

INSTRUCTIONS FOR COMPLETING THE STANDARD ENCROACHMENT PERMIT APPLICATION

Please type or print clearly your answers. Complete **ALL** fields, write “N/A” if not applicable. Print your application single sided and submit all of the required attachments with the application (described in Section VII, A & B of the “Encroachment Permit Application Guide Booklet” found at:

<http://www.dot.ca.gov/trafficops/ep/guide.html>

All dimensions shall be in US Customary (English) Units.

- 1 – 5:** County, State Highway Route Number, Highway postmile (location of work, see <https://postmile.dot.ca.gov/>), address of work site (if the property does not have an address, enter street or road name), and city.
- 6:** Distance and the direction from the nearest cross street to the work site (e.g., 500 ft. north of C Street).
- 7:** Portion of State right-of-way where work will occur (pavement, shoulder, back of curb, slope, ditch, etc.)
- 8:** Indicate whether a contractor or your own work forces will perform the work.
- 9 – 10:** Estimated start and completion dates for the proposed work.
- 11:** Maximum depth, average depth, average width and length. Describe the existing highway surface type (concrete, asphalt, gravel, dirt, etc.) of the excavation area.
- 12:** Estimated cost for all work to be done within State Highway right-of-way, and funding source(s).
- 13:** Type of pipe or conduit material to be used and product (water, gas, etc.), the diameter, and voltage of electrical current or pressure of liquid or gas.
- 14:** Caltrans’ Project Code (ID) if this is a State project, capital project, or joint venture project.
- 15:** Indicate if you are applying for a “Double Permit” and list the “Parent Permit Number”. Your company’s reference number or utility work order number for this project.
- 16:** Has another Caltrans branch seen or reviewed your plans? Who?
- 17:** Describe the proposed work to be done entirely. If applicable, attach six (6) complete sets of FOLDED plans (folded 8-½” X 11”) and any applicable specifications, calculations, maps, etc.
- 18:** Check “YES”, if you are getting a permit or approval from another agency (City, County, etc.), and an environmental determination has been made. If your project is Exempt, then check the Categorically Exempt, Negative Declaration, Environmental Impact Report box if one has been prepared. Attach a copy of the approved document and a copy of the Notice of Determination.

If you check “NO”, check the box of the appropriate type of work to be done, or check “other” and fill in the type of work to be done. Also answer questions A-K on page 2 of the application.

- 19:** A Historical Resource includes, but is not limited to, any object, building, structure, site, area, place, record, or manuscript that has historical or archeological significance, or significance in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California.
- 20:** In this context a Scenic Resource includes, but is not limited to, trees that display outstanding features of form or age; unique, massive rock formations; historic buildings that are rare examples of their period, style, design, or which have special architectural features and details of importance.
- 21:** Is there any work being done on the applicant’s property?
- 22:** Indicate if the propose project will require the disturbance of soil. If “YES”, estimate the area within **AND** outside of State Highway right-of-way in square feet **AND** acres.
- 23:** Indicate if the proposed project will require dewatering. If “YES”, estimate volume in total gallons **AND** gallons per month. Also indicate the source (Storm Water or Non-Storm Water, see Caltrans SWMP for definitions of non-storm water discharge)
- <http://www.dot.ca.gov/hq/env/stormwater/index.htm>
- 24:** Indicate how any storm water or ground water will be disposed of from or near the limits of the proposed project.
- 25:** Name of the applicant or organization applying for the permit. List the mailing address where the permit is to be mailed, as well as an e-mail address, phone and fax numbers.
- 26:** Name of the authorized agent or engineer acting on behalf of the applicant or organization. Attach a letter of authorization signed by the applicant or organization. List the mailing address of the authorized agent, as well as an e-mail address, phone and fax numbers.
- 27:** Name of the billing contact. List the mailing address where any invoices are to be mailed, as well as an email address, phone and fax numbers.
- 28 - 29:** Signature shall be that of the applicant or applicant's authorized agent.
- 30:** Title (owner, president, etc.).
- 31:** Date of the signature.