

13. THE FOLLOWING INFORMATION MUST ALSO BE RETURNED WITH THIS FORM:

(a) Specifications for ducts (conduit and fittings).

(b) Size and location dimensions for duct array.

(c) Duct support details if duct is not cast in concrete.

FM 92 1571

** This data is required only when the installation is on an existing bridge and the utility proposes to omit structure bonding.*

*** Temperature of environment (air in box girder cell, open air, or concrete of sidewalk) at which the cables, as installed, would reach rated temperature when carrying maximum continuous current (item 7).*

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT

TR-0120 (REV. 6/2012)

Permit No.	
Dist/Co/Rte/PM	
Date	
Fee Paid $	Deposit $
Performance Bond Amount (1) $	Payment Bond Amount (2) $
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (Check one):

☐ Your application of _____

☐ Utility Notice No. _____ of _____

☐ Agreement No. _____ of _____

☐ R/W Contract No. _____ of _____

TO:

, PERMITTEE

and subject to the following, PERMISSION IS HEREBY GRANTED to:

SAMPLE

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit *(Check applicable):*

☐ Yes ☐ No General Provisions
☐ Yes ☐ No Utility Maintenance Provisions
☐ Yes ☐ No Special Provisions
☐ Yes ☐ No A Cal-OSHA permit, if required: Permit No. _____
☐ Yes ☐ No As-Built Plans Submittal Route Slip for Locally Advertised Projects
☐ Yes ☐ No Storm Water Pollution Protection Plan

In addition to fee, the permittee will be billed actual costs for:

☐ Yes ☐ No Review
☐ Yes ☐ No Inspection
☒ Yes Field Work

(If any Caltrans effort expended)

☐ Yes ☐ No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit is void unless the work is completed before _____ , 20 _____

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.

No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

APPROVED:

, District Director

BY:

, District Permit Engineer

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

FM 91 1436

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT (ADOPT-A-HIGHWAY)

TR-0121 (REV. 02/2008)

Permit No.	
Dist/Co/Rte/PM	
Date	
Fee Paid $ N/A	Deposit $ N/A
Performance Bond Amount (1) $ N/A	Payment Bond Amount (2) $ N/A
Bond Company N/A	
Bond Number (1) N/A	Bond Number (2) N/A

In compliance with (*Check one*):

[X] Your application of _____

[ ] Utility Notice No. _____ of _____

[ ] Agreement No. _____ of _____

[ ] R/W Contract No. _____ of _____

TO:

, PERMITTEE

and subject to the following, PERMISSION IS HEREBY GRANTED to:

Perform the following activities on _____

DISTRICT / COUNTY / ROUTE / POSTMILE RANGE / DIRECTION(S)

[ ] Litter Removal.

[ ] Graffiti Removal.

[ ] Vegetation Control.

[ ] Seedling Tree and Shrub Planting.

[ ] Wildflower Planting and Vegetation Control.

[ ] "Spot" Wildflower Planting.

[ ] Recognition Panel Replacement. (By contractors only. Panels must be approved by the Department.)

[ ] Other, describe: _____

NO ONE UNDER 16 YEARS OF AGE IS ALLOWED TO PARTICIPATE ON STATE RIGHT-OF-WAY.

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit *(Check applicable):*

[X] Adopt-A-Highway Permit Special Provisions.

[X] Attachment A (Adopt-A-Highway Special Provisions).

[ ] Vegetation Control Plan, Work Plan, and Work Schedule.

[ ] Planting Plan, Work Plan, and Work Schedule.

[ ] _____

ADVANCE NOTIFICATION OF WORK: Before each work occasion, the Permittee shall notify the Department's Maintenance Field Representative at least five working days, but no more than one month, prior to start of any work to ensure coordination with other activities.

_____

DEPARTMENT'S MAINTENANCE FIELD REPRESENTATIVE PHONE NUMBER

Permittee's work shall be subordinated to State operations and shall not interfere with State forces or State's contractors.

[ ] Yes [X] No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit expires on _____, 20 _____

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.

No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

APPROVED:

, District Director

BY:

, District Permit Engineer

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT (CITY)

TR-0126 (REV. 06/2012)

Permit No.	
Dist/Co/Rte/PM	
Date	
Fee Paid $	Deposit $
Performance Bond Amount (1) $	Payment Bond Amount (2) $
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (Check one):

- ☐ Your application of _____
- ☐ Utility Notice No. _____ of _____
- ☐ Agreement No. _____ of _____
- ☐ R/W Contract No. _____ of _____

TO:

, PERMITTEE

and subject to the following, PERMISSION IS HEREBY GRANTED to:

SAMPLE

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit *(Check applicable):*

☐ Yes	☐ No	General Provisions
☐ Yes	☒ No	Utility Maintenance Provisions
☐ Yes	☐ No	Special Provisions
☐ Yes	☐ No	A Cal-OSHA permit, if required: Permit No. _____
☐ Yes	☒ No	As-Built Plans Submittal Route Slip for Locally Advertised Projects
☒ Yes	☐ No	Storm Water Pollution Protection Plan

In addition to fee, the permittee will be billed actual costs for:

☐ Yes	☐ No	Review
☐ Yes	☐ No	Inspection
☒ Yes		Field Work

(If any Caltrans effort expended)

☐ Yes ☐ No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit is void unless the work is completed before _____ , 20 _____

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.

No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

This permit is issued by the undersigned Local Agency pursuant to delegation of authority per the written agreement between the Local Agency & the State.

LOCAL AGENCY'S REPRESENTATIVE:

TITLE:

APPROVED:

, District Director

BY:

, District Permit Engineer

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

FM 91 1436

ENCROACHMENT PERMIT ADMINISTRATIVE ROUTE SLIP
SPECIAL PROJECTS

TR-0154 (REV. 05/2013)

TO: DISTRICT PERMITS BRANCH, CHIEF			BUSINESS PHONE
FROM:	DIVISION	UNIT	BUSINESS PHONE
PROJECT NAME	PROJECT LOCATION	PROJECT ADMINISTRATOR	

The Office of _____ is requesting that an Encroachment Permit (EP) be issued for construction purposes for the above noted project. I certify that without any further coordination required, that the project has been reviewed and approved. Page 2, lists the functional reviewing units, and completed documentation included in this package.

