**ENCROACHMENT PERMIT APPLICATION CHECK LIST**

**GENERAL**
- All boxes must be filled out. Write "N/A" if not applicable
- All signatures must be "wet signatures" (photocopies will not be accepted)
- Property owner's signature on application
- Letter of Authorization
- Cost within State Highway Right-of-Way (Engineer's estimate)
- Application Fee/Deposit

**PLANS**
- Complete sets of plans folded to 8 1/2" x 11"
- Plans and documents need to be signed and stamped by a Registered Engineer
- North arrow, scale, index
- Vicinity map
- Plan AND profile views
- Construction Notes
- Caltrans Construction Notes (specific to the work to be done within Caltrans' right-of-way)
- Cross sections
- Right-of-Way lines (clearly labeled)
- Property lines
- Easement information
- Distances (stationing, centerline to edge of pavement, centerline to proposed work)
- Existing / Proposed pavement (type, lane lines, shoulder, edge of pavement, curb, gutters, sidewalks, drainage facilities)
- Existing / Proposed utilities and facilities [identification, elevations (invert and top), clearances]
- Excavations (length, width, depth)
- Electrical plans (existing and proposed)
- Contingency plans (dealing with hazardous waste or materials)
- Grading plan
- Boundary Survey (signed and sealed by a Registered Land Surveyor)
- Topography map (showing existing vs. proposed contour grades)
- Cut/Fill areas and earthwork volumes
- Drainage plan
- Hydrology map with hydrology and hydraulic calculations
- Storm Drain Plans, Profiles and Details
- Planting and Irrigation plans
- Pit Details
- Shoring plans
- Signing and Striping plan
- Signal and Lighting plans
- Signal Warrant studies
- Steel plating
- Street Improvement plan
- Structural plan and calculations
- Traffic Control Plan
- Traffic Management Plan (Detour)

**SUPPORTING DOCUMENTS**
- Intergovernmental Review (IGR) Document
- E.P. Administrative Route Slip (TR-0154)**
- Environmental Documentation (Categorically Exempt, Negative Declaration, Environmental Impact Report, etc)
- Initial site assessment
- Fact Sheet (Mandatory or Advisory)
- Cooperative Agreement
- Highway Improvement Agreement
- Maintenance Agreement
- Letter of concurrence from local agency
- Conditions of approval from local agency
- Letter of concurrence from law enforcement (CHP, etc)
- Ordinance/Resolution from Local Agency for a Special Event
- Drainage Report
- Notice of Materials to be used (CEM-3101)**
- Justification for Exception to Policy (See Ch 300) for:
  - Longitudinal Encroachment
  - Policy on High and Low Risk Underground Facilities
  - Within Highway Rights of Way
  - Grading
- Permit Engineering Evaluation Report (PEER) (TR-0112)**
- Project Initiation Document (PSR, PR/PSR, PSR-PDS, PSSR)
- Right-of-Way Certification
- Soil and Geotechnical Reports
- Storm Water Pollution Prevention Plan (SWPPP)
- Water Pollution Control Program (WPCP)
- Erosion and Sediment Control Plan / BMP Plan
- Traffic Study Report (Warrants, LOS)
- Utility Company's Application (to own, operate and maintain)
- Visibility Improvement Request (TR-0165)**
- Certification of Compliance with the Americans with Disabilities Act (TR-0405)**

**BONDS/INSURANCE**
- Payment Bond (TR-0018)**
- Performance Bond (TR-0001)**
- Liability Insurance

NOTES:
* Plan Set Requirements are available at: http://www.dot.ca.gov/hq/traffops/developserv/permits/pdf/forms/plan_set_requirements.pdf
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ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.