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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ADOPT-A-HIGHWAY PERMIT APPLICATION

TR-0103 (REV. 04/2004)

PERMIT NO.

DIST/CO/RTE/PM

PERSONAL INFORMATION NOTICE: Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by an identifying particular.

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

FOR CALTRANS USE (Date Received)

PERMISSION IS REQUESTED TO ENCROACH ON THE STATE HIGHWAY RIGHT OF WAY AS FOLLOWS:

Please call 1-866-ADOPTAHWY for assistance in completing this form.

APPLICATION TYPE (Check One)

☐ New Adoption ☐ Adoption Renewal ☐ Waiting List Placement

ADOPTION TYPE

☐ Litter Removal ☐ Seedling Tree and Shrub Planting [1]

☐ Graffiti Removal ☐ Wildflower Planting and Vegetation Control [1]

☐ Vegetation Control [1] ☐ "Spot" Wildflower Planting [1] *("Spot" adoption participants receive no sign.)*

☐ Recognition Panel Replacement. (Contractors only. Panels must be approved by the Department.)

☐ Other, describe: _____

NOTE: Applications for new adoptions and adoption renewals will not be processed until required support documents have been received.

[1] Plans and schedules are required. If herbicides will be used, a Pest Control Recommendation is required and the applicator must submit proof of appropriate licensing or certification by the Department of Pesticide Regulation.

ADOPTION SITE LOCATION ***(Waiting list applicants: please enter desired locations on page 2.)***

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

APPLICANT INFORMATION

ORGANIZATION/BUSINESS NAME

DOUBLE PERMIT

☐ Check if applicant is a contractor. *(See reverse for insurance and license requirements)*

PRIMARY CONTACT *(Unless otherwise notified, Caltrans assumes that the primary contact is the group's safety leader)*

TITLE

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

ALTERNATE PHONE NUMBER

FAX

E-MAIL

ALTERNATE CONTACT *(Required)*

☐ Check if alternate contact is the group's safety leader.

ALTERNATE CONTACT'S PHONE NUMBER

WORK WILL BE PERFORMED BY

☐ Volunteers over the age of 18 ☐ Volunteers over the age of 16 ☐ Hired Contractor (name) _____

NO ONE UNDER ☐ 18 ☐ 16 YEARS OF AGE IS ALLOWED TO PARTICIPATE ON STATE RIGHT-OF-WAY. ____ (Initials)

AUTHORIZED SIGNATURE *The undersigned agrees that work will be done in accordance with Caltrans rules and regulations and subject to inspection and approval.*

The Adopt-A-Highway Program and it's courtesy signs are not a forum for advertisement or public discourse.

SIGNATURE OF PRIMARY CONTACT

DATE

ADOPT-A-HIGHWAY PERMIT APPLICATION
WAITING LIST SITES

WAITING LIST SITE 1

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 2

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 3

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 4

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

WAITING LIST SITE 5

COUNTY	ROUTE	POST MILE RANGE	DIRECTION(S) ☐ North Bound ☐ South Bound ☐ East Bound ☐ West Bound
BEGINNING POST MILE DESCRIPTION *(Landmark, cross street, etc.)*			END POSTMILE DESCRIPTION *(Landmark, cross street, etc.)*

INSURANCE AND LICENSE REQUIREMENTS FOR ADOPT-A-HIGHWAY CONTRACTORS

Individuals, organizations, and businesses may adopt segments of highway and have the required adoption work performed by a professional business through contract or agreement. The Adopt-A-Highway Program refers to all businesses hired by adopters as "contractors." A contractor can be used for any adoption type. A contractor can be hired to perform all or only a portion of the adoption tasks. To set up this type of adoption, two Adopt-A-Highway Permit Applications must be submitted. One must be signed by the adopter and a second must be signed by the contractor. The contractor's permit will be referred as a "double permit." **The Adopt-A-Highway Program does not permit sub-contracting by contractors.**

INSURANCE REQUIREMENTS

Liability Insurance: Contractors with employees shall maintain $1,000,000 of general liability insurance for each occurrence, plus $2,000,000 of excess liability insurance (totaling $3,000,000). Contractors who do not utilize paid employees shall maintain $1,000,000 in general liability insurance for each occurrence; no excess liability insurance is required. All certificates of liability insurance shall name the State of California Department of Transportation as additional insured.

Vehicular Insurance: Contractors shall carry vehicular liability insurance as required by law.

Workers Compensation Insurance: Contractors that utilize paid employees shall carry workers compensation insurance as required by law.

CALIFORNIA STATE CONTRACTORS LICENSE BOARD (CSLB) LICENSES

CSLB licenses must be held by an owner of the business whose name appears on the Adopt-A-Highway Permit Application. License requirements vary by task as follows:

Weed control by mulching. A: General Engineering Contractor *or* C-27: Landscape Contractor.

Soil Preparation prior to planting (tilling, digging, and/or soil amendment). A: General Engineering Contractor *or* C-27: Landscape Contractor.

Planting of seedling trees or shrubs. A: General Engineering Contractor *or* C-27: Landscape Contractor.

Manual seeding of wildflowers. A: General Engineering Contractor *or* C-27: Landscape Contractor.

Hydroseeding or drillseeding of wildflowers. A: General Engineering Contractor *or* C-27: Landscape Contractor *or* C-61/D59: Limited Specialty/Hydroseed Spraying (hydroseeding only).

Prunning of trees equal to, or less than, 15 feet in height. A: General Engineering Contractor *or* C-27: Landscape Contractor or C-61/D49:Limited Specialty/Tree Service. *(NOTE: Prunning of larger trees is not permitted under the Adopt-A-Highway Program.)*

Painting to remove graffiti from structures or to refurbish mission bell components. B: General Building Contractor *or* C-33: Painting and Decorating Contractor.

Installation of mission bell components (bell, staff, theft-resistant cable, and/or concrete footing). B: General Building Contractor *or* C-61/D34: Limited Specialty/ Prefabricated equipment.

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION (DPR) LICENSES

DPR licenses must be held by an *owner* of the business whose name appears on the Adopt-A-Highway Permit Application. DPR's licensing requirements vary with the type of business hired and the location of the herbicide application.

Herbicide application on highway roadsides. Pest Control License and have at least one person in a supervisory position that holds a QAL, with the "C.Right-of-Way" pest control category.

Herbicide application at park and rides. Pest Control License and have at least one person in a supervisory position that holds a QAL, with the "C. Right-of-Way" pest control category *or* the "B. Landscape Maintenance" pest control category *or* Maintenance Gardener Pest Control Business License and have at least one person in a supervisory position that holds a QAL or QAC with the 3. "B. Landscape Maintenance" pest control category.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

DATA FOR HIGH VOLTAGE CABLES ON BRIDGES

DS-M-0080 (NEW 11/2003)

1. NUMBER OF PHASE CONDUCTORS IN EACH CABLE	2. NUMBER OF CABLES IN EACH DUCT	
3. TOTAL DUCTS	4. DUCTS CARRYING HV LINES	5. DUCTS FOR FUTURE USE
6. LINE-TO-LINE VOLTAGE (KV)	7. MAXIMUM CONTINUOUS CURRENT PER CONDUCTOR (Amperes)	
8. MAXIMUM EMERGENCY CURRENT PER CONDUCTOR (Amperes)		
9. *CURRENT AVAILABLE TO SHORT CKT, GRD, FAULT AT BRIDGE (Amperes)	10. *CORRESPONDING FAULT CLEARING TIME (Seconds)	

11. CABLE SPECIFICATIONS	a. TYPE		
	b. CONDUCTOR SIZE (KCMII)	c. CABLE O.D. (inches)	d. RATED TEMPERATURE (Degrees C)

12. ** DESIGN ENVIRONMENT TEMPERATURE (Degrees C)

13. THE FOLLOWING INFORMATION MUST ALSO BE RETURNED WITH THIS FORM:

(a) Specifications for ducts (conduit and fittings).

(b) Size and location dimensions for duct array.

(c) Duct support details if duct is not cast in concrete.

FM 92 1571

** This data is required only when the installation is on an existing bridge and the utility proposes to omit structure bonding.*

*** Temperature of environment (air in box girder cell, open air, or concrete of sidewalk) at which the cables, as installed, would reach rated temperature when carrying maximum continuous current (item 7).*

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CALTRANS/ELECTRIC UTILITY TREE REMOVAL REQUEST

TR-0168 (REV. 6/98)

The Electric Utility uses this form to request the removal of trees located on the Caltrans right of way and authorized under Section IIIB of the Electric Utility Tree Prunning and Removal Provisions of the encroachment permit. The Electric Utility's authorized representative completes this portion of the removal request. At least one legible photograph showing the tree(s) to be removed shall be submitted with this request.

