
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Encroachment Permits
POLICY NUMBER: 3220

3220.1 Preservation of the integrity, use and safety of District facilities and properties is of utmost importance. Use of District properties, whether in fee or easement, by private or other public agency, is subject to the needs and safe keeping of the District. Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

3220.1.1 Plans for said structures or improvements may be required by the General Manager to be submitted and approved to ensure that the resulting installation adequately accommodates existing district facilities.

3220.1.2 The Encroachment Permit will specify those conditions by which approval for the proposed improvements are granted, including specifications for construction materials and procedures.

3220.1.3 A fee in the amount of \$_____, together with actual county recording costs, shall be charged to cover District administrative and inspection costs, and the cost to record the Encroachment Permit with the County Recorder.

3220.1.4 The form of the Encroachment Permit shall be as designated by the General Manager, conforming generally as follows [*develop a form to capture the information you will need for your records*]: