



# DEPARTMENT OF TRANSPORTATION

<http://www.eldoradocounty.ca.gov>

V.20250701

(County use only)  
WO #

## UTILITY RIGHT OF WAY ENCROACHMENT PERMIT APPLICATION El Dorado County Ordinance Code Chapter 12

### Applicant (Permitee) Information:

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Applicant hereby applies for a permit to perform the following work:

Application Date: \_\_\_\_\_ Work to be performed by:  Applicant  Contractor  Owner

Rider Application:  Yes  No Job #: \_\_\_\_\_ Est. Start Date: \_\_\_\_\_ Est. Working Days: \_\_\_\_\_

Encroachment Location: \_\_\_\_\_

Description of Work  
(200 characters max)

Install new facilities  Repair / replace existing facilities  Overhead  Underground  
 Cut existing asphalt  Trenching  Boring  Potholing  Other

Temporary Traffic Control  
(check all that apply)

Closures needed:  Full road  Lane closure  Shoulder

Traffic Signal within 500 feet of work  Night work anticipated (how many nights)

**\*\* Night work required on roads with ADT > 20,000**

### Applicant has attached the following required documents:

- Improvement plans
- Traffic control plan
- Road closure details, if applicable
- Certificate of Insurance
- Contractor authorization form/list (County road closure application)

### Applicant agrees to the following:

- To comply with California Business and Professions Code (CBPC) Section 8771 regarding researching, preservation, and/or replacement of all existing survey monuments within or adjacent to the work zone. ([County procedure link](#))
- To delineate right of way lines and/or utility easements on the required Improvement Plans with dimensions and notes stating how the right of way lines and/or utility easements were determined.
- To accept responsibility for keeping all permit activities on County property and/or within utility easements. The permit does not grant permission for any activity outside of County property.
- To be responsible for obtaining all other necessary permits and permissions from affected private property owners, public agencies, and others.
- To adhere to all County Standard Permit Conditions and all County Special Conditions placed on the permit, all County Codes and Ordinances, Street and Highway Codes, Vehicle Codes, County Insurance requirements, and County Indemnification requirements.
- To provide a completed Contractor Authorization Form/List for all Contractors hired by the permittee for work under this permit.

I hereby affirm under penalty of perjury that all information submitted is true and correct to the best of my knowledge:

Company: \_\_\_\_\_

Contact Division: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTICE: THE FINANCIALLY RESPONSIBLE PARTY (FRP) FORM HAS BEEN EXECUTED YES  NO

(If limited partnership or corporation, signature must be attested by corporate Secretary with a Certified Resolution)

**SUBMIT APPLICATION TO:**

El Dorado County, Department of Transportation  
2850 Fairlane Ct, Placerville, CA 95667  
(530) 621-5941, [dot.permits@edcgov.us](mailto:dot.permits@edcgov.us)

An application fee per the current DOT Fee schedule is required.  
A deposit may be required. Additional time and materials charges for labor costs plus vehicle usage will be billed.



## EL DORADO COUNTY PROCEDURE FOR ENSURING ENCROACHMENT PERMIT COMPLIANCE WITH CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 8771(B)

If at any time a monument will be disturbed or altered during construction, it must be perpetuated in accordance with state law. California Business and Professions Code (CBPC) Division 3, Article 5, Section 8771(b) states, *“When monuments exist that control the location of subdivisions, tracts, boundaries, roads, streets, or highways, or provide horizontal or vertical survey control, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to the time when any streets, highways, other rights-of-way, or easements are improved, constructed, reconstructed, maintained, resurfaced, or relocated, and a corner record or record of survey of the references shall be filed with the county surveyor.”*

El Dorado County (County) Department of Transportation (DOT) will ensure compliance with CBPC Section 8771(b) by using available documentation in the County Recorder-Clerks Office to determine which of the following best describe the impacts of the applicants proposed work:

**1. Monuments do not exist that will be impacted by the applicant’s proposed work in the County right of way**

- DOT will inform the applicant via email that no further work related to CPBC Section 8771(b) will be required to obtain an encroachment permit.

**2. Monuments exist that may (or will) be impacted by the applicant’s proposed work in the County right of way.**

- DOT will inform the applicant that they must engage a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying (Surveyor), to locate and reference the survey monuments identified by DOT as impacted by the applicant’s proposed work. The applicant must submit to DOT a preliminary copy of a Pre-Construction Corner Record or Record of Survey, prepared by their Surveyor, before an encroachment permit will be issued. The applicant’s Surveyor will then have 60 days to file the final Pre-Construction Corner Record or Record of Survey with the County Surveyor’s Office. The applicant’s Surveyor is responsible for complying with CBPC Section 8771(c) by resetting permanent monuments or setting witness monuments if any existing monuments could be destroyed, damaged, covered, disturbed, or otherwise obliterated, and filing a Post-Construction Corner Record or Record of Survey with the County Surveyor’s Office.

