

GENERAL RIGHT-OF-WAY ENCROACHMENT PERMIT INFORMATION

CONTACTS

Community Development Resources Agency
Department of Public Works

Auburn - (530) 745-3000
Auburn - (530) 745-7565

Tahoe City - (530) 581-6200
Kings Beach - (530) 581-6236

FEES

Standard Encroachment Permit (driveways, landscaping, drainage, signs, traffic control)
Utility Encroachment Permit (minor repairs, service connections, maintenance)
Recordable Encroachment Permit (structures in right-of-way or in setbacks)

\$60.00
\$55.00 (utilities) \$75 (private)
\$75.00

ENCROACHMENT PERMIT

Encroachment permits are required by law for any work within the county right-of-way (driveways, utilities, landscaping, road crossings, signs, parades, structures, road closures, obstructions). Violations are a misdemeanor punishable by a \$500.00 fine and/or six months in jail. The county has the right to remove any structure or obstacle located in the right-of-way which is not permitted. Applicants must submit an encroachment permit application and include a site plan map. An encroachment permit only authorizes work in the County right-of-way.

GENERAL INFORMATION AND STANDARD PLATES

Encroachment Permit Information & Engineering Design Detail Plates can be found on the Placer County website at:

- <http://www.placer.ca.gov/departments/communitydevelopment/eng>

Commonly Used Road Plates:

- **Plate 102, 103** - Road and shoulder requirements for rural minor residential & rural secondary.
- **Plate 116, 117, 118** - Driveway connections, radius returns, sight distance, drainage & slope.
- **Plate 120, 121** - Concrete curb and gutter.
- **Plate 122** - Asphalt dike.
- **2010 Standard Plan T13** - State of California Department of Transportation traffic control.

Commonly Used Utility Plates:

- **Plate 431, 432** - Transverse & Longitudinal Trench.
- **Plate 433, 434** - Trench Excavation & Backfill.
- **Plate 401** - Rock Inlet/Outlet Protection.

Commonly Used BMP Plates:

- **Plate 203** - Stabilized Construction Entrance
- **Plate 204** - Silt Fence
- **Plate 205** - Fiber Roll Installation

General Provisions for encroachment permits

SITE PLAN MAP

All encroachment permit applications shall include a site plan map (8.5" x 11") showing: site address; APN number; adjacent road(s) name(s); property owner(s) name(s); property lines and corners; north arrow; dimensions of proposed work; existing features (structures, fences, landscaping); slopes, flow directions and conveyance systems in the right-of-way; proposed permanent Best Management Practices (BMP's) for driveway; and edge of pavement of road for width of property.

ENCROACHMENT PLAN PERMIT

All utility capital improvement or major utility undergrounding projects shall be required to apply for a Utility Encroachment Plan Permit. Contact the Community Resource Development Agency Engineering and Survey Department for permitting information and requirements.

Contact the Department of Public Works before October 15 for final inspections above 5000' elevation.

All construction sites within Placer County must be winterized with Erosion Control BMP's October 15 through May 1.

Tahoe Regional Planning Agency prohibits grading activities within the Tahoe Basin October 15 through May 1.

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SPECIFIC DRIVEWAY INFORMATION

ENCROACHMENT PERMIT IS VALID AFTER SIGNED AND CONDITIONED BY THE ENCROACHMENT INSPECTOR. YOU SHOULD EXPECT TO RECEIVE A COPY VIA EMAIL OR US MAIL WITHIN APPROXIMATELY ONE (1) WEEK. PLEASE NOTE CONDITIONS ARE SPECIFIC TO YOUR PROJECT ON YOUR ISSUED ENCROACHMENT PERMIT. YOUR PERMIT MUST BE IN YOUR POSSESSION ON THE JOB SITE PRIOR TO COMMENCING WITH CONSTRUCTION.

VALLEY GUTTERS

A valley gutter/swale will be constructed when possible, as these have fewer maintenance problems. When properly built they can carry and convey more runoff than a culvert. See Plate 118 for standards.

CULVERTS

Culvert requirements will vary with location. The issued Encroachment Permit will specify the culvert size. The minimum length considered will be 20'. Steel Corrugate Metal Pipe (CMP) with a minimum of 6" of cover is required, unless otherwise specified. The minimum culvert diameter is 12" (below 5000' elevation) & 15" (above 5000' elevation). Install culverts as far back as possible as this allows a shorter culvert length & a larger turning radius in and out of the driveway. The distance will be specified on your permit. Head walls are required at each end of the culvert to keep the ends from being crushed. The headwalls should never come up higher than the edge of pavement & can be made of sack concrete, Hot Mix Asphalt (HMA) (commonly known as pavement, blacktop, or asphalt) or flared end section. See Plate 118 for standards.

Culvert maintenance, as with all driveway improvements, is the responsibility of the permittee. If at any time in the future a culvert needs to be repaired or replaced, it will be the permittee's responsibility to make repairs or replace the pipe. Any damage to a public roadway or adjacent property caused by a plugged or damaged culvert can be assessed against the permittee.

SURFACING

Driveways are to be paved with a 2" minimum Hot Mix Asphalt (HMA) over 6" class II AB, unless otherwise specified, to a minimum of 15' from the edge of the roadway. HMA shall be Caltrans Specifications PG64-16 1/2" medium mix, or as approved by the Encroachment Inspector. Double chip seal cannot be used unless otherwise specified & only on private driveways & only when the roadway adjacent to the driveway is a chip sealed roadway. Oils to be used on a new surface should be CRS or RS2 minimum.

Concrete or pavers cannot be used unless otherwise specified, & only in areas below the 1,200' elevation. When concrete is used, 4 1/2-sack concrete is required and an expansion joint at the right-of-way is required. If at any time in the future, this access needs to be removed, it will be the permittee's responsibility to replace the concrete. Concrete or pavers will only be considered in subdivisions where future road expansion is unlikely or where concrete curb and gutters are in place.

SIGHT DISTANCE

One of the major requirements for driveway access is sight distance. These requirements must be met for the safety of the traveling public, as well as for people using the ingress/egress of parcel. Sight distances are based on speed limits of roadway and density of housing. See Plates 116 & 117 for standards.

EROSION CONTROL BEST MANAGEMENT PRACTICES

Contractor/Owner shall maintain Erosion Control Best Management Practices during construction including: 1. Take measures to prevent mud and dirt from entering paved roadway, including construction of temporary rock apron. 2. Minimize amount of exposed soil (schedule or limit grading to small areas). 3. Cover all dirt stockpiles. 4. Protect/maintain storm drain inlets from loose dirt and debris. 5. Install/maintain silt fences to retain soil particles to construction site. 5. Depending on location within Placer County property owners may be required to install permanent best management practices as directed on permit. See Plates 203, 204, 205 for standards.