

**Tuolumne County
Division of Roads
Community Resources Agency**



**Encroachment Permit
Information**

Encroachment Permit Application and Information Package

The following information and forms are provided to help you understand the reasons and process for obtaining an encroachment permit.

The reason an encroachment permit is required is to ensure that all connections (i.e. road connections, private and commercial driveways, parking apron, etc.) with County roadways allow for safe travel, both for those using the roadways as well as anyone entering into or exiting a driveway.

Before constructing any connection with a county roadway you are required to obtain an Encroachment Permit from our department pursuant to the California Streets and Highways Codes and Tuolumne County Ordinance Code Section 12.04.010 which states:

“Permission to construct required. No person, firm or corporation shall construct approaches, driveways, streets and/or other vehicular entrances to, or make an opening or excavation for any purpose in, or place or display any advertising sign or device in, under or over, or plant, remove, cut, cut down, injure or destroy any tree, shrub, plant or flower growing within any county roads or highways or perform any other acts within county roads or highways as provided in Section 1460 of the California Streets and Highways Code without first obtaining permission there for from the director, and without complying with the regulations and requirements set forth in this chapter and any conditions imposed by the director in granting the required permission.”

Please provide the following information when applying for an encroachment permit:

- A completed Land Development Application.
- A copy of your plot plan (See example attached). **Please verify the Plot Plan is complete by reviewing the check list**
- An Authorization for Agent” form is required for applications and/or permits signed by someone other than the legal property owner.
- Payment of the required fee.

The current fees for encroachment permits are provided in the fee schedule.

Please note that the fees for these permits are adjusted annually on July 1st.

Your application and the location of your project will be reviewed by an inspector and a permit will be issued based upon his findings (sight distance, drainage requirements, etc.) We will notify you by phone or mail when your permit is ready for your signature. You must come in to our office to sign the permit.

Your encroachment permit must be posted or on hand for review at the project site during construction of your driveway.

Inspections are required during the construction of the driveway. Typically you will be required to have an inspection before placing Aggregate Base (A.B.), after placing A.B. and a final inspection after pavement is placed. Please call our inspection line (533-6533) *at least two business days* before your requested inspection date so that we can schedule your inspection with other site inspections.

Your encroachment permit will be valid for one year. The permit is valid from the date we notify you that it is ready for your signature until one year from that date. If for any reason you are unable to complete construction of your encroachment within that first year please contact our office before the expiration date noted on your permit and we will issue you an extension of one year. There is a limit of one extension per permit.

If you allow your permit to expire without a final inspection or requesting an extension, you will be required to apply and pay for a new permit. If you have any further questions please call (209) 533-5633.

NOTE: ANY WORK DONE WITHIN THE COUNTY MAINTAINED ROAD RIGHT-OF-WAY SHALL REQUIRE AN ENCROACHMENT PERMIT

**AUTHORIZATION FOR AGENT
FOR BUILDING, GRADING, ENCROACHMENT OR ENTITLEMENTS
UNDER THE UNIFORM ZONING ORDINANCE
FROM THE COUNTY OF TUOLUMNE**

I (we), _____ as Legal Owner(s) of the real property described herein, do hereby authorize _____ to act as my (our) Agent in applying for Permits from the County of Tuolumne for a Construction Project or entitlements under the Uniform Zoning Ordinance consisting of _____ on said described real property. I (we) hereby agree to be bound by all of the representations as made by my (our) herein designated Agent in applying for such permit(s) and further agree to be bound by all terms of the permit(s) issued to my (our) herein designated Agent on my (our) behalf.

This authorization shall expire upon completion of the requirements of the Permit as approved or upon written notice from the Legal Owner.

Property Description:

