Tuolumne County Department of Public Works Engineering Division



Encroachment Permit Information Packet

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:

A 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:

- A completed Land Development Application.
- A copy of your plot plan (See example attached). <u>Please verify the Plot Plan is complete by reviewing the check</u> 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 <u>must</u> 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 <u>before the expiration date</u> 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) 533-5601 option #1.

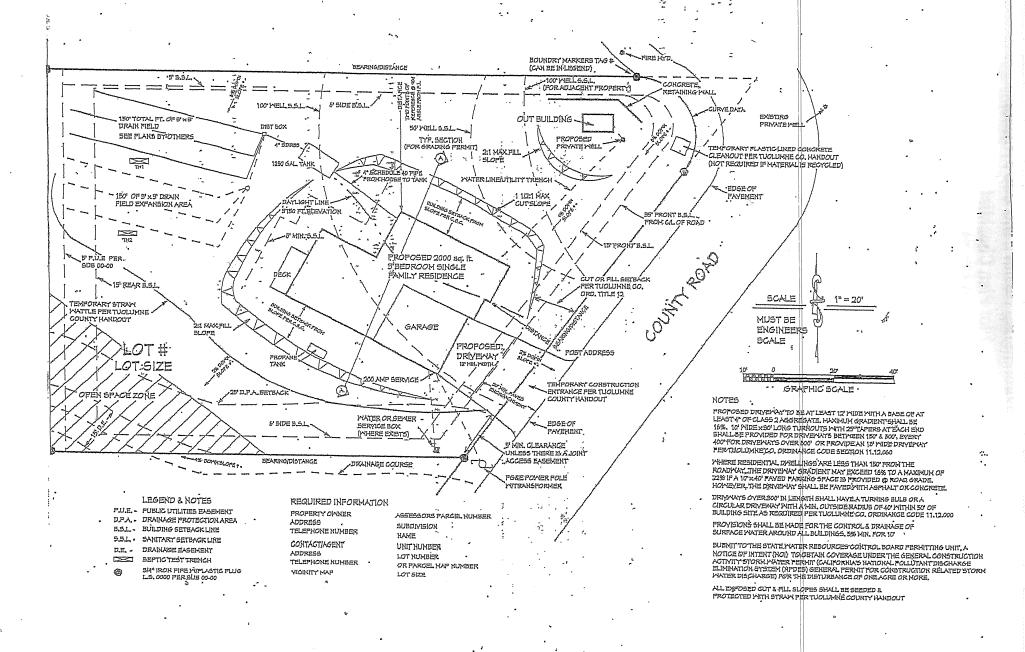
NOTE: ANY WORK DONE WITHIN THE COUNTY MAINTAINED ROAD RIGHT-OF-WAY SHALL REQUIRE AN ENCROACHMENT PERMIT.

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

| I (we), | as Legal Owners(s) of the real property described |
|---|--|
| herein, do hereby authorize | to act as my (our) Agent in applying fo |
| Permits from the County of Tuolu | umne for a Construction Project or entitlements under the Uniform |
| Zoning Ordinance consisting of | on |
| said described real property. I (we | e) hereby agree to be bound by all of the representations as made |
| by my (our) herein designated Ag | ent in applying for such permit(s) and further agree to be bound by |
| all terms of the permit(s) issued to | o my (our) herein designated Agent on my (our) behalf. |
| This authorization shall expire upon written notice from the Lega | pon completion of the requirements of the Permit as approved o l Owner. |
| PROPERTY DESCRPTION: | |
| | |
| Executed this day of | f, 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.



Public Works Conditions for Encroachment Permits

- 1. <u>ACCEPTANCE OF PROVISIONS</u>. 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. <u>NO PRECEDENT ESTABLISHED.</u> 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 Public Works Department 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 Public Works Department.
- **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.
- **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. <u>CONSTRUCTION STANDARDS.</u> 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. <u>FUTURE REMOVAL OR RELOCATION OF INSTALLATION.</u> 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. <u>LIABILITY FOR DAMAGES.</u> 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 Public Works Department 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 Public Works Department 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.** <u>WEEKENDS & HOLIDAYS.</u> No work will be allowed on weekends and holidays unless written authorization is given by the Public Works Department.

