



# ENCROACHMENT PERMITS

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OFFICE OF ENCROACHMENT PERMITS – D7 DIVISION OF TRAFFIC OPERATIONS

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# TOPICS

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- What is an Encroachment Permit (EP)
- Processing Encroachments Permit applications
- Agency Support
- Contact Information
- Question & Answer



# WHAT IS AN ENCROACHMENT PERMIT?

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An Encroachment Permit is permissive authority for the permittee to enter State Highway right-of-way to construct, alter, repair, improve facilities, or conduct specified activities.

## **What is the Office of Permit's role:**

Processes Encroachment Permit applications, while adhering to statutory requirements, to authorize outside entities to encroach onto the State Highway Right of Way. In doing so, our priority is to ensure the safety of workers and the traveling public.



# WHEN AND WHY IT IS NEEDED

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## When Encroachment permit is needed:

- For all Installations: On, Above or Under State Highway System (SHS)
- Maintenance Activities
- Traffic Control on SHS for working on or adjacent to highways
- Highway Undercrossings/Overcrossings
- Caltrans Easement areas adjacent to highways

## Why Encroachment permit is needed:

- ensure the safety of the traveling public, highway workers and permittees.
- protect, maintain, and enhance the quality of the State highway system during and after permitted work.
- comply with Code of Federal Regulations and California Streets and Highways Code.

# TYPICAL ENCROACHMENT PERMITS

- Utility Permits
- Film Permits
- Highway Improvement Permits
- Landscape Permits
- Special Events
- Misc Constr/Traffic Control
- Administrative Permit
  - QMA-Oversight
  - Transportation Arts
  - Airspace Lease



# PROCESSING ENCROACHMENT PERMIT APPLICATIONS

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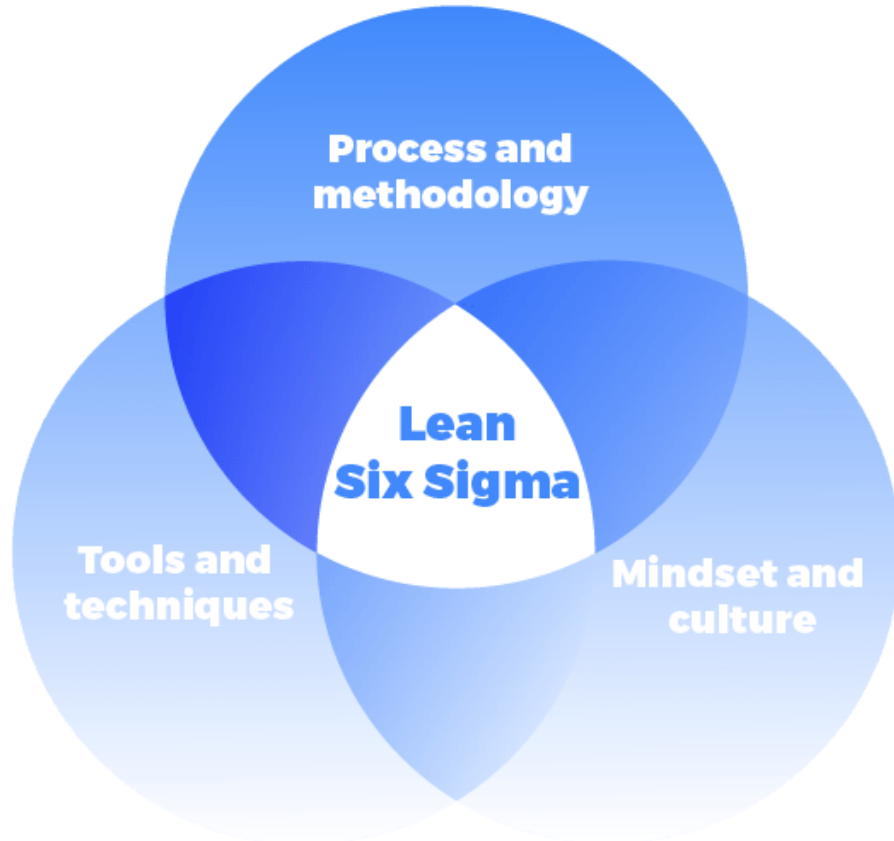
**There are two paths by which an Encroachment Permit application is processed:**

- Encroachment Permits Office Process (EPOP)
- Quality Management Assessment Processes (QMAP) (Previously “Oversight Projects”) (Administrative Permit)