TO: CALTRANS DISTRICT LANDSCAPE SPECIALIST			DATE
FROM: ELECTRICAL UTILITY			PERMIT NUMBER
Location of Tree:	COUNTY	ROUTE	POSTMILE
Local Address:			
Physical Location:			

Description of Tree to be Removed:	DIAMETER
	COMMON NAME
	SPECIES
	GENERAL CONDITION

Reason for Removal Request:

- ☐ Mutually Agreed Potential Hazard
- ☐ Low Species Value
- ☐ Poor Health
- ☐ Severe Structural Defect

Explain: _____

☐ Attached is a photograph of the tree(s) to be removed, marked with arrows or "X"

UTILITY AUTHORIZED REPRESENTATIVE	TELEPHONE NO.
TITLE	DATE

CALTRANS/ELECTRIC UTILITY TREE REMOVAL REQUEST

TR-0168 (REV. 6/98)

This portion of the request form is to be completed by the District Landscape Specialist. The form is used to document the approval of a tree removal request and to verify that the removal was authorized under Section IIIB, of the Electrical Utility Tree Pruning and Removal Provisions. Only trees which do not require replacement, compensation or mitigation planting may be authorized for removal by the Caltrans District Landscape Specialist. A copy of the request must be forwarded to the District Landscape Architect.

Removal checklist. Removal cannot be approved by the District Landscape Specialist if a "YES" answer is given to any of the following questions. If a "YES" answer is given for any of the following questions, then the request shall be forwarded to the District Landscape Architect for review.

1. Does the tree provide a highway screen for adjacent development? ☐ YES ☐ NO

If "YES", explain: _____

2. Does the tree provide wildlife habitat? ☐ YES ☐ NO

If "YES", explain: _____

3. Does the tree provide any other important landscape function? ☐ YES ☐ NO

If "YES", explain: _____

Only trees which meet the following criteria may be authorized for removal by the District Landscape Specialist

Tree Removal Criteria:

☐ Potential Hazard ☐ Low Species Value

☐ Poor Health ☐ Severe Structural Defect

Explain: _____

Approved: ☐ YES ☐ NO

If "NO" explain: _____

DISTRICT LANDSCAPE SPECIALIST	TELEPHONE NO:	DATE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT APPLICATION - ATTACHMENT 1

TR-0113 (REV. 4/97)

CERTIFICATION BY CONTRACTOR FOR CONTRACT NO. _____

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

SIGNATURE OF CONTRACTOR	DATE

Licensed in accordance with an act providing for the registration of Contractors,

License No. _____.

FM 3085 M 97

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT APPLICATION - ATTACHMENT 1

TR-0113 (REV. 4/97)

CERTIFICATION BY CONTRACTOR FOR CONTRACT NO. _____

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

SIGNATURE OF CONTRACTOR	DATE

Licensed in accordance with an act providing for the registration of Contractors,

License No. _____.

FM 3085 M 97

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CERTIFICATION OF STRUCTURAL EXPERIENCE

TR-0133 (NEW 02/2004)

I, _____, a licensed _____ Engineer
STRUCTURAL / CIVIL

in the State of California, attest to, that I am / was responsible for the plan set design and preparation of calculations for the project described as _____ ,
PROJECT NAME

located at _____ , _____ , California.
STREET ADDRESS or DISTRICT / COUNTY / ROUTE / POST MILE — CITY / TOWN

I certify and attest to, that I have five years or more of experience in _____ plan set design and preparation of calculations,
SUB-STRUCTURAL / STRUCTURAL

to include _____.
STRUCTURAL REVIEW APPROVAL, SUB-STRUCTURAL REVIEW APPROVAL, TUNNELS , TUNNEL SUPPORT SYSTEMS , OR STRUCTURAL FALSEWORK

List prior projects of responsibility:

PROJECT NAME	CONTACT NUMBER

PREPARING REGISTERED ENGINEER'S STAMP

I attest to the technical information contained herein and have judged the qualifications of all technical specialists providing engineering data upon which recommendations, conclusions, and decisions were based.

SIGNATURE

,REGISTERED ENGINEER

DATE

CHAIN INSTALLER PERMIT APPLICATION / RELEASE OF LIABILITY

TR-0106 (REV. 09/2006)

The applicant hereby applies for a permit to install and remove tire chains on motor vehicles during the snow season on assigned State Routes.

PERMIT NO.

Name _____

Mailing Address _____

_____

Business Telephone No. _____

Social Security No. _____

Driver's License No. / CA I.D. No. _____ Birthdate _____

Business License No(s). _____ County _____

_____ _____

Chaining Area _____

FOR OFFICIAL USE ONLY	
Fee: $164.00 Bib: $ __.00 Total fee paid: $_____	DATE: COLLECTED BY:

Any dishonored checks will be considered as a violation of the permit and will be an automatic one year suspension.

If you have an existing permit or have submitted an application in another District provide the following:

District _____ Permit # _____ ☐ Pending

I have read, understand and agree to the CHAIN INSTALLER'S CONDUCT AND WORKMANSHIP CONDITIONS, contained herein, and I agree to comply with all provisions and conditions of this Chain Installer Permit Application / Release of Liability and Chain Installer Permit. Any failure to do so will result in suspension or revocation of my chain installer's permit. I have also read, understand and agree to the INDEMNIFICATION and ASSUMPTION OF RISK AND RELEASE OF LIABILITY provisions contained herein.

INDEMNIFICATION:
I hereby agree to indemnify and save harmless the State of California, its officers, directors, agents, employees, contractors, subcontractors and each of them (STATE) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, judgments, losses and liabilities of every kind and nature whatsoever (CLAIMS) arising out of or in connection with the issuance and/or use of this permit for: 1) bodily injury damages to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of negligence or fault of STATE.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY:
I understand that working as a chain installer carries with it certain risks including, but not limited to, serious bodily injury and/or death resulting from being struck by moving motor vehicles. To the maximum extent allowed by law, and in consideration for permission to work as a chain installer, I hereby knowingly and expressly assume all such risks, and I, on behalf of myself and my heirs and assign, agree to, and I do hereby, release and hold harmless STATE, and waive all CLAIMS against STATE, for: 1) any and all loss, damages, injury and/or death arising out of or in connection with the issuance or use of this permit: and 2) any and all loss, damages, injury and/or death arising out of or related to my work as a chain installer. The assumption of risk and release of liability provisions stated above shall apply only to STATE and, except as provided by law, shall apply regardless of the existence or degree of negligence or fault of STATE.

I UNDERSTAND THAT THE INTENT AND EFFECT OF THIS DOCUMENT IS TO RELEASE STATE FROM LIABILITY FOR ANY PERSONAL INJURIES OR DEATH THAT OCCUR TO ME WHILE WORKING AS A CHAIN INSTALLER, EVEN IF CAUSED BY STATE'S OWN NEGLIGENCE OR FAULT.

APPLICANT'S SIGNATURE	DATE
▶	

CHAIN INSTALLER PERMIT APPLICATION / RELEASE OF LIABILITY

TR-0106 (REV. 09/2006)

CHAIN INSTALLER'S CONDUCT AND WORKMANSHIP CONDITIONS

In accordance with Section 670 of the Streets and Highways Code, permission is hereby granted to install and remove tire chains for compensation within the State's Highway rights-of-way when required by the Department, relating to the safe and orderly movement of traffic, for the safe operation of the highways. The permittee shall operate in compliance with Section 670 of the Streets and Highways Code, the Encroachment Permit General Provisions, and the Conduct and Workmanship conditions stated within this Permit package, and shall conform to all other applicable State and local laws. If the county or other political subdivision within which the permittee intends to install chains requires the permittee to have a business license in order to collect fees for doing this work, such as a business license shall be obtained by the permittee and the license must be presented before this Encroachment Permit will become valid for use. This Permit **may be suspended or revoked, for non-compliance, as provided in the Encroachment Permit General Provisions at any time by any Departmental representative or the California Highway Patrol.** The permittee **shall surrender upon demand by any Departmental representative or the California Highway Patrol, their chain installer permit and chain installer identification bib.** Failure to comply shall be cause for denial of any future chain installer permits.

Prior to issuance of a permit, all chain installer applicants shall attend a mandatory chain installer orientation class, pass a written test, and demonstrate knowledge of snow tire identification and profiency in tire chain installation. Failure to attend the mandatory chain installer orientation class, shall result in permanent revocation. The number of permits available for issuance is limited. First consideration shall be given to prior applicants of the previous winter season, providing their permits were not suspended for more than 30 days or revoked during the previous winter season.

