
How do I apply for an Encroachment Permit?

Submit your application and construction plans directly to the Department of Public Works, directly to Room 304 at the Civic Center or mail to the address on the back of this pamphlet.



What should I submit with my application?

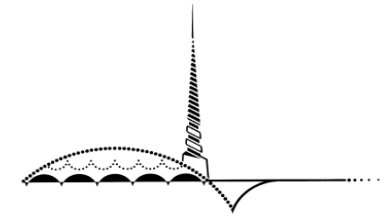
- A completed Encroachment Permit Application form.
- A site plan drawn to scale showing the property line, edge of pavement, proposed improvements, and site features including driveways, sidewalks, retaining walls, utilities, easements, trees, fences, and other structures.
- Construction details including dimensions, elevations, and length and depth of trench.
- Construction cost estimate.
- Traffic control plan if required.
- Copies of your building plan sheets may be used for the application if they clearly show the proposed improvements.

QUESTIONS?

Call (415) 499-6549

To aid in serving you, please provide the secretary with the community and address in which the project is located so your call can be directed to the appropriate staff.

**Marin County
Department of Public Works
3501 Civic Center Dr. Room 304
San Rafael, CA 94901
www.co.marin.ca.us**



**Marin County
Department of Public Works
Land Development Division**

**HOW TO APPLY
FOR AN
ENCROACHMENT
PERMIT**

HOW TO APPLY FOR AN ENCROACHMENT PERMIT



What is the purpose of an Encroachment Permit?

An encroachment permit allows you to make certain uses and construct certain improvements within a county-maintained public right-of-way, both above and underground. Examples include installation or repairs to underground utilities, trenching in the right-of-way, building or repairing driveway approaches/sidewalks, or work requiring traffic control on the street.

How do I know if my street is a County Public right-of-way?

All streets are listed on the County - Maintained Road System Road List.

Who issues encroachment permits?

The Department of Public Works issues the permits (Marin County Civic Center, 415-499-6549).

Is a public hearing held?

No.

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

Encroachment permit applications that are submitted with complete plans can be processed in 1 to 2 weeks, although in some cases it can take as long as 1 month or longer, and may include site inspection, plan checking and plan revisions.



What is the cost of an Encroachment Permit?

There is a non-refundable \$65.00 application fee. The plan review and inspection fees vary, depending upon the amount of work you are doing within the right-of-way. The Public Works Department will determine the permit fee after review of your application.



At what point should I call for an inspection of my project?

The permit will state when inspections are required, however, after you have completed the project, a final inspection is required. Please request inspections 2 business days before needed.

Issuance of the Encroachment Permit

The Public Works Department will review your proposed project and will prepare an Encroachment Permit with associated construction standards and use requirements. In certain situations a permit application may be denied. However, the Public Works staff will discuss with you how your plans might be revised to secure approval.

What is a Recorded Encroachment Permit?

Recording an encroachment permit is done when an improvement, usually a non-transportation improvement, e.g. retaining walls, is conditionally allowed in the right-of way. The County reserves the right to have the improvement removed or modified in the future, at the property owners expense. The permit is recorded against the property title so that future property owners are aware of the condition. Contact Public Works if this applies to you because there are special conditions.

RECORDED ENCROACHMENT PERMIT

What should be submitted with an application for a Recorded Encroachment Permit?

Submit information as you would for a regular Encroachment Permit, however, the following also applies:

- The site plan and any construction information shall be on 8-1/2" by 11" paper with a 1/2" border. All lettering and notations shall be clearly marked; otherwise the County Recorders office will not accept the document.
- The right-of-way line, edge of pavement, centerline of road, street name and all improvements within the right-of-way shall be clearly shown on the site plan.
- The site plan shall be drawn to scale and dimensions provided showing the extent of the encroachment into the right-of-way.

What are the steps to record an Encroachment Permit?

- Submit a completed application, site plan, fees and a *copy of your Deed*.

- If the permit will be approved, the permit will be sent to you for your notarized signature. Return the permit to the County with your notarized signature. Do not start work yet.
- The Road Commissioner will sign the permit, then forward the permit to the Recorder's office for recording. A copy will be sent to you and you may start work.
- Should the recorder's office reject the document you will be required to correct the deficiency and resign the permit. The Permit is not valid until recorded.