DOT issuance of an encroachment permit does not absolve the permittee, their contractor(s) or Surveyor from their duty to preserve monuments under CBPC Section 8771(b). Monuments encountered by the permittee, their Surveyor or Contractor(s) in the execution of pre-permit efforts or permitted work shall be preserved.



EL DORADO COUNTY  
CERTIFICATE OF MONUMENT PRESERVATION

El Dorado County Department of Transportation Encroachment Permit number: \_\_\_\_\_

Utility Company Job Number: \_\_\_\_\_

Encroachment Location:  
(Address/Address Range) \_\_\_\_\_

Improvement Plan Title: \_\_\_\_\_ Plan Set Date: \_\_\_\_\_

I, \_\_\_\_\_, a duly licensed land surveyor or registered civil engineer authorized to perform land surveying in California as specified in Section 8700 of the California Business and Professions Code, do hereby certify that I have performed survey monument preservation as required by Section 8771 of the California Business and Professions Code at the request of my client,

\_\_\_\_\_.

No monuments were found within the work zone of this encroachment permit application.

Monuments are located within the work area and Pre-Construction Corner Record(s) are attached.

No corner monuments were disturbed.

Project has been completed and:

Corner monuments were disturbed.

Post-construction corner record(s) are attached.

This Certificate of Monument Preservation was prepared by me, or under my direct supervision, in conformance with the Professional Land Surveyors' Act on \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_

PLS or RCE number: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp:



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## AGREEMENT FOR PAYMENT OF PROCESSING FEES

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Business or Name of Financially Responsible Party

Work Order Number  
(assigned by DOT)

Section I: The FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

1. This permit is subject to time and materials (“T&M”) method of billing for staff and/or consultant time not covered by the initial application fee detailed in the Department’s Board-approved Fee Schedule (Fee Schedule). The FRP for this permit will be billed at the approved rate for T&M for the processing of this permit. Any deposits initially collected will be applied against subsequent billings.
2. Accounting of time spent on the project and/or applicable fees will be detailed in an invoice sent to the FRP.
3. The FRP is responsible for payment of all permit processing costs and/or applicable fees associated with this permit. If payment is not received within 90 days of the date of an invoice, the County may elect to stop work and close the file. The County may require a new application and new deposit before resuming processing of the permit.
4. Per County Board of Supervisors Policy B-4: Collections – Recovery of Public Funds, if payment is not received within 90 days of said invoice, collection will be initiated. Unpaid balances will be turned over to County Revenue Recovery division, who will impose fees in addition to the amount referred.
5. The FRP understands and agrees that if the FRP owes any overdue balance for processing this permit as defined in Item 2 above, the Department may elect to not accept any subsequent permit applications from the FRP until the outstanding balance due is paid.
6. If during the term of the permit, the FRP changes, the previous FRP must complete Section II of this Agreement which will release the previous FRP from further financial obligations and designate the new FRP.
7. A processing fee will be charged for any check returned for insufficient funds, up to the maximum allowed by the State of California.
8. FRP agrees to pay all remaining fees applicable under the Fee Schedule prior to issuance of any other permits under authority of the DOT. No clearances or permits will be issued without receipt of full payment of fees applicable under the Fee Schedule, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.



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Work Order No. \_\_\_\_\_

- 9. If the FRP appeals a decision on this permit, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the Fee Schedule at the time of appeal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

### FINANCIALLY RESPONSIBLE PARTY

Business/ Representative  
 Name \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

Email Address (for sending electronic billings)

### FINANCIALLY RESPONSIBLE PARTY/Representative:

\_\_\_\_\_

Signature

Reviewed by: \_\_\_\_\_

DOT Representative

### Section II: CHANGE OF FINANCIALLY RESPONSIBLE PARTY (FRP)

If this document supersedes a previous Agreement for Payment, due to change in financial responsibility, the previous FRP must also sign to acknowledge release of responsibilities. Upon project completion, any remaining deposit will be refunded to the FRP currently on record.

