



DEPARTMENT OF TRANSPORTATION

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(County use only)
WO #

UTILITY RIGHT OF WAY ENCROACHMENT PERMIT APPLICATION El Dorado County Ordinance Code Chapter 12

Applicant Information:

Company: _____
Mailing Address: _____
Phone Number: _____

Applicant hereby applies for a permit to perform the following work:

Application Date: _____ Work to be performed by: Applicant Contractor Owner
Job #: _____ Est. Start Date _____ Est. Working Days: _____
Encroachment Location: _____

Description of Work
(200 characters max)

Type of Encroachment (check all that apply)	<input type="checkbox"/> Install new facilities	<input type="checkbox"/> Repair / replace existing facilities	<input type="checkbox"/> Overhead	<input type="checkbox"/> Underground
	<input type="checkbox"/> Cut existing asphalt	<input type="checkbox"/> Trenching	<input type="checkbox"/> Boring	<input type="checkbox"/> Potholing
			<input type="checkbox"/> Other	
Temporary Traffic Control (check all that apply)	Closures needed: <input type="checkbox"/> Full road <input type="checkbox"/> Lane closure <input type="checkbox"/> Shoulder			
	<input type="checkbox"/> Traffic Signal within 500 feet of work	<input type="checkbox"/> Night work anticipated (how many nights)	<input type="text"/>	

**** Night work required on roads with ADT > 20,000**

Applicant has attached the following required documents:

- Improvement plans
- Traffic control plan
- Road closure details, if applicable
- CBPC 8771 acknowledgement
- Certificate of Insurance
- Rider application(s), if applicable

Applicant agrees to the following:

- To comply with California Business and Professions Code (CBPC) Section 8771 regarding researching, preservation, and/or replacement of all existing survey monuments within or adjacent to the work zone. ([County policy/certificate link](#))
- To delineate right of way lines and/or utility easements on the required Improvement Plans with dimensions and notes stating how the right of way lines and/or utility easements were determined.
- To accept responsibility for keeping all permit activities on County property and/or within utility easements. The permit does not grant permission for any activity outside of County property.
- To be responsible for obtaining all other necessary permits and permissions from affected private property owners, public agencies, and others.
- To adhere to all Provisions of Encroachment stated in the General Provisions of Encroachment, all County Codes and Ordinances, Street and Highway Codes, Vehicle Codes, County Insurance requirements, County Indemnification requirements, all County Standard Permit Conditions, and all County Special Conditions placed on the permit.

I hereby affirm under penalty of perjury that all information submitted is true and correct to the best of my knowledge:

Company: _____ Contact Division: _____
Printed Name: _____ Contact Phone #: _____
Job Title: _____ Contact Email: _____
Signature: _____ Date: _____

NOTICE: THE FINANCIALLY RESPONSIBLE PARTY (FRP) FORM HAS BEEN EXECUTED

(If limited partnership or corporation, signature must be attested by corporate Secretary with a Certified Resolution)

SUBMIT APPLICATION TO:

El Dorado County, Department of Transportation
2850 Fairlane Ct, Placerville, CA 95667
(530) 621-5941, dot.permits@edcgov.us

An application fee per the current DOT Fee schedule is required. A deposit may be required. Additional time and materials charges for labor costs plus vehicle usage will be billed.



EL DORADO COUNTY POLICY FOR ENSURING ENCROACHMENT PERMIT COMPLIANCE WITH CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 8771(B)

California Business and Professions Code Division 3, Article 5, Section 8771(b) states, *“When monuments exist that control the location of subdivisions, tracts, boundaries, roads, streets, or highways, or provide horizontal or vertical survey control, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to the time when any streets, highways, other rights-of-way, or easements are improved, constructed, reconstructed, maintained, resurfaced, or relocated, and a corner record or record of survey of the references shall be filed with the county surveyor.”*

Accordingly, El Dorado County will ensure compliance with California Business and Professions Code Section 8771(b) by requiring every applicant to engage a licensed land surveyor to determine which of the following 2 scenarios best describe the work proposed in the permit application:

1. There are no survey monuments located within the permit application’s work zone; or
2. There are survey monuments located within the permit application’s work zone.

Under scenario 1, the applicant’s licensed land surveyor will complete El Dorado County’s Certificate of Monument Preservation (attached) stating that no monuments were found within project limits and attach the Certificate to the permit application.

Under scenario 2, the applicant’s licensed land surveyor will locate and reference the survey monuments and provide DOT with a preliminary copy of a Pre-Construction Corner Record or Record of Survey before an encroachment permit will be issued. The applicant’s licensed land surveyor will then have 90 days to file the actual Pre-Construction Corner Record or Record of Survey with the El Dorado County Surveyor’s Office. After construction is complete, if any survey monuments have been damaged or destroyed, the applicant’s licensed land surveyor will set new monuments pursuant to California Business and Professions Code Section 8771(c) and file a Post-Construction Corner Record or Record of Survey with the El Dorado County Surveyor’s Office.