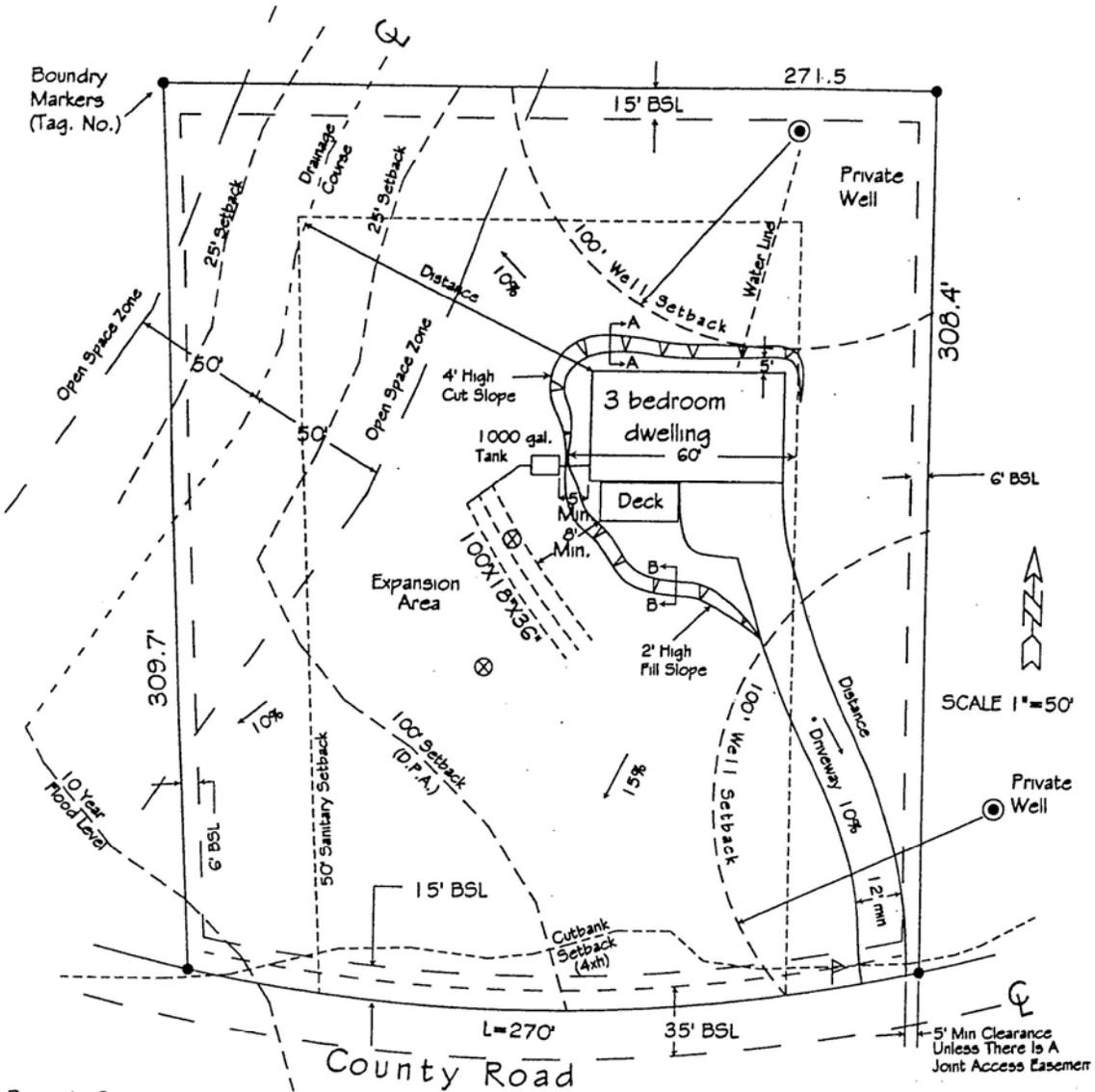
I (we) declare under penalty that the foregoing is true and correct.

Executed this _____ day of _____, 20__ at _____,

Owner

Required Submittals for Encroachment Permit Application

1. Title
2. Owner's Name, Address & Telephone Number
3. Person to contact (if different from owner) Note: Owner must fill out "Authorization for Agent" form if agent is to represent owner
4. Assessor's Parcel Number (APN)
5. Site Address
6. Vicinity Map
7. (2) Copies of plot plan with:
 - a. Scale
 - b. North Arrow
 - c. Lot boundary dimensions
 - d. Slope arrows pointing downhill (shown) or contours
 - e. Driveway location
 - f. Distance(s) to nearest property lines
 - g. Drainage (creek, stream)
8. **IMPORTANT NOTE: Area of disturbance more than one acre in size (this includes clearing and grubbing) shall be required to obtain a STATE OF CALIFORNIA - GENERAL STORM WATER PERMIT. For permit information please call: (916) 464-4749.**



Property Owner
Address
Telephone No.

Contact/Agent
Address
Telephone No.

Assessor's Parcel No.

Latest Deed Reference
Vol. O.R., Page

Map Reference
Vol., Page

Subdivisions
Name
Unit No.
Lot No.
OR
Parcel Map
Number
Year Split

Cross Section, Quantity Calculations & Vicinity Map
On Next Sheet

An Encroachment And/Or Grading Permit may be
Necessary Before Construction of a Driveway or
Access for Drilling.

