



# County of Santa Cruz

---

DEPARTMENT OF PUBLIC WORKS

## ENCROACHMENT PERMITS

An Encroachment Permit is required for all work done in the County right of way.

Encroachment Permits are issued pursuant to Chapter 9.70 of the Santa Cruz County Code (<http://www.codepublishing.com/CA/SantaCruzCounty>).

To apply for an Encroachment Permit please complete the Encroachment Permit Application and provide two sets of plans that only include the sheets showing work in the right of way.

If pedestrian, bicycle or vehicle traffic will be impacted please include a traffic control plan.

The Encroachment Permit Application and attachments can be submitted:

**Via email:**

to [dpwweb@santacruzcounty.us](mailto:dpwweb@santacruzcounty.us)

**Mailed or hand delivered to:**

The Santa Cruz County Department of Public Works  
701 Ocean Street, Room 410  
Santa Cruz, CA 95060

If you have any questions regarding Encroachment Permits please call (831)454-2160.

NO. \_\_\_\_\_



# County of Santa Cruz

## DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070  
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

MATT MACHADO  
DIRECTOR OF PUBLIC WORKS

## ENCROACHMENT PERMIT APPLICATION

TO:	Permittee Name		Date Issued	
	Mailing Address		Project Address	
	Phone		Fee	
	Building Permit No.		Receipt #	
	APN			
	Contractor		Phone	

Pursuant to Santa Cruz County Code Chapter 9.70 Street and Roads and subject to existing ordinances, and to all the terms, conditions, and restrictions written below or printed as general or special provisions on any part of this form and/or attached hereto, PERMISSION IS HEREBY GRANTED TO:

Please Provide Project Description:

PLEASE READ THIS PERMIT CAREFULLY. Keep it at the work site. To arrange for an inspection, phone 454-2160 at least 48 hours prior to construction. Your attention is directed to the General Provisions attached herewith. This permit shall be void unless the work herein contemplated shall have been completed by: \_\_\_\_\_ (Attach two sets of plans or sketches if applicable).

Accepting this permit or starting work hereunder shall constitute acceptance and agreement to all the conditions and requirements of this permit.

Signature of Permittee  
By: \_\_\_\_\_  
Permittee or Authorized Agent

MATT MACHADO  
Director of Public Works  
By: \_\_\_\_\_

THIS PERMIT BECOMES VALID WHEN BOTH PARTIES HAVE SIGNED

WORK COMPLETED: Date: \_\_\_\_\_ By: \_\_\_\_\_

## GENERAL PROVISIONS

1. **Definition:** This permit is issued pursuant to Chapter 9.70 of the Santa Cruz County Streets and Roads Code. The term “encroachment” is used in this permit as defined in said chapter 9.70 of the said Code, except as otherwise provided for public agencies and franchise holders. This permit is revocable on five days’ notice.
2. **Acceptance of Provisions:** It is understood and agreed by the permittee that the doing of any work under this permit shall constitute an acceptance of the provisions.
3. **No precedent established:** This permit is granted with the understanding that this action is not to be considered as establishing any precedent on the question of the expediency permitting certain kinds of encroachment to be reckoned within right of way of County highways.
4. **Notice prior to starting work:** Before starting work, the permittee shall notify the Director of Public Works or other designated employee. Such notice shall be given at least 48 hours in advance of the date work is to begin. Unless otherwise specified, all work shall be performed on weekdays and during normal working hours of the grantor’s inspector.
5. **Keep permit on work:** The permit shall be kept at the site of the work and must be shown to any representative of the grantor or any law enforcement officer on demand.
6. **Permits from other agencies:** The party or parties to whom this permit is issued shall, whenever the same is required by law, secure the written order of consent of any work hereunder from the Public Utilities Commission of the State of California or any other public board having jurisdiction and this permit shall be suspended in operation until such order of consent is obtained.
7. **Protection of traffic:** Adequate provisions shall be made for the protection of the traveling public. Barricades shall be placed with amber lights at night; also, flagmen employed. All of this may be required by the grantor for the particular work in progress. Warning signs, lights, and devices shall be placed in conformance with the requirements of the State of California, Department of Public Works.
8. **Minimum interference with traffic:** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public except for the specific work permitted. One lane shall remain open to the traveling public at all times. Road closures are not allowed, except with special permission from the Director of Public Works.
9. **Storage of material:** No material shall be stored within two feet of the edge of the pavement or traveled way or within the shoulder line where the shoulders are wider than five feet. No supplies or equipment shall be stored on the highway until permittee is ready to start work.
10. **Cleanup right of way:** Upon completion of the work, all brush, timber, scraps, and material shall be entirely removed and the right of way left in as presentable condition as before work started.
11. All construction shall conform with the current edition of the California Division of Highways standard plans and specification, and the design criteria of the County of Santa Cruz. In case of conflict, the conditions of this permit will take precedence over standard specifications.
12. Trench Safety has not been checked and is NOT IMPLIED with this permit. For current Codes and Regulations contact: CAL/Osha (408) 452-7288 and for utility locations contact: USA Underground Service Alert 1-800-227-2600.
13. **Future moving of installation:** It is understood by the permittee that whenever construction, reconstruction, or maintenance work on the highway may require, the installation provided herein shall, upon request of the grantor, be removed or revised at the sole expense of the permittee within five days of such notice.
14. **Liability for damages:** The permittee is responsible and liable for personal injury or property damage which may arise out of the work herein permitted or which may arise out of failure on permittee’s part to perform their obligation under this permit in respect to maintenance. If any claim for such injury or damage is made against the County of Santa Cruz or any department, officer, or employee thereof, permittee shall defend, indemnify, and hold them and each of them harmless from such claim.
15. **Care of drainage:** If the work herein contemplated shall interfere with established drainage, ample provision shall be made by the permittee to provide for it as may be directed by the grantor.
16. **Maintenance:** The permittee agrees by the acceptance of this permit to exercise reasonable care to maintain properly any encroachments placed by it in the highway and to exercise reasonable care in inspecting for and immediately repairing and making good any injury to any portion of the highway which occurs as a result of maintenance of the encroachment in the highway or as a result of the work done under this permit, including any and all injury to the highway which would not have occurred had such work not been done or such encroachment not placed therein.
17. **Test results:** Upon demand, the permittee shall provide the Director of Public Works with the results of tests showing that the compaction requirements have been complied with. Compliance shall be certified by a materials testing laboratory with local experience and said laboratory shall be acceptable to the Director of Public Works.
18. **Pavement replacement:** Any paved portion of County highway which is removed or damaged shall be replaced with a minimum replacement of 0.75 foot of Class II aggregate base and 0.25 foot of Type B asphalt concrete. Where the existing structural section is greater than the replacement requirement, the structural section removed shall be replaced in kind. Prior to repaving the existing pavement shall be cut on a straight line to give a vertical face to pave against.
19. **Damages to roads:** Permittee agrees to repair in a manner satisfactory to the County of Santa Cruz any damages to the roads in the project area result from this work.
20. **Trimming or removing trees:** Trimming of trees will be permitted only in the manner authorized by permit. Trimming of trees required for overhead utility clearance may be performed without a permit. Attention is directed to the Tree Policy approved by the Board of Supervisors.
21. If the provisions of this permit are not complied with, the County reserves the right to do any and all work necessary to bring the road into a safe condition. The costs of this work will be charged to the permittee. The County will give a reasonable notice of its intentions to make such repairs.