

**FOR CONTRACT NO.: 01-0A8504**

# **INFORMATION HANDOUT**

## **ENCROACHMENT PERMIT APPLICATION**

**HUMBOLDT COUNTY DEPARTMENT OF PUBLIC WORKS**

**ROUTE: 01-Hum/Men-101-VAR**

COUNTY OF HUMBOLDT  
**ENCROACHMENT PERMIT APPLICATION**



Attach Check and MAIL TO:  
**PUBLIC WORKS DEPT.**  
**LAND USE DIVISION**  
**3033 H STREET, ROOM 17**  
**EUREKA, CA 95501**

PERMISSION IS REQUESTED TO ENCROACH ON THE COUNTY  
 RIGHT OF WAY AS FOLLOWS: (COMPLETE ALL ITEMS, N/A IF NOT APPLICABLE)  
 SEE ATTACHED INSTRUCTIONS.

**I Where? When?**

(1.) County Road Name		(2.) ADDRESS OR POSTMILE	
(3.) Nearest Cross Street	(4.) PORTION OF RIGHT OF WAY <input type="checkbox"/> Edge of Road <input type="checkbox"/> Shoulder <input type="checkbox"/> _____		(5.) TYPE OF EXISTING COUNTY ROAD <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Other
(6.) WORK TO BE PERFORMED BY <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR		(7.) Proposed Start Date	(8.) Estimated Completion Date

**II Type of work** – Review of application may be delayed until required detailed plans are submitted. –

(9) A plot plan showing property lines, easements, access location(s), site specific details, existing and proposed slopes is required  
 **NEW DRIVEWAY / PRIVATE ROAD**  
*Note:* It is County policy to require paved entrances to driveways and private roads onto paved County roads

Request County Review of **CULVERT / PIPE** (18" MIN DIA) Material Type \_\_\_\_\_ Location \_\_\_\_\_

**INSTALL / REPAIR UTILITY SERVICES** Type \_\_\_\_\_ Approx. length/depth \_\_\_\_\_

**REPAIR / RESURFACE EXISTING** \_\_\_\_\_ – surface type \_\_\_\_\_

**OTHER DESCRIBE:** \_\_\_\_\_

(10) **Description and purpose of WORK or ACTIVITY:**

Check here if sketches / plans are attached showing the proposed work. *(also provide brief description above)*

THE UNDERSIGNED AGREES AND UNDERSTANDS THAT: (1) A PERMIT IS DISCRETIONARY AND CAN BE DENIED; (2) A BOND MAY BE REQUIRED FOR NON-PAYMENT OF PRIOR OR PRESENT PERMIT FEES; (3) THE WORK OR ACTIVITY MUST BE DONE IN ACCORDANCE WITH COUNTY RULES AND REGULATIONS SUBJECT TO INSPECTION AND APPROVAL; (4) THE APPLICATION FEE IS NON-REFUNDABLE; (5) IF THE APPLICANT IS APPLYING FOR AN ENCROACHMENT PERMIT IN CONJUNCTION WITH A BUILDING PERMIT, THE REQUIREMENTS OF THE ENCROACHMENT PERMIT MUST BE COMPLETED PRIOR TO OCCUPANCY OF ANY STRUCTURE OR FINAL INSPECTION BY THE BUILDING DEPARTMENT.

**III Provide contact information, Authorized signature, Date**

(11) PROPERTY OWNERS NAME		(12) ASSESSOR'S PARCEL NUMBER(S)	
(13) ORGANIZATION OR APPLICANTS NAME		(14) PHONE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> CELL	
(15) ARCHITECT, ENGINEER OR CONTRACTOR		(16) ARCHITECT, ENGINEER OR CONTRACTOR PHONE	
(17) APPLICANT MAILING ADDRESS (INCLUDE CITY AND ZIP CODE)		EMAIL	
(18) AUTHORIZED SIGNATURE	(19) PRINT OR TYPE NAME	(20) TITLE	(21) DATE

**IV Submit Fee** Permit fee – See Current County fee schedule. – Contact Public Works for project deposits.

COUNTY USE ONLY	NON REFUNDABLE FEE OF \$ _____ REQUIRED AT TIME OF APPLICATION	RECEIPT # _____
-----------------	--	-----------------

# INSTRUCTIONS FOR COMPLETING THE COUNTY ENCROACHMENT PERMIT APPLICATION

Please type or print. Enter N/A where not applicable.

Items below are to assist with providing the information required.  
Incomplete application may delay review process.

**MAIL TO:**  
HUMBOLDT COUNTY  
PUBLIC WORKS DEPARTMENT  
LAND USE DIVISION  
3033 H STREET, ROOM 17  
EUREKA, CA 95501  
OFFICE (707)445-7205  
FAX (707)445-7388

- 1-2: County road name and address or postmile (if known) where work is located.
- 3: Distance and direction from nearest cross street or road to the work site.
- 4: Portion of County right of way where work will occur (paved road, shoulder, back of curb, slope, etc.).
- 5: Existing County road surface type (concrete, asphalt, gravel, etc.).
- 6: Indicate whether your own forces or a contractor will perform the work.
- 7-8: Estimated start and completion dates for the permit work.
- 9: Indicate whether the use of an existing driveway or private road is proposed.  
If the construction of a **new** driveway or private road is proposed, indicate all that apply. **Note:** County policy requires paved entrances to driveways on paved County roads, urban development may also require curb and gutter with ADA sidewalks and ADA driveway approaches.  
If the repair of an **existing** driveway or private road is proposed, indicate all that apply. **Note:** County policy requires paved entrances to driveways on paved County roads.  
If excavation is proposed, provide depth, width and length.  
If a culvert, pipe or conduit installation is proposed, provide type diameter and length.  
All other activities proposed within a County right of way, indicate all that apply.
- 10: Describe the work or activity to be done within the County right of way. If applicable, attach specifications, calculations, maps, site plan, etc. **Incomplete information may delay the review process.**
- 11: Full name of record owner for subject property.
- 12: Assessor's parcel number. May be obtained from the County Assessor's office or on property tax bill.
- 13: Full name of entity, organization or individual applying for permit.
- 14: Current daytime phone number of entity, organization or individual applying for permit.
- 15: Full name of organization or individual authorized to perform work.
- 16: Current daytime phone number of person(s) listed in item 18.
- 17: County will use this address for all correspondence and permit issuance.
- 18.-19: Signature and typed or printed name of applicant or authorized agent.
- 20: Title of applicant or authorized agency signing the application.
- 21: Date the application was signed.
22. Required fee to be submitted at time of application.

**Where is the work to be done?  
Describe location so we can find it.**

**What do you propose to do?**

**Who is applying?  
Who is responsible?  
Provide contact information.  
Authorized signature.  
Submit Fee.**