PUBLIC WORKS DEPARTMENT

Utility Encroachment Permit

Information Packet & Application

DEPARTMENT OF PUBLIC WORKS
Engineering Division

Utility Encroachment Permit Information Packet and Application

The California Streets and Highways Code and the Tuolumne County Ordinance Code both require any person or agency performing any work in a County Road right-of-way must first obtain an encroachment permit from the transportation department. Encroachment permits are issued for driveways, private road approaches, commercial road approaches, underground and aerial utility work, or any other kind of work performed within the right-of-way. Encroachment permits are also issued to allow street closures for events such as parades, farmers' markets, street fairs, etcetera, or temporary traffic control, including lane closures or detours.

The term "encroachment" includes any tower, pole, poleline, pipe, pipeline, driveway, private road, fence, sign, stand or building, or any structure or object of any kind or character placed in, under or over any portion of the roadway.

Fees are required for the various categories of encroachment permits, as established by the Board of Supervisors. Fee amounts may change from time to time, so applicants should check with the Department prior to submitting a completed application.

The following must be submitted when applying for a Utility Encroachment Permit:

- ☐ A completed Utility Encroachment Permit application.
- ☐ A copy of your plan for parcel being served to include AP number and address (if applicable)
- ☐ For someone *other* than the legal property owner that is submitting this application, it is required that the submitter have an "Agent Authorization" form signed by the legal property owner.
- ☐ Payment of the required fee.

The current fees for Utility Encroachment Permits in accordance with Tuolumne County Ordinance Code, Chapter 3, Revenue & Finance, section 3.4 are as posted on the website.

Your application and the location of your project will be reviewed by an inspector and a permit will be issued based upon their findings. We will mail your permit to you when it is ready.

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

Inspections are required during construction of the facility. Please call our inspection line ***at least two business days*** before your requested inspection date (209) 533-6533.

Your encroachment permit will be good for one year from the date it is issued. If you are unable to complete construction within that period, please contact our office ***before the expiration date*** on your permit and we will issue you an extension. Only one 1-year extension will be issued on your permit. A nominal filing fee may be charged for extensions.

If you allow your permit to expire prior to the completion if your project, which includes a final inspection or prior to requesting an extension, you will be required to apply and pay for a new permit.

If you have any further questions, please call (209) 533-5601.

TUOLUMNE COUNTY

DEPARTMENT OF PUBLIC WORKS
Engineering Division

For County use only:	
Permit No:	PWU-
Project No.:	
Date:	
Fee:	
Receipt No.:	

APPLICATION FOR UTILITY ENCROACHMENT PERMIT

The undersigned hereby applies for permission to excavate, construct or otherwise encroach within a County right-of-way or roadway in performing the following work: (Indicate lineal footage for trenching, new overhead facilities, or number of poles).

Location: *APN(s) or Address(es)*

(Draw location sketch on other side of this application or attach plan(s), including traffic control plans for each location)

Applicant agrees to do the work in accordance with the regulations contained in the Tuolumne County Ordinance Code as well as the special provisions listed on the approved permit, and that all work shall be subject to the inspection and approval of the Department of Public Works.

Name of Applicant (Please Print)

(Name of Agency)

(Signature)

(Mailing Address)

(City, State & Zip Code)

(Telephone Number)

(Email)

GUIDELINES FOR ENCROACHMENT PERMITS FOR UTILITIES

Encroachment permits are required for all work in the right-of-way or roadway of the County maintained roads.

BLANKET PERMITS- Cover repairs and ordinary maintenance and may be obtained on an annual basis. All Blanket Permits issued will expire in December and must be renewed prior to January of each year.

Prior to performing work under a blanket permit, call the Department of Public Works inspection line, available 24 hours a day at (209) 533-6533. Such notice shall specify the date, type, location and the extent of the work.

SPECIAL PERMITS- To be obtained whenever the work is not covered by a Blanket Permit. Applications for Special Permits shall be accompanied by maps, sketches and plans sufficient to clearly show the location, type extent and typical specifications of the work to be performed.

Projects exceeding 2,000 feet shall be stationed every 100 feet and at culverts and other usual features.

All encroachment work shall conform to the "General Conditions for Utility Encroachment Permits" and, where applicable, the attached Trenching Typical Details and the following rules:

TRENCHING- Pavement shall be saw-cut to produce neat, straight lines. Care shall be taken to prevent damage to the pavement by the outriggers of the equipment.

LINE PLACEMENT AND BACKFILL- All lines shall be placed at a depth of at least 36 inches below the surface. Backfill material shall be of good quality with a high sand equivalent value, with all clods and rocks over 3 inches in diameter removed.