Charges to the project shall be made to:

PROJECT CODE (ID)_____PHASE _____SUB OBJECT _____ACTIVITY _____

The following staff will provide project inspection, as applicable:

Roadway, Civil (R.E.) Name: _____ Unit _____ Phone Number _____

Electrical Name: _____ Unit _____ Phone Number _____

Landscaping Name: _____ Unit _____ Phone Number _____

Maintenance Name: _____ Unit _____ Phone Number _____

Right of Way Name: _____ Unit _____ Phone Number _____

Structures (Br. Rep.) Name: _____ Unit _____ Phone Number _____

METS (SMR) Name: _____ Unit _____ Phone Number _____

_____ Name: _____ Unit _____ Phone Number _____

_____ Name: _____ Unit _____ Phone Number _____

_____ Name: _____ Unit _____ Phone Number _____

_____ Name: _____ Unit _____ Phone Number _____

In addition to the permittee's and EP File copies, _____ sets of plans/documents are attached for distribution to the inspectors and the following staff:

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

NOTES: _____

PREPARED BY	UNIT	BUSINESS PHONE	DATE
PROJECT MANAGER / DISTRICT AIRSPACE MANAGER	UNIT	BUSINESS PHONE	DATE

ENCROACHMENT PERMIT ADMINISTRATIVE ROUTE SLIP
SPECIAL PROJECTS

TR-0154 (REV. 05/2013)

Total cost of the project $ ___,___,___

Within State R/W? $ ___,___,___

Total size of the project (acres)? ___.___

Within State R/W (acres)? ___.___

ENCROACHMENT PERMIT TYPE:			FEE EXEMPT:	
Engineering Services; (Soil Analysis, Survey)	YES ☐	NO ☐	YES ☐	NO ☐
Final Construction: (Project Approved)	YES ☐	NO ☐	YES ☐	NO ☐
Contractor's Permit (Double Permit)	YES ☐	NO ☐	YES ☐	NO ☐

PROJECT REVIEWING UNITS	YES	NO	N/A	PROJECT REVIEWING UNITS (cont)	YES	NO	N/A
Construction				Transportation Permits (CPB 99-8)			
DARC (District Airspace Review Committee)				Transportation Planning			
Design							
Environmental							
Hydraulics & Hydrology							
Landscape Architect							
Maintenance							
Right-of-Way Air Space Development							
Right-of-Way Engineering							
Right-of-Way Utilities							
Stormwater (NPDES)							
Structures Construction							
Structures Design							
Structures Maintenance							
Structures Materials (METS)							
Traffic Design							
Traffic Engineering							
Traffic Management							
Traffic Safety							

DOCUMENTS	ATTACHED?		AVAILABLE?		N/A
	YES	NO	YES	NO	
Standard Encroachment Permit Application and any applicable fees					
ADA / DIB 82 Compliance					
Construction Cooperative Agreement					
DTM Approved TMP					
DTM Closure Hours					
Encroachment Exception Approval					
Environmental Documentation					
Fact Sheet (Mandatory or Advisory)					
Final stamped project plans					
Maintenance Agreement					
Payment / Performance Bond(s) or Liability Insurance					
Permit Engineering Evaluation Report (PEER)					
Project Development Cooperative Agreement					
Project Initiation Document (PSR, PR/PSR, PSR-PDS, PSSR)					
Quality Management Plan (QMP) (CPD 08-5)					
Right-of-Way Air Space Agreement / Site License Agreement					
Right-of-Way Certification					
Source Inspection Quality Management Plan (SIQMP) (CPD 12-3)					
Special Provisions / Specifications					
Stormwater Design (SWDR)					
Stormwater Construction (SWPPP/WPCP/WDID No.)					
Stormwater NPDES (Dewatering Plan/WDID No.)					

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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT APPLICATION CHECK LIST

TR-0402 (REV. 08/2013)

NAME OF APPLICANT OR ORGANIZATION	PERMIT APPLICATION NUMBER

DISTRICT / COUNTY / ROUTE / POSTMILE

GENERAL

_____ All boxes must be filled out. Write "N/A" if not applicable
_____ All signatures must be "wet signatures" (photocopies will not be accepted)
_____ Property owner's signature on application
_____ Letter of Authorization
_____ Cost within State Highway Right-of-Way (Engineer's estimate)
_____ Application Fee/Deposit
_____ _____
_____ _____
_____ _____

PLANS*

_____ _____ complete sets of plans folded to 8 1/2" x 11"
_____ Plans and documents need to be signed and stamped by a Registered Engineer
_____ North arrow, scale, index
_____ Vicinity map
_____ Plan **AND** profile views
_____ Construction Notes
_____ Caltrans Construction Notes (specific to the work to be done within Caltrans' right-of-way)
_____ Cross sections
_____ Right-of-Way lines (clearly labeled)
_____ Property lines
_____ Easement information
_____ Distances (stationing, centerline to edge of pavement, centerline to proposed work)
_____ Existing / Proposed pavement (type, lane lines, shoulder, edge of pavement, curb, gutters, sidewalks, drainage facilities)
_____ Existing / Proposed utilities and facilities [identification, elevations (invert and top), clearances]
_____ Excavations (length, width, depth)
_____ Electrical plans (existing and proposed)
_____ Contingency plans (dealing with hazardous waste or materials)
_____ Grading plan
_____ Boundary Survey (signed and sealed by a Registered Land Surveyor)
_____ Topography map (showing existing vs. proposed contour grades)
_____ Cut/Fill areas and earthwork volumes
_____ Drainage plan
_____ Hydrology map with hydrology and hydraulic calculations
_____ Storm Drain Plans, Profiles and Details
_____ Planting and Irrigation plans
_____ Pit Details
_____ Shoring plans
_____ Signing and Striping plan
_____ Signal and Lighting plans
_____ Signal Warrant studies
_____ Steel plating
_____ Street Improvement plan
_____ Structural plan and calculations
_____ Traffic Control Plan
_____ Traffic Management Plan (Detour)

PLANS* (Cont)

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

SUPPORTING DOCUMENTS

_____ Intergovernmental Review (IGR) Document
_____ E.P. Administrative Route Slip (TR-0154)**
_____ Environmental Documentation (Categorically Exempt, Negative Declaration, Environmental Impact Report, etc)
_____ Initial site assessment
_____ Fact Sheet (Mandatory or Advisory)
_____ Cooperative Agreement
_____ Highway Improvement Agreement
_____ Maintenance Agreement
_____ Letter of concurrence from local agency
_____ Conditions of approval from local agency
_____ Letter of concurrence from law enforcement (CHP, etc)
_____ Ordinance/Resolution from Local Agency for a Special Event
_____ Drainage Report
_____ Notice of Materials to be used (CEM-3101)**
_____ Justification for Exception to Policy (See Ch 300) for:
  _____ Longitudinal Encroachment
  _____ Policy on High and Low Risk Underground Facilities Within Highway Rights of Way
  _____ Grading
  _____ _____
  _____ _____
_____ Permit Engineering Evaluation Report (PEER) (TR-0112)**
_____ Project Initiation Document (PSR, PR/PSR, PSR-PDS, PSSR)
_____ Right-of-Way Certification
_____ Soil and Geotechnical Reports
_____ Storm Water Pollution Prevention Plan (SWPPP)
_____ NOI _____ WDID _____ Water Pollution Control Plans
_____ Water Pollution Control Program (WPCP)
_____ Erosion and Sediment Control Plan / BMP Plan
_____ Traffic Study Report (Warrants, LOS)
_____ Utility Company's Application (to own, operate and maintain)
_____ Visibility Improvement Request (TR-0165)**
_____ Certification of Compliance with the Americans with Disabilities Act (TR-0405)**
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

