

DO NOT WRITE IN SHADED AREAS – FOR COUNTY USE ONLY



COUNTY OF MENDOCINO
 DEPARTMENT OF TRANSPORTATION
 340 Lake Mendocino Drive, Ukiah, CA 95482
ENCROACHMENT PERMIT APPLICATION

FOR COUNTY USE ONLY

CASH CHECK # ESTABLISHED CREDIT

In Compliance With Mendocino County Code And California Streets & Highways Code The Undersigned Hereby Applies For Permission To Construct The Following Improvement Or Otherwise Encroach Upon A County Road Reservation Or Right Of Way, As Follows:

*Complete all items below. If item is not applicable enter "N/A"
Application is not complete until all required attachments are included.*

APPLICATION NUMBER
TU_

Date Received Entered By

Total Permit Fee County Road #

City

Assessor Parcel Number

Surety Amount

County Yard

Situs Address (Street #)

Street or Road name

Receipt No.

Work Start Date (month/day/year)

Work End Date (month/day/year)

Number of Work Days

EXCAVATION

Maximum Depth

Average Depth

Average Width

Length

Road Surface Type

PIPES

Type

Diameter

Voltage or PSIG

On which side of the County road will the work be performed?
 North South East West

FULLY DESCRIBE WORK TO BE PERFORMED WITHIN COUNTY RIGHT OF WAY. (Who, What, Where, When, Why, How)
 Attach complete drawings folded to 8 1/2 "by 11" showing specifications, calculations, maps etc. Attach additional pages if necessary. Incomplete or illegible applications will be returned for correction.

*Applicants for driveway encroachments must mark the intended driveway location by a stake with orange paint or flag bearing the applicants last name, the address, and the Assessor's parcel number.

Is the project in the Coastal Zone? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES Enter CDP or CE Number _____		
Is a subdivision, or other approval required for this project? If yes describe and enter the subdivision number and submit plans.		
Is a building permit or any other approval/permit(s) required for this project? If yes include permit Number.		
Construction Site Stormwater Pollution Compliance Checklist: Please answer the following questions.		
<input type="checkbox"/> YES <input type="checkbox"/> NO Is the project located within the Mendocino County Municipal Separate Storm Sewer System (MS4) area of Ukiah or Fort Bragg? Use the following steps to determine if a project is located within a MS4 Permit area: <ul style="list-style-type: none"> • Review MS4 Permit area maps and search list of parcels within MS4 Permit areas available on the Mendocino County Department of Transportation Permits webpage at: http://www.mendocinocounty.org/government/transportation/dot-permits-applications • Contact the Mendocino County Department of Transportation Main Office by phone at: (707) 463-4363 for assistance. <p>If the above question is answered "YES", Applicant <u>must</u> submit a Water Pollution Control Plan as part of the Encroachment Permit Application. Please complete the Water Pollution Control Plan Template available at the Mendocino County Department of Transportation Main Office or online at: http://www.mendocinocounty.org/government/transportation/dot-permits-applications. Applicant may also prepare a Water Pollution Control Plan following the guidelines also available at the department main office or online.</p>		
<input type="checkbox"/> YES <input type="checkbox"/> NO Will project activities disturb one (1) acre or more of soil? If YES, provide State Construction General Permit WDID#: _____ Is the SWPPP attached? <input type="checkbox"/> YES <input type="checkbox"/> NO <p>All projects that disturb one (1) acre or more of soil must obtain coverage under the State Water Resources Control Board Construction General Permit (CGP).</p> <p>IMPORTANT NOTE: For projects that do not require a Water Pollution Control Plan, Mendocino County Code Chapter 16.30 et. seq., requires that "Any person performing construction and grading work anywhere in the County shall implement appropriate Best Management Practices to prevent discharge of construction waste, debris or contaminants from construction materials, tools and equipment from entering the storm drainage system." The Department of Transportation may require Encroachment Permit Applicants to submit a WPCP for any project within the County right of way which will or may result in pollutants entering the storm drainage system or Waters of the U.S.</p>		
Permit Checklist: Permit WILL NOT be processed without the following information.		
<input type="checkbox"/> Completed drawings folded to 8 ½ " by 11" (showing specifications, calculations, maps etc.) <input type="checkbox"/> Valid Mendocino County Business License <input type="checkbox"/> Appropriate Permit Fee <input type="checkbox"/> Insurance, naming Mendocino County as additional insured <input type="checkbox"/> Surety Bond, if necessary	<input type="checkbox"/> Water Pollution Control Plan, if applicable <input type="checkbox"/> Coastal Development Permit, if applicable <input type="checkbox"/> Traffic Control Plans <input type="checkbox"/> Copy of State Water Resources Control Board CGP SWPPP, if applicable	
The Undersigned Agrees That The Work Will Be Done In Accordance With County Rules And Regulations And Is Subject To Inspection And Approval.		
Applicant, Agent or Responsible Person	Mailing Address	Telephone Number
Signature	Email Address	Fax Number
Contractor	Mailing Address	Telephone Number
License No.	Email Address	Fax Number
Property Owner <i>Print Name</i>	Mailing Address	Telephone Number
Authorized Signature of Property Owner (Agent signing must include power of attorney)		Date Signed