Any permits suspended near the end of the winter season, and/or if the suspension is found to be ineffective at the time so ordered in the opinion of the District Permit Engineer, may be applied to the next winter season if so stated in the letter of suspension to the permitee.

Appeals of any punitive action taken against a chain installer permittee, shall be submitted in writing within 5 business days to the District Permit Engineer at:

_____

A written decision shall be rendered within 10 business days from the receipt of the written appeal. The District Permit Engineer's written decision may be appealed in writing within 5 business days, to the District Director in which the permit was issued. The District Director's decision shall be rendered in writing within 10 working days from the receipt of the appeal, and this decision is final. **(There are no further administrative rights of appeal)**

Penalties noted in this permit are minimums. Severe penalties, may be imposed for any infraction of Permit Conditions if warranted by the circumstances, or by the permittee's conduct.

All permit fees paid to the Department of Transportation are nonrefundable.

1. When installing, removing, repairing or modifying tire chains, the permittee shall display a sign (measuring a minimum of 12" x 24" up to a maximum of 18" x 36") advising motorists in advance of their fee for providing these services, and their bib number. The letters shall be a minimum of four inches high with a minimum brush stroke of 5/8". **Failure to display this sign, and/ or display of any other type of advertising sign other than this required sign will be issued a warning, and shall cease work until the unauthorized display is removed.**

2. The permittee shall be in possession of a receipt book and make them available when requested by a motorist. The receipt shall show the permittee's name, bib number, the type of work performed (installing, removing, repairing, modifying tire chains), and the fee charged for the work. **A permittee failing to issue a receipt for services provided when requested, shall be suspended for 7 days.**

3. This Permit is non-transferable, only the person to whom it was issued is to perform the services authorized herein, and shall have it in their possession at all times when performing said services. This Permit shall be presented for inspection upon demand by any departmental representative, the California Highway Patrol, or any local law enforcement personnel. **A warning will be issued to any permittee found to be working without their permit in their immediate possession, they shall cease work immediately, and surrender their identifying bib, until their permit can be produced to regain their identifying bib.**

4. Any person found working under a permit not issued to them, and any permittee allowing such use, shall immediately surrender the permit. And, neither individual will be eligible for issuance of a chain installer permit for a minimum of one year.

5. A colored bib containing the permittee's identifying number will be issued along with this permit. **THIS BIB IS THE PROPERTY OF CALTRANS.** The bib shall be worn in plain sight in a legible manner at all times by the permittee while performing the services specified herein. **A permittee found to be working without their bib being clearly legible, shall be issued a warning, and shall cease all work until their bib and identifying number are made clearly visible.**

6. Loss of a permittee's permit or identification bib shall be immediately reported to the Department's district office that issued the permit. Application for a duplicate permit or identification bib may be made during normal business hours. **A duplicate permit will be issued upon payment of the administrative fee (equal to one hour multiplied by the Standard Hourly Rate). A replacement bib will be issued upon payment of the administrative fee plus the cost of the bib itself.**

7 A permittee may only park a single vehicle within the State's highway rights-of-way in the area designated by the Department or the California Highway Patrol, and only during the time the permittee is engaged in activities authorized by this permit. Parking on State conventional highways in similarly designated areas shall conform with the applicable provision of the Vehicle Code. **If a permittee's vehicle is parked in a location or manner that interferes or impedes with highway traffic, snow removal equipment, or parked on any freeway ramp or taper, the permittee shall be suspended for 7 days.**

8 Permittees are not allowed in the lanes maintained for through traffic. A permittee shall remain in the area designated for installation or removal of tire chains. **Any interference, stopping, or controlling of traffic by flagging, signs, arm movements, the waving of signs or lights, etc., impedeing the orderly movement of traffic caused by a permittee shall result in a suspension for 7 days.**

9 Vending or renting of tire chains, tire chain accessories, or other items or products upon any State highway rights-of-way by a permittee is strictly prohibited. A permittee offering to sell or rent tire chains or other items, or who accepts money for the sale or rental of tire chains or other items, shall immediately surrender his/her permit and identification bib and shall be ineligible for issuance of a chain installer permit for a minimum of one year. Such a permittee may be subject to prosecution for violation of the law (Streets and Highways Code Section 731) prohibiting vending on State highways.

10 Permittees shall conduct their business in a professional and courteous manner. A permittee found to display poor workmanship in installing chains, giving misleading statements concerning the necessity for altering chains, misrepresenting any conditions or requirements regarding chain regulations, or causing complaints relative to his/her conduct shall be issued a warning. **These violations may result in suspension or revocation of permit privileges, depending on the circumstances of the incident and the conduct of the permittee. A permittee presenting any form of threat of violence toward any person or property while involved in the activities related to this permit shall immediately surrender his/her permit and identification bib and he/she shall be permanently ineligible for issuance of a chain installer permit.**

11 Permitees shall wear yellow, orange or lime colored raingear. Permittees found working without proper rain gear will be issued a warning, and shall immediately cease work, surrender their permit, and identification bib. Work may resume when the permittee is equipped with the proper rain gear and has regained their permit and identification bib.

12 Permittees shall only work in established chain installing areas. A permittee found working in an area other than the established area will be suspended for the winter season and shall immediately surrender his/her permit and identification bib.

13 Permittees shall be 18 years of age or older. Any permittee found to have obtained his/her permit by falsifying their age shall immediately surrender their permit and identification bib. And, shall not be eligible for issuance of a chain installer permit for a period of one-year extending beyond the date they attain 18 years of age.

14 Any permittee maintaining an open fire or littering on the highway right of way shall be issued a warning.

15 A permitted chain installer may apply for a second chain installer permit in **another** district, provided there is no established waiting list.

16 Unless surrendered, suspended or revoked as provided in the Permit package conditions, a permit shall expire on June 30 in the year following its issuance.

17 A permittee shall not use any work lights in a manner that would impact motorists on the highway or the snow clearing equipment operators.

CONSENT LETTER

TR-0131 (REV. 08/2005)

ACCEPTANCE: *Indicate acceptance of conditions of page 2 of 2 by signing both copies and returning one to the Department's Representative.*

APPLICANT'S SIGNATURE	PRINT NAME	
TITLE	BUSINESS TELEPHONE NUMBER	DATE SIGNED

NAME OF ORGANIZATION

BUSINESS ADDRESS

CITY/STATE/ZIP

TYPE OF WORK:

- ☐ VEGETATION CONTROL (WEED CONTROL, MOWING GRASS, OR BRUSH/SEEDLINGS)
- ☐ LITTER REMOVAL
- ☐ SALVAGE SPILLED MATERIAL
- ☐ DONATED LANDSCAPE MATERIALS
- ☐ OTHER (Describe)

DESCRIPTION OF WORK

LOCATION OF WORK (COUNTY/RTE/PM, CROSS STREETS)

SAFETY REQUIREMENTS FOR PARTICIPANTS

While on the roadside, remember: ***SAFETY FIRST!***
To protect yourself and others:

- Stay off the roadway and shoulders. (This includes unpaved shoulders.)
- Do not cross freeway traffic lanes on foot. Use caution when crossing conventional highways. Use crosswalks and signals where available.
- Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly, if necessary.
- Do not work on the roadway or shoulders, on bridges, or in tunnels.
- Discontinue work before dusk.
- Do not work when fog or other conditions reduce visibility for drivers.
- Do not work when roadway is icy.
- Do not touch or remove materials which you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, dead animals and broken glass. Notify Caltrans or the police of the location of weapons or suspected toxic substances immediately.
- Do not compact trash bags. Injuries from broken or jagged objects may occur.
- Wear orange vests and other personal safety equipments as advisable.
- Wear long pants and substantial leather shoes or boots with ankle support. Watch your footing and stay off steep slopes, drainage facilities or places from which you might fall.
- Do not run, throw objects or engage in horseplay or any other activity which may distract drivers.
- Do not consume alcoholic beverages or drugs before entering or while on the roadside.
- Be alert where snakes may be located. Also be alert for stinging insects and poisoning plants (e.g. poison oak).

FOR CALTRANS USE ONLY

Consent Letter For: _____

Permission is hereby granted to enter onto State Highway _____

to Conduct a **one day** _____ on _____, 20 _____, Subject to the

terms and conditions shown on page 2 of this letter.