Mechanical tamping to 95% relative compaction is required. DO NOT POND OR JET. Compaction testing reports must be submitted to the Department of Public Works.

TEMPORARY CLOSURES- No excavated area within the roadway shall be allowed to remain open after completion of the days work or after dark, whichever comes first. If permanent paving cannot be restored the same day, cold mix must be used as a temporary surface for daily closure. Permittee shall maintain the surface cold mix or asphalt concrete of backfill in a smooth, satisfactory condition.

BUTTRESS TRENCH- Shall be used where the trench is along or into the edge of the pavement. An hot mix asphalt buttress 1 foot wide and 6 inches deep shall be installed to protect the edge of pavement. The remainder of the surface trench is to be backfilled with at least 6 inches of aggregate base rock. (See typical trench details)

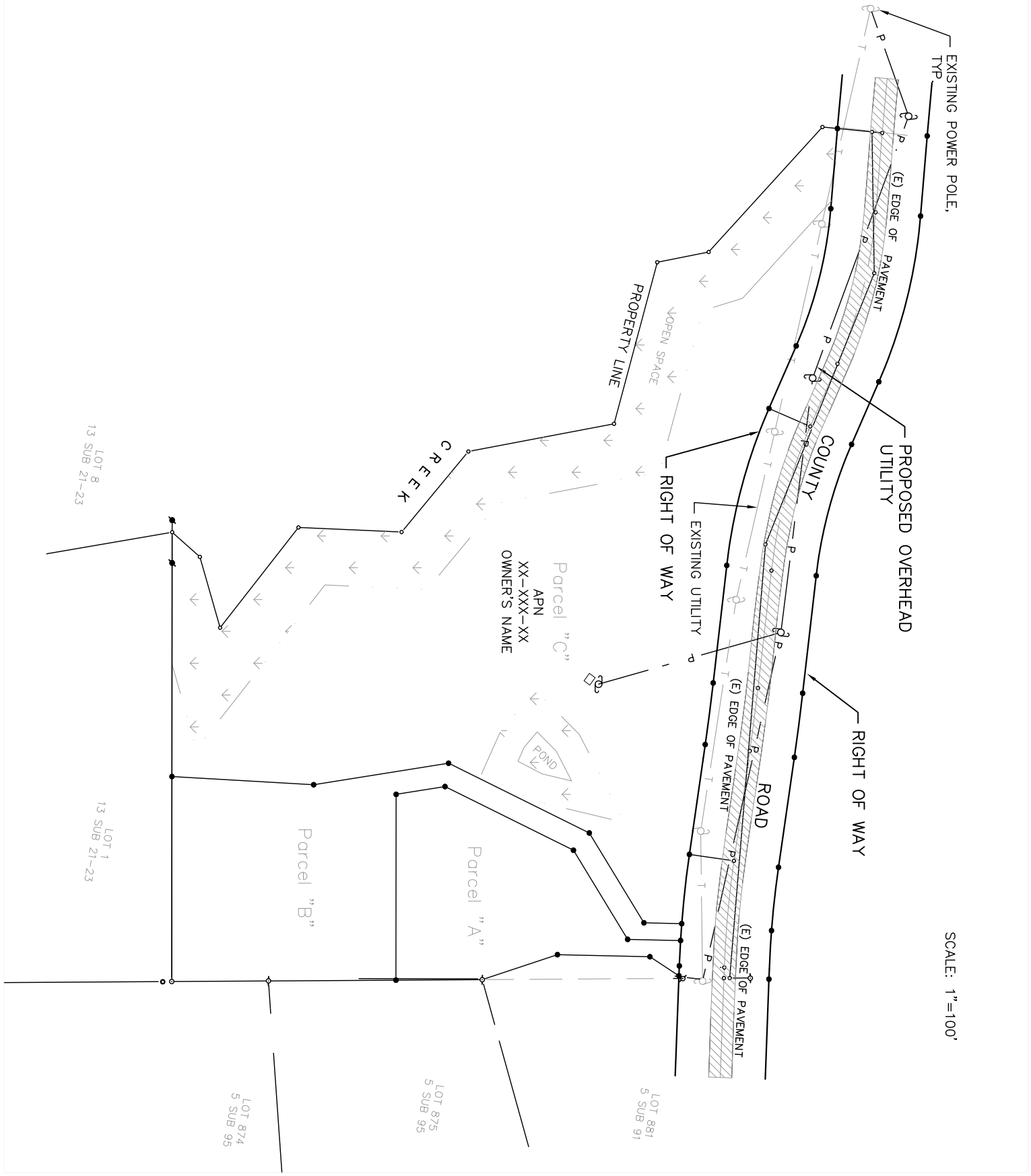
"T" TRENCH- Shall be used in paved areas which are 3 feet or more from the edge of pavement. The structural section replacement shall extend 6 inches on each side of the neat lines of the trench. (See typical trench details)

UTILITY BOXES- Shall be placed to match the existing grade and flush with the newly paved collar. With hot mix, concrete shall be 2 inches below grade.