Proposed Use

SYMBOL LEGEND	
⊗	Test Trenches
●	Boundry Markers
⊙	Private Well
BSL	Building Setback Line
D.P.A.	Drainage Protection Area
▷	Proposed Driveway Flagging or Address

Community Resources Agency Conditions for Encroachment Permits

1. **ACCEPTANCE OF PROVISIONS.** It is understood and agreed by the Permittee that the doing of any work, the use or maintenance of the encroachment under this permit, shall constitute an acceptance of all the provisions and failure on the Permittee's part to comply with any provision will be cause for revocation of this permit.
2. **NO PRECEDENT ESTABLISHED.** This permit is granted with the understanding that such action does not establish a precedent for permitting any certain kind of encroachment.
3. **PRIOR NOTICE.** The Community Resources Agency shall be given two (2) working days notice prior to the start of work by calling the 24 hour inspection line at 533-6533.
4. **POSTING PERMIT.** This permit shall be kept at the site of the work and shall be presented upon demand to any law enforcement officer or recognized representative of the Community Resources Agency.
5. **OTHER AGENCIES.** This permit does not authorize work for which other agencies, by law, have jurisdiction and becomes suspended until such other agency or agencies give written consent.
6. **PROTECTION OF TRAFFIC.** It is the obligation of the Permittee to provide adequate protection for the traveling public. Barricades, lights and flagmen shall be employed as required by the particular work. All work shall be carried out with the least possible inconvenience to traffic.
7. **CONSTRUCTION STANDARDS.** All work shall conform to recognized standards of construction acceptable to the County. All damage to existing facilities shall be repaired to a condition equal to or better than that prior to construction.
8. **STORAGE OF MATERIAL.** No material shall be stored within eight (8) feet from the edge of pavement or traveled way or within the shoulder line where the shoulders are wider than eight feet.
9. **CLEANUP.** Upon completion of the work, all brush, timber, scraps, debris and materials shall be entirely removed and the right-of-way left in presentable condition.
10. **FUTURE REMOVAL OR RELOCATION OF INSTALLATION.** It is understood by the Permittee that whenever construction, reconstruction or maintenance work on the roadway may require the installation provided for in this permit to be removed or relocated, such installation shall, upon the request of the County, be immediately moved by and at the sole expense of the Permittee.
11. **LIABILITY FOR DAMAGES.** The Permittee is responsible for all liability for personal injury or property damage which may arise out of the work herein permitted or which may arise out of the Permittee's failure to properly maintain said installation after completion of same.
12. **BOND.** Unless specifically exempted on the face hereof, the Permittee shall file with the Community Resources Agency a surety bond, or evidence of insurance, in the form, amount and for a period of time required by said department.
13. **DRAINAGE.** All existing gutters, drains, drain pipes or structures shall be protected, maintained and returned to their original capacities.
14. **PLANS.** Upon completion of underground installations of consequence, the Permittee shall furnish a plan to the Community Resources Agency showing location and details of said installation.
15. **MAINTENANCE.** The Permittee agrees, by acceptance of this permit, to exercise reasonable care in properly maintaining the encroachment and to repair any damage to the roadway which may occur as a result of the installation of work done under this permit, including all damages to the roadway which would not have occurred had such work not been done or such encroachment not placed therein, and including but not limited to the brushing for sight distance when and where required.
16. **WEEKENDS & HOLIDAYS.** No work will be allowed on weekends and holidays unless written authorization is given by the Community Resources Agency.

COUNTY OF TUOLUMNE
MINIMUM STANDARDS FOR ENCROACHMENT PERMITS FOR PRIVATE DRIVEWAY APPROACHES

This type of approach is required for private driveways which do not serve commercial, industrial or multi-family residential development. You must apply for an encroachment permit whenever you are building or improving a driveway entrance, or if you apply for a building permit.

When your application is received by the Community Resources Agency one of the following determinations will be made:

1. An encroachment permit may not be required because your construction does not affect a County road or because a permit has already been issued. If a permit has been issued, you will be required to complete all improvements required thereon and/or any needed maintenance on the encroachment. If you believe that you do not need to apply for an encroachment permit for either of these reasons, you may check with the Community Resources Agency before you apply for your building permit.
2. The permit may be issued subject to typical construction requirements and conditions. Standard typical plans appropriate for your project will accompany your encroachment permit.
3. An engineered encroachment plan may be required if your site does not meet the standard criteria for sight distance, or slope or because of other problems which cannot be alleviated using the County's typical plans. You will be notified if you need to submit additional information.

It is the owner's responsibility to comply with such provisions and conditions. If the encroachment is not maintained in a safe condition, the permit may be revoked and the encroachment removed at the owner's expense.

All encroachments shall comply with the following standards unless, because of problems peculiar to the site, they cannot be met, in which case an alternate plan for a safe encroachment, specific to the site, shall be designed by an engineer.

SIGHT DISTANCE - Stopping sight distance is measured from the driver's eyes, which are assumed to be 3.5 feet above the pavement surface, to an object 4.25'foot high on the road.