MAINTENANCE SUPERINTENDENT'S SIGNATURE (FOR DISTRICT DIRECTOR)

DISTRICT DIRECTOR'S NAME

CONSENT LETTER

TR-0131 (REV. 08/2005)

1. It is expressly understood that the work to be performed is to be undertaken by yourself, your organization or by volunteers acting for and on behalf of themselves, yourself and your organization, and that yourself, your organization and said volunteers *are not and shall not be considered employees of the State of California, or of the Department of Transportation.*

2. The State of California and its officers and employees shall not be liable for any death, injury or property damage claims which arise from any activities which are the subject of this one-day letter of consent that may have been reasonably prevented by you, your organization or those persons employed by or acting in your behalf. If any claims arise out of the foregoing, *you shall defend, indemnify and save harmless the State of California and its officers and employees from same.*

3. This letter of consent or a copy thereof shall be kept at the site of the work and must be shown to any representative of the Department of Transportation or law enforcement officer on demand. Work shall be suspended if a complete copy of this letter is not available at the job site.

4. All work shall be conducted in conformance with the attached “Safety Requirements For Participants” shown on page 1.

5. All work shall be conducted during daylight hours.

6. All work shall be performed on the date indicated above.

7. If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.

8. Work shall not be performed within 6 feet of traffic lanes, within center dividing strips, upon bridges, culverts, or structures of any kind unless specifically approved by the Department Representative.

9. Workers shall not cross any traffic lanes of freeways and epressways.

10. Traffic control is prohibited.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CUSTOMER SERVICE QUESTIONNAIRE

TR-0164 (REV. 02/01)

PERMIT NUMBER

Dear Customer,

Our goal is to provide the best service possible to our customers. Please take a few minutes to complete this questionnaire. Your comments will enable us to see how we are doing overall and any areas which may need improvement.

PLEASE TELL US HOW WE'RE DOING ☑

INSIDE THE OFFICE	EXCELLENT	VERY GOOD	GOOD	POOR
Staff courteous and helpful				
Staff quick and efficient				
Explanations and instructions clear				
TELEPHONE ANSWERING				
Timely response				
Receiving information or answers				
INSPECTION				
Inspector courteous and helpfull				
Pre-construction meeting set and held in a timely manner				
Inspector at job site frequently				
Inspector able to answer questions and deal with problems				
OVERALL PERFORMANCE				
What would you say is our overall performance?				

Is there a staff person you would like to commend?	STAFF'S NAME:

COMMENTS:

NAME (Optional)	BUSINESS PHONE NUMBER	DATE
	( )	

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT

TR-0120 (REV. 6/2000)

Permit No.	
Dist/Co/Rte/PM	
Date	
Fee Paid $	Deposit $
Performance Bond Amount (1) $	Payment Bond Amount (2) $
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (Check one):

☐ Your application of _____

☐ Utility Notice No. _____ of _____

☐ Agreement No. _____ of _____

☐ R/W Contract No. _____ of _____

TO:

, PERMITTEE

and subject to the following, PERMISSION IS HEREBY GRANTED to:

SAMPLE
FOR ILLUSTRATION PURPOSES ONLY

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit *(Check applicable):*

☐ Yes ☐ No General Provisions
☐ Yes ☐ No Utility Maintenance Provisions
☐ Yes ☐ No Special Provisions
☐ Yes ☐ No A Cal-OSHA permit, if required: Permit No. _____
☐ Yes ☐ No As-Built Plans Submittal Route Slip for Locally Advertised Projects
☐ Yes ☐ No Storm Water Pollution Protection Plan

In addition to fee, the permittee will be billed actual costs for:

☐ Yes ☐ No Review
☐ Yes ☐ No Inspection
☐ Yes ☐ No Field Work

(If any Caltrans effort expended)

☐ Yes ☐ No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit is void unless the work is completed before _____ , 20 _____
This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.
No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

APPROVED:

, District Director

BY:

, District Permit Engineer

FM 91 1436

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT (ADOPT-A-HIGHWAY)

TR-0121 (REV. 01/2002)

Permit No.	
Dist/Co/Rte/PM	
Date	
Fee Paid $	Deposit $
Performance Bond Amount (1) $	Payment Bond Amount (2) $
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (*Check one*):

- [X] Your application of _____
- [ ] Utility Notice No. _____ of _____
- [ ] Agreement No. _____ of _____
- [ ] R/W Contract No. _____ of _____

TO:

, PERMITTEE

and subject to the following, PERMISSION IS HEREBY GRANTED to:

Perform the following activities on _____

DISTRICT / COUNTY / ROUTE / POSTMILE RANGE / DIRECTION(S)

- [ ] Litter Removal.
- [ ] Graffiti Removal.
- [ ] Vegetation Control.
- [ ] Seedling Tree and Shrub Planting.
- [ ] Wildflower Planting and Vegetation Control.
- [ ] "Spot" Wildflower Planting.
- [ ] Recognition Panel Replacement. (By contractors only. Panels must be approved by the Department.)
- [ ] Other, describe: _____

NO ONE UNDER 16 YEARS OF AGE IS ALLOWED TO PARTICIPATE ON STATE RIGHT-OF-WAY.

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit *(Check applicable):*

- [X] Adopt-A-Highway Permit Special Provisions.
- [ ] Vegetation Control Plan, Work Plan, and Work Schedule.
- [ ] Planting Plan, Work Plan, and Work Schedule.
- [ ] _____

ADVANCED NOTIFICATION OF WORK: Before each work occasion, the Permittee shall notify the Department's Maintenance Field Representative at least five working days, but no more than one month, prior to start of any work to ensure coordination with other activities. _____

DEPARTMENT'S MAINTENANCE FIELD REPRESENTATIVE PHONE NUMBER

Permittee's work shall be subordinated to State operations and shall not interfere with State forces or State's contractors.

[ ] Yes [ ] No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit expires on _____ , 20 _____

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.

No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

APPROVED:

, District Director

BY:

, District Permit Engineer

SAMPLE
FOR ILLUSTRATION PURPOSES ONLY

ENCROACHMENT PERMIT ADMINISTRATIVE ROUTE SLIP
SPECIAL PROJECTS

TR-0154 (REV. 01/2004)

TO: DISTRICT PERMITS BRANCH, CHIEF			BUSINESS PHONE
FROM:	DIVISION	UNIT	BUSINESS PHONE
PROJECT NAME	PROJECT LOCATION	PROJECT ADMINISTRATOR	

The Office of _____ is requesting that an encroachment permit be issued for construction purposes for the above noted project. I certify that without any further coordination required, that the project has been reviewed and approved. Page 2, lists the functional reviewing units, and completed documentation included in this package.

Charges to the project shall be made to:

EA_____ **Sub Job** _____ **SD** _____ **FA/AO** _____

The following staff will provide project inspection, as applicable:

Roadway, Civil (R.E.) Name: _____ Unit _____ Phone Number _____

Electrical Name: _____ Unit _____ Phone Number _____

Landscaping Name: _____ Unit _____ Phone Number _____

Maintenance Name: _____ Unit _____ Phone Number _____

Right of Way Name: _____ Unit _____ Phone Number _____

Structures (Br. Rep.) Name: _____ Unit _____ Phone Number _____

Other _____ Name: _____ Unit _____ Phone Number _____

In addition, _____ sets of plans/documents are attached for distribution to the inspectors and the following staff:

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

Name: _____ MS _____ Unit _____ Phone Number _____

NOTES: _____

PREPARED BY	UNIT	BUSINESS PHONE	DATE
PROJECT MANAGER / DISTRICT AIRSPACE MANAGER	UNIT	BUSINESS PHONE	DATE

ENCROACHMENT PERMIT ADMINISTRATIVE ROUTE SLIP
SPECIAL PROJECTS

TR-0154 (REV. 01/2004)

What is the total cost of the project? $ ☐☐,☐☐☐,☐☐☐ in the State Right-of-Way? $ ☐☐,☐☐☐,☐☐☐

What is the total size of the project (acres)? ☐☐☐.☐☐ in the State Right-of-Way (acres)? ☐☐☐.☐☐

"FEE EXEMPT PERMIT" ☐ or "FEE PERMIT" ☐ Will a "double permit" (contractor's permit) be required? YES ☐ NO ☐

PROJECT REVIEWING UNITS	YES	NO	N/A
Construction			
DARC (District Airspace Review Committee)			
Design			
Environmental			
Landscape Architect			
Maintenance			
Right-of-Way Air Space Development			
Right-of-Way Engineering			
Right-of-Way Utilities			
Structures Construction			
Structures Design			
Structures Maintenance			
Traffic Operations			
Traffic Design			
Traffic Management			
Traffic Safety			
Transportation Permits (CPB 99-8)			
Transportation Planning			