STRUCTURAL SECTION- Shall be replaced in kind, but in no case shall it be less than 3 inches compacted hot mix asphalt (HMA), Type A half (1/2) inch gradation for top lift and three quarter (3/4) gradation for lower lifts over 12 inches Class II aggregate base. Trench paving shall match existing grade and be maintained on grade.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Tuolumne County Department of Public Works
2 South Green Street, Sonora CA 95370
(209) 533-5601



TUOLUMNE COUNTY
DEPARTMENT OF PUBLIC WORKS

2 SOUTH GREEN STREET
SONORA, CALIFORNIA 95370
PHONE (209) 533-5601
FAX (209) 533-5698

UTILITY PLOT PLAN EXHIBIT

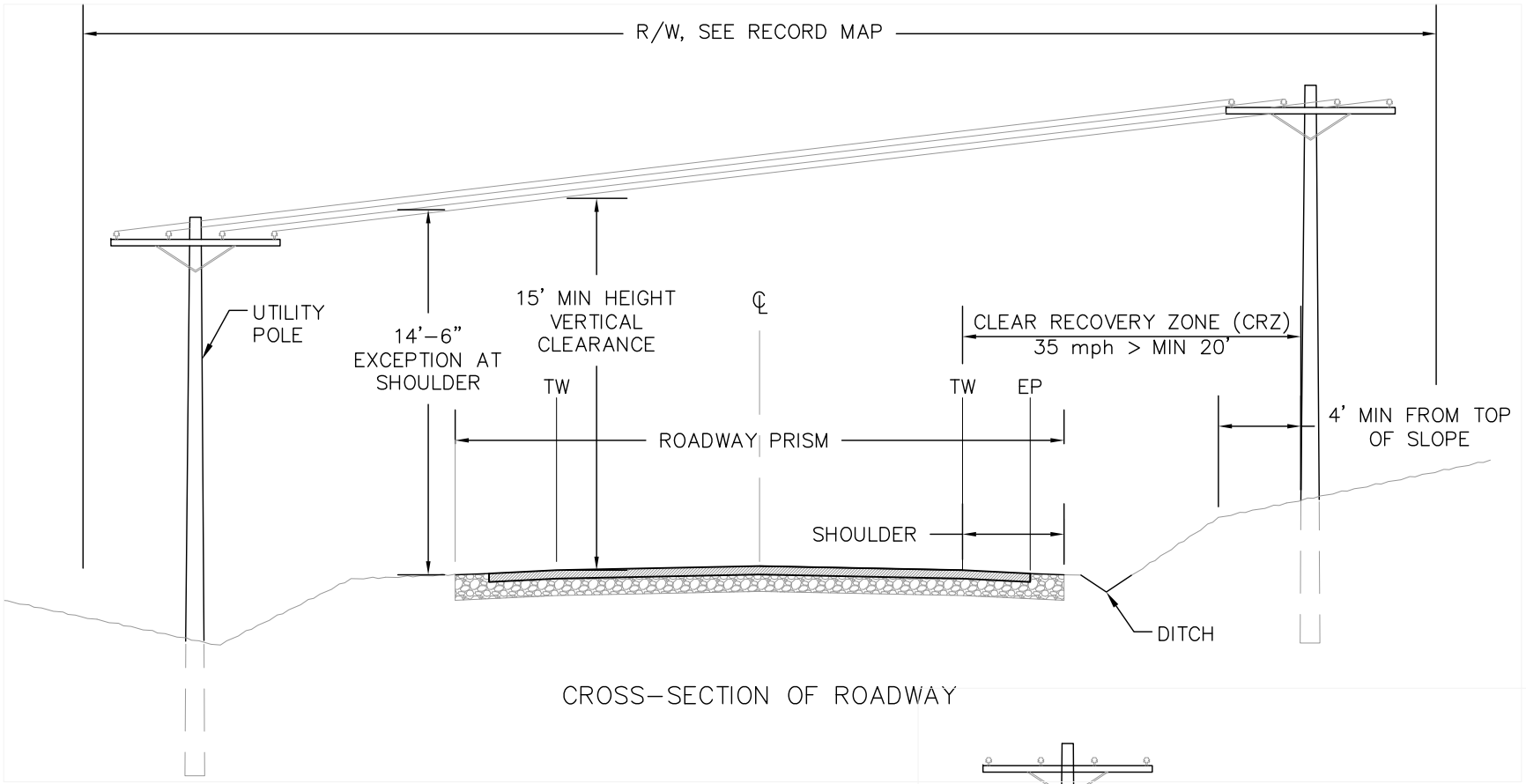
ENCROACHMENT PERMIT

SHEET

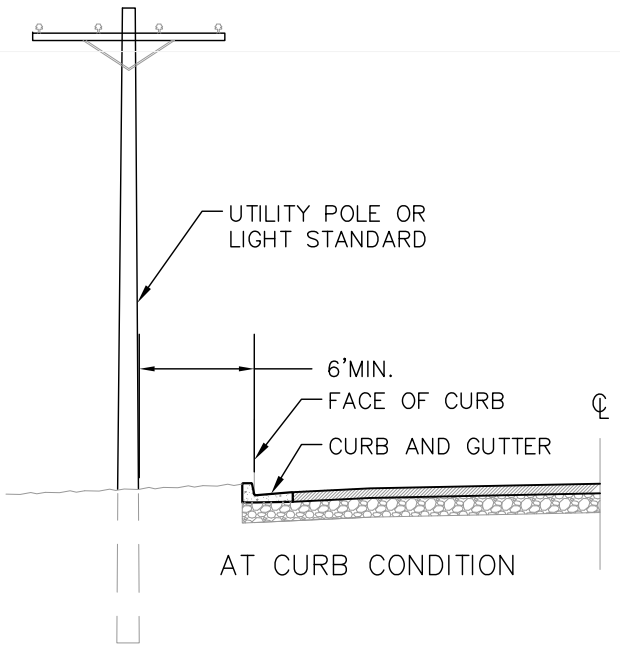
SHEET 1 OF 3

SCALE
VERTICAL: 1"=NA
HORIZONTAL: 1"=NA

BRIDGE NO.:
N/A



