

# INSTRUCTIONS FOR COMPLETING THE COUNTY ENCROACHMENT PERMIT APPLICATION

Please enter N/A where not applicable. Call (707) 445-7205 with questions.  
An incomplete application may delay the review process.

**Describe the location where the work is to be done so that we can find it in the field.**

- |                 |   |
|-----------------|---|
| <b>LOCATION</b> | <p>1-2: County road name and address or postmile where work is located.</p> <p>3: Nearest crossroad to the work site.</p> <p>4: Portion of County right of way where work will occur (paved road, shoulder, back of curb, slope, etc.).</p> <p>5: Type of surface of the existing County road (concrete, asphalt, gravel, etc.).</p> <p>6: Utility companies should indicate if they are using their own forces or hiring a contractor.</p> <p>7-8: Estimate start and completion dates for the permit work. Allow 3 weeks for processing and issuing the permit.</p> |
|-----------------|---|

- |                 |  |                                   |
|-----------------|--|-----------------------------------|
| <b>ACTIVITY</b> | <p>9: Provide site plan with details, such as property lines, easements, access location(s), right of way width, edge of paved road, and existing/proposed slopes. See sample plot plan.</p> <p>Indicate whether the use of an existing driveway or private road is proposed.</p> <p>Select if a <b>new</b> driveway or private road is proposed. <b>Note:</b> County policy requires paved entrances to driveways on paved County roads. Urban development may also require curb and gutter with ADA sidewalks and ADA driveway approaches.</p> <p>Select if repair of an <b>existing</b> driveway or private road is proposed. <b>Note:</b> County policy requires paved entrances to driveways on paved County roads.</p> <p>If excavation is proposed, provide depth, width, and length.</p> <p>If a culvert, pipe, or conduit installation is proposed, provide type, diameter, and length.(18” diameter required by County)</p> <p>Indicate all other activities proposed within a County right of way.</p> <p>10: Describe the work or activity to be done within the County right of way. If applicable, attach additional specifications, calculations, maps, etc. Incomplete information may delay the review process.</p> | <b>What do you propose to do?</b> |
|-----------------|--|-----------------------------------|

## READ AND CHECK THE APPLICATION AGREEMENT

- |                          |  |   |
|--------------------------|--|---|
| <b>RESPONSIBLE PARTY</b> | <p>11: Full name of owner of record for property where work will take place.</p> <p>12: An Assessor’s parcel number may be obtained from the County Assessor’s office or a property tax bill.</p> <p>13: Full name of entity or individual applying for permit.</p> <p>14: Current daytime phone number of entity or individual applying for permit.</p> <p>15-16: County will use this for correspondence and permit issuance.</p> <p>17: Full name of entity or individual authorized to perform work.</p> <p>18: Current daytime phone number of person(s) listed in item 17.</p> <p>19-20: Signature and printed name of applicant or authorized agent.</p> <p>21: Title of applicant or authorized agent signing the application.</p> <p>22: Date the application is signed.</p> <p>23: Fee must be delivered or mailed at time of application.</p> | <p><b>Who is applying?</b></p> <p><b>Who is responsible?</b></p> <p><b>Provide contact information.</b></p> <p><b>Authorized signature.</b></p> <p><b>Submit Fee.</b></p> |
|--------------------------|--|---|

Submit application form, site plan, and any attachments via email to: [publicworkspemits@co.humboldt.ca.us](mailto:publicworkspemits@co.humboldt.ca.us), or by mail or delivery to: Public Works – Land Use Division, 3015 H St, Rm 124, Eureka, CA 95501.



COUNTY OF HUMBOLDT  
**ENCROACHMENT PERMIT APPLICATION**

**Attach Check and Mail to:**  
 Public Works - Land Use Division  
 3015 H St, Rm 124  
 Eureka, CA 95501

**PERMISSION IS REQUESTED TO ENCROACH ON THE COUNTY RIGHT OF WAY AS FOLLOWS:** (COMPLETE ALL ITEMS, N/A IF NOT APPLICABLE) For assistance, see instructions, call (707) 445-7205, or email: publicworkspermits@co.humboldt.ca.us.

(1.) COUNTY ROAD NAME		(2.) ADDRESS OR POSTMILE	
(3.) NEAREST CROSS ROAD	(4.) PORTION OF RIGHT OF WAY <input type="checkbox"/> Edge of Road <input type="checkbox"/> Shoulder <input type="checkbox"/> _____		(5.) TYPE OF EXISTING COUNTY ROAD <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Other
(6.) WORK TO BE PERFORMED BY <input type="checkbox"/> Own Forces <input type="checkbox"/> Contractor		(7.) PROPOSED START DATE	(8.) ESTIMATED COMPLETION DATE

**TYPE OF WORK AND SITE PLAN REQUIREMENTS**

(9.) A SITE PLAN IS REQUIRED.

**NEW DRIVEWAY / PRIVATE ROAD APRON**

**REPAIR / RESURFACE EXISTING** \_\_\_\_\_ – Surface type \_\_\_\_\_

**INSTALL / REPAIR UTILITY SERVICES** Type \_\_\_\_\_ Approx. length/depth \_\_\_\_\_

**CULVERT / PIPE** (18” min. dia.) Material Type \_\_\_\_\_ Location \_\_\_\_\_

**OTHER** DESCRIBE:

---

(10.) Description and purpose of WORK or ACTIVITY:

The undersigned understands and agrees that: (1) a permit is discretionary and can be denied; (2) a bond may be required for non-payment of prior or present permit fees; (3) the work or activity must be done in accordance with county rules and regulations subject to inspection and approval; (4) the application fee is non-refundable; (5) if the applicant is applying for an encroachment permit in conjunction with a building permit, the requirements of the encroachment permit must be completed prior to occupancy of any structure or final inspection by the building department.

(11.) PROPERTY OWNERS NAME		(12.) ASSESSOR’S PARCEL NUMBER(S)	
(13.) APPLICANT’S NAME (INDIVIDUAL AND ORGANIZATION, IF APPLICABLE)		(14.) PHONE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> CELL	
(15.) APPLICANT MAILING ADDRESS (INCLUDE CITY AND ZIP CODE)		(16.) EMAIL	
(17.) ARCHITECT, ENGINEER OR CONTRACTOR		(18.) ARCHITECT, ENGINEER OR CONTRACTOR PHONE	
(19.) AUTHORIZED SIGNATURE	(20.) PRINT OR TYPE NAME	(21.) TITLE	(22.) DATE

(23.) SUBMIT PERMIT FEE. See current County fee schedule. Contact Land Use Division for project deposits.

COUNTY USE ONLY	(24.) NON-REFUNDABLE FEE OF \$ _____ RECEIVED	DATE _____	CHECK # _____
-----------------	---	------------	---------------

This application is required by Humboldt County Code 411-11(b).