



County of Santa Clara

Roads and Airports Department

PLANS PREPARATION CHECKLIST for ENCROACHMENT PERMITS

VER112321

*The **Plans Preparation Checklist for Encroachment Permits** is a tool to assist in your review of your encroachment permit plan set before submitting the application. Having a complete plan set ensures an efficient review of your application and may avoid multiple resubmittals that will add time for processing your application.*

***Ensure your plans are Encroachment Permit Set Ready.** Engineered and detailed plan sets may suffice for engineer-contractor agreements, but not be sufficient for County review for a permit. Plans clearly must identify the specific work occurring in the County right of way (ROW). The list below identifies several items to include or address in your plan set to ensure it is Encroachment Permit Set Ready.*

PLAN SETS

General Items/ Site Plan

- Scope of Work Describe scope of work that is occurring in the County Right of Way (ROW)
- Location of Work Include nearest cross streets and/or intersection.
- Include site conditions Clearly indicate existing and proposed site conditions within the County ROW, including but not limited to, above and below ground utility lines, easements, drainage facilities, trees, landscaping, and other structures and features .
- Identify Proposed Work Identify all proposed work: utility relocations, replacements, abandonments, temporary facilities, and new facilities shall be shown.
- Label Existing or New Label items with “(E)” for existing, and “(N)” for new
- Access or Laydown Areas Clearly indicate work zones, laydown areas, and access points.

Roadway and Jurisdictions

- Indicate County Roads Place “County Maintained Road” below road name if county maintained.
- ROW, CL, EOP, Markings Indicate County ROW line, centerline, and edge of pavement (existing and new) with widths/dimensions, and include pavement markings.
- Include jurisdictions Provide jurisdictional boundaries on the plan set.
- Current aerials If including aerials as a background, ensure aerials are current.

Plan Notations

- Cover Page Vicinity Map Only indicate areas applicable for a County permit review. Adding in additional areas, but no supporting plan sheets, may imply missing pages and stop the review.
- Avoid callouts only Avoid calling out/leader lines to a work area and refer only to a note or ID number. Write out activity to occur at that location, followed by the note or ID number.
- Match lines For long segmented project over multiple plan sheets, accurately depict match lines and clearly refer to the next (or prior) plan page

Details and Standards

- Use County Standard Details Select “Published Standards” at website countyroads.sccgov.org
- Verify no Conflicts with Details Ensure project details do not conflict with County Standard Details

Construction Notes

- Construction Notes for Utilities Aligns with “Roads and Airports Construction Notes for Utilities”
- Road Operations Notes Aligns with “Standard Language for Road Operations”

TRAFFIC CONTROL

Traffic Control Plan (TCP)

- Correct Location Ensure plan is for the correct location and identifies area of work
- Work hours Include days and work hours of the TCP
- Indicate boundaries Indicate jurisdictional boundaries where roads intersect (solid line preferred).
- Conform to MUTCD Non-MUTCD type TCPs will be rejected.
- Separations Indicate distance between signs or spacing of traffic control devices
- Address Bicycle Routes Ensure TCP addresses bicyclists (i.e., Share the Road sign if bike lane is impeded).
- Address Pedestrian Routes Ensure TCP provides for safe and accessible pedestrian path. See Note 2 below.

Other Jurisdictions

- Other Agency Review Ensure any work or traffic control signage outside of the County ROW is reviewed by the appropriate jurisdictions. County does not contact these jurisdictions

Traffic Control Notes

1. For small projects such as single pole replacement, a combined plan and traffic control plan is acceptable.
2. For expressways, develop plan to keep expressway sidewalks open and accessible without rerouting.

PAVEMENT/ SIDEWALK/ TRENCHING/ ROAD OPERATIONS

Trenching/ Cutting

- Trench details Ensure a "T-cut" for trenches; follow County trench details.
- Sawcut details Details referring to potholes, bore pits, vaults or manholes in pavement areas must include these notations: a) sawcut the perimeter of the edge of work before excavation, and b) All vertical asphalt cuts must be tack coated prior to asphalt placement.
- Trench plates Indicate h-20 load rated, skid resistant, and recessed flush to existing paved surface.
- Trenching Warranty Refer to "Standard Language for Road Operations"

Pavement

- Pavement Restoration Refer to County standards and "Standard Language for Road Operations" for notations and pavement restoration requirements for plan sets.

Striping

- Striping material Indicate thermoplastic (urban areas) or painted markings (rural areas) and replaced per existing striping

DRAINAGE/ DRIVEWAYS/ PAVEMENT/ LANDSCAPING

Runoff, Drainage and Downspouts

- Roof downspouts Indicate that all new roof downspouts will discharge/release to a landscaped or otherwise pervious area.
- Property Drainage Preliminary site development/ drainage plans shall clearly identify how the property drains.
- Swales and Channels The topographic survey shall also identify property drainage, and uninterrupted flow of water in swales, channels and along the driveway.
- Drainage calculations Provide drainage calculations consistent with the County Drainage Manual to support the design of the on-site drainage system and demonstrate that post-development runoff into the County right-of-way will not be increased.
- Stormwater runoff into ROW Demonstrate how any increase in impervious surfaces will not result in an increase in stormwater runoff into the County right-of-way. A Drainage Permit from Land Development Engineering would satisfy this requirement.

Driveways

- Driveway/frontage standard Indicate the County standard used for driveway and frontage construction.
- Driveway details Include driveway dimensions and materials that align with County standards.

Trees / Vegetation

- [Tree Removal](#) A Tree Removal Approval is required prior to any tree removal, replacement, or relocation within the ROW. A tree within the ROW requiring removal approval is any tree at least 20 feet in height or at least 12 inches in diameter measured 4.5 feet above grade. The process for obtaining approval for a tree removal and the forms that are required can be found at www.countyroads.org (select Permits, then Tree Removal)
- [Line-of-sight](#) Indicate removal of any vegetation or other obstructions necessary to provide adequate line-of-sight at the driveway approach location.

FIBER AND ELECTRICAL

County Fiber and Electrical (major roadways)

- [Includes County Fiber](#) Ensure plan includes County active fiber including dark (inactive) fiber
- [Includes County Electrical](#) Ensure plan includes County electrical

Construction Notes

- [Signal/Electrical Ops Notes](#) Aligns with “Standard Language for Signal and Electrical Operations”

RESUBMITTAL

General Items

- [Respond to Each Item](#) Respond specifically to each item in the comments/email: briefly comment on what changed to address the comment.
- [Cloud/Circle Changes](#) Use “cloud” to circle changes made to the plans.