Appendix F – Miscellaneous

Table of Contents

Sample letter to City or County requesting consent for Visibility Improvement F-1

Permit File & Plans Set Microfilming Guidelines F-2

Minimum clearances of wires above railroads, thoroughfares, buildings, etc. (Excerpts from the California Public Utilities Commission's General Order 95, Rules 36, 37 and Table 1)

http://www.cpuc.ca.gov/gos/GO95/go_95_section_3.html

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DEPARTMENT OF TRANSPORTATION
DISTRICT XX, ENCROACHMENT PERMITS OFFICE
???? $$$$ STREET
P.O. BOX 00000, MS-XX
XXXXXXXXXX, CA 90000-0000
PHONE (000) 555-9876
FAX (000) 555-9876
TTY 711
www.dot.ca.gov

Making Conservation a California Way of Life.

<Date>

<Mr./Ms./The Honorable Name>
<Title>
<Organization>
<Address>
<City, ST ZIP>

Dear <Mr./Ms./City/County Manager>:

I am writing to you in behalf of a visibility improvement requester regarding a matter you may be interested in.

Pursuant to Streets and Highways Code Section 670, when proposed encroachment work for the destruction, removal or topping of a tree (except if dead or diseased) exceeds $500, then the consent of the city or county, in which the tree is located, is required before permit issuance. In addition, a 30-day time limit to respond from the receipt of this letter is also required and failure to do so shall deem the consent from the city or county.

Please complete the bottom portion of the enclosed Visibility Improvement Request and return it to the Caltrans District Permit Office.

Sincerely,

NAME
District Permit Engineer

Enclosure

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In addition to the requirements discussed in Section 206.4A "Closing out permit files", the following steps must be taken when preparing permit files and plan sets for microfilming:

PERMIT FILES:

The first page of the permit file must be a completed "EP – Microfilming Slipsheet" (form TR-0155). This form is available at:

http://cefs2.dot.ca.gov/v2Forms/servlet/FormRenderer?frmid=TR0155

Forms can be typed or handwritten as long as they are legible. If handwritten, print using black or blue ink.

Smaller size plan sets (8 1/2" x 11" and 11" x 17") must be included with the permit file (preferably at the end) so they are microfilmed together rather than in separate aperture cards. This helps reduce costs, space and research time since all of the information is available within a single microfilm roll.

Procedures for larger size plan sets are addressed below.

The "Permit Transfer Sheet" (form ADM-0163) is an accountability record used by both the District Office and the Microfilming contractor to track the location of any particular permit file while it is in the process of being microfilmed. This form is available at:

http://cefs2.dot.ca.gov/v2Forms/servlet/FormRenderer?frmid=ADM0163

A copy of the transfer sheet must be placed inside the box (on top of the permit files).

A second copy of the transfer sheet must also be taped to the outside of the box. This allows us to quickly view the box's contents without opening it if a file needs to be located.

Keep a copy of the transfer sheet for your records.

If the documents do not completely fill up the box, add packing material to prevent the contents from shifting during transit.

LARGER SIZE PLAN SETS:

Larger size plans sets must be packaged separately from the permit files so they are converted into aperture cards.

Use the following guide to place the information stamp (permit #, plan set #, etc.) on each page of the plan set parallel to the bottom of the page:

1. First choice - lower right quarter
2. Second choice- upper right quarter
3. Third choice - upper left quarter
4. Fourth choice- lower left quarter

If the background of the page is a dark color, tape a post-it or similar label on the page and then stamp the label.

Be sure that plan sets are placed facing up.

Do not place written information on the back of the plan sets.

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Important notes must be taped onto the plan set. These additional pieces of paper are to become part of the plan set. Place and tape down any applicable notes over an open space on the plan set.

Remove all staples from plan sets with multiple sheets. Plan sheets must be numbered and placed in the correct sequential order.

Do not break up a plan set between boxes.
Consecutively number each box within the current calendar year.

Format:
2 digit District number – Box number – last 2 digits of the current calendar year.

Example:

- The first box is packaged by District 02 in 2017 this box is numbered 02-01-17.
- Two months later, the second box is packaged and numbered 02-02-17.
- Then District 02 does not package another box until 2018.
  Since this is the first box for 2018, this box is numbered 02-01-18.

Arrange the plan sets in ascending order by year and plan set number within the year.

The oldest plan set with lowest plan set number will appear first followed by the next, etc.

Example:

PERMIT NUMBER	**YEAR**	**PLAN SET #**	**TOTAL PAGES**
0217 – 6-CD - 0005	2017	17	1
0217 – N-DD - 0180	2017	30	1
0218 – 6-MC - 0161	2018	31	1
0219 – 6-UB - 0068	2019	35	2
0219 – N-UE - 0070	2019	36	3

The district must list the plan sets in ASCENDING YEAR and PLAN SET # as the plans also appear in the box.

The first plan set listed on the sheet is the plan set on top in the box, etc.

A copy of the transfer sheet must be placed inside the box (on top of the plan sets).

A second copy of the transfer sheet must also be taped to the outside of the box. This allows us to quickly view the box's contents without opening it if a plan set needs to be located.

Keep a copy of the transfer sheet for your records.

If the documents do not completely fill up the box, add packing material to prevent the contents from shifting during transit.

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