

WHAT IS AN ENCROACHMENT?

An encroachment is the act of accessing County property for a variety of purposes and uses. The most common encroachment permits issued in Napa County are for installation of driveways and to allow access to utilities.

WHY DO I NEED AN ENCROACHMENT PERMIT?

By state law you must obtain an Encroachment Permit to make any encroachment along or on any County road. The purpose of the permit is to ensure that all work or use in the County road right of way is done safely, complies with County Road Standards, and is compatible with public transportation purposes.

When planners review building permit applications, part of their review is the determination of the impact of the construction on the County road right of way. When your project impacts the County road right of way, the Road Department (which is under the Department of Public Works) must review the part of your project that impacts the County road right of way and inspect it when it is complete.

WHAT ACTIVITIES REQUIRE AN ENCROACHMENT PERMIT?

Activities requiring permits include installation of driveways, curbs and gutters; trenching for utility pipelines, cable, conduit, and water and sewer lines; landscaping work such as fencing, weed and tree removal, and planting within the right of way; access for swimming pool and other construction; and permits for filming on County roads. Permission to access County property for these activities is obtained by requesting an Encroachment Permit.

If you are considering an activity, which will take place in, under or over any County road right of way, contact:

**Napa County Public Works
Road Department
(707) 944-0196**

to see if an encroachment permit is necessary.

HOW DO YOU APPLY FOR AN ENCROACHMENT PERMIT?

Permits are issued by the Napa County Public Works – Road Department to applicants who comply with the following conditions:

- 1) The individual requesting a permit shall sign and file an application which states the applicant's name, address, principal place of business, the exact location of the proposed encroachment, and the purpose of the encroachment.
- 2) The Department of Public Works – Road Department may require additional information regarding the nature, location and duration of the encroachment. Occasionally an applicant may be required to provide plans or a diagram with specific details of the proposed encroachment. In addition, the Department of Public Works reserves the right to make changes or modifications to the proposed encroachment as deemed necessary.
- 3) If it is necessary to obtain permits from other public agencies before starting work, certified copies of such

permits must accompany the application.

- 4) If the existing surface of the County road is to be disturbed by the applicant's encroachment, the applicant shall restore the County road to the same condition, existing prior to such work, within the time specified in the permit at his expense. In some cases, the nature and scope of the encroachment may necessitate the posting of a bond.

When the applicant meets the above conditions, the application is approved and serves as a written permit for the requested encroachment. It is the permittee's responsibility to carry out the encroachment in a safe and diligent manner within the scope and time limits established in the permit.

HOW LONG DOES IT TAKE TO GET A PERMIT?

Routine permits normally take about two weeks to process. When the permit has been approved you will receive a copy in the mail unless you have made other arrangements. Extraordinary permits may require additional time.

WHAT DOES AN ENCROACHMENT PERMIT COST?

The fee to process an encroachment permit application and to conduct the required inspections shall be, that regardless of the estimated costs the fee shall be Two Hundred Fifty-Three Dollars and 23/100 (**\$253.23**).

If the purpose of the encroachment permit is to repair sidewalks in the County right of way no fee will be charged. Any such repair of sidewalks may include removal of tree(s) that are located within

the County right of way and adjacent to the sidewalk being repaired.

WHAT ARE THE TERMS AND CONDITIONS OF THE ENCROACHMENT PERMIT?

The terms and conditions of each encroachment permit are supplied on the Encroachment Permit and attachments.

All work shall be planned and executed in a manner that will cause the least interference with the safe and convenient travel of the general public at the place where the work is authorized, and at no time shall a County road be closed or the use denied the general public without the written permission of the Department of Public Works.

The act of issuing a permit shall not be construed as imposing any liability upon the County or upon any of its officers or employees by reason of damage or injury to persons or property resulting from any excavation or obstruction authorized by the permit.

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ENCROACHMENT PERMITS

GENERAL INFORMATION

DEPARTMENT OF PUBLIC WORKS
Roads Division

Road Department	(707) 944-0196
Public Works	(707) 253-4351
Fax	(707) 253-4627