BONDS / INSURANCE

_____ Payment Bond (TR-0018)**
_____ Performance Bond (TR-0001)**
_____ Liability Insurance
_____ _____

NOTES:

*** Plan Set Requirements are available at: http://www.dot.ca.gov/trafficops/ep/docs/plan_set_requirements.pdf**
****Forms are available at: http://www.dot.ca.gov/trafficops/ep/apps.html**

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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT APPLICATION REVIEW

TR-0110 (REV. 08/2010)

APPLICANT	PERMIT NO.
DATE	DIST / CO / RTE / PM
Your comments and recommendations are requested regarding an encroachment permit application.	TYPE OF WORK
REVIEW NEEDED BY	REVIEWING UNITS

CHARGE "TRAVEL TIME" TO:

PROJECT CODE	PHASE	REPORTING CODE	SUB OBJECT
0000001163	N	7TRAVEL	037

CHARGE ALL "NON-STORM WATER RELATED REVIEW TIME" TO:

PROJECT CODE	PHASE	REPORTING CODE	SUB OBJECT
0000001157	N	7 _ _ _ _ _ _ _ _	037

CHARGE ALL "STORM WATER RELATED REVIEW TIME / CUST SERV / TRAVEL" TO:

PROJECT CODE	PHASE	REPORTING CODE	SUB OBJECT
0000001160	N	7 _ _ _ _ _ _ _ _ 7CUSTSERV 7TRAVEL	037

THERE IS ADDITIONAL INFORMATION AVAILABLE IN PERMIT FILE. ☐ YES ☐ NO

BESIDES THOSE LISTED, WHO ELSE SHOULD REVIEW THIS APPLICATION?

LAST _____, Permit Office

THIS APPLICATION IS BEING REVIEWED SEPARATELY BY EACH UNIT.

TIME CHARGED*

0000001163 (TRAVEL)	_____	HOURS
0000001157 (REVIEW)	_____	HOURS
0000001160 (SW REVIEW)	_____	HOURS
0000001160 (SW CUSTSERV)	_____	HOURS
0000001160 (SW TRAVEL)	_____	HOURS

*** MUST MATCH STAFF CENTRAL ENTRY**

PERMIT RECOMMENDED:

☐ YES

☐ NO

☐ Need more information (explain)

RESPONSIBLE UNIT

PERMIT ENGINEERING EVALUATION REPORT REQUIRED

☐ NO (No adverse impact on highway operations or maintenance.)

BY _____, SR. TRANSP. ENGR. DATE

☐ YES ☐ ATTACHED EST. COMPLETION DATE OF PEER. _____

REMARKS: (Include necessary changes, required conditions, etc.)

REVIEWED BY	UNIT CODE	BUSINESS PHONE	DATE
CONCURRED BY	UNIT CODE	BUSINESS PHONE	DATE

FM 91 1402 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT FEE CALCULATION SHEET

TR-0406 (NEW 03/2015)

PERMIT NO.

WORK ORDER/REFERENCE NUMBER

THIS PAGE IS FOR CALTRANS USE ONLY

☐ DEFERRED BILLING (Utility) ☐ EXEMPT ☐ PROJECT CODE (ID) _____

FEES

1.

REVIEW ..... _____ hours @ $ 82.00 / hour = $_____

INSPECTION ..... _____ hours @ $ 82.00 / hour = $_____

FIELD WORK ..... _____ hours @ $ 82.00 / hour = $_____

EQUIPMENT AND MATERIALS ..... $_____

CALCULATED BY: _____ DATE: _____ **AMOUNT: $**_____

2.

REVIEW ..... _____ hours @ $ 82.00 / hour = $_____

INSPECTION ..... _____ hours @ $ 82.00 / hour = $_____

FIELD WORK ..... _____ hours @ $ 82.00 / hour = $_____

EQUIPMENT AND MATERIALS ..... $_____

CALCULATED BY: _____ DATE: _____ **AMOUNT: $**_____

3.

REVIEW ..... _____ hours @ $ 82.00 / hour = $_____

INSPECTION ..... _____ hours @ $ 82.00 / hour = $_____

FIELD WORK ..... _____ hours @ $ 82.00 / hour = $_____

EQUIPMENT AND MATERIALS ..... $_____

CALCULATED BY: _____ DATE: _____ **AMOUNT: $**_____

4.

REVIEW ..... _____ hours @ $ 82.00 / hour = $_____

INSPECTION ..... _____ hours @ $ 82.00 / hour = $_____

FIELD WORK ..... _____ hours @ $ 82.00 / hour = $_____

EQUIPMENT AND MATERIALS ..... $_____

CALCULATED BY: _____ DATE: _____ **AMOUNT: $**_____

TOTAL FEES: $_____

DEPOSITS

1. ☐ CHECK NUMBER _____ NAME ON CARD/CHECK _____

☐ CREDIT CARD PHONE NUMBER _____

☐ CASH CASHIER'S INITITALS _____ DATE: _____ **AMOUNT: $**_____

2. ☐ CHECK NUMBER _____ NAME ON CARD/CHECK _____

☐ CREDIT CARD PHONE NUMBER _____

☐ CASH CASHIER'S INITITALS _____ DATE: _____ **AMOUNT: $**_____

3. ☐ CHECK NUMBER _____ NAME ON CARD/CHECK _____

☐ CREDIT CARD PHONE NUMBER _____

☐ CASH CASHIER'S INITITALS _____ DATE: _____ **AMOUNT: $**_____

4. ☐ CHECK NUMBER _____ NAME ON CARD/CHECK _____

☐ CREDIT CARD PHONE NUMBER _____

☐ CASH CASHIER'S INITITALS _____ DATE: _____ **AMOUNT: $**_____

TOTAL DEPOSITS: $_____

CASH DEPOSIT IN LIEU OF BOND	☐	DATE	AMOUNT $
PERFORMANCE BOND	☐	DATE	AMOUNT $
PAYMENT BOND	☐	DATE	AMOUNT $
IS LIABILITY INSURANCE REQUIRED?	☐ YES ☐ NO		AMOUNT $