<u>Speed limit up to</u>	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>	<u>45</u>	<u>50</u>	<u>55</u>	<u>MPH</u>
Sight distance minimum	150	200	250	300	360	430	500	feet*
*20% Increase	180	240	300	360	432	516	600	

*** Increase by 20% on sustained downgrade greater than 3%.**

ANGLE OF INTERSECTION should be as close to 90 degrees as possible. Maximum limits are 60 to 120 degrees.

WIDTH OF ENCROACHMENT - 12' to 24'

STRUCTURAL SECTION AND SURFACE MATERIAL shall consist of at least 4" of compacted Class 2 aggregate base rock and 2" of type B, ½ maximum Asphalt Concrete. Where required, the paving shall extend to the edge of the right-of-way or 20' beyond the edge of roadway, whichever is further. Concrete is prohibited within 5' of the edge of the roadway, unless prior approval has been given by the Department. Please request the use of concrete when applying for your permit if you wish to use it.

DRAINAGE - proper drainage facilities, as shown in the typical encroachment detail attached to your permit, shall be sized to handle flow and convey water away from the County road.

County Inspectors have the authority to modify these standards as appropriate to the site. Their instructions shall prevail over these guidelines.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Division of Roads
Community Resources Agency
2 South Green Street, Sonora, CA 95370
(209) 533-5633

**County of Tuolumne – Community Resources Agency – Division of Roads
Minimum Standards for Encroachment Permits for Minor Road and Commercial Road Approaches**

This type of encroachment is required for all roads and driveways serving commercial, industrial and multi-family residential development.

An engineered detail shall be submitted with your commercial approach encroachment permit application. The following guidelines for geometric design and construction standards are for your information only. The engineer is expected to produce an original design specific to the site and project needs. However, the following shall be treated as minimum acceptable standards, except where the engineer shows that they are inappropriate to the project.

CENTER CHANNELIZATION shall be installed wherever indicated by the channelization chart available from the Division of Roads at the Community Resources Agency.

Width of lane pocket-12'
Length of lane or pocket (excluding tapers)-50' or as projected left-turning traffic requires.

TAPERS OR RIGHT TURN POCKETS-Tapers shall be installed to accommodate right turn traffic, except pockets shall be used for right turns into parking lots.

Taper length-100'
Pocket length-50' or as projected right-turning traffic requires.
Taper width-12'
Pocket width-12'

Tapers and pockets may be omitted or modified where speeds are below 25 mph and space is severely limited.

DISTANCES BETWEEN APPROACHES-from centerline to centerline shall be adequate to maintain separation of conflicting turning movements. Minimum recommended distances between your commercial approach and any other approach are as follows:

<u>For Encroachments on</u>	<u>Arterial & Collectors</u>	<u>Minor Roads</u>
With arterial or collector approaches	220'	115'
With commercial or minor road approaches	175'	100'
With private driveway approaches	60'	60'

SIGHT DISTANCE to be measured from 10' behind stop bar.
Sight Distance for Road and Commercial Driveway Connections (7.5 second)

<u>Speed limit up to</u>	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>	<u>45</u>	<u>50</u>	<u>55</u>	<u>mph</u>
<u>Sight distance minimum</u>	<u>275</u>	<u>330</u>	<u>385</u>	<u>440</u>	<u>495</u>	<u>550</u>	<u>605</u>	<u>feet*</u>
<u>*20% Increase</u>	<u>330</u>	<u>396</u>	<u>462</u>	<u>528</u>	<u>594</u>	<u>660</u>	<u>726</u>	

*Increase by 20% on sustained downgrade greater than 3%.

CURVE RETURNS- 35' radius.

ANGLE OF INTERSECTION- 90 degrees where possible; maximum limits 80-100 degrees.

