

ENCROACHMENT PERMIT APPLICATION CHECKLIST - LANDSCAPING

TR-0412 (NEW 04/2019)

NAME OF APPLICANT OR ORGANIZATION

TRACKING NUMBER

DISTRICT / COUNTY / ROUTE / POSTMILE

All work performed within State highway right-of-way must conform to all applicable Departmental construction standards including but not limited to the Encroachment Permits Manual, Standard Specifications, Standard Plans, Project Development Procedures Manual, Highway Design Manual and Special Provisions.

APPLICATION

- _____ All boxes must be filled out (write "N/A" if not applicable).
- _____ Work description within State highway right-of-way must be comprehensive.
- _____ Does the scope of work involve the use of pesticides (herbicides, insecticides, rodenticides, etc.)?
- _____ The "Standard Encroachment Permit Application" (form TR-0100) must be signed by the applicant/project or property owner or organization. If signed by an agent, attach a letter of authorization. Note: Box 28 is the applicant's information and box 29 is the authorized agent's.
- _____ Signatures are required on both the application and the letter of authorization.

PLANS

- _____ For Requirements and Standards for Landscape Plans, see Table 5.14 available at:
http://www.dot.ca.gov/trafficops/ep/docs/Chapter_5.pdf
- _____ Six complete sets of plans folded 8 ½" x 11" signed, stamped with license expiration date and date stamped by a California Registered Civil Engineer.
- _____ Six complete sets of Traffic Control/Traffic Management plans (for detours) folded to 8 ½" x 11", signed, stamped with license expiration date and date stamped by a California Registered Civil or Traffic Engineer.
- _____ Traffic control and detour plans must comply with CA MUTCD, Caltrans Standard Plans (S.P.) and Standard Specifications (S.S.).
- _____ Identify responsibility for traffic control (must be provided by a qualified Traffic Control contractor, local law enforcement and/or local agency forces).
- _____ Planting and irrigation design must comply with Table 5.15

WORK

- _____ Tree wells must comply with Table 5.16
- _____ Plants in containers must comply with Table 5.17
- _____ Tree pruning and/or removal must comply with Table 5.18
- _____ Tree pruning for electric utility must comply with Table 5.19
- _____ Tree removal for electric utility must comply with Table 5.20A
- _____ Tree removal for gas utility must comply with Table 5.20B

SUPPORTING DOCUMENTATION

- _____ List of contractors.

APPLICABLE SPECIAL PROVISIONS

- _____ Tree Pruning (Trimming) and Chemical Application (Appendix K, TR-0159)
- _____ Tree Removal (Appendix K, TR-0171)

NOTES:

*Forms are available at: <http://www.dot.ca.gov/trafficops/ep/apps.html>

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