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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT LOG

TR-0111 (REV. 6/2000)

DISTRICT MONTH YEAR PAGE OF

* PAYMENT TYPES: 1 - EXEMPT 2 - DEFERRED (UTILTIES) 3 - DEPOSIT 4 - SET FEE

PERMIT NUMBER ASSIGNED	PERMIT NUMBER OR REFUND OR ADDITIONAL BILLING/PAYMENT	APPLICANT NAME	COUNTY - ROUTE - PM	PAYMENT INFO		DATE LOGGED IN	DATE PERMIT ISSUED	DISTRICT USE
				* TYPE	$ AMOUNT			

FM 1487 M 91

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT REPORT (DIARY)

TR-0130 (REV. 5/94)

PAGE _____ OF _____

PERMIT NO.	YR — MO — DA
DIST/CO/RTE/PM	TOTAL HOURS IN THIS REPORT

SIGNATURE OF **STATE REPRESENTATIVE**	DATE

FM 91 1410 M

ORIGINAL TO PERMIT OFFICE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT RIDER

TR-0122 (REV. 6/99)

Collected By	Permit No.
Rider Fee Paid $	Dist/Co/Rte/PM
Date	Rider Number

TO:

, PERMITTEE

In compliance with (your, our) request of _____ we are hereby amending the above numbered encroachment permit as follows:

DATE

Date of completion extended to:

Except as amended, all other terms and provisions of the original permit shall remain in effect.

APPROVED:

, District Director

BY:

, District Permit Engineer

FM 91 1437

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT RIDER (CITY)

TR-0127 (REV. 05/2008)

Collected By	Permit No. (Original)
Rider Fee Paid $	Dist/Co/Rte/PM
Date	Rider Number

TO:

, PERMITTEE

In compliance with (your, our) request of _____ we are hereby amending the above numbered encroachment permit as follows:
DATE

Date of completion extended to: ☐ NO CHANGE ☐ _____
, DATE

SAMPLE

Except as amended, all other terms and provisions of the original permit shall remain in effect.

This permit is issued by the undersigned Local Agency pursuant to delegation of authority per the written agreement between the Local Agency & the State.

LOCAL AGENCY'S REPRESENTATIVE:

TITLE:

APPROVED:

, District Director

BY:

, District Permit Engineer

FM 91 1439

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF ENCROACHMENT

TR-0213 (REV. 06/2004)

_____ _____ 20 _____

_____

_____

_____:

Notice is hereby given that you are causing or suffering an encroachment/outdoor advertising sign to exist upon and within the right of way of the State Highway at _____

_____

consisting of _____

_____

_____

Pursuant to the provisions of Article 3, Chapter 3, Division 1 of the Streets and Highways Code (Chapter 29, Statutes of 2004, as amended), you are hereby notified and directed to forthwith remove said encroachment. If the same is not removed or removal commenced and thereafter diligently prosecuted prior to the expiration of five (5) days from and after the service of this notice, the Department of Transportation is authorized to remove or cause the same to be removed and said department is further authorized to commence an action against you to recover the cost and expenses of such removal and the cost and expense of suit, and, in addition thereto, the sum of Three Hundred and Fifty Dollars ($350.00) for each day such encroachment is permitted to remain within the right of way of said State highway after the service of this notice.

Failure to remove said encroachment, as herein directed, may subject you to prosecution for a misdemeanor, as provided by law.

_____
District Director of Transportation

Address _____ By _____

_____ California _____

FM 3084 M 97

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF ENCROACHMENT

TR-0213 (REV. 06/2004)

_____ _____ 20 _____

_____

_____

_____:

Notice is hereby given that you are causing or suffering an encroachment/outdoor advertising sign to exist upon and within the right of way of the State Highway at _____

_____

consisting of _____

_____

_____

Pursuant to the provisions of Article 3, Chapter 3, Division 1 of the Streets and Highways Code (Chapter 29, Statutes of 2004, as amended), you are hereby notified and directed to forthwith remove said encroachment. If the same is not removed or removal commenced and thereafter diligently prosecuted prior to the expiration of five (5) days from and after the service of this notice, the Department of Transportation is authorized to remove or cause the same to be removed and said department is further authorized to commence an action against you to recover the cost and expenses of such removal and the cost and expense of suit, and, in addition thereto, the sum of Three Hundred and Fifty Dollars ($350.00) for each day such encroachment is permitted to remain within the right of way of said State highway after the service of this notice.

Failure to remove said encroachment, as herein directed, may subject you to prosecution for a misdemeanor, as provided by law.

_____
District Director of Transportation

Address _____ By _____

_____ California _____

FM 3084 M 97

NOTIFICATION OF NON-COMPLIANCE

TR-0134 (NEW 07/13)

PERMIT NUMBER	CO	RTE	PM	PERMITTEE	WDID NUMBER

Description

Type of incident: ☐ **Field** ☐ **Administrative**	
Name of person completing this form:	Person's agency name and address:
_____	Person's phone and e-mail:

For Field incidents complete Sections 1 and 3. For Administrative incidents complete Section 2. See Non-Compliance Notification Schedule on Page 2.

SECTION 1: Field incidents

Date(s) and time(s) of incident:	1. Start date / time:
	2. End date / time:
Location of Incident:	3. Nearest city / town:
	4. Street address / nearest cross street:
County: _____	5. Latitude / Longitude:
	6. Additional location detail:
Materials involved in the incident: (use Comments Section below if necessary):	6. Name(s) of material(s) discharged:
	7. Approximate quantity discharged (specify units):
	8. Approximate concentration of material:
Discharge to surface water? ☐ **No** ☐ **Yes** If yes, answer questions 9-11	9. Name of waterbody:
	10. Apparent effects (if any) on waterbody:
	11. Estimated extent of impacts to waterbody:
Was CalEMA notified? ☐ **No** ☐ **Yes** If yes, answer questions12-14	12. Date and time of notification:
	13. Name of person making the notification:
	14. Phone number of person making the notification:
Was the Regional Water Board (RWB) notified? ☐ **No** ☐ **Yes** If yes, answer questions 15-17	15. Name of RWB contact:
	16. RWB contact's phone / e-mail:
	17. Name of person making the notification:
Were downgradient communities / people notified? ☐ **No** ☐ **Yes** If yes, answer questions 18 - 20	18. Date and time of notification:
	19. Name of person making the notification:
	20. Phone number of person making the notification:
	21. Name of downgradient community/ person:

Field Non-Compliance (check all that apply)	
	Lack of BMP(s), ineffective implementation of BMP(s), or failure of BMP(s) resulted in a discharge of pollutants to surface water.
	Monitoring data indicates an exceedance of a defined standard. Defined standards include TMDL Waste Load Allocations, and water quality standards in the Water Quality Control Plans and promulgated policies and regulations of the State and Regional Water Boards, including California Ocean Plan limitations and prohibitions.
	Discharge of prohibited non-storm water.
	Failure to comply with Facility Pollution Prevention Plan (FPPP) requirements.
	Failure to comply with inspection, monitoring, and reporting requirements and protocols.
	Other (describe - use Comments Section below if needed):

NOTIFICATION OF NON-COMPLIANCE

TR-0134 (NEW 07/13)

PERMIT NUMBER	CO	RTE	PM	PERMITTEE	WDID NUMBER

SECTION 2: Administrative Non-Compliance (check all that apply)

	Failure to submit reports or documents required by the Permit and/or SWMP, failure of timely submittal, and/or failure to submit required information.
	Failure to develop and/or maintain a site-specific FPPP or to implement any other procedural requirement of the Permit.
	Other (describe - use Comments Section below if needed):

SECTION 3: Description of Incident

Activities in the area prior to the incident (If any):
Initial assessment of any impact caused by the discharge (If any):
Samples collected and analyses requested (If any):
Steps taken to mitigate damage and prevent reoccurrence (If any):
Current Status:
Schedule for proposed mitigation/abatement (If any):
Other Comments:

Non-Compliance Notification Schedule

Type of Incident	Within 5 Working Days (Verbal)	Within 10 Working Days (Written)	Within 30 Calendar Days (Written)	In Annual Report
Emergency Incidents[1]	–	–	–	Chronological summary and status of all incidents
Field[2]	Notify RWB Executive Officer	To RWB Executive Officer and copies to Dept. HQ	–	Chronological summary and status of all incidents
Administrative[3]	Notify RWB Executive Officer or SWB Contact[3]	–	To RWB Executive Officer, SWB Executive Director, and copies to Dept. HQ.	Chronological summary and status of all incidents

[1] Sudden, unexpected, unpreventable incidents that threaten public health, public safety, property, or the environment that pose a clear and imminent danger requiring immediate action to prevent or mitigate the damage or threat, and that result in a discharge or potential discharge.

[2] Failure to meet any non-administrative requirement of the SWMP or Permit or to meet any applicable water quality standard. This includes failure to install required BMPs or conduct required monitoring or maintenance. It also includes discharges or prohibited non-storm water that do not meet the definition of emergency incidents. It does not include determinations by the Department or a Regional Water Board Executive Officer that a discharge is causing or contributing to an exceedance of an applicable WQS. See provision E.2.c.6)c).

[3] Failure to meet any administrative or procedural requirement of the SWMP or Permit including submission of required reports, notifications and certifications. The report of non-compliance shall be submitted to the same organization (State or Regional Water Board) to which the required report was originally due.

Certification – I certify that under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Contractor QSP Representative	Title	Telephone	Date
Signature of Independent QSD Representative (IA)	Title	Telephone	Date

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

PAYMENT BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

TR-0018 (REV. 10/2007)

PLEASE FILL OUT FORM COMPLETELY

[To Accompany the Permit]

Streets and Highways Code Section 677

BOND NUMBER		ENCROACHMENT PERMIT NUMBER			PRINCIPAL	
LOCATION	DISTRICT	COUNTY	ROUTE	POST MILE	PREMIUM AMOUNT	EFFECTIVE DATE

INSTRUCTIONS TO SURETY COMPANY

On the Surety Bond, under the "Description of Attached Document," on the line labeled "Title or Type of Document," the Surety Company shall list the description of either PERFORMANCE BOND or PAYMENT BOND and shall also include the ENCROACHMENT PERMIT NUMBER.

On the line, under the "signer is representing", the Surety Company shall also include the telephone number of the Principal.

Performance bonds and payment bonds shall be held in force for a period of one-year, from the date of project completion, unless so stipulated differently by the State.

KNOW ALL PERSONS BY THESE PRESENTS:

That_____, as **PRINCIPAL,** having an address for service of _____, and _____, a Surety Company qualified and duly licensed to do business in the State of California, as **SURETY**, are held and firmly bound to the **STATE OF CALIFORNIA**, as **OBLIGEE**, in the sum of _____Dollars ($_____), lawful money of the United States of America, to be paid to the **OBLIGEE**, for which payment, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, to those persons referred to in paragragh 4 below.

THAT THE CONDITION OF THIS OBLIGATION IS SUCH:

1. That whereas **PRINCIPAL** has made, or is about to make, application to the State of California for a permit under Article 2 of Chapter 3 of Division 1 of the Streets and Highways Code to place, change or renew an encroachment in, under or over any portion of a state highway, and Streets and Highways Code Section 677 requires a bond payable to the State of California as a condition therefore, this payment bond is executed and tendered in accordance therewith.

2. That this bond shall be subject to all of the terms and provisions of the afore-mentioned provisions of the Streets and Highways Code.

3. That if the **PRINCIPAL** shall fail to faithfully perform the work for which the encroachment permit was issued, or fail to pay all encroachment permit fees then the **SURETY** herein shall pay for the same, otherwise this obligation is null and void.

4. No right of action shall accrue under this bond to or for the use of any person or entity other than the State of California.

PAYMENT BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

5. That this bond shall be deemed continuous in form, remain in full force and effect up to a period of one-year from the date of project completion, or until cancellation or withdrawal of the **SURETY COMPANY** from the bond by means of abatement. If no work has commenced under the encroachment permit, the **SURETY** may cancel this bond upon thirty (30) days written notice to the **OBLIGEE**.

   Bond cancellation notices shall be sent to the Department of Transportation's District Office issuing the encroachment permit (See Appendix G, Encroachment Permits Manual). The notice of cancellation shall include the Encroachment Permit Number and the project's location: county, route, and post mile.

   http://www.dot.ca.gov/hq/traffops/developserv/permits/encroachment_permits_manual/index.html

6. That the **SURETY** shall bear no liability on this bond in the event the encroachment permit issued to the **PRINCIPAL** is cancelled or withdrawn prior to commencement of work on State property by the **PRINCIPAL**.

7. This bond is executed to comply with the provisions of Chapter 3 of Division 1 of the Streets and Highways Code and of Chapter 2, Title 14, Part 2 of the Code of Civil Procedure, and said bond shall be subject to all of the terms and provisions thereof.