CROSS–SECTION OF ROADWAY



AT CURB CONDITION

1. POLES MAY BE PLACED AT THE TOE OF FILLS THAT ARE GREATER THAN 4 FEET IN HEIGHT, POLES SHOULD EXTEND TO NATIVE GROUND WHERE PRACTICAL.
2. POLES MAY BE LOCATED ON CUT OR FILL SLOPES WHEN THE ELEVATION OF THEIR BASE IS 4 FEET ABOVE OR BELOW THE EDGE OF THE ROADWAY.
3. POLES SHOULD BE LOCATED AS FAR AS PRACTICAL FROM THE SHOULDER AND DITCH AREA, BUT MUST BE AT LEAST 6 FEET FROM THE EDGE OF ROADWAY (10 FEET PREFERRED).
4. POLES MAY BE LOCATED CLOSER TO THE ROADWAY IF MOTORISTS ARE PROTECTED FROM POLES MY METAL BEAM GUARD RAILING.
5. POLES AND GUYS MAY NOT BE LOCATED ON THE ROADWAY PRISM OR IN THE ROADSIDE DITCH.
6. NO POLES WILL BE LOCATED WITHIN ANY RADIUS PORTION OF A DRIVEWAY OR ROADWAY CONNECTION.
7. MINIMUM VERTICAL CLEARANCE PER CALTRANS HIGHWAY DESIGN MANUAL.

