

MINOR ENCROACHMENT PERMIT FEE SCHEDULE FY25 RATES

No.	Fee Item (Project Type/ Sub-Type)	Fee	Reference
A. Sidewalk/Curb Permit			
A1	Remove and replace to same grade and dimensions as existing	No fee	See Notes 1, 2 and 3
A2	New or relocation, regrading or widening of existing	\$ 2,611	See Notes 1, 2 and 3
B. Driveway Permit			
B1	Residential Existing - remove and replace to same grade, width and use.	No fee	See Notes 1, 2 and 3
B2	Residential New or widening and/or regrading of existing driveway	\$ 2,579	
B3	Commercial Existing - remove and replace to same grade/width.	\$ 3,277	See Note 3
B4	Commercial New or widening and/or regrading of existing driveway	\$ 3,592	
C. Tree Removal and Tree Trimming			
C1	Tree Removal: Discretionary, not a safety or property damage issue	\$ 2,861	Requires notice time. See Note 4.
C2	Tree Removal: Safety or property damage issue	No fee	See Note 5
C3	Tree Trimming: By resident when portion of shoulder is blocked	\$ 1,168	
C4	Tree Trimming: Crane or boom truck operating in County ROW	\$ 1,859	
D. Traffic Control/ Markings			
D1	Traffic control per location (does not include street closures)	\$ 2,853	See Note 6
D2	Striping and Markings per location	\$ 3,766	See Note 6
E. Utility Trenching, Boring, Underground Work			
E1	Trenching - not impacting infrastructure/hardscape	\$ 2,782	
E2	Utility Trenching/Boring - New/Maintenance/ repair to utility structures	\$ 3,603	See Notes 7 and 15
E3	Trench Cut Fees	---	See Note 12
F. Utility Structures (does not necessarily involve trenching)			
F1	Work on existing utility poles/ service boxes/ vaults	\$ 3,357	See Notes 7 and 15
F2	Manhole or handhole work/ collar replacement/ no trenching	\$ 3,762	
G. Miscellaneous Work			
G1	Dumpster or storage bin per location (3 day period)	\$ 100	See Note 16
G2	Remove/install fence, gate, landscape, mailbox	\$ 2,283	
G3	Use of County ROW for Construction laydown/access	\$ 3,543	
H. Vehicle Permits			
H1	Oversize/Overweight Vehicles - per day per vehicle	\$ 16	See Note 13
H2	Oversize/Overweight Vehicles - per year (annual blanket permit) per vehicle	\$ 90	See Note 13
I. Specialized Permits			
I1	Miscellaneous Special Permit	\$ -	See Note 8
I2	Special Event - Block Party	\$ 98	See Note 9
I3	Minor Special Event	\$ 200	See Note 10
I4	Special Event - Expressive Activity	\$ 200	See Note 11
J. Extensions of Permits/ After-the-Fact Fees/ Rider Fees			
J1	Rider fee (amendment or minor change by permittee after issuance)	\$ 540	See Note 17
J2	1-year extension	\$ 539	
K. Specialty Reviews or Additional Fees (See Note 14)			
K1	Electrical Design and Operations Review (County utilities nearby)	\$ 287	Hourly Rate, in addition to Permit Fee
K2	Road Maintenance Engineering Review (impacts roadway or drainage)	\$ 344	Hourly Rate, in addition to Permit Fee
K3	Electrical Inspection	\$ 264	Hourly Rate, in addition to Permit Fee
K4	Additional Construction Inspection - Hourly	\$ 262	Hourly Rate, in addition to Permit Fee
K5	Additional Construction Inspection - Per Each Additional Utility	\$ 262	Per Each Additional Utility
K6	Change to approved Traffic Control	\$ 287	Hourly Rate, in addition to Permit Fee
K7	Specialty Review - Traffic striping and markings, road closures	\$ 287	Hourly Rate, in addition to Permit Fee
K8	Tree Removal in addition to Other Work	\$ 705	Unit Rate, in addition to Permit Fee
K9	Additional Permit Processing - Hourly	\$ 206	Hourly Rate, in addition to Permit Fee
K10	Additional Land Development Review - Hourly	\$ 287	Hourly Rate, in addition to Permit Fee

