

Introduction

Any time work is performed in the public right of way, a permit must be obtained by the City. In general, work within the public right of way is issued an Encroachment Permit. The City has two categories of encroachment permits – major encroachment and minor encroachment. These guidelines have been developed to provide examples of projects that fall into a major encroachment permit process and a minor encroachment process. The scope of work or type of work can impact which process a project falls into. The purpose of these guidelines is to help both city staff and our customers to understand which process will be used for improvements in the public right of way.

Minor Encroachment Permit

As indicated by the name, a minor encroachment is intended for minor work being done in the right of way. Minor encroachments can be stand alone permits or tied to a building permit.

1. New wet utility taps (water and sewer) or repair of existing service lines
2. Private utility taps (PG&E gas, SMUD electric, in the rare case Comcast/Verizon/AT&T)
3. Private utility installations within the right of way:
 - Fiber optic line installation in roadway, along with any necessary restoration work – typically done via horizontal boring
 - Small cell installation on approved City street light poles (Type 15A) - a revocable permit is also required for this work.
 - Dry utility installations within the public right of way (gas, electric, communications)
4. Small areas of sidewalk, curb and gutter replacement– typically only a length of less than 100 lineal feet of concrete. If new concrete curb, gutter, and sidewalk is being constructed, this should always be done under a major encroachment permit.
5. Replacement of an existing driveway, either by the owner’s choice, or if required during onsite plan check, because of non-compliance with ADA (typically the cross slope of the sidewalk in front of the driveway is greater than 2%.) Installation of a new driveway must be done under a Driveway permit (DRV) or as part of a major encroachment permit.
6. Minor installations or modifications to landscaping in the planter strip or median areas.
7. Placement of truncated domes on existing otherwise compliant curb ramps.
8. Exploratory potholing for future offsite work as part of project design.
9. Monitoring well installation.
10. Minor work around trees with approved tree permit from Urban Forestry Division.

Major Encroachment Permit

All projects that require the recordation of a parcel or final map will be processed as a major encroachment permit. If a project has a significant amount of work in the public right of way, it will also be processed under the major encroachment process. All projects processed under the major encroachment permit processed will need to be prepared on city titleblock and signed by a professional engineer. Certain scopes of work will automatically place a project into this process. Examples include:

1. Reconstruction of existing curb, gutter, and/or sidewalk in excess of 100 lineal feet.
2. New concrete curb, gutter and sidewalk where none previously existed.
3. New roadway construction or widening of an existing roadway.
4. Reconstruction or new construction of any public alley in the current concrete standard.
5. New street lights or relocation of existing street lights.
6. New city utility main or relocation of existing city utility main (water, sewer, storm drain).

7. New ADA compliant curb ramps.
8. New signing and striping or any modification to signing and striping.
9. New traffic signals or relocation of existing traffic signals.
10. Onsite grading for residential subdivisions