**Project complexity determines the process of review.**

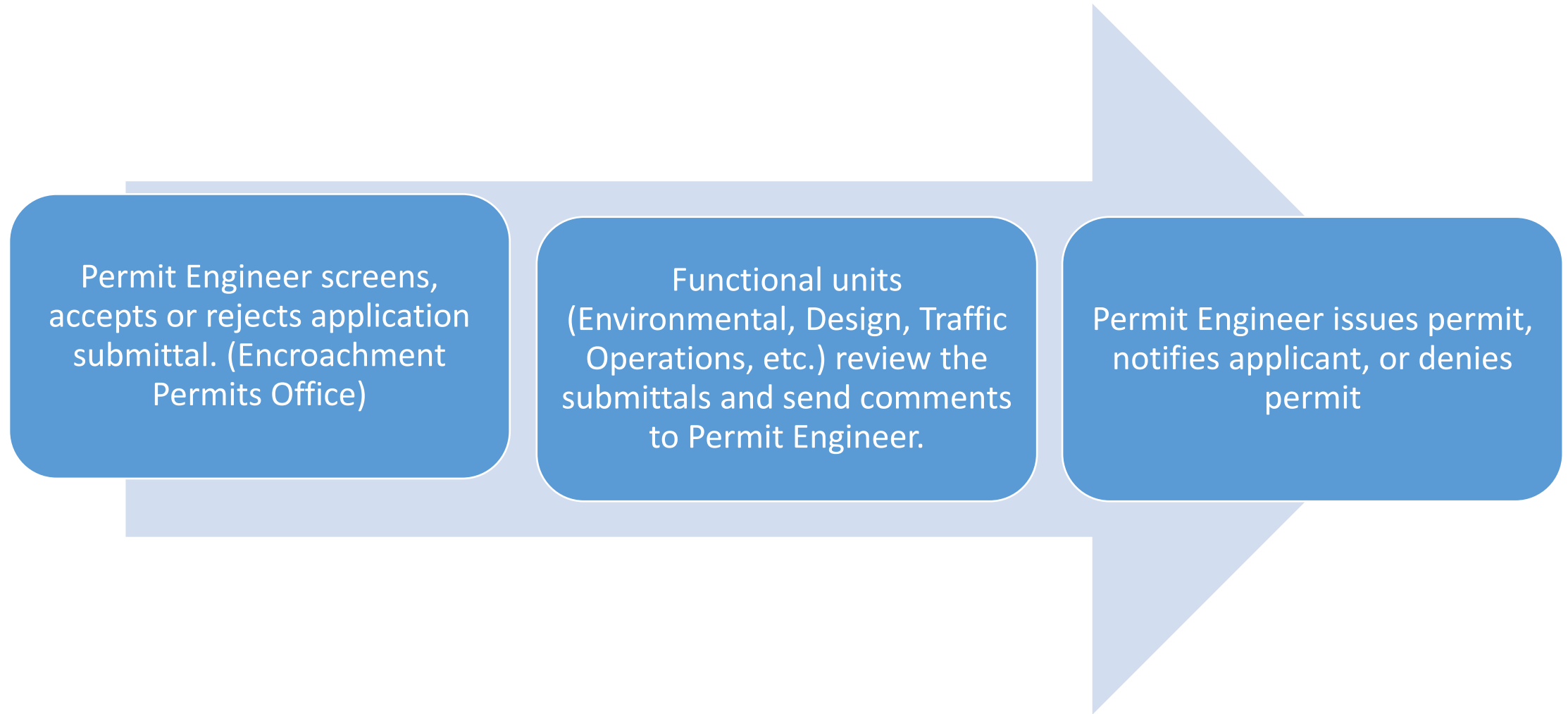
- Cost is no longer used to determine which process will be used
- Projects that the application can be processed within 60 days, will go through the Office of Permits
- Projects requiring Right of Way Conveyance or Structural Review, complex environmental issues and DSDD, regardless of cost, will go through Oversight

# ENCROACHMENT PERMIT PROCESS OVERVIEW



- Cal S&H Code – **60 day** turn around on complete permit application.
- Department business policy requires a 30-day turn around.
- A Lean Six Sigma
  - Conceptual Meeting(PDT)
  - Functional units review time -8 days & 4 days
  - Applicant resubmittal – 10 day

# ENCROACHMENT PERMIT PROCESS OVERVIEW



# ENCROACHMENT PERMIT OVERVIEW

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## **Each submittal is evaluated for:**

- Location of installation
- Method of installation
- Impacts to safety of highway users during and after construction
- Impacts to highway operations
- Impacts to the integrity of the State Highway System
- Documentation establishing compliance with state and federal laws/regulations/codes as applicable for the project

# ENCROACHMENT PERMIT PROCESS OVERVIEW

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## Key for quick approvals:

- Fully completed and signed application with accurate information.
- Complete set of plans with Caltrans Right-of-Way lines & all dimensions that impact highway infrastructure clearly identified.
- Proposed and existing facilities identified and differentiated.
- Applicable Traffic Control needs clearly identified and plans provided as needed.
- All supporting documentation submitted (Environmental Approval etc.)
- Designed in compliance with applicable standards & policies.

# AGENCY SUPPORT

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- Complete submittals
- Communication
- Review Caltrans design requirements early in the project development process.
- Timely response for additional information/clarification
- <https://dot.ca.gov/programs/traffic-operations/ep>

# CONTACT INFORMATION

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## **Caltrans District 7 Office of Permits**

(Los Angeles and Ventura County)

### **Office Hours:**

Monday – Friday 8:00 a.m. – 5:00 p.m. (except holidays)

### **Front desk phone number:**

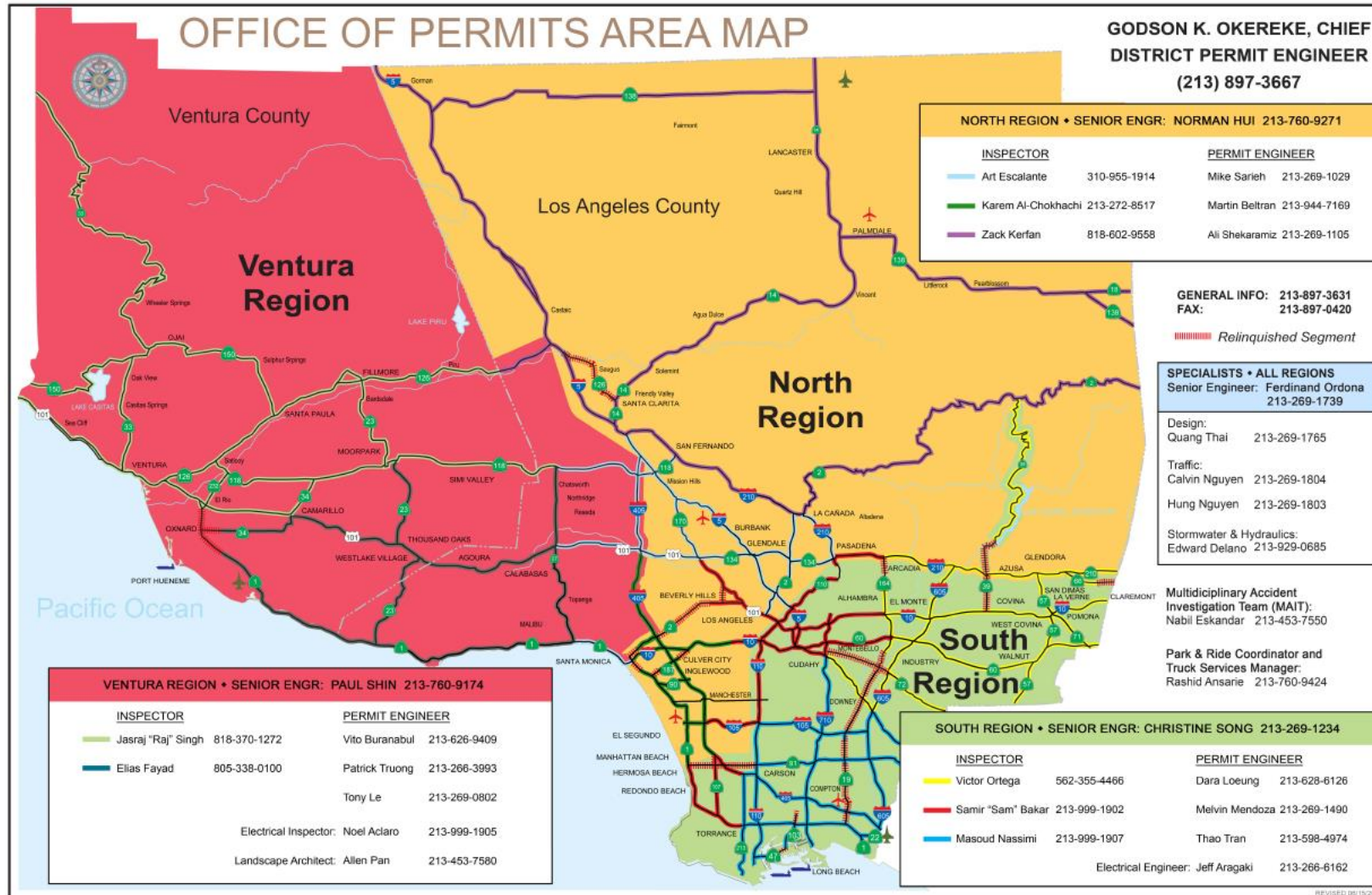
213 -897-3631

### **Electronic Applications and Enquiries**

Email: [D7.Permits@dot.ca.gov](mailto:D7.Permits@dot.ca.gov)

(electronic submission of applications is strongly encouraged)

# PERMITS AREA CONTACT MAP



# QUESTIONS

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