SHEET
SHEET 2 OF 3
SCALE
VERTICAL: 1"=NA
HORIZONTAL: 1:10
BRIDGE NO.: N/A

UTILITY OVERHEAD
ENCROACHMENT PERMIT

TUOLUMNE COUNTY
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2 SOUTH GREEN STREET
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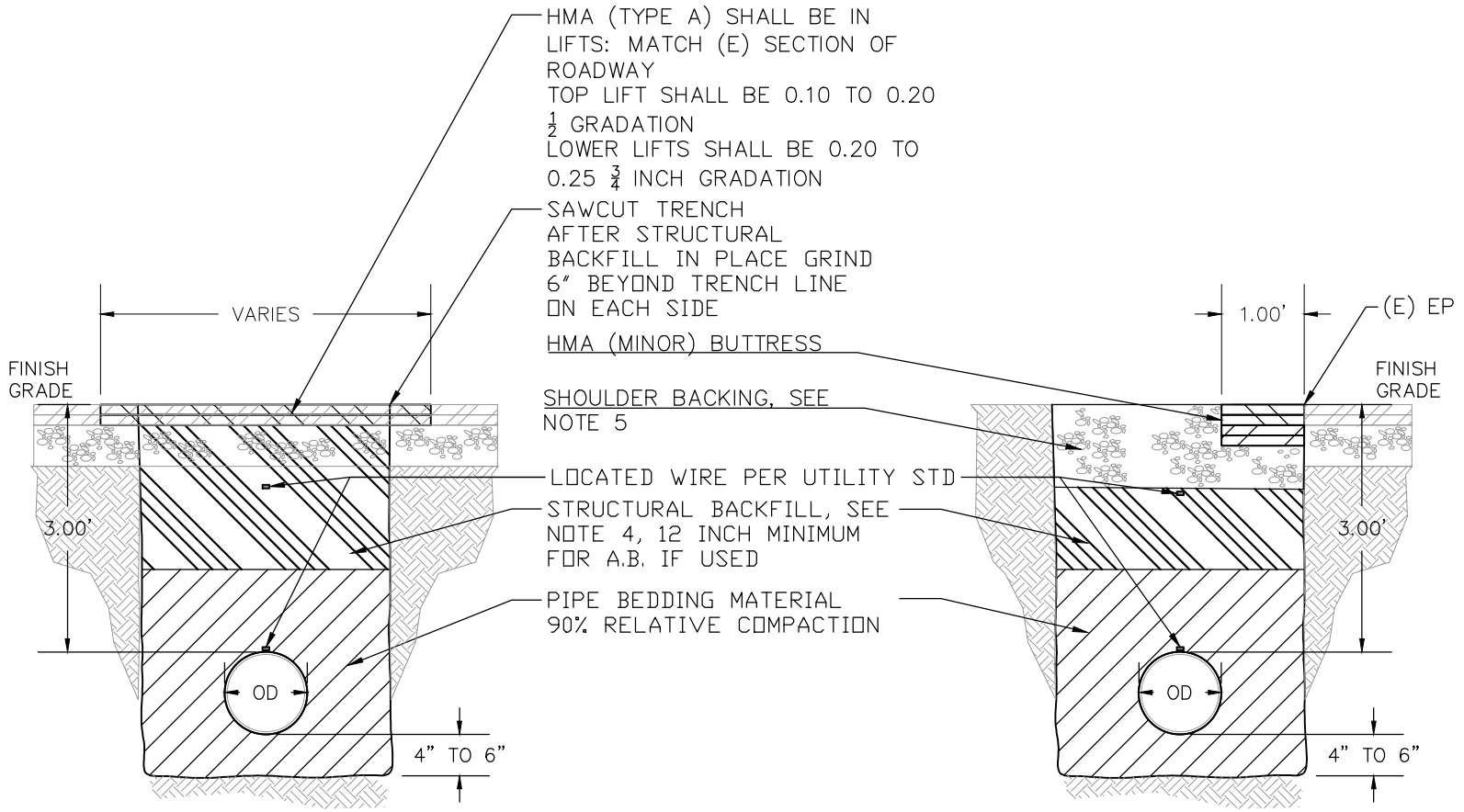
FAX (209) 533–5698



TRAFFIC AREA

SHOULDER AREA

NOTES:

1. WHEN TRENCH DEPTH EXCEEDS 5 FEET, A CAL OSHA EXCAVATION PERMIT IS REQUIRED.
2. THE MINIMUM SEPARATION OF PIPES SHALL BE MAINTAINED PER PUC
3. ATTACH LOCATOR WIRE TO TOP OF PIPE AS PER AGENCIES REQUIREMENTS.
4. STRUCTURAL SECTION SHALL BE COMPACTED NATIVE MATERIAL PER CALTRANS 2018 STANDARD SPECIFICATIONS SECTION 19 OR MAY BE SUBSTITUTED WITH SLURRY, PER CALTRANS 2018 STANDARD SPECIFICATIONS SECTION 19-3.02E. ALL AGGREGATE BASE (AB) SHALL BE CLASS II IN ROADWAY SECTION. MINIMUM OF 12-INCH AB UNDER HMA (TYPE A) FOR TRAVEL WAY OR (MINOR) IN SHOULDERS.
5. SHOULDER BACKING SHALL COMPLY WITH CALTRANS 2018 STANDARD SPECIFICATIONS SECTION 19-9.

SHEET

SHEET 3 OF 3

SCALE
VERTICAL: 1"=NA
HORIZONTAL: 1:2

BRIDGE NO.: N/A

UTILITY UNDERGROUND (TRENCH)

ENCROACHMENT PERMIT

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