

What is the next step?

Once you receive your approved encroachment permit, and provide the County inspector with 2 business days advance notice, you may start work.

You must also contact **Underground Services Alert (USA)** at 811 at least 48 hours in advance of any digging activities. Mark out your project with **WHITE** marking paint to indicate the areas where digging will occur. You can proceed with work after 48 hours have passed since your call to USA, or after all utilities have marked their locations.

What inspections are required?

You need to call for inspections from the Public Works Division 2 business days in advance of your desired inspection date to set up the inspection. The Public Works Division will let you know what inspections and how many inspections will be required.

Who do I call of additional information or questions?

Contact the Public Works Division at 530-666-8775 between the hours of 8:00am and 5:00pm Monday through Friday.

Below are some examples of projects that require an Encroachment Permit.



Typical driveway installation with a new culvert



Typical residential concrete driveway installation with curb and gutter

QUICK GUIDE TO ENCROACHMENT PERMITS

YOLO COUNTY PUBLIC WORKS DIVISION



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What is the purpose of an encroachment permit?

An encroachment permit allows you to work, or make certain improvements, in the County's road right of way or road easement, either above or below ground.

Encroachment permit issuance is authorized by the California Streets and Highway Code, Section 1460 et. seq.

Permits are issued to ensure work does not damage the public's infrastructure, and is done in a safe manner to protect the traveling public.

Who issues encroachment permits?

The Public Works Division of the Planning and Public Works Department.

Who needs an encroachment permit?

1. Residents
2. Public Utilities
3. Contractors
4. Anyone working within the County right of way.

Is a public hearing held?

A public hearing is typically not required, although if the work is associated with a larger project requiring one, issuance of an encroachment permit could be delayed until the larger project is approved.

What type of work requires an encroachment permit?

Some examples include:

1. Driveway connections and culverts along County roads.
2. Culvert and ditch work in the County right of way.
3. Sidewalk installation repair or replacement.
4. New utilities under the sidewalk or street.
5. New or replacement of street paving.
6. Street closures.
7. Advance notice signage for parades or events on County roads.**
8. Storage on the street or sidewalk.

** Parades and other events require a Parade/Race/Assemblage Permit. For details contact the Public Works Division, an view the application requirements at:

<http://www.yolocounty.org>

How do I apply for an encroachment permit?

Applications are available online at <http://www.yolocounty.org>, or at the front counter.

You will need to submit the following in addition to a completed application in order to obtain an encroachment permit:

For construction projects: For small, simple projects, submit a description of

the work to be performed, a location drawing showing relationship to the street, sidewalk, and property including measurements and square footage of areas to be removed or replaced. For larger projects, engineered improvement plans may be required.

For street closures: A traffic control plan, diagram of streets affected and duration of closure.

Contact the Public Works Division for additional requirements.

How long will it take for my application to be approved?

Encroachment permit applications that are submitted with proper plans and details can be processed within one (1) week or less. In some cases, depending on the project (30) days may be required.

Can I appeal if my application is denied?

Yes, you can appeal the decision with the Public Works Division. Public Works staff are available to discuss how you might revise your plans to meet County requirements.

What is the cost of an encroachment permit?

The permit fee and plan review fees will vary depending on your project requirements. For more information visit:

<http://www.yolocounty.org>