

**CALAVERAS COUNTY  
PUBLIC WORKS**

891 Mountain Ranch Road, San Andreas, CA 95249-9709

PHONE (209) 754-6402 ♦ FAX (209) 754-6664

EMAIL: PUBWORKS@CO.CALAVERAS.CA.US



Transit  
Land Division  
Roads and Bridges  
Transportation Planning  
Integrated Waste Management  
Grading, Drainage & Erosion Control

**Notification to Public Works of Work in County Road Right-of-Way**

Utility Encroachment Permit No. \_\_\_\_\_

Utility company: _____
Notification date: _____ time _____
Contact name (print): _____
Mobile or pager # _____ Office # _____
E-mail _____

Start work date: \_\_\_\_\_ Estimated number of days: \_\_\_\_\_

Location of work: Address \_\_\_\_\_

APN or other description \_\_\_\_\_

Describe work (include sketch or diagram showing edge of pavement and shoulder):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work is under:  Traveled way  Shoulder - Distance from edge of pavement \_\_\_\_\_

Dimensions of work: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

**FAX TO PUBLIC WORKS, 754-6664, AT LEAST 48 HOURS IN ADVANCE OF WORK.**

For emergency maintenance during the hours Public Works office is closed, notification shall also be given to the sheriff's office at 209-754-6500.

Sheriff's office notified at \_\_\_\_\_ (time and date)

*Michael H. Miller, Interim Director*

Subject: County Blanket Utility Encroachment Permit

This is notification that Public Works must formalize the blanket utility encroachment permit process. To adequately discharge our duties as stewards of the public interest in our County-maintained road system, we are requiring that utilities abide by all the requirements of their permits. The primary purpose of the right-of-way is to allow protection and maintenance of the roadway. In this regard Public Works will be diligently enforcing the provisions of the Encroachment Ordinance, County Code Chapter 12.08. This ordinance, in effect since 1963, sets out requirements for *all work* in the County right-of-way. If, while performing routine installations in the past, your company has been allowed to provide minimal information regarding placement of utilities and maximum liberty in construction practices, please understand that strict adherence to the encroachment permitting and notification processes will now be required.

Effective October 1, 2008, by Board of Supervisors Resolution 08-202, the cost of encroachment permits in Calaveras County changed from a \$200 annual fee to a \$500 annual deposit. The actual costs of Public Works' staff time and materials will be charged against this deposit. You will be billed for additional costs, if necessary. Any funds left over will be rolled over to your permit the following year.

In order to streamline the issuance of blanket encroachment permits, all permits will be valid for the calendar year, January 1 through December 31. Renewal reminders will no longer be mailed.

The items of agreement incorporated into the Encroachment Permit have not changed. Public Works will require advance written notification of **all work** within the County road right-of-way. This shall include detailed plans to clearly illustrate the nature and location of the proposed encroachment (See County Code §12.08.110) and may be delivered to our office or submitted by:

Fax: 209-754-6664

Email: [pubworks@co.calaveras.ca.us](mailto:pubworks@co.calaveras.ca.us)

Mail: 891 Mountain Ranch Road, San Andreas, CA 95249



Inspections will be made at the discretion of Public Works. In the event that Public Works becomes aware of work proceeding in the right-of-way without permits and notification, Public Works inspectors will stop the work for a *minimum* of 72 hours to allow time for you to apply for a permit and submit plans for review by the County.

Relevant sections of the Encroachment Ordinance are attached for your convenience. We recommend that you view the entire Ordinance (Chapter 12.08) at <http://municipalcodes.lexisnexis.com/codes/calaveras/>.

If you have questions, please contact Brenda Taylor at 209-754-6402.

Attachment 1

**Encroachment Ordinance Excerpts**

**12.08.040 Permit--Required for designated acts.**

It is unlawful for any person, firm, corporation or association, without first obtaining a written permit, to encroach or to make or cause to be made any encroachment of any nature whatever within, upon, over or under the limits of any right-of-way in the unincorporated territory of the county, or to make or cause to be made any alteration of any nature within, upon, over or under such right-of-way; or to construct, put upon, maintain or leave thereon, or to cause to be constructed, put upon, maintained or left thereon, any obstruction or impediment of any nature whatever; or to remove, cut or trim trees thereon; or to set a fire thereon; or to place on, over or under such right-of-way any pipeline, conduit or other fixtures; or to move over or cause to be moved over the surface of any right-of-way or over any bridge, viaduct, or other structure maintained by the county any vehicle or combination of vehicles or other object of dimension or weight prohibited by law or having other characteristics capable of damaging the right-of-way, or to place any structure, wall, culvert or similar encroachment, or to make any excavation or embankment in such a way as to endanger the normal usage or the right-of-way. (Ord. 280 § 10, 1963).

**12.08.110 Permit application--Attached exhibits.**

The applicant shall enclose with, attach or add to the application for a permit a map, plat, sketch, diagram or similar exhibit, when required by the road commissioner, of a size and in such quantity as he may prescribe, on which shall be plainly shown any and all information necessary to locate, delineate, illustrate or identify the proposed use or encroachment and the right and necessity of applicant to cause an encroachment. If necessary, changes, corrections and notes will be made on such map, plat, sketch, diagram or similar exhibit and these items will become an integral part of the permit. (Ord. 280 § 21, 1963).

**12.08.060 Permit--Emergency maintenance.**

This chapter shall not prevent any person, association, firm or corporation from performing emergency maintenance on any pipe or conduit lawfully on or under any public highway, or from making an emergency use or encroachment as may be necessary for the preservation of life or property when an urgent necessity therefor arises, except that the person, firm, association or corporation making an emergency use or encroachment of a public highway shall apply for a written permit therefor within ten days, commencing with the first business day the county offices open. Any person, firm, association or corporation, requiring an emergency use or encroachment shall first notify the road commissioner's office. During the hours the county offices are closed, notification shall be given the sheriff's office. (Ord. 280 § 12, 1963).

**12.08.270 Notice to road commissioner--Start of work.**

Before beginning any work which includes excavation, construction of concrete sidewalks, curbs, gutters or driveway approaches, planting, trimming or removing trees, or making, placing or causing an obstruction in the right-of-way, the permittee shall notify the road commissioner of the time of beginning work, unless otherwise exempt in the permit. (Ord. 280 § 51, 1963).