DOCUMENTS	ATTACHED	YES	NO	AVAILABLE	YES	NO	N/A
ADA / DIB 82 Compliance							
Project Development Cooperative Agreement							
Construction Cooperative Agreement							
DTM Closure Hours							
DTM Approved TMP							
Encroachment Exception Approval							
Environmental Documentation							
Fact Sheet (Mandatory or Advisory) / PEER							
Final stamped project plans							
Maintenance Agreement							
Payment / Performance / Documents Bond or Liability Insurance							
Project Initiation Document (PSR, PR/PSR, PSR-PDS, PSSR)							
Right-of-Way Certification							
Right-of-Way Air Space Agreement / Site License Agreement							
Encroachment Permit Application and Deposit (if applicable)							
Special Provisions / Specifications							
Stormwater Requirements							

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT APPLICATION REVIEW

TR-0110 (REV. 06/2006)

APPLICANT	PERMIT NO.
DATE	DIST / CO / RTE / PM
Your comments and recommendations are requested regarding an encroachment permit application.	TYPE OF WORK
REVIEW NEEDED BY	REVIEWING UNITS

CHARGE ALL "CUSTOMER SERVICE & TRAVEL TIME" TO:			
DIST.	EA-SUB JOB	SPECIAL DESIGNATION	ACT
	937700-3EPCS		2003
CHARGE ALL "NON-STORM WATER RELATED REVIEW TIME" TO:			
DIST.	EA-SUB JOB	SPECIAL DESIGNATION	ACT
	937700-3EPPR		2037
CHARGE ALL "STORM WATER RELATED REVIEW TIME" TO:			
DIST.	EA-SUB JOB	SPECIAL DESIGNATION	ACT
	937700-3ESWR		2037

THERE IS ADDITIONAL INFORMATION AVAILABLE IN PERMIT FILE. ☐ YES ☐ NO

BESIDES THOSE LISTED, WHO ELSE SHOULD REVIEW THIS APPLICATION?

LAST _____, Permit Office

THIS APPLICATION IS BEING REVIEWED SEPARATELY BY EACH UNIT.

TIME CHARGED*

EA/SUB JOB 937700-3EPCS _____ HOURS

EA/SUB JOB 937700-3EPPR _____ HOURS

EA/SUB JOB 937700-3ESWR _____ HOURS

*** MUST MATCH STAFF CENTRAL ENTRY**

PERMIT RECOMMENDED:

☐ YES

☐ NO

☐ Need more information *(explain)*

RESPONSIBLE UNIT

PERMIT ENGINEERING EVALUATION REPORT REQUIRED

☐ NO (*No adverse impact on highway operations or maintenance.*)

BY _____, SR. TRANSP. ENGR. DATE

☐ YES ☐ ATTACHED EST. COMPLETION DATE OF PEER. _____

REMARKS: *(Include necessary changes, required conditions, etc.)*

REVIEWED BY	UNIT CODE	BUSINESS PHONE	DATE
CONCURRED BY	UNIT CODE	BUSINESS PHONE	DATE

FM 91 1402 M

SAMPLE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT (CITY)

TR-0126 (REV. 08/2005)

Permit No.	
Dist/Co/Rte/PM	
Date	
Fee Paid $	Deposit $
Performance Bond Amount (1) $	Payment Bond Amount (2) $
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (Check one):

☐ Your application of _____

☐ Utility Notice No. _____ of _____

☐ Agreement No. _____ of _____

☐ R/W Contract No. _____ of _____

TO: _____ **, PERMITTEE**

and subject to the following, PERMISSION IS HEREBY GRANTED to:

SAMPLE

THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit *(Check applicable):*

☐ Yes ☐ No General Provisions
☐ Yes ☐ No Utility Maintenance Provisions
☐ Yes ☐ No Special Provisions
☐ Yes ☐ No A Cal-OSHA permit, if required: Permit No. _____
☐ Yes ☐ No As-Built Plans Submittal Route Slip for Locally Advertised Projects
☐ Yes ☐ No Storm Water Pollution Protection Plan

In addition to fee, the permittee will be billed actual costs for:

☐ Yes ☐ No Review
☐ Yes ☐ No Inspection
☐ Yes ☐ No Field Work

(If any Caltrans effort expended)

☐ Yes ☐ No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit is void unless the work is completed before _____ , 20 _____
This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.
No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

This permit is issued by the undersigned City pursuant to delegation of maintenance of State Highways by agreement between the City & State.

CITY REPRESENTATIVE: _____

TITLE: _____

APPROVED:

, District Director

BY:

, District Permit Engineer

FM 91 1436

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT LOG

TR-0111 (REV. 6/2000)

DISTRICT MONTH YEAR PAGE OF

* PAYMENT TYPES: 1 - EXEMPT 2 - DEFERRED (UTILTIES) 3 - DEPOSIT 4 - SET FEE

PERMIT NUMBER ASSIGNED	PERMIT NUMBER OR REFUND OR ADDITIONAL BILLING/PAYMENT	APPLICANT NAME	COUNTY - ROUTE - PM	PAYMENT INFO		DATE LOGGED IN	DATE PERMIT ISSUED	DISTRICT USE
				* TYPE	$ AMOUNT			

FM 1487 M 91

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT REPORT (DIARY)

TR-0130 (REV. 5/94)

PAGE _____ OF _____

PERMIT NO.	YR — MO — DA
DIST/CO/RTE/PM	TOTAL HOURS IN THIS REPORT

SIGNATURE OF **STATE REPRESENTATIVE**	DATE

FM 91 1410 M

ORIGINAL TO PERMIT OFFICE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT RIDER

TR-0122 (REV. 6/99)

Collected By	Permit No.
Rider Fee Paid $	Dist/Co/Rte/PM
Date	Rider Number

TO:

, PERMITTEE

In compliance with (your, our) request of _____ we are hereby amending the above numbered encroachment permit as follows:

DATE

Date of completion extended to:

SAMPLE
FOR ILLUSTRATION PURPOSES ONLY

Except as amended, all other terms and provisions of the original permit shall remain in effect.

	APPROVED: , District Director
	BY: , District Permit Engineer

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT RIDER (CITY)

TR-0127 (REV. 6/99)

Collected By	Permit No. (Original)
Rider Fee Paid $	Dist/Co/Rte/PM
Date	Rider Number

TO:

, PERMITTEE

In compliance with (your, our) request of _____ we are hereby amending the above numbered encroachment permit as follows:
DATE

Date of completion extended to: ☐ NO CHANGE ☐ _____
, DATE

SAMPLE
FOR ILLUSTRATION PURPOSES ONLY

Except as amended, all other terms and provisions of the original permit shall remain in effect.

This permit is issued by the undersigned city pursuant to delegation of maintenance of State highways by agreement between the city & State.

CITY REPRESENTATIVE:_____

TITLE: _____

APPROVED:

, District Director

BY:

, District Permit Engineer

FM 91 1439

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NEWSPAPER DISTRIBUTION AGREEMENT

TR-0150 (NEW 03/2003)

The undersigned newspaper distributor, hereinafter referred to as DISTRIBUTOR, desires to place and maintain **a newspaper** and newspaper vending machine, hereinafter referred to as "Machine", at certain identified safety roadside rest areas owned and operated by the State of California, Department of Transportation, hereinafter referred to as STATE. DISTRIBUTOR agrees that the following conditions apply:

1. DISTRIBUTOR shall comply with the applicable provisions of the California Administrative Code and directions from the STATE as to the location and placement of each Machine and including its associated pedestal.

2. DISTRIBUTOR shall indemnify, protect and hold harmless the STATE, its officers and employees from all claims for injury to persons or damage to property by reason of the presence, location and/or maintenance of the Machine on STATE property, or by reason of claims based on acts of DISTRIBUTOR'S agents, employees or workers.

3. Maintenance of the Machine shall be the sole responsibility of DISTRIBUTOR, including any replacement or repair of Machine stolen or damaged by vandalism. DISTRIBUTOR shall begin to make necessary repairs within 48 hours after receipt of written or oral notification by STATE.

4. In the course of servicing a Machine, DISTRIBUTOR shall not deposit in or about any safety roadside rest area any wrapping paper, tying material or other litter, except to dispose of such material in a receptacle intended for that purpose. Any material that cannot be disposed of in available receptacles shall be immediately removed from the premises by DISTRIBUTOR.

5. If the distribution of newspaper is discontinued for thirty consecutive days, DISTRIBUTOR shall remove the Machine and restore the site to its original condition.