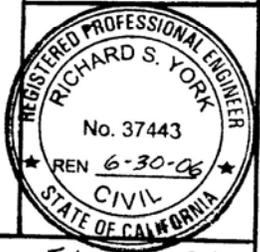
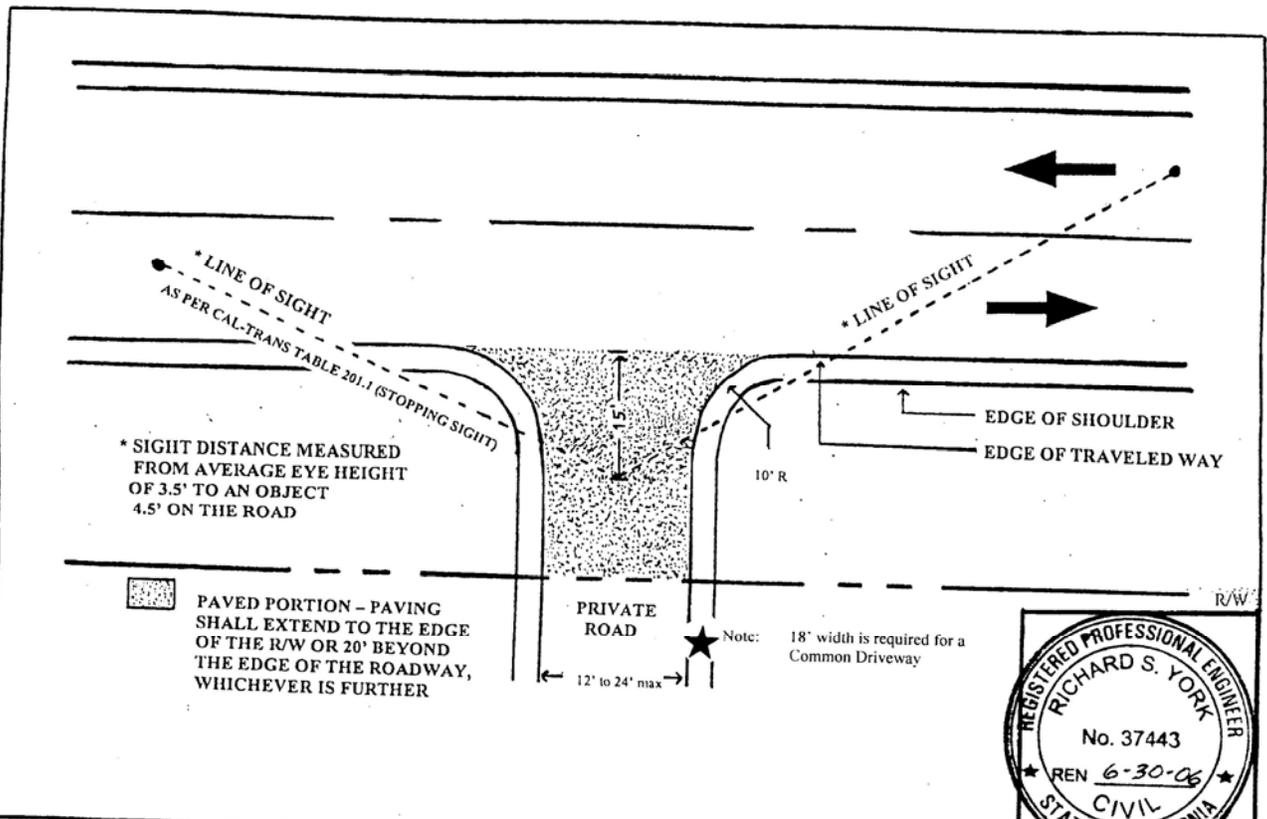
WIDTH OF ENCROACHMENT-Maximum 30' and well defined by curbs or other devices.

DRAINAGE-encroachment designs shall include proper drainage facilities, designed and sized to convey water away from county roads and dispose of in a proper manner. This shall include storm drains, drop inlets, dikes, swales and other structures as necessary. Storm drain systems shall generally be enclosed along commercial frontage and along arterial and collector roads.

STRUCTURAL SECTION AND SURFACE MATERIAL shall be determined by the engineer based on adequate soils investigation and the traffic index of the facility. In no instance shall the structural section be less than that of the County roadway and 3" of AC over 12" AB.

For further information, please contact:

**Community Resources Agency – Division of Roads
2 South Green Street, Sonora, CA 95370
(209) 533-5633**

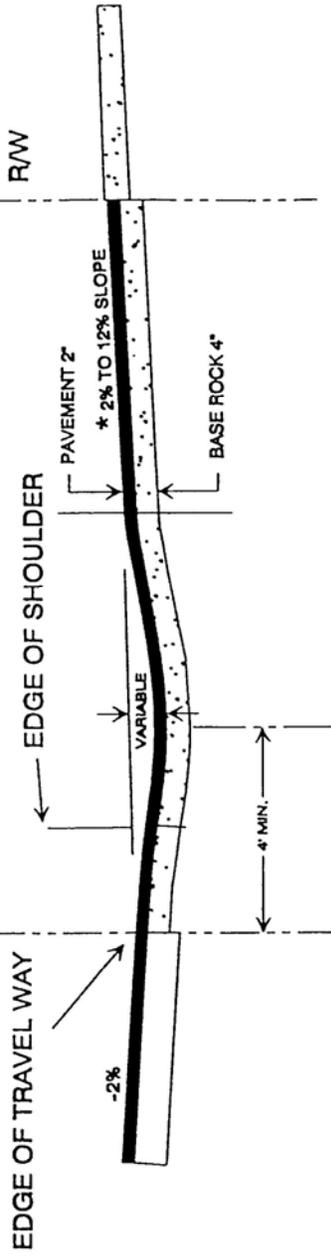


REVISIONS				Tuolumne County Public Works Department 2 South Green St. Sonora, CA 95370	STANDARD	Drawn By:	Scale: NTS	
Description:	By:	Approved:	Date:		ENCROACHMENT DETAIL	Approved By:		J.L.
					PRIVATE DRIVEWAY APPROACH	Date:		8/23/02