NAME OF PRINCIPAL		DATE
BUSINESS ADDRESS OF PRINCIPAL		BUSINESS PHONE
CITY	STATE	ZIP CODE
PRINT OR TYPE NAME OF AUTHORIZED SIGNATURE AND TITLE	AUTHORIZED SIGNATURE AND TITLE	

NAME OF SURETY		DATE
BUSINESS ADDRESS OF SURETY		BUSINESS PHONE
CITY	STATE	ZIP CODE

I certify (or declare) under penalty of perjury that I have executed the foregoing bond under an unrevoked power of attorney. Executed on(date) _____ in (CITY) _____ STATE)_____ under the laws of the State of California.

PRINT OR TYPE NAME OF ATTORNEY-IN-FACT FOR SURETY	SIGNATURE OF ATTORNEY-IN-FACT FOR SURETY

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

PERMIT ENGINEERING EVALUATION REPORT

TR-0112 (REV. 6/2001)

PREPARATION HOURS	PERMIT NO.
DATE	DIST/CO/RTE/PM
EA USED	APPLICANT

1. DESCRIBE PERMIT PROPOSAL, WHAT IT SERVES, APPROXIMATE COST.

2. DESCRIBE EXISTING HIGHWAY - BRIEF ANALYSIS OF IMPACT ON HIGHWAY OPERATION AND MAINTENANCE.

3. ANALYZE PERMIT PROPOSAL FOR GEOMETRIC AND FUNCTIONAL ADEQUACY.

4. NON-STANDARD DESIGN FEATURES ☐ YES ☐ NO

REVISION IN ACCESS CONTROL INVOLVED ☐ YES ☐ NO

If YES above, provide rationale and name & date of headquarters, reviewer's concurrence. (and on Federal Aid Projects, FHWA concurrence on separate sheet)

IF YES, DATE OF HQ APPROVAL

5. SIGNALIZATION INVOLVED ☐ YES ☐ NO

If yes, signal warrants met	☐ YES	☐ NO*	☐ NOT APPLICABLE
Capacity Analysis OK	☐ YES	☐ NO*	☐ NOT APPLICABLE
Safety Analysis OK	☐ YES	☐ NO*	☐ NOT APPLICABLE
Ownership/Maintenance Provisions OK	☐ YES	☐ NO*	☐ NOT APPLICABLE

* Comments, Supporting documents on attached sheet(s)

PERMIT PROPOSAL RECOMMENDED

☐ Yes, as submitted ☐ Yes, with conditions described above ☐ No, as described above

PREPARED BY	TITLE	UNIT	DATE
APPROVED BY (Caltrans Engineer)	TITLE	UNIT	DATE

PREPARING REGISTERED ENGINEER'S STAMP

I attest to the technical information contained herein and have judged the qualifications of all technical specialists providing engineering data upon which recommendations, conclusions, and decisions were based.

SIGNATURE

,REGISTERED CIVIL ENGINEER

DATE

REMARKS: SEND ONE COPY OF COMPLETED REPORT TO HEADQUARTERS DESIGN AND LOCAL PROGRAMS.

FM 91 1404 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

PERFORMANCE BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

TR-0001 (REV. 10/2007)

PLEASE FILL OUT FORM COMPLETELY

[To Accompany the Permit]

Streets and Highways Code Section 677

BOND NUMBER		ENCROACHMENT PERMIT NUMBER			PRINCIPAL	
LOCATION	DISTRICT	COUNTY	ROUTE	POST MILE	PREMIUM AMOUNT	EFFECTIVE DATE

INSTRUCTIONS TO SURETY COMPANY

On the Surety Bond, under the "Description of Attached Document," on the line labeled "Title or Type of Document," the Surety Company shall list the description of either PERFORMANCE BOND or PAYMENT BOND and shall also include the ENCROACHMENT PERMIT NUMBER.

On the line, under the "signer is representing", the Surety Company shall also include the telephone number of the Principal.

Performance bonds and payment bonds shall be held in force for a period of one-year, from the date of project completion, unless so stipulated differently by the State.

KNOW ALL PERSONS BY THESE PRESENTS:

That_____, as **PRINCIPAL,** having an address for service of _____, and _____, a Surety Company qualified and duly licensed to do business in the State of California, as **SURETY**, are held and firmly bound to the **STATE OF CALIFORNIA**, as **OBLIGEE**, in the sum of _____Dollars ($_____), lawful money of the United States of America, to be paid to the **OBLIGEE**, for which payment, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, to those persons referred to in paragragh 4 below.

THAT THE CONDITION OF THIS OBLIGATION IS SUCH:

1. That whereas **PRINCIPAL** has made, or is about to make, application to the State of California for a permit under Article 2 of Chapter 3 of Division 1 of the Streets and Highways Code to place, change or renew an encroachment in, under or over any portion of a state highway, and Streets and Highways Code Section 677 requires a bond payable to the State of California as a condition therefore, this payment bond is executed and tendered in accordance therewith.

2. That this bond shall be subject to all of the terms and provisions of the afore-mentioned provisions of the Streets and Highways Code.

3. That if the **PRINCIPAL** shall fail to faithfully perform the work for which the encroachment permit was issued, or fail to pay all encroachment permit fees then the **SURETY** herein shall pay for the same, otherwise this obligation is null and void.

4. No right of action shall accrue under this bond to or for the use of any person or entity other than the State of California.

PERFORMANCE BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

5. That this bond shall be deemed continuous in form, remain in full force and effect up to a period of one-year from the date of project completion, or until cancellation or withdrawal of the **SURETY COMPANY** from the bond by means of abatement. If no work has commenced under the encroachment permit, the **SURETY** may cancel this bond upon thirty (30) days written notice to the **OBLIGEE**.

   Bond cancellation notices shall be sent to the Department of Transportation's District Office issuing the encroachment permit (See Appendix G, Encroachment Permits Manual). The notice of cancellation shall include the Encroachment Permit Number and the project's location: county, route, and post mile.

   http://www.dot.ca.gov/hq/traffops/developserv/permits/encroachment_permits_manual/index.html

6. That the **SURETY** shall bear no liability on this bond in the event the encroachment permit issued to the **PRINCIPAL** is cancelled or withdrawn prior to commencement of work on State property by the **PRINCIPAL**.

7. This bond is executed to comply with the provisions of Chapter 3 of Division 1 of the Streets and Highways Code and of Chapter 2, Title 14, Part 2 of the Code of Civil Procedure, and said bond shall be subject to all of the terms and provisions thereof.