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 Public Works Department one of the following determinations will be made:

- 1. An encroachment permit may not be required because of 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 Public Works Department 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.

| Speed limit up to | 25 | 30 | 35 | 40 | 45 | 50 | 55 | MPH |
|------------------------|-----|-----|-----|-----|-----|-----|-----|------|
| 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'

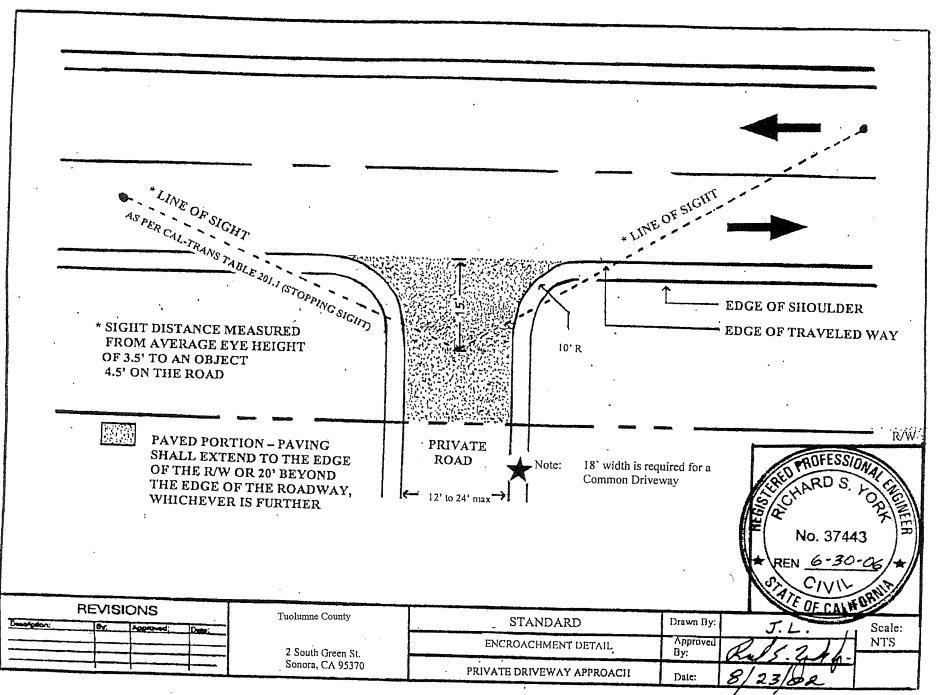
STRUCTURAL SECTION AND SURFACE MATERIAL shall consist of at least 4" of compacted Class 2 aggregate base rock and 2" of type B, Asphalt Concrete. Where required, the paving shall extend to the edge of the right-of-way or 20' beyond the edge of roadway, whichever is further. Concrete is prohibited within 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.

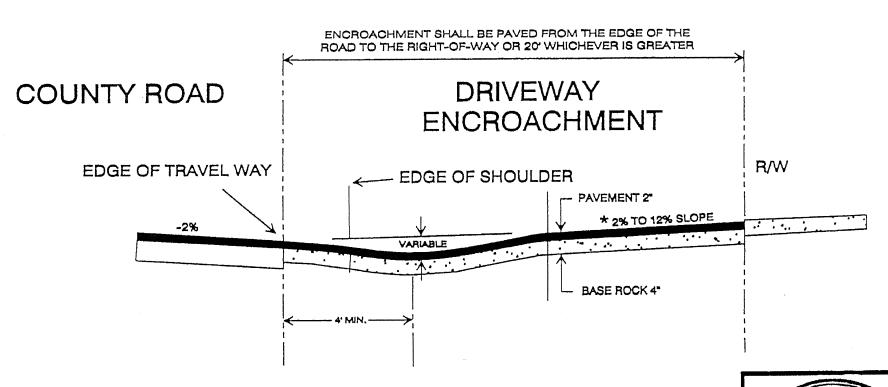
DRAINAGE- proper drainage facilities, as shown in the typical encroachment detail attached to your permit, shall be sized to handle flow and convey water away from the County road.

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: Public Works Department - Engineering Division

Public Works Department - Engineering Divisior 2 South Green Street, Sonora CA 5370 (209) 533-5601 option #1





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.

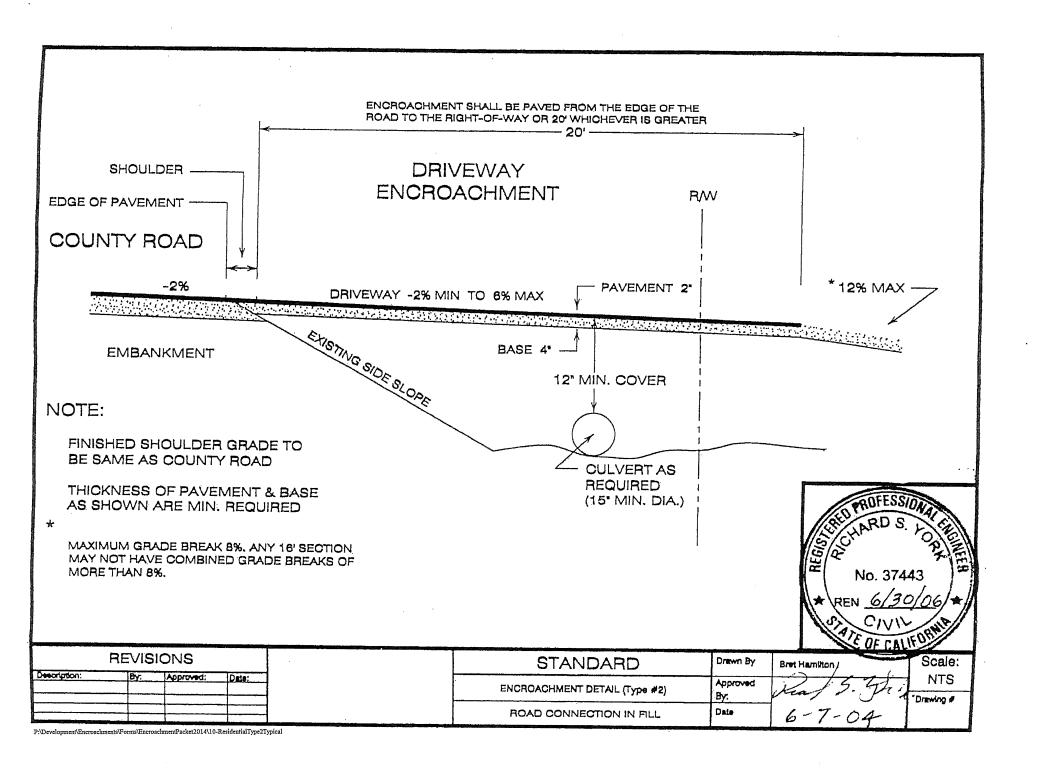
MAXIMUM GRADE BREAK 8%. ANY 16' SECTION MAY NOT HAVE COMBINED GRADE BREAKS OF MORE THAN 8%.

