

**ENCROACHMENT PERMIT APPLICATION CHECKLIST - UTILITIES (INCLUDING BROADBAND)**

DOT TR-0413 (REV 03/2023)

NAME OF APPLICANT OR ORGANIZATION	TRACKING NUMBER
DISTRICT / COUNTY / ROUTE / POSTMILE	

**All work performed within State highway right-of-way must conform to all applicable Departmental construction standards including but not limited to the Encroachment Permits Manual, Standard Specifications, Standard Plans, Project Development Procedures Manual, Highway Design Manual and Special Provisions.**

**APPLICATION**

- \_\_\_\_\_ All listed items must have a selection (select "N/A" if not applicable).
- \_\_\_\_\_ Work description within State highway right-of-way must be comprehensive.
- \_\_\_\_\_ The "Standard Encroachment Permit Application" (form TR-0100) must be signed by the applicant/projector property owner or organization. If signed by an agent, attach a letter of authorization. Note: Box 28 is the applicant's information and box 29 is the authorized agent's.
- \_\_\_\_\_ Signatures are required on both the "Standard Encroachment Permit Application" (form TR-1000) and the letter of authorization.

**PLANS**

- \_\_\_\_\_ Construction and Utility Plan Set Requirements are available at:  
<https://dot.ca.gov/-/media/dot-media/programs/traffic-operations/documents/plan-set-requirements-a11y-1-.pdf>
- \_\_\_\_\_ A complete set of plans folded to 8 1/2" x 11". For utility companies under the jurisdiction of the CPUC, utility plans prepared in connection with products, systems, or services of that utility company are exempt from the signature, registration seal and license number of the California Registered Engineer responsible for their preparation requirement. Plans that contain civil engineering elements including those that relate to traffic handling and lane closures are not considered utility plans and therefore must bear the signature and seal or stamp of the licensee, the date of signing and sealing or stamping and the license expiration date of the licensee responsible for the preparation of those elements.
- \_\_\_\_\_ A complete set of Traffic Control/Traffic Management plans (for detours) folded to 8 1/2" x 11", signed, stamped with license expiration date and date stamped by a California Registered Civil or Traffic Engineer.
- \_\_\_\_\_ Plans must show all subsurface high priority utilities in the vicinity of the installation.
- \_\_\_\_\_ Plans must show relocation/removal of the applicant's existing utility facilities.
- \_\_\_\_\_ Plans must show all lateral dimensions to known facilities (i.e. lane line, curb, sidewalk, right-of-way, etc.).
- \_\_\_\_\_ Provide profile when applicable (sewer lines, gravity flow lines, or where elevations vary).
- \_\_\_\_\_ Cross-sections must show right-of-way lines and be specific to the job and the site (when applicable).
- \_\_\_\_\_ Provide shoring plans if needed (consult with District Permit Engineer)
- \_\_\_\_\_ Excavations under a bridge: cross-sections must be superimposed on bridge as-builts and all lateral and vertical dimensions are required, including the dimension between the edge of footing and the outer edge of the proposed pipeline, size of conduit(s), depth of cover and width of trench (contact District Encroachment Permit Office for bridge as-built plans).
- \_\_\_\_\_ Other plans may be needed depending on the scope of work (consult with District Permit Engineer).

**SUPPORTING DOCUMENTATION (as applicable) \***

- \_\_\_\_\_ Environmental (CEQA/NEPA) compliance documents.
- \_\_\_\_\_ Construction stormwater management plan.
- \_\_\_\_\_ Certification of compliance with American Disability Act (ADA) (form TR-0405).
- \_\_\_\_\_ Design or Policy exceptions (i.e. High priority utility, broadband access points on access-controlled highways).
- \_\_\_\_\_ Soil and Geology report(s).
- \_\_\_\_\_ Structural calculations (associated with shoring, structural work, etc.).
- \_\_\_\_\_ Initial Site Assessment (ISA).
- \_\_\_\_\_ Health and Safety Plan (Signed and Stamped by a California Registered Industrial Hygienist).

**NOTES:**

\*Forms are available at: <https://dot.ca.gov/programs/traffic-operations/ep/applications>

**ADA Notice**

For individuals with sensory disability, this document is available in alternative formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.