Proposed Revision to the Encroachment Permits Manual

Please complete and submit form electronically to HQEP@dot.ca.gov.

1. Proposed by: _____ _____

Name, Title *Date*

_____ _____

District\Division\Unit\Company *Phone Number*

2. Check One:

☐ Error correction notification

☐ Proposed revision notification

Attach any authorizing documents (e.g., signed memorandum, Deputy Directive, etc.) supporting the proposed revision to the Encroachment Permits Manual.

3. Reason for proposed revision:

4. Chapter/Section/Table affected by proposed revision:

[For HQ Office of Encroachment Permits Use Only]

Tracking Number _____

☐ Error correction notification

☐ Policy:

☐ New ☐ Change ☐ Delete ☐ Clarify ☐ Other

☐ Procedure:

☐ New ☐ Change ☐ Delete ☐ Clarify ☐ Other

HQ staff recommends the following action: ☐ Prepare draft revision ☐ Reject proposal

Name, Title Date

Concurred By:

Chief, Encroachment Permits Branch Date

Chief, Office of Encroachment Permits Date