ENCROACHMENT SHALL BE PAVED FROM THE EDGE OF THE ROAD TO THE RIGHT-OF-WAY OR 20' WHICHEVER IS GREATER

COUNTY ROAD

DRIVEWAY ENCROACHMENT

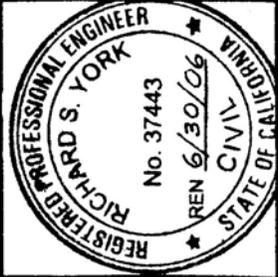


NOTE:

- FINAL GRADE OF DIP SHALL MEET EXISTING FLOW LINE.
- FINISHED SHOULDER GRADE SHALL BE THE SAME AS THE COUNTY ROAD.
- THICKNESS OF PAVEMENT AND BASE AS SHOWN ARE THE MINIMUM REQUIRED.

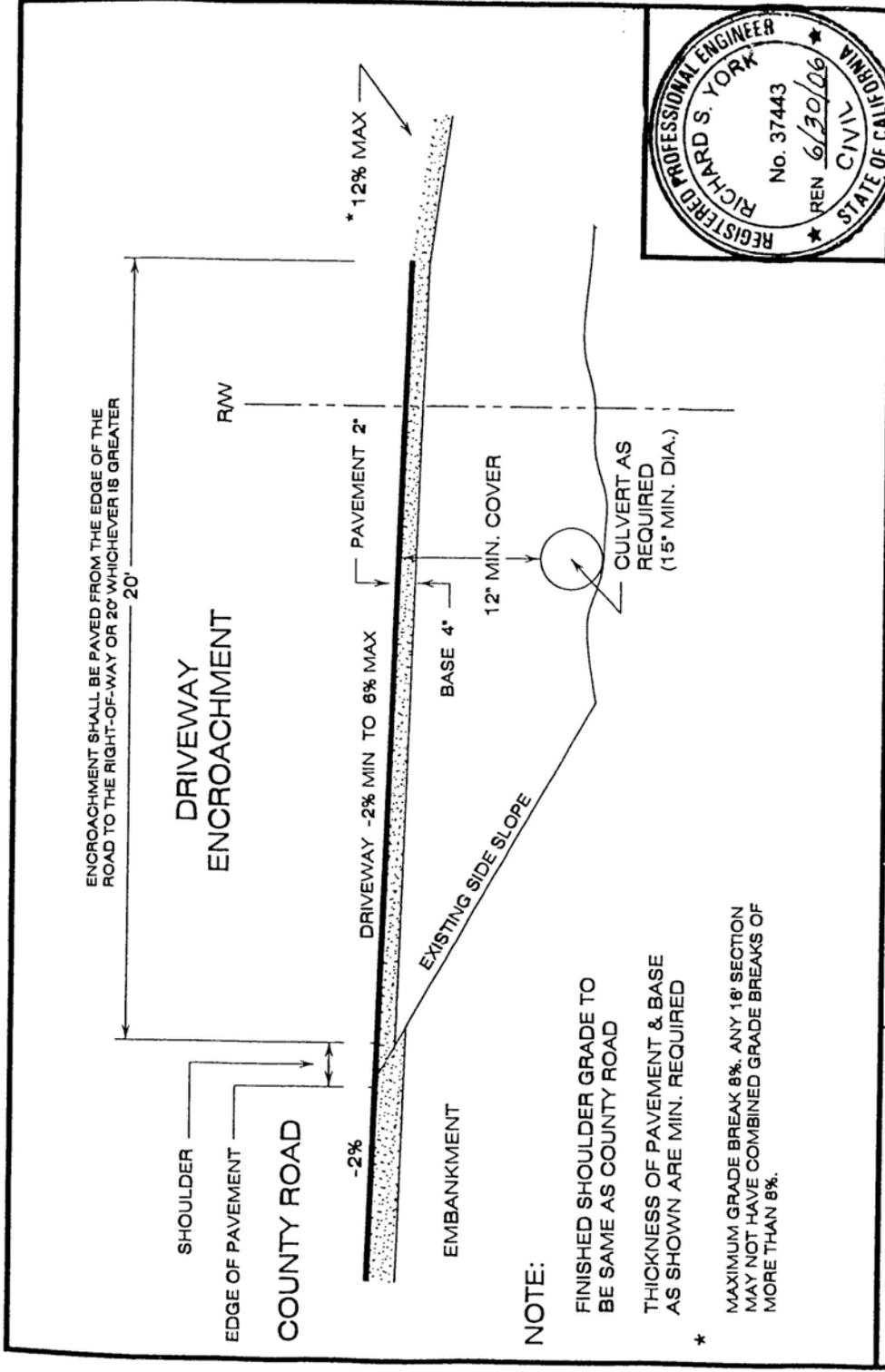
*

MAXIMUM GRADE BREAK 8%. ANY 16' SECTION MAY NOT HAVE COMBINED GRADE BREAKS OF MORE THAN 8%.



REVISIONS		Description	By	Approved	Date

Tuolumne County Public Works Department 2 South Green Street Sonoma, CA 95370 (209) 533-5633		STANDARD	Drawn By Bret Hamilton	Scale: NTS
ENCROACHMENT DETAIL (TYPE #1)		ROAD CONNECTION WITH PAVED DIP	Approved By: <i>R.S. York</i>	Date: 6/7/04



ENCROACHMENT SHALL BE PAVED FROM THE EDGE OF THE ROAD TO THE RIGHT-OF-WAY OR 20' WHICHEVER IS GREATER

DRIVEWAY ENCROACHMENT

SHOULDER
EDGE OF PAVEMENT
COUNTY ROAD

* 12% MAX

DRIVEWAY -2% MIN TO 8% MAX

-2%

PAVEMENT 2"

EXISTING SIDE SLOPE

EMBANKMENT

BASE 4"

12" MIN. COVER

CULVERT AS REQUIRED (15" MIN. DIA.)

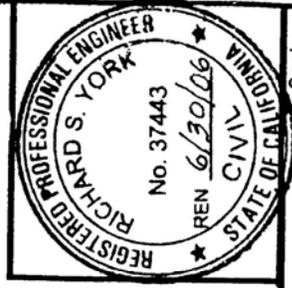
NOTE:

FINISHED SHOULDER GRADE TO BE SAME AS COUNTY ROAD

THICKNESS OF PAVEMENT & BASE AS SHOWN ARE MIN. REQUIRED

*

MAXIMUM GRADE BREAK 8%. ANY 18' SECTION MAY NOT HAVE COMBINED GRADE BREAKS OF MORE THAN 8%.



REVISIONS		STANDARD		Drawn By	Bret Humblen	Scale:	NTS