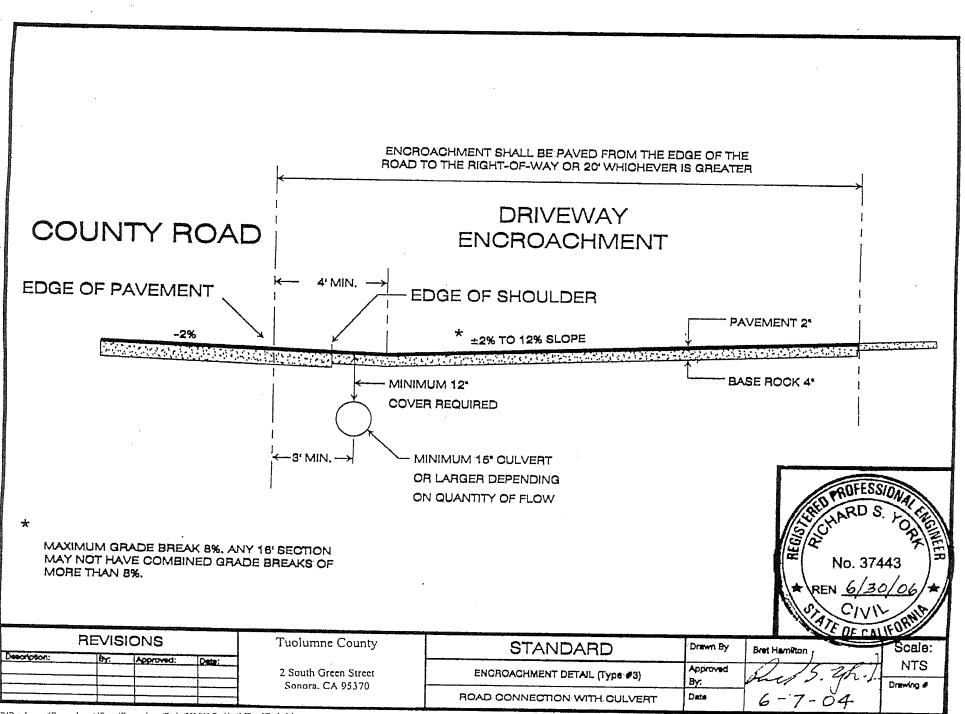
| REVISIONS | | | | | |
|--------------|-----|-----------|-------|--|--|
| Description: | By; | Approved: | Date: | | |
| | | | | | |
| <u> </u> | | | _ | | |

| | | | OF LA | - |
|---|--------------------------------|-----------------|---------------|-----------|
| | STANDARD | Drawn By | Bret Hamilton | Scale: |
| | ENCROACHMENT DETAIL (TYPE #1) | Approved By: | Kaf 3- gh | Drawing # |
| - | ROAD CONNECTION WITH PAVED DIP | Dete | 6/7/04 | |

No. 37443

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County of Tuolumne Public Works Department - Engineering Minimum Standards for Encroachment Permits for Commercial Road Encroachments

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 Engineering Division of the Public Works Department.

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:

| For Encroachments on | Arterial & Collectors | Minor Roads |
|--|-----------------------|-------------|
| With arterial or collector approaches | 220' | 115' |
| With commercial or minor road approach | nes 175' | 100' |
| With private driveway approaches | 60' | 60' |

SIGHT DISTANCE to be measured from 10' behind stop bar.

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

^{*}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:

Public Works Department - Engineering 2 South Green Street, Sonora, CA 95370 (209) 533-5601 option #1

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