   If the Machine to be removed is on a pedestal shared with other machines, DISTRIBUTOR shall modify the pedestal to properly accommodate the remaining machines.

   If, after such discontinuance, or if the terms of this Agreement are violated, and DISTRIBUTOR fails to remove the Machine and restore the site within ten days after reasonable notice and demand, STATE may thereafter remove the Machine and restore the site to its original condition and DISTRIBUTOR agrees to reimburse the STATE for the reasonable costs of that removal and restoration.

6. STATE reserves the right to close, temporarily or permanently, the safety roadside rest area for any reason without notification to the DISTRIBUTOR.

7. This Agreement shall commence on _____ 20___, and shall terminate on _____ 20___

The parties agree that only the following newspaper may be distributed:

NAME OF REST AREA(S)	TRAVEL DIRECTION	NEWSPAPER NAME

COMPANY NAME	CONTACT PERSON	PHONE NUMBER
ADDRESS		E-MAIL ADDRESS
DISTRIBUTOR'S SIGNATURE ▶		

DISTRICT USE ONLY

DISTRICT REST AREA COORDINATOR'S NAME	PHONE NUMBER
DISTRICT REST AREA COORDINATOR'S SIGNATURE ▶	E-MAIL ADDRESS

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF COMPLETION

TR-0128 (REV. 6/01) CT #7541-5529-1

PERMIT NO.

Dear Sir or Madam:

All work authorized by the above-numbered permit was completed on DATE

SIGNATURE OF PERMITTEE

FM 92 1546 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF ENCROACHMENT

TR-0213 (REV. 06/2004)

_____ _____ 20 _____

_____

_____

_____:

Notice is hereby given that you are causing or suffering an encroachment/outdoor advertising sign to exist upon and within the right of way ot the State Highway at _____

_____

consisting of _____

_____

_____

Pursuant to the provisions of Article 3, Chapter 3, Division 1 of the Streets and Highways Code (Chapter 29, Statutes of 1935, as amended), you are hereby notified and directed to forthwith remove said encroachment. If the same is not removed or removal commenced and thereafter diligently prosceuted prior to the expiration of five (5) days from and after the service of this notice, the Department of Transportation is authorized to remove or cause the same to be removed and said department is further authorized to commence an action against you to recover the cost and expenses of such removal and the cost and expense of suit, and, in addition thereto, the sum of Three Hundred and Fifty Dollars ($350.00) for each day such encroachment is permitted to remain within the right of way of said State highway after the service of this notice.

Failure to remove said encroachment, as herein directed, may subject you to prosecution for a misdemeanor, as provided by law.

_____
District Director of Transportation

Address _____ By _____

_____ California _____

FM 3084 M 97

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

NOTICE OF ENCROACHMENT

TR-0213 (REV. 06/2004)

_____ _____ 20 _____

_____

_____

_____:

Notice is hereby given that you are causing or suffering an encroachment/outdoor advertising sign to exist upon and within the right of way ot the State Highway at _____

_____

consisting of _____

_____

_____

Pursuant to the provisions of Article 3, Chapter 3, Division 1 of the Streets and Highways Code (Chapter 29, Statutes of 1935, as amended), you are hereby notified and directed to forthwith remove said encroachment. If the same is not removed or removal commenced and thereafter diligently prosceuted prior to the expiration of five (5) days from and after the service of this notice, the Department of Transportation is authorized to remove or cause the same to be removed and said department is further authorized to commence an action against you to recover the cost and expenses of such removal and the cost and expense of suit, and, in addition thereto, the sum of Three Hundred and Fifty Dollars ($350.00) for each day such encroachment is permitted to remain within the right of way of said State highway after the service of this notice.

Failure to remove said encroachment, as herein directed, may subject you to prosecution for a misdemeanor, as provided by law.

_____
District Director of Transportation

Address _____ By _____

_____ California _____

FM 3084 M 97

PAYMENT BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

TR-0018 (REV. 11/96)

[To Accompany the Permit]

Streets and Highways Code Section 677

BOND NUMBER		PERMIT NUMBER		PRINCIPAL:	
LOCATION	DIST.	CO.	RT.	P.M.	EFFECTIVE DATE:
BOND NUMBER			PREMIUM AMOUNT		

(PLEASE FILL OUT FORM COMPLETELY)

Know All Persons by These Presents:

That _____, as **PRINCIPAL,** having an address for service of

_____, and _____, a Surety

Company qualified and duly licensed to do business in the State of California, as **SURETY**, are held and firmly bound to the

STATE OF CALIFORNIA, as **OBLIGEE**, in the sum of

_____Dollars ($_____ . _____),

lawful money of the United States of America, to be paid to the **OBLIGEE**, for which payment, we bind ourselves, our heirs,

executors, administrators, successors, and assigns, jointly and severally, to those persons referred to in paragragh 4 below.

THAT THE CONDITION OF THIS OBLIGATION IS SUCH,

1. That whereas **PRINCIPAL** has made, or is about to make, application to the State of California for a permit under Article 2 of Chapter 3 of Division 1 of the Streets and Highways Code to place, change or renew an encroachment in, under or over any portion of a state highway, and Streets and Highways Code Section 677 requires a bond payable to the State of California as a condition therefore, this payment bond is executed and tendered in accordance therewith.

2. That this bond shall be subject to all of the terms and provisions of the afore-mentioned provisions of the Streets and Highways Code.

3. That if the **PRINCIPAL** or his or its subcontractors shall fail to pay any of the persons named in Civil Code Section 3181, or amounts due under the Unemployment Insurance Code with respect to work or labor performed by such claimant, or any amounts required to be deducted, withheld, and paid over to the Franchise Tax Board from the wages of employees of the **PRINCIPAL** and his or its subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor, that the **SURETY** herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon his bond, the **SURETY** will pay a reasonable attorney's fee to be fixed by the court.

4. That this bond shall insure to the benefit of any of the persons named or referred to in Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

(SEE REVERSE SIDE)

PAYMENT BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

TR-0018 (REV. 11/96)

5. This bond to become effective on _____ .

6. That this bond shall be deemed continuous in form, remain in full force and effect, and run concurrently with the permit period and any and all renewals, or until cancellation or withdrawal of the **SURETY** from the bond. If no work has commenced under the encroachment permit, the **SURETY** may cancel this bond upon thirty (30) days written notice to the **OBLIGEE**. Bond cancellation notices shall be sent to the Department of Transportation District Office issuing the encroachment permit. The notice should include the permit number and the project's location: county, route, and postmile.

7. That the **SURETY** shall bear no liability on this bond in the event the encroachment permit issued to the **PRINCIPAL** is cancelled or withdrawn prior to commencement of work on State property by the **PRINCIPAL**.

8. This bond is executed to comply with the provisions of Chapter 3 of Division 1 of the Streets and Highways Code and of Chapter 2, Title 14, Part 2 of the Code of Civil Procedure, and said bond shall be subject to all of the terms and provisions thereof.

9. No action may be brought upon this bond more than six (6) months after acceptance by the State of California of the work performed under the encroachment permit issued to the principal.

NAME OF **PRINCIPAL**		DATE
BUSINESS ADDRESS OF **PRINCIPAL**		BUSINESS PHONE
CITY	STATE	ZIP CODE
PRINT OR TYPE NAME OF AUTHORIZED SIGNATURE AND TITLE	AUTHORIZED SIGNATURE AND TITLE	

NAME OF **SURETY**:		DATE:
BUSINESS ADDRESS OF **SURETY**:		BUSINESS PHONE
CITY:	STATE:	ZIP CODE:

I certify (or declare) under penalty of perjury that I have executed the foregoing bond under an unrevoked power of attorney.