Description:	By:	Approved:	DATE:	Approved By:	<i>Bret Humblen</i>		
				Date			Drawing #
							6-7-04
Tuolumne County Public Works Department 2 South Green Street Sonoma, CA 95370 (209) 533-5633				ENCROACHMENT DETAIL (Type #2) ROAD CONNECTION IN FILL			

FEE SCHEDULE

Effective July 1, 2011

TRANSPORTATION PERMITS

Single Trip	\$16.00
Blanket	\$90.00

MAP PROCESSING

Tentative Parcel Map – New/Non-CEQA	\$3,626.50
Tentative Parcel Map – New/CEQA	\$5,060.50
Tentative Parcel Map – per lot - Septic only	\$97.75
Tentative Parcel Map – Resubmittal/Reissue fee	\$75.25
Tentative Reversion to Acreage	\$408.00
Exhibits (lot line adjustments, resubs, mergers)	\$268.00

COUNTY SERVICE AREA

Creation Fee	\$1,935.25
Per Lot Fee (additive)	\$32.00
Per Road Mile Fee (additive)	\$655.00

PERMANENT ROAD DIVISION

Creation Fee	\$1,747.00
Per Lot Fee (additive)	\$45.50
Per Road Mile Fee (additive)	\$655.00

MAP CHECKING

Parcel Map Check	\$1,266.00
Final Map Check	\$2,282.00 + 88.75 Per Lot
Merger Parcel Map	\$368.25
Resubdivision Parcel Map Check	\$368.25
Subdivision Agreement	\$131.50
Records of Survey	\$368.25
Reversion to Acreage Final Map	\$368.25

CERTIFICATE OF COMPLIANCE

No CDD review	\$110.00
With CDD review	\$771.00

ABANDONMENTS

Road Vacation	\$315.75
Public Utility or Drainage Easement Vacation	\$212.00

STREET NAME CHANGE

CORNER RECORD

DEDICATION OF ROAD AND/OR OTHER PUBLIC EASEMENT

(e.g. Utility, Drainage, etc.)