NAME OF PRINCIPAL		DATE
BUSINESS ADDRESS OF PRINCIPAL		BUSINESS PHONE
CITY	STATE	ZIP CODE
PRINT OR TYPE NAME OF AUTHORIZED SIGNATURE AND TITLE	AUTHORIZED SIGNATURE AND TITLE	

NAME OF SURETY		DATE
BUSINESS ADDRESS OF SURETY		BUSINESS PHONE
CITY	STATE	ZIP CODE

I certify (or declare) under penalty of perjury that I have executed the foregoing bond under an unrevoked power of attorney. Executed on(date) _____ in (CITY) _____ STATE)_____ under the laws of the State of California.

PRINT OR TYPE NAME OF ATTORNEY-IN-FACT FOR SURETY	SIGNATURE OF ATTORNEY-IN-FACT FOR SURETY

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

PROGRESS BILLING/PERMIT CLOSURE

TR-0129 (REV. 07/2013)

UNIT NUMBER	PERMIT NUMBER	☐ RIDER
DIST/CO/RTE/PM		

WORK ORDER / REFERENCE NUMBER	RELATED PERMITS

PERMITTEE NAME

DESCRIPTION OF WORK

INSPECTOR'S COMMENTS

ACTUAL INSPECTION HOURS BY	PERMIT INSPECTOR	CONSTRUCTION R.E.	OTHER CALTRANS UNITS

☐ Completion Notice. To the best of my knowledge, all work was completed on (date) _____ in compliance with the permit.

☐ Y ☐ N ☐ N/A Required final project completion records for structures. ☐ Y ☐ N ☐ N/A Structure As-Built plans

☐ Y ☐ N ☐ N/A Required final project completion records for roadway. ☐ Y ☐ N ☐ N/A Roadway As-Built plans

☐ Progress Bill ☐ Quarter No.: _____

☐ Permit Cancelled

☐ Work is not complete (explain) _____

INSPECTOR'S SIGNATURE	DATE

FOR PERMIT OFFICE USE

☐ FINAL BILL ☐ RELEASE CASH DEPOSIT ☐ PERFORMANCE BOND ATTACHED

☐ PROGRESS BILL ☐ OTHER _____

ACTUAL HOURS
(NOT FOR BILLING)

Review Hours _____

Inspection Hours _____

Field Work Hours _____

COMMENTS:

BILLING / REFUND INFORMATION

FEE TYPE ☐ SF ☐ AX

Review _____ Hours @ $ _____ = $ _____

Inspection _____ Hours @ $ _____ = $ _____

Field Work _____ Hours @ $ _____ = $ _____

Equipment / Materials = $ _____

TOTAL FEES = $ _____

FEE DEPOSIT PAID ON (*Date*) _____ $ _____

☐ Cash ☐ Credit Card ☐ Check (Check No.) _____

FEE DEPOSIT PAID ON (*Date*) _____ $ _____

☐ Cash ☐ Credit Card ☐ Check (Check No.) _____

TOTAL DEPOSITS = $ _____

☐ Final Bill ☐ **BALANCE DUE** = $ _____

☐ Progress Bill ☐ **REFUND** = $ _____

REFUND OF CASH DEPOSIT IN LIEU OF BOND $ _____

CASH DEPOSIT PAID ON (*Date*) _____

☐ Cash ☐ Credit Card ☐ Check (Check No.) _____

COPIES TO:

☐ Accounts Receivable (Billing / Refund)

☐ Local Agency (Agreement Work)

☐ Maintenance

NAME AND ADDRESS TO BE USED FOR BILLING/REFUND

PERMIT ENGINEER	PHONE NUMBER	DATE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 03/2015)

FOR CALTRANS USE
PERMIT NO.
DIST/CO/RTE/PM
SIMPLEX STAMP
DATE OF SIMPLEX STAMP

Please type or print clearly your answers. Complete ALL fields, write "N/A" if not applicable.

This application is not complete until all requirements have been approved.

Permission is requested to encroach on the State Highway right-of-way as follows:

1. COUNTY	**2. ROUTE**	**3. POSTMILE**

4. ADDRESS OR STREET NAME	**5. CITY**

6. CROSS STREET (Distance and direction from project site)	**7. PORTION OF RIGHT-OF-WAY**

8. WORK TO BE PERFORMED BY	**9. ESTIMATED START DATE**	**10. ESTIMATED COMPLETION DATE**
☐ OWN FORCES ☐ CONTRACTOR		

11. EXCAVATION	MAX. DEPTH	AVG. DEPTH	AVG. WIDTH	LENGTH	SURFACE TYPE

12. ESTIMATED COST WITHIN STATE HIGHWAY RIGHT-OF-WAY	FUNDING SOURCE(S) ☐ FEDERAL ☐ STATE ☐ LOCAL ☐ PRIVATE

13. PIPES	PRODUCT TYPE	DIAMETER	VOLTAGE / PSIG	**14. CALTRANS' PROJECT CODE (ID)**

15. ☐ **Double Permit** **Parent Permit Number** _____

Applicant's Reference Number / Utility Work Order Number _____

16. Have your plans been reviewed by another Caltrans branch? ☐ **NO** ☐ **YES (If "YES")** **Who?** _____

17. Completely describe work to be done within STATE Highway right-of-way:

Attach 6 complete sets of plans (folded to 8.5" x 11") and any applicable specifications, calculations, maps, etc.

18. Is a City, County or other public agency involved in the approval of this project?

☐ YES **(If "YES", check type of project AND attach environmental documentation and conditions of approval)**

☐ COMMERCIAL DEVELOPMENT ☐ BUILDING ☐ GRADING ☐ OTHER _____

☐ CATEGORICALLY EXEMPT ☐ NEGATIVE DECLARATION ☐ ENVIRONMENTAL IMPACT REPORT ☐ OTHER _____

☐ NO **(If "NO", please check the category below which best describes the project AND answer questions A - K on page 2)**

☐ DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE OR RESURFACING
☐ PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS
☐ FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS
☐ OTHER _____

☐ FENCE
☐ MAILBOX
☐ EROSION CONTROL
☐ LANDSCAPING

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 03/2015)

PERMIT NO.

The following questions must be completed when a City, County or other public agency IS NOT involved in the approval of this project.

Your answers to these questions will assist Departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within State Highway right-of-way and to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies and in some cases this may be costly and time consuming. If possible, attach photographs of the location of the proposed project. Please answer these questions to the best of your ability. Provide a description of any "YES" answers (type, name, number, etc.)

