

WHEN DO I NEED AN ENCROACHMENT PERMIT?

An encroachment permit is required for all proposed activities related to the placement of encroachments within, under, or over the County's right-of-way (ROW). An encroachment permit assures that projects within the ROW are done according to requirements and that County property will not be damaged and if so, proper repairs are made. No work within the County ROW can be done until an encroachment permit has been issued.

Property owners who access their property from a County maintained road (directly or indirectly) are required to build that access according to encroachment permit requirements. Properly built encroachments are needed in order to:

- protect the County road,
- assure proper drainage, and
- assure that sight distance in each direction is safe for the traveling public.

Some of the activities requiring an encroachment permit include, but are not limited to, are:

- Driveway or sidewalk installation/replacement
- When a septic or well permit is applied for
- When a building permit is applied for (additions or new builds that exceed 500 square feet or the addition of a bedroom)
- Mobile home replacement
- Excavations within the ROW
- Sign, post, mailbox and fence installations within the road ROW
- Vegetation planting/trimming within the road ROW
- Utilities and utility work (when required)
- Special events and traffic control
- Cannabis greenhouses

An encroachment permit is needed whenever: there is a change in use on the property; there is a liability to the County; an existing encroachment is/or becomes unsafe. There are also situations when an existing project is under way and one (or more) of the above activities are required to bring it to current standards.

HOW DO I GET AN ENCROACHMENT PERMIT?

- Complete the application (available online at trinitycounty.org -Transportation Department or at pick up at the office of the Dept. of Transportation at 31301 State Hwy 3, Weaverville, CA 96093)
- Submit application and fees (in person or via mail)
- After the inspector completes the preliminary inspection to verify location and project details your permit will be prepared.
- You will be notified that the permit is ready to be picked up at the Dept. of Transportation office at which time a bond may be required as well as a Certificate of Insurance with the general liability coverage in the amount of \$1,000,000 naming Trinity County as additionally insured.

I PICKED UP MY PERMIT – NOW WHAT?

The permit has an expiration date of six months; you may request a one-time extension of an additional six months for a fee of \$10. You may be eligible for additional extensions with a building permit.

All permits require a pre-inspection before paving or during back-filling of utility trenches.

Once you have completed the project, return the green card to the DOT to indicate you are ready for a final inspection. Once the inspector does the inspection a letter of completion will be issued. The inspector will notify the Building Dept. that the project is complete (when necessary), and process the refund of your bond if no damage was done to the County ROW.