If an applicant believes that the work proposed under their application will in no way disturb any existing survey monument, then the applicant may request a waiver from this requirement that will be reviewed by El Dorado County on a case-by-case basis. An example of work for which a waiver might be issued is an instance where no vehicles are parked in unpaved areas of County right-of-way and no work is performed on roads or in unpaved areas of County right-of-way.



EL DORADO COUNTY

CERTIFICATE OF MONUMENT PRESERVATION

El Dorado County Department of Transportation Encroachment Permit number: _____

Utility Company Job Number: _____

Encroachment Location:
(Address/Address Range)

Improvement Plan Title: _____ Plan Set Date: _____

I, _____, a duly licensed land surveyor or registered civil engineer authorized to perform land surveying in California as specified in Section 8700 of the California Business and Professions Code, do hereby certify that I have performed survey monument preservation as required by Section 8771 of the California Business and Professions Code at the request of my client,

_____.

No monuments were found within the work zone of this encroachment permit application.

Monuments are located within the work area and Pre-Construction Corner Record(s) are attached.

Project has been completed and Post-Construction Corner Record(s) are attached.

This Certificate of Monument Preservation was prepared by me, or under my direct supervision, in conformance with the Professional Land Surveyors' Act on _____, 20__.

Signed: _____

PLS or RCE number: _____

Date: _____

Stamp:



COMMUNITY DEVELOPMENT SERVICES

DEPARTMENT OF TRANSPORTATION

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AGREEMENT FOR PAYMENT OF PROCESSING FEES

Business or Name of Financially Responsible Party

Project/Facility Number

the FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

1. This project/facility is subject to time and materials method of billing or raises issues that may require significant staff and/or consultant time which might not be covered by the initial processing deposit/fee detailed in the approved Board of Supervisors Consolidated Fee Schedule as amended from time to time. Therefore, the FRP for this project will be billed at the approved rate for time and materials for the processing of this project. The fee initially collected will be a deposit toward subsequent billings.
2. Accounting of time spent on the project and/or applicable fees will be detailed in a statement/invoice sent to the FRP.
3. The FRP is responsible for payment of all permit processing costs and/or applicable fees associated with this project/facility. If payment is not received within 90 days of the date of an invoice, the County may elect to stop work and close the file. The County may require a new application and/or new deposit before resuming processing of the project. Projects with an outstanding balance due on their account that are not paid in full by the scheduled appearance on the Planning Commission, Zoning Administrator, or Board of Supervisors agenda will not proceed until after any balance due is paid.
4. If during the course of processing, the FRP changes, the new FRP must complete an Agreement for Payment, which will release the previous FRP from further financial obligations and designate the new FRP.
5. The FRP understands and agrees that if the FRP owes any overdue balance for processing this project as defined in Item 2 above, DOT will not accept any subsequent permit applications from the FRP until the outstanding balance due is paid.
6. FRP agrees to pay any and all remaining fees applicable under the approved Board of Supervisors Consolidated Fee Schedule prior to map clearance for recordation or clearance for record of survey or issuance of any building or grading permits or any other permits under authority of the DOT. No clearances or permits will be issued without receipt of full payment of fees applicable under the approved Board of Supervisors Consolidated Fee Schedule, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.



COMMUNITY DEVELOPMENT SERVICES

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Project/Facility No. _____

7. If the FRP appeals a decision on this project/facility, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the approved Board of Supervisors Consolidated Fee Schedule at the time of Appeal.

8. If payment is not received within 90 days of said statement/invoice, collection will be initiated. Unpaid balances turned over to County Revenue Recovery will be assessed an additional fourteen percent (14%).

9. A processing fee will be charged for any check returned for insufficient funds, up to the maximum allowed by the State of California.

Executed this _____ day of _____ 20_____

FINANCIALLY RESPONSIBLE PARTY

Business/
Name _____

Representative
Name _____

Street Address

City State Zip

**FINANCIALLY RESPONSIBLE
PARTY/Representative:** _____

Signature

Reviewed by: _____

DOT Representative

CHANGE OF FINANCIALLY RESPONSIBLE PARTY (FRP)

If this document supersedes a previous Agreement for Payment, due to change in financial responsibility, the previous FRP must also sign to acknowledge release of responsibilities. Upon project completion, any remaining deposit will be refunded to the FRP currently on record.

PREVIOUS FINANCIALLY RESPONSIBLE PARTY:

Print Name

Signature

Street

City State Zip

Date of release of financial responsibility: _____