### PREVIOUS FINANCIALLY RESPONSIBLE PARTY:

\_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of release of financial responsibility: \_\_\_\_\_



Instructions for the  
**Encroachment Permit Contractor  
Authorization Form and Authorized  
Contractors List**  
for  
**Roadway Encroachment Permits**  
El Dorado County Department of Transportation

<https://www.eldoradocounty.ca.gov/Land-Use/Transportation>

The Encroachment Permit Contractor Authorization Form and Authorized Contractors List replaces the rider permit process. Submittal and issuance of rider permits is no longer required for site specific encroachment permits. Rider permits are required to add contractors to annual permits until the end of the 2025 calendar year. The contractor authorization process will be implemented for annual permits for the 2026 calendar year.

The Encroachment Permit Contractor Authorization Form and Authorized Contractors List are used when the Permittee hires a contractor(s) to perform work under the “Permittee Authorization For Others To Perform Work” condition of their encroachment permit. An Encroachment Permit Contractor Authorization Form is required for each contractor hired by the permittee. If the Permittee hires more than one contractor to perform work under their permit, the Authorized Contractors List is also required.

#### Encroachment Permit Contractor Authorization Form

The Encroachment Permit Contractor Authorization Form has two sections that must be completed. The “Permittee’s Declaration” section is to be completed and signed by the Permittee. Include the County WO number assigned to your permit in the space provided. Indicate the contractor you hired, the work they will perform, the contractor’s contact person, and their email and phone number in the spaces provided. Indicate the

permittee, the name and title of the person signing the for permittee, and the date in the spaces provide. Sign the “Permittee’s Declaration” in the signature space provided.

The ”Contractor’s Acknowledgement” section is to be completed and signed by the contractor hired by the permittee. The contractor shall Include the County WO number assigned to the permit in the space provided. Indicate the contractor, the name and title of the person signing the for contractor, and the date in the spaces provide. The contractor shall sign the “Contractor’s Acknowledgement” in the signature space provided.

### Authorized Contractors List

The permittee shall complete and submit the Authorized Contractors List if more than one contractor is hired to perform work under the permit. Include the County WO number assigned to your permit, your project number, and the project location in the space provide at the top of the form. Provide the information for each authorized contractor in the table. Indicate the permittee, the name and title of the person signing the for permittee, and the date in the spaces provide. Sign in the space provided.

The Encroachment Permit Contractor Authorization Form and/or Authorized Contractors List can be submitted with the permit application if the contractors have been hired by the permittee prior to submittal. Submittal of the Encroachment Permit Contractor Authorization Form and/or Authorized Contractors List is required before any work is performed in the County right of way by a contractor(s) on behalf of the Permittee. If any contractor is added or removed from the list, the Authorized Contractors List is to be updated and resubmitted to the County immediately. Failure to provide timely updates to the Authorized Contractors List and submittal of associated Encroachment Permit Contractor Authorization Form(s) may result in suspension or revocation of your permit.



# EL DORADO COUNTY

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<https://www.eldoradocounty.ca.gov/Land-Use/Transportation>

### Encroachment Permit Contractor Authorization

#### Permittee's Declaration

The Permittee warrants and represents the Permittee has hired the following contractor to perform the approved encroachment activities under Encroachment Permit WO \_\_\_\_\_ on the Permittee's behalf as agents in accordance with Encroachment Permit Standard Condition, "PERMITTEE AUTHORIZATION FOR OTHERS TO PERFORM WORK". The Permittee warrants and represents the Permittee has provided a copy of the Encroachment Permit to the contractor listed below, and that the activities related to the Encroachment Permit, whether performed by the Permittee or by the prime contractor below or by any person or entity acting for or on behalf of the Permittee, will be performed in compliance with all terms, conditions, specifications, standards, provisions, and other requirements of the subject Encroachment Permit. The person signing below warrants and represents such person has authority on behalf of the Permittee to make the warranties and representations contained herein, and to agree to and so bind the Permittee to this page.

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Work to be Performed

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email and Phone No.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Contractor's Acknowledgement

By signing below, each prime contractor acknowledges that such contractor has received a copy of Encroachment Permit WO \_\_\_\_\_ and agrees such contractor, and such contractor's employees, managers, officers, directors, agents, subcontractors, and suppliers, will comply with, and will perform all activities in accordance with, all terms, conditions, specifications, standards, provisions, and other requirements of the Encroachment Permit, including but not limited to notifying the permit inspector as required in the Encroachment Permit. The person signing on behalf of each contractor warrants and represents such person has the authority to make the acknowledgements, warranties, and representations contained herein on behalf of the named prime contractor and has the authority to agree to and so bind the named prime contractor to this page.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

