



# City of Shasta Lake

## DEVELOPMENT SERVICES DEPARTMENT

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### **Encroachment Permit Policy & Procedure**

#### **All Work Performed in the City Right-of-Way:**

1. Applicant shall notify the Public Works Department no less than two working days prior to commencing work.
2. Applicant shall notify the Public Works Department no less than three working days following final completion of the work and shall obtain final approval and acceptance of all work performed in the City right-of-way from the Public Works Department.

Examples of work in the City Right-of-way:

- a) Driveway aprons, tie-ins to City streets.
- b) Water line upgrades and other utility connection(s).
- c) Any project that impedes the flow of traffic and/or requires detours or diversion.

#### **Application for Encroachment Permits:**

1. Complete the online Encroachment Permit Application available on the City's website.
2. Submit the required attachments prior to issuance of the associated Building Permit and reference the Building Permit number on the Encroachment Application.
3. When a Building Permit is NOT required, the Encroachment Permit Application must be approved prior to commencement of any work in the City right-of-way. Application for work in the City right-of-way NOT connected to a building permit shall include an online application and submittal to Public Works and the permit fee will be billed by Public Works.

#### **Required Attachments:**

- Traffic control plan;
- Site plan (if necessary, to indicate the location of the work); and,
- Insurance information. Insurance information requirements for homeowners and contractors are listed in the Standard Terms and Conditions attached to the Encroachment Permit Application.  
(<https://www.cityofshastalake.org/DocumentCenter/View/2506/Encroachment-Permit-Application---Rev-1-20>)

#### **Driveway tie-in associated with the construction of a new dwelling:**

- Public Works will determine whether a tie-in to the paved City right-of-way is required;
- When a tie-in is required, the cost of the Encroachment Permit shall be added to the building permit;
- A paper Encroachment Permit will be printed and included in the permit packet (with the Job copies) and retained onsite.

#### **Water line upgrades and other utility connection(s):**

- If the building permit applicant chooses to retain a private contractor to upgrade a water service line, application shall be made online directly to Public Works and all the required information shall be provided by the applicant.
- The applicant will be billed by Public Works **or** the fee shall be charged to the associated building permit.

**NOTE:** Apply for an Encroachment Permit online and reference the Building Permit application number. A Building Permit application number will be assigned at the time the Building Permit application and plans are submitted.