



County of Santa Clara

Roads and Airports Department

ENCROACHMENT PERMIT APPLICATION CHECKLIST

VER091222

This Checklist identifies items to present at the time of submitting your application. Please ensure all items are in PDF format. In addition, please keep file name under 20 characters.

Please upload each item separately.

Submit with Application

<input type="checkbox"/> Construction Plans	<p>Include project description, specific work occurring on County Right of Way, site plan and project details. Include additional applicable documents including Erosion Control Plan and all applicable details (County and other jurisdictions).</p> <p>If a Grading or Drainage Permit from Land Development Engineering is also required, the plans submitted for the Encroachment Permit should be the same plans.</p> <p>Refer to the Plans Preparation Checklist for Encroachment Permits to assist in your review of your encroachment permit plan set before submitting the application.</p>
<input type="checkbox"/> Traffic Control Plan (TCP)	<p>Include work hours. Ensure TCP complies with MUTCD Part 6 Temporary Traffic Control Plan.</p>
<input type="checkbox"/> Project Site BMP Form	<p>Complete the Project Site BMP Form – provide location that matches location of your permit application, sign and date it. In addition, refer to the Project Site BMP FAQ.</p>
<input type="checkbox"/> Initial Permit Fee	<p>This fee covers intake, processing, and initial review.</p> <p>The initial fee will be paid once the application is submitted electronically. An invoice will be created, and the applicant notified it is available. This fee must be paid before review of the application can begin.</p> <p><u><i>The initial permit fee is NOT the total permit fee.</i></u></p> <ul style="list-style-type: none">• For Minor Permits, the total permit fee amount will be provided prior to permit issuance and is determined based on the project's scope of work. Payment of the balance of the total permit fee will be required before the permit may be issued.• Certain large project work items are charged hourly; fees may be assessed prior to permit issuance, on a quarterly basis, or total fee calculated at conclusion of the work.
<input type="checkbox"/> Additional Documents	<p>Additional documents may be requested during the review process. These could include Site Distance Analysis, Hydraulic Calculations, or other Engineering Reports or Calculations.</p>

Prior to Issuance of the Permit

<input type="checkbox"/> Insurance	<p>Evidence of Insurance is required before the permit can be issued. Refer to the Insurance Requirements document in the Encroachment Permit website.</p>
<input type="checkbox"/> Invoice Payment	<p>Pay the fee balance as instructed by staff that reviewed your application.</p>