NOTES for MINOR ENCROACHMENT PERMIT FEE SCHEDULE

1. If sidewalk or driveway is being repaired, and request made for tree removal, a separate Tree Removal Approval is needed. While tree may be responsible for uplift of sidewalk or causing damage to a driveway, and there is a need for tree roots to be cut out, still need an arborist report if intend to remove tree OR cut into roots of tree. Refer to: <https://countyroads.sccgov.org/tree-removal-approval-county-right-way>
2. A No cost permit shall be issued to the property owner for repair of existing driveway, sidewalk, or curb and gutter when the repair work replaces the original work in kind and not related to requirements for a Land Use and/or Building Permit application. However, if there is ANY change from the original design a separate permit shall be required and the appropriate fee paid for that portion of the work.
3. If project is a combination of driveway, sidewalk and curb replacement, project fees will be changed to an hourly based charging system (Major Encroachment Permit). Commercial driveway fee applies if County Detail B/7 used (Commercial and Industrial Driveway Approach).
4. Tree removal by the property owner requires the County to do an extensive study, involving posting of the trees, a field review, an independent arborist's report, a recommendation to the County Board, and the possibility of a public hearing.
5. County Ordinance does not provide for emergency removal that bypasses the Board. Land Development will immediately post the tree for removal. Ordinance process is not short-cutted because a property owner states it is an emergency.
6. This applies if no other permit work is occurring in County ROW. Traffic control that includes street closures will be changed to an hourly based charging system (Major Encroachment Permit). Striping and Marking work is inclusive of Traffic Control.
7. Utility work that occurs in major roads including expressways will not be defined as a minor encroachment permit if there is potential to impacting County fiber or electrical. Engineer will review scope of work to determine if pole replacement should be classified as major work.
8. Miscellaneous Special Permit may include vendor permits or apply to yard sales, garage sales, produce sales, flowers/plants sales, etc. which are located within the County's ROW (not on the sidewalk or roadway). Actual permit fee will be calculated based on each circumstance. Filming Permit will be charged to an hourly based charging system (Major Encroachment Permit).
9. A festive gathering of a neighborhood which is stationary and requires road closure or restricts the general use of the road. Refer to Santa Clara County Code of Ordinances Sec. B3-145 to B3-163.
10. A special event on a road involving fewer than 500 people that does not comply with normal or usual traffic regulations or controls; or a special event on a road involving fewer than 500 people that requires placement of a tent, canopy or other temporary structure on the road. Refer to Santa Clara County Code of Ordinances Sec. B3-145 to B3-163.
11. A special event where the sole purpose is to express, disseminate, or communicate by verbal, visual, literary, or auditory means of opinion, views or ideas. Refer to Santa Clara County Code of Ordinances Sec. B3-145 to B3-163.
12. Trench cut fees for trench work in pavement will be calculated (based on current approved trench cut fee rates) and added to the Minor Encroachment Permit Fee. For major projects (charged to an hourly based charging system), trench cut fees are calculated after work is complete based on actual pavement cut lengths. Refer to Encroachment Permits website for current Trench cut fee rates.
13. Oversize and/or Overweight vehicle permits are charged based on California Vehicle Code Section 35795, which states in part, "local authorities may charge a fee for the issuance of permits....and the fee shall not exceed the fee schedule developed by the Department of Transportation." For additional Information, please see: <https://dot.ca.gov/programs/traffic-operations/transportation-permits/faq>
14. Certain minor encroachment permits may require additional staff review for specialty items. Revisions made to existing issued permits, if initiated by the applicant, will be charged additional hourly fees depending on the reviewers involved with the revision. Applicants and Permittees will be informed in advance about these additional fees if applicable.
15. Aerial work that includes single minor boring or minor trenching will be charged an additional two hours inspection time. Aerial work with more than minor boring or trenching will be changed to an hourly based charging system (Major Encroachment Permit).
16. Dumpster fees are intended for short-term homeowner projects. Major home or commercial improvement or renovation projects must keep dumpsters, storage elements, and debris on site and therefore not permitted in the County ROW. Rate shown is for a 3 day period, then additionally charged for each 3 day period (4 days is charged for two 3-day periods).
17. Minor permits that were issued, but require a minor amendment by filing of updated plans, will be charged the "Permit Rider" fee. Additional charges may be required if additional traffic review or additional inspection is required. Minor permits that have significant scope change will be changed to an hourly based charging system (Major Encroachment Permit).