



**COUNTY OF SUTTER
ENCROACHMENT APPLICATION
Residential - \$695 / Commercial - \$1946**

Development Services Dept. Engineering Division 1130 Civic Center Blvd Yuba City, CA 95993 (530) 822-7400 Hours: 7 AM - 5 PM

Upon completion, submit application to: encroachments@co.sutter.ca.us

APPLICANT/PROPERTY OWNER

Name: _____
 Address: _____
 City/State/Zip: _____
 APN No.: _____
 Email: _____
 Phone: () _____

CONTRACTOR

Name: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone: () _____
 Contractor's License: _____
 DIR Number: _____

ENCROACHMENT DETAILS:

Location/Site Address: _____

Description of work to be performed: _____

Encroachment Type: Driveway Culvert Other: _____

Permit extension or renewal; Original Permit No. _____

Upon receipt of the application, which should include all applicable items such as a site plan, project plans, a traffic control plan, and application fees, the Road Commissioner will review and determine the completeness of the application. This review will take approximately thirty (30) days from the submittal date of the application. If the application is deemed complete, Development Services will issue the permit.

If additional information is required to process your application, you will receive a notice of an incomplete application that will list what additional documentation is required. Once the additional information is received, the thirty (30) day review period will begin again.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Failure to provide adequate information could significantly delay the processing of your application.

Each section of the application packet should be carefully reviewed prior to submittal. If a particular response is not applicable, an N/A should be marked in the space provided indicating that the question has been reviewed by the applicant. If there are any blank spaces, staff will assume the applicant has not completed the application and it will be returned for completion.

PLEASE CONTACT DEVELOPMENT SERVICES at (530) 822-7400 IF YOU HAVE ANY QUESTIONS WHILE PREPARING THE APPLICATION, OR AT ANY TIME DURING THE PERMIT PROCESS. STAFF WILL BE HAPPY TO ASSIST YOU.

Applicant Signature: _____ **Date:** _____

GENERAL PROVISIONS

1. Installation/Work in the County's Right of Way (or Public Service/Utility Easement) is for the sole use of the permittee. All work shall conform to the applicable sections of the current edition of the Sutter County Improvement Standards and Standard Drawings and secondly, the current edition of State of California Department of Transportation Standard Specifications and Standard Plans if not covered in the County documents.
2. All work shall be subject to the inspection and entire satisfaction of the Road Commissioner or his authorized agent(s). Any existing facilities or utilities that are damaged or disturbed shall be replaced or repaired at permittee's expense. All future maintenance, repair, replacement, or upgrade, including its effect on roadway cross section, pavement and shoulder is at the permittee's expense. It is the responsibility of the permittee to determine the location of the right of way prior to construction.
3. The permittee shall comply with all regulations and/or permits for storm water regulations through the Regional Water Quality Control Board (RWQCB) of the State of California. Enforcement of any term or condition of the RWQCB permit shall be the sole responsibility of the RWQCB.
4. **SURFACE RESTORATION** - Trench restoration and compaction shall be per Sutter County Standards Detail ST-1, ST-3, ST-4, ST-6, ST-7 & ST-49. Areas within five feet of edge of pavement shall have 4" Class II Aggregate Base placed back over compacted backfill.
5. **BACKFILLING** – Where any excavation is made in a roadway or shoulder, the excavation shall be replaced with suitable material properly backfilled and tamped so that the backfill shall be even with the surrounding surface and maintained at such level until final settlement has taken place. (See County Details. SD-6, SD-7 & SD-8)
6. **PAVEMENT** – Where any concrete, macadam or other pavement is disturbed or broken, it shall be replaced with asphalt concrete pavement or Type A concrete, at the existing grade and cross-section set forth in the County Detail ST-20 & ST-21.
7. **PIPES, CONDUITS, HEADWALLS, ETC.** – Where service pipes are to cross the roadway, the connections shall be made without disturbing the asphalt concrete pavement, wherever possible, by boring the pipes under the pavement. No open cutting of the asphalt unless there is no other alternative to perform the work. Minimum 36" cover is required over all lines placed in the right of way, including drainage ditches and irrigation ditches where crossed.
8. **PROTECTION OF TRAFFIC** – During the progress of the work, barriers shall be erected and maintained as may be necessary for the protection of the traveling public; the same shall be properly lighted at night; and the permittee shall be responsible for all damages to persons or property due to or resulting from any work done under this permit. Road safety procedures shall conform to the Manual of Traffic Control for Construction and Maintenance Work Zones (Caltrans Manual).
9. **DRAINAGE** – No work shall be done on the roadway or ditch that interferes with its drainage. Irrigation water must not be allowed to flow to or stand in the roadside ditches along the roadway. Existing drainage shall not be impaired by the new or replaced structure(s), and permittee agrees to future cleaning of structure(s). The permittee shall retain all additional water resulting from the work on site. No additional runoff shall be directed onto the County right of way.
10. **ALTERATIONS AND CHANGES** – The Road Commissioner reserves the right to order any changes of terms, conditions and restrictions governing this permit that in his opinion may conflict with the proper construction and maintenance of the County roadway system, and he may alter or change the type or method of doing any of the work under this permit due to unforeseen conditions.
11. **RELOCATION OR REMOVAL OF ENCROACHMENT** - Pursuant to the Streets and Highways Code, Section 1463 under permit provisions, relocation or removal of encroachments and facilities: Public utilities may be required, within a reasonable time, to relocate such of their facilities as interfere with an enlarged public use of the highway, except in those cases where the enlarged use of the highway involves a state freeway. All permits other than those issued to public agencies or a public utility, having lawful authority to occupy the highways, are revocable on five days notice and the encroachment must be removed or relocated as may be specified by the Road Commissioner in the notice revoking the permit and within a reasonable time specified by the Road Commissioner unless the permit provides a specified time.