A. Will any existing vegetation and/or landscaping within State Highway right-of-way be disturbed?

B. Are there waterways (e.g. river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or State Highway right-of-way?

C. Is the proposed project located within five miles of the coast line?

D. Will the proposed project generate construction noise levels greater than 86 dBA (e.g. jack-hammering, pile driving)?

E. Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?

F. Are there any recreational trails or paths within the limits of the proposed project or State Highway right-of-way?

G. Will the proposed project impact any structures, buildings, rail lines or bridges within State Highway right-of-way?

H. Will the proposed project impact access to any businesses or residences?

I. Will the proposed project impact any existing public utilities or public services?

J. Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks or overcrossings?

K. Will new lighting be constructed within or adjacent to State Highway right-of-way?

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? ☐ YES ☐ NO
(If "YES", provide a description)

20. Is this project on an existing State Highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? ☐ YES ☐ NO (If "YES", provide a description)

21. Is work being done on the applicant's property? ☐ YES ☐ NO (If "YES", attach 6 complete sets of site and grading plans.)

22. Will the proposed project require the disturbance of soil? ☐ YES ☐ NO

If "YES", estimate the area within State Highway right-of-way in square feet AND acres: _____ (ft^2) AND _____ (acres)

estimate the area outside of State Highway right-of-way in square feet AND acres: _____ (ft^2) AND _____ (acres)

23. Will the proposed project require dewatering? ☐ YES ☐ NO

If "YES", estimate total gallons AND gallons/month. _____ (gallons) AND _____ (gallons/month)

SOURCE*: ☐ STORM WATER ☐ NON-STORM WATER

(*See Caltrans SWMP for definitions of non-storm water discharge: http://www.dot.ca.gov/hq/env/stormwater/index.htm)

24. How will any storm water or ground water be disposed of from within or near the limits of the proposed project?

☐ Storm Drain System ☐ Combined Sewer / Storm System ☐ Storm Water Retention Basin

☐ Other (explain): _____

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 03/2015)

PERMIT NO.

PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

The applicant, understands and herein agrees that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with the California Department of Transportation's (Department) rules and regulations subject to inspection and approval.

The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit and the placement and subsequent operation and maintenance of said encroachment for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnities, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnities. The Applicant, however, shall not be obligated to indemnify Indemnities for Claims arising from the sole negligence and willful misconduct of State, its officers, directors, agents or employees.

An encroachment permit is not a property right and does not transfer with the property to a new owner.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990: All work within State Highway right-of-way shall be conducted in compliance with all applicable Federal, State and Local Access laws, regulations and guidelines including but not limited to the Americans with Disabilities Act Accessibility Guidelines (ADAAG), the Public Rights-of-Way Guidelines (PROWG), the Department's current Design Information Bulletin 82, "Pedestrian Accessibility Guidelines for Highway Projects", the Department's Encroachment Permits Manual and encroachment permit.

DISCHARGES OF STORM WATER AND NON-STORM WATER: All work within State Highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department, to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Department's NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

http://www.dot.ca.gov/hq/construc/stormwater

25. NAME OF APPLICANT OR ORGANIZATION

ADDRESS OF APPLICANT OR ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code)

E-MAIL ADDRESS	PHONE NUMBER	FAX NUMBER

26. NAME OF AUTHORIZED AGENT / ENGINEER (A "Letter of authorization" is required if different from #25)

IS A LETTER OF AUTHORIZATION ATTACHED? ☐ YES ☐ NO

ADDRESS OF AUTHORIZED AGENT / ENGINEER (Include City and Zip Code)

E-MAIL ADDRESS	PHONE NUMBER	FAX NUMBER

27. NAME OF BILLING CONTACT (Same as #25 ☐ Same as #26 ☐)

BILLING ADDRESS WHERE INVOICE(S) IS/ARE TO BE MAILED (Include City and Zip Code)

E-MAIL ADDRESS	PHONE NUMBER	FAX NUMBER

28. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	29. PRINT OR TYPE NAME	30.TITLE	31. DATE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

VISIBILITY IMPROVEMENT REQUEST

TR-0165 (REV. 04/2009)

DATE

NOTICE TO REQUESTER:

Work to be performed must be within the 500 feet of the display, as measured along the traveled roadway, starting from a line that is from the display perpendicular to the traveled roadway. Diagrams and/or photographs must be attached. The requester will only be authorized to perform work under an Encroachment Permit. A Standard Encroachment Permit Application (TR-0100) must be completed after approval of this form.

REQUESTER (Print Name)	DISPLAY OWNER (Print Name)

BUSINESS MAILING ADDRESS (Include City and Zip Code)

LOCATION OF DISPLAY (State highway, which side of highway, address of where display is located, post mile)

DESCRIPTION OF DISPLAY (Include size, color, wording and any information to help locate the display)

DIRECTION DISPLAY IS FACING	DISTANCE FROM DISPLAY TO STATE HIGHWAY RIGHT-OF-WAY
STATE OUTDOOR ADVERTISING PERMIT NUMBER	COMPANY I.D. NUMBER ON DISPLAY (If available)

HAVE YOU APPLIED TO DO VISIBILITY IMPROVEMENT WORK FOR THIS DISPLAY BEFORE? IF “YES”, WHEN?

IF YOU ANSWERED “YES” TO THE ABOVE, WERE YOU ISSUED AN ENCROACHMENT PERMIT? IF “YES”, WRITE PERMIT NUMBER

DESCRIBE YOUR PROPOSED WORK

IS THE WORK TO BE ON A DEAD OR DISEASED TREE?

IS THE WORK TO BE FOR THE DESTRUCTION, REMOVAL, OR TOPPING OF A HEALTHY LIVE TREE(S)? IF YES, DOES COST OF THAT WORK EXCEED $500?

Streets and Highways Code section 670 states in part the “department *shall not issue* a permit for, or take any other action to accomplish, the destruction, removal, or topping of any tree, unless the tree is dead or diseased, for the purpose of improving or enhancing the view from the highway of an advertising sign or device or any commercial activity, unless, for any project whose cost is more than five hundred dollars ($500), the permittee has obtained consent from the City or County in which the tree is located... If the City or County does not respond within 30 days to a request for a permit pursuant to this paragraph, the City or County is deemed to have given consent to the project. The Deartment’s District Permits Office may mail this request to the City or County manager by certified/rgistered mail, or provide it to the applicant to obtain consent.

FOR CITY OR COUNTY USE ONLY

Regarding the above proposed work, the City or County of _____

☐ DOES GIVE THEIR CONSENT.

☐ DOES NOT GIVE THEIR CONSENT. (PLEASE PROVIDE A BRIEF EXPLANATION)

_____

PRINT NAME	DATE
TITLE	
SIGNATURE	

LOCAL ENTITY SEAL