APPEAL TO BOARD OF SUPERVISORS

FEE SCHEDULE

Effective July 1, 2011

Application	Fee
Encroachment Permits: Residential Commercial or Access Rd. Utility (includes 1 st 100') Each additional 100' (or portion thereof) Valid Complaint (additive to original fee)	\$351.50 \$649.00 \$349.00 \$ 95.50 \$137.25
Special Events Permits 501(c) Organizations non-501(c) Organizations	\$ 0.00 \$318.75
Traffic Study Administration (With no EIR) Level 1 – minimal review Level 2 – moderate review Level 3 – maximum review	Time noted in excess of hours allotted in parentheses will be charged at \$81.75 per hour \$ 730.00 (10 hours) \$1,371.50 (20 hours) \$5,065.50 (60 hours)
Reinspection/Special Service	\$58.75/hr
Road Improvement Plan Check & Inspection	Plan Check & Inspection Fee*
Approved Engineers Estimate \$0 - \$50,000 \$50,001 - \$100,000 \$100,001 - \$250,000 \$250,001 - \$500,000 Over \$500,000	8.0% of Estimate (\$250.00) \$ 3,540.00 + 5.75% of Estimate over \$50,000 (\$500.00) \$ 6,243.75 + 3.5% of Estimate over \$100,000 (\$750.00) \$11,126.50+ 2.5% of Estimate over \$250,000 (\$1,000.00) \$16,689.50 +1.25% of Estimate over \$500,000(\$1,250.00)
Grading Plan Review and Permit Fee not subject to CEQA 0 - 50 cubic yards 51 - 200 cubic yards 201 - 300 cubic yards 301 - 400 cubic yards Over 400 cubic yards	\$ 0.00 \$ 630.25 (\$250.00) \$ 752.25 (\$250.00) \$ 869.00 (\$250.00) \$ 997.00 (\$250.00)
Fee subject to CEQA 0 - 50 cubic yards 51 - 200 cubic yards 201 - 300 cubic yards 301 - 400 cubic yards Over 400 cubic yards	\$ 0.00 \$1,625.75 + State Fee (\$250.00) \$1,745.25 + State Fee (\$250.00) \$1,864.50 + State Fee (\$250.00) \$1,981.00 + State Fee (\$250.00)
Grading Inspection 0 - 400 cubic yards 400 – 2,000 cubic yards Over 2,000 cubic yards	\$ 72.75 + 0.75cy \$410.50 + 0.14/cy \$677.00 + 0.03/cy
Appeal to the Board of Supervisors	\$137.50

* Requires payment of a non-refundable deposit (amount in parentheses) with submittal of plans, which will be applied to the plan check and inspection fee

FEE SCHEDULE

Effective July 1, 2011

Stockpiling Review and Permit	Fee
0-100 cy 101-250 cy 251-500 cy 501-1,000 cy 1,001-10,000 cy 10,001-20,000 cy	\$0.00 \$110.00 + \$0.22/cy \$162.50 + \$0.22/cy \$268.00 + \$0.22/cy \$478.00 + \$0.10/cy \$1,434.25 + \$0.05/cy
Grading Review in Conjunction with a Building Permit, Sewage Disposal Permit or Well Permit	Fee
0-50 cy 51-200 cy 201-300 cy 301-400 cy Over 400 cy	\$0.00 \$605.00 \$722.00 \$834.25 \$957.00
Grading Inspection in Conjunction with Building Permit, Sewage Disposal Permit, or Well Permit	Fee
50-500 cy 501-2,000 cy Over 2,000 cy Grading Exemption Notification	\$ 95.75 +0.50/cy \$344.00 +0.10/cy \$526.00 +0.03/cy \$ 95.75

FEE SCHEDULE

Effective July 1, 2011

Survey Print Services

Bond Paper	11 X 17	\$ 1.25
	18 X 26	1.75
	24 X 36	3.50
	roll stock75 sq. ft.
Vellum	18 X 26	\$ 2.75
	24 X 36	5.00
	roll stock	1.00 sq. ft.
Mylar	18 X 26	\$ 5.00
	24 X 36	9.00
	roll stock	1.75 sq. ft.
Photocopies & Deeds (microfiche).....		.25 per page
Black and White photocopies.....		.10 per page
Color photocopies.....		.25 per page

Effective May 9, 2007

GIS Copies or Work Product Requests

Copies 8 ½" X 11"	BW - \$0.10 per page Color-\$0.30 per page
Copies 11" X 17"	BW - \$1.25 per page Color \$1.25 per page
Model Circulation Land Use Diagrams	8 ½" X 11" = \$1.00-\$10.00 11" X 17" = \$2.00-\$10.00 Custom = At Cost \$10.00
Topographical Quad Maps 24" X 36"	\$20.00 per sheet
Studies performed on Geographical Information System (GIS)	Actual Cost in Time and Materials
Cost of GIS Technician Time	\$60.00 per hour