Executed on (date) _____ in (city, state) _____

_____ under the laws of the State of California.

PRINT OR TYPE NAME OF ATTORNEY-IN-FACT FOR **SURETY:**	SIGNATURE OF ATTORNEY-IN-FACT FOR **SURETY:**

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

PERMIT ENGINEERING EVALUATION REPORT

TR-0112 (REV. 6/2001)

PREPARATION HOURS	PERMIT NO.
DATE	DIST/CO/RTE/PM
EA USED	APPLICANT

1. DESCRIBE PERMIT PROPOSAL, WHAT IT SERVES, APPROXIMATE COST.

2. DESCRIBE EXISTING HIGHWAY - BRIEF ANALYSIS OF IMPACT ON HIGHWAY OPERATION AND MAINTENANCE.

3. ANALYZE PERMIT PROPOSAL FOR GEOMETRIC AND FUNCTIONAL ADEQUACY.

4. NON-STANDARD DESIGN FEATURES ☐ YES ☐ NO

REVISION IN ACCESS CONTROL INVOLVED ☐ YES ☐ NO

If YES above, provide rationale and name & date of headquarters, reviewer's concurrence. (and on Federal Aid Projects, FHWA concurrence on separate sheet)

IF YES, DATE OF HQ APPROVAL

5. SIGNALIZATION INVOLVED ☐ YES ☐ NO

If yes, signal warrants met	☐ YES	☐ NO*	☐ NOT APPLICABLE
Capacity Analysis OK	☐ YES	☐ NO*	☐ NOT APPLICABLE
Safety Analysis OK	☐ YES	☐ NO*	☐ NOT APPLICABLE
Ownership/Maintenance Provisions OK	☐ YES	☐ NO*	☐ NOT APPLICABLE

* Comments, Supporting documents on attached sheet(s)

PERMIT PROPOSAL RECOMMENDED

☐ Yes, as submitted ☐ Yes, with conditions described above ☐ No, as described above

PREPARED BY	TITLE	UNIT	DATE
APPROVED BY (Caltrans Engineer)	TITLE	UNIT	DATE

PREPARING REGISTERED ENGINEER'S STAMP

I attest to the technical information contained herein and have judged the qualifications of all technical specialists providing engineering data upon which recommendations, conclusions, and decisions were based.

SIGNATURE

,REGISTERED CIVIL ENGINEER

DATE

REMARKS: SEND ONE COPY OF COMPLETED REPORT TO HEADQUARTERS DESIGN AND LOCAL PROGRAMS.

FM 91 1404 M

PERFORMANCE BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

TR-0001 (REV. 12/2003)

[To Accompany the Permit]

Streets and Highways Code Section 677

BOND NUMBER		PERMIT NUMBER		PRINCIPAL	
LOCATION	DIST.	CO.	RT.	P.M.	EFFECTIVE DATE:
BOND NUMBER			PREMIUM AMOUNT		

(PLEASE FILL OUT FORM COMPLETELY)

Know All Persons By These Presents:

That _____, as **PRINCIPAL,** having an address for service of

_____, and _____, a Surety

Company qualified and duly licensed to do business in the State of California, as **SURETY**, are held and firmly bound to the

STATE OF CALIFORNIA, as **OBLIGEE**, in the sum of

_____Dollars ($_____ . _____),

lawful money of the United States of America, to be paid to the **OBLIGEE**, for which payment, we bind ourselves, our heirs,

executors, administrators, successors, and assigns, jointly and severally, to those persons referred to in paragragh 4 below.

THAT THE CONDITION OF THIS OBLIGATION IS SUCH,

1. That whereas **PRINCIPAL** has made, or is about to make, application to the State of California for a permit under Article 2 of Chapter 3 of Division 1 of the Streets and Highways Code to place, change or renew an encroachment in, under or over any portion of a state highway, and Streets and Highways Code Section 677 requires a bond payable to the State of California as a condition therefore, this payment bond is executed and tendered in accordance therewith.

2. That this bond shall be subject to all of the terms and provisions of the afore-mentioned provisions of the Streets and Highways Code.

3. That if the **PRINCIPAL** shall fail to faithfully perform the work for which the encroachment permit was issued, or fail to pay all encroachment permit fees then the SURETY herein shall pay for the same, otherwise this obligation is null and void.

4. No right of action shall accrue under this bond to or for the use of any person or entity other than the State of California.

5. That this bond shall be deemed continuous in form, remain in full force and effect, and run concurrently with the permit period and any and all renewals, or until cancellation or withdrawal of the SURETY from the bond. If no work has commenced under the encroachment permit, the SURETY may cancel this bond upon thirty (30) days written notice to the OBLIGEE. Bond cancellation notice shall be sent to the Department of Transportation District Office issuing the encroachment permit. The notice should include the permit number and the project's location: county, route, and post mile.

(SEE REVERSE SIDE)

PERFORMANCE BOND OF STATE HIGHWAY ENCROACHMENT PERMITTEE

TR-0001 (REV. 12/2003)

5a. ☐ **Additionally, this bond shall be deemed continuous in form, remain in full force and effect, and run concurrently with the life of the permit, all permit renewals, and/or for the life of the facility within State highway right-of-way. The SURETY shall give at least thirty (30) days' written notice of the termination, cancellation or material change of the policy to the Department.**

6. That the **SURETY** shall bear no liability on this bond in the event the encroachment permit issued to the **PRINCIPAL** is cancelled or withdrawn prior to commencement of work on State property by the **PRINCIPAL**.

7. This bond to become effective on _____ .

8. This bond is executed to comply with the provisions of Chapter 3 of Division 1 of the Streets and Highways Code and of Chapter 2, Title 14, Part 2 of the Code of Civil Procedure, and said bond shall be subject to all of the terms and provisions thereof.

NAME OF **PRINCIPAL**		DATE
BUSINESS ADDRESS OF **PRINCIPAL**		BUSINESS PHONE
CITY	STATE	ZIP CODE
PRINT OR TYPE NAME OF AUTHORIZED SIGNATURE AND TITLE	AUTHORIZED SIGNATURE AND TITLE	

NAME OF **SURETY**:		DATE:
BUSINESS ADDRESS OF **SURETY**:		BUSINESS PHONE
CITY:	STATE:	ZIP CODE:

I certify (or declare) under penalty of perjury that I have executed the foregoing bond under an unrevoked power of attorney.

Executed on (date) _____ ***in (city, state)*** _____

_____ ***under the laws of the State of California.***

PRINT OR TYPE NAME OF ATTORNEY-IN-FACT FOR **SURETY:**	SIGNATURE OF ATTORNEY-IN-FACT FOR **SURETY:**

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

PROGRESS BILLING/COMPLETION NOTICE

TR-0129 (REV. 09/2003)

PERMIT NUMBER ☐ RIDER

DIST/CO/RTE/PM

WORK ORDER / REFERENCE NUMBER

RELATED PERMITS

PERMITTEE NAME

DESCRIPTION OF WORK

INSPECTOR'S COMMENTS

ACTUAL INSPECTION HOURS BY	PERMIT INSPECTOR	CONSTRUCTION R.E.	OTHER CALTRANS UNITS

☐ To the best of my knowledge, field work was completed on (date)_____ in compliance with the permit.

☐ Y ☐ N ☐ N/A Required final project completion records for structures as noted in Permit Special Provisions were submitted (except As-Built plans); date: _____

☐ Y ☐ N ☐ N/A Required final project completion records for roadway as noted in Permit Special Provisions were submitted (except As-Built plans); date: _____

☐ Y ☐ N ☐ N/A Structure As-Built plans received; date:_____ ☐ Y ☐ N ☐ N/A Roadway As-Built plans rec'd; date: _____

☐ Work is not complete ☐ Progress Bill ☐ Quarter No.: _____ ☐ Completion Notice ☐ Permit Cancelled

INSPECTOR'S SIGNATURE

DATE

FOR PERMIT OFFICE USE

☐ FINAL BILL ☐ RELEASE CASH DEPOSIT ☐ PERFORMANCE BOND ATTACHED

☐ PROGRESS BILL ☐ OTHER _____

ACTUAL HOURS
(NOT FOR BILLING)

Review Hours _____

Inspection Hours _____

Field Work Hours _____

COMMENTS:

BILLING / REFUND INFORMATION

FEE TYPE ☐ SF ☐ AX

Review _____ Hours @ $ _____ = $ _____

Inspection _____ Hours @ $ _____ = $ _____

Field Work _____ Hours @ $ _____ = $ _____

Equipment / Materials = $ _____

TOTAL FEES = $ _____

FEE DEPOSIT PAID ON (*Date*) _____ $ _____

☐ Cash ☐ Credit Card ☐ Check (Check No.) _____

FEE DEPOSIT PAID ON (*Date*) _____ $ _____

☐ Cash ☐ Credit Card ☐ Check (Check No.) _____

TOTAL DEPOSITS = $ _____

☐ Final Bill ☐ **BALANCE DUE** = $ _____

☐ Progress Bill ☐ **REFUND** = $ _____

REFUND OF CASH DEPOSIT IN LIEU OF BOND $ _____

CASH DEPOSIT PAID ON (*Date*) _____

☐ Cash ☐ Credit Card ☐ Check (Check No.) _____

COPIES TO:

☐ Accounts Receivable (Billing / Refund)

☐ Local Agency (Agreement Work)

☐ Maintenance

BILLING / REFUND ADDRESS OF PERMITTEE

PERMIT ENGINEER	PHONE NUMBER	DATE

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

SALVAGE PERMIT

TR-0123 (REV. 4/97)

LOSS REPORT NO.
DIST/CO/RTE/PM
DATE

TO:

, PERMITTEE

Subject to the following, PERMISSION IS HEREBY GRANTED TO:

Traffic control and/or lane closures permitted:

Agreed necessary Fence Opening or other State expense for which Permittee will reimburse State:

This permit is void unless the work is completed prior to _____ .

This permit is to be strictly construed and no other work than specifically mentioned is hereby authorized. This permit shall be kept at the site of the work and must be shown to any representative of Caltrans or any Law Enforcement Officer on demand.

	REQUESTED BY *(Authorized Representative or Permittee)*
	APPROVED BY *(State Representative)*

SAMPLE
FOR ILLUSTRATION PURPOSES ONLY

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 05/2006)

Permission is requested to encroach on the State highway right-of-way as follows:
(Complete all BOXES [write N/A if not applicable])
This application is not complete until all requirements have been approved.

FOR CALTRANS USE
PERMIT NO.
DIST/CO/RTE/PM
SIMPLEX STAMP
DATE OF SIMPLEX STAMP

1. COUNTY	**2. ROUTE**	**3. POSTMILE**
4. ADDRESS OR STREET NAME	**5. CITY**	
6. CROSS STREET *(Distance and direction from site)*	**7. PORTION OF RIGHT-OF-WAY**	

8. WORK TO BE PERFORMED BY ☐ OWN FORCES ☐ CONTRACTOR			**9. EST. START DATE**		**10. EST. COMPLETION DATE**	
11. EXCAVATION	MAX. DEPTH	AVG. DEPTH	AVG. WIDTH	LENGTH	SURFACE TYPE	**12. EST. COST IN STATE R/W**
13. PIPES	PRODUCT TYPE		DIAMETER	VOLTAGE / PSIG	**14. CALTRANS PROJECT E.A. NUMBER**	

15. ☐ **Double Permit** **Parent Permit Number** _____

Applicant's Reference Number / Utility Work Order Number _____

16. Have your plans been reviewed by another Caltrans branch? NO ☐ **YES** ☐ (If "YES") **Who?**_____

17. Completely describe work to be done within STATE highway right-of-way :

Attach 6 complete sets of **FOLDED** plans (folded 8.5" x 11"), and any applicable specifications, calculations, maps, etc.
All dimensions shall be in U.S. Customary (English) Units.

18. Is a city, county, or other agency involved in the approval of this project?

☐ YES ***(If "YES", check type of project and attach environmental documentation and conditions of approval.)***

☐ COMMERCIAL DEVELOPMENT ☐ BUILDING ☐ GRADING ☐ OTHER _____

☐ CATEGORICALLY EXEMPT ☐ NEGATIVE DECLARATION ☐ ENVIRONMENTAL IMPACT REPORT ☐ OTHER _____

☐ NO ***(If "NO", please check the category below which best describes the project, and complete page 4 of this application.)***

☐ DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE, OR RESURFACING
☐ PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS
☐ FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS
☐ OTHER _____
☐ FENCE
☐ MAILBOX
☐ EROSION CONTROL
☐ LANDSCAPING

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? ☐ YES ☐ NO
(If "YES", provide a description)

20. Is this project on an existing highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? ☐ YES ☐ NO (If "YES", provide a description)

21. Is work being done on applicant's property? ☐ YES ☐ NO (If "YES", attach site and grading plans.)

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 05/2006)

PERMIT NO.

22. Will this proposed project require the disturbance of soil within highway right-of-way? ☐ YES ☐ NO

If "YES", estimate the area in square feet AND acres: _____ (ft²)

_____ (acres)

23. Will this proposed project require dewatering? ☐ YES ☐ NO

If "YES", estimate daily volume in gallons per day: _____ (gpd)

24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?

☐ Storm Drain System ☐ Combined Sewer / Storm System ☐ Storm Water Retention Basin

☐ Other (explain): _____

PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

The applicant, understands and herein agrees to that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with Caltrans rules and regulations subject to inspection and approval.

The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit for: 1) bodily injury and/ or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnities, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnities. The Applicant, however, shall not be obligated to indemnify Indemnities for Claims arising from conduct delineated in Civil Code Section 2782.

DISCHARGES OF STORM WATER AND NON-STORM WATER: Work within State highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department of Transportation (Department), to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Departments NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

http://www.dot.ca.gov/hq/construc/stormwater1.htm

25. NAME of APPLICANT or ORGANIZATION *(Print or Type)*	E-MAIL ADDRESS
ADDRESS of APPLICANT or ORGANIZATION WHERE PERMIT IS TO BE MAILED *(Include City and Zip Code)*	
PHONE NUMBER	FAX NUMBER

26. NAME of AUTHORIZED AGENT / ENGINEER *(Print or Type)*	**IS LETTER OF AUTHORIZATION ATTACHED?** ☐ **YES** ☐ **NO**	E-MAIL ADDRESS
ADDRESS of AUTHORIZED AGENT / ENGINEER *(Include City and Zip Code)*		
PHONE NUMBER	FAX NUMBER	

27. SIGNATURE of APPLICANT or AUTHORIZED AGENT	**28. PRINT OR TYPE NAME**	**29.TITLE**	**30. DATE**

PERMIT NO.

FEE CALCULATION -- FOR CALTRANS USE

☐ CASH ☐ CREDIT CARD NAME ON CARD _____ PHONE NUMBER _____

☐ CHECK NUMBER _____ NAME ON CHECK _____ PHONE NUMBER _____

☐ EXEMPT ☐ PROJECT EA __ __ __ __ __ __ ☐ DEFERRED BILLING (Utility)

CALCULATED BY	(1)		(2)		
REVIEW 1. _____ HOURS @ $_____ * 2. _____ HOURS @ $_____ *	1. FEE / DEPOSIT $_____	DATE	2. FEE / DEPOSIT $_____	DATE	TOTAL FEE / DEPOSIT $_____ $_____
INSPECTION 1. _____ HOURS @ $_____ * 2. _____ HOURS @ $_____ *	1. FEE / DEPOSIT $_____	DATE	2. FEE / DEPOSIT $_____	DATE	TOTAL FEE / DEPOSIT $_____ $_____
FIELD WORK _____ HOURS @ $_____ *	$_____		$_____		$_____
EQUIPMENT & MATERIALS	DEPOSIT $_____	DATE	DEPOSIT $_____	DATE	DEPOSIT $_____
CASH DEPOSIT IN LIEU OF BOND	$_____		$_____		$_____
TOTAL COLLECTED **CASHIER'S INITIALS**	$_____ _____		$_____ _____		$_____

** The current hourly rate is set annually by Headquarters Accounting. District Office staff do not have authority to modify this rate.*

PERFORMANCE BOND ☐	DATE	AMOUNT $
PAYMENT BOND ☐	DATE	AMOUNT $
LIABILITY INSURANCE REQUIRED?	☐ YES ☐ NO	AMOUNT $

PERMIT NO.

INSTRUCTIONS
for completing page 4

This page needs to be completed when the proposed project DOES NOT involve a City, County or other public agency.

Your answers to these questions will assist departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within the State highway right-of-way. And, to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies, in some cases this may be costly and time-consuming. If possible, attach photographs of the location of the proposed project.

Please answer these questions to the best of your ability. Provide a description of any "YES" answers (type, name, number, etc.)

1. **Will any existing vegetation and/or landscaping within the highway right-of-way be disturbed?**
2. **Will the proposed project involve any soil disturbance within highway right-of-way (trenching or excavation)?**
3. **Are there waterways (river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or highway right-of-way?**
4. **Is the proposed project located within five miles of the coast line?**
5. **Will the proposed project generate construction noise levels greater than 86 dBA (i.e. jack-hammering, pile driving)?**
6. **Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?**
7. **Are there any recreational trails or paths within the limits of the proposed project or highway right-of-way?**
8. **Will the proposed project impact any structures, buildings, rail lines, or bridges within highway right-of-way?**
9. **Will the proposed project impact access to any businesses or residences?**
10. **Will the proposed project impact any existing public utilities or public services?**
11. **Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks, or overcrossings?**
12. **Will new lighting be constructed within or adjacent to highway right-of-way?**

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

STANDARD FILMING ENCROACHMENT PERMIT APPLICATION

TR-0102 (REV. 5/94)

PERMIT NO.
DIST/CO/RTE/PM

PERMISