

ENCROACHMENT PERMIT APPLICATION CHECKLIST - UTILITIES

TR-0413 (REV 05/2019)

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.
- _____ 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

- _____ Construction and Utility Plan Set Requirements are available at:
http://www.dot.ca.gov/trafficops/ep/docs/plan_set_requirements.pdf
- _____ Six complete sets of plans folded 8 ½" x 11". For utility companies under the jurisdiction of the CPUC, utility plans prepared in connection with products, systems, or services of that utility company are exempt from the signature, registration seal and license number of the California Registered Engineer responsible for their preparation requirement. Plans that contain civil engineering elements including those that relate to traffic handling and lane closures are not considered utility plans and therefore must bear the signature and seal or stamp of the licensee, the date of signing and sealing or stamping and the license expiration date of the licensee responsible for the preparation of those elements.
- _____ 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.
- _____ Plans must show all subsurface high priority utilities in the vicinity of the installation.
- _____ Plans must show relocation/removal of the applicant's existing utility facilities.
- _____ Plans must show all lateral dimensions to known facilities (i.e. lane line, curb, sidewalk, right-of-way, etc.).
- _____ Provide profile when applicable (sewer lines, gravity flow lines, or where elevations vary).
- _____ Cross-sections must show right-of-way lines and be specific to the job and the site (when applicable).
- _____ Provide shoring plans if needed (consult permit engineer)
- _____ Excavations under a bridge: cross-sections must be superimposed on bridge as-builts and all lateral and vertical dimensions are required, including the dimension between the edge of footing and the outer edge of the proposed pipeline, size of conduit(s), depth of cover and width of trench (contact District Encroachment Permit Office for bridge as-built plans).
- _____ Other plans may be needed depending on the scope of work (consult permit engineer).

SUPPORTING DOCUMENTATION (if applicable)*

- _____ Certification of compliance with American Disability Act (ADA) (form TR-0405).
- _____ Initial Site Assessment (ISA).
- _____ Health and Safety Plan (Signed and Stamped by a California Registered Industrial Hygienist).
- _____ Soil and Geology report(s).
- _____ Structural calculations (associated with shoring, structural work, etc.).
- _____ Storm Water Pollution Prevention Plan.
- _____ Justification for exceptions (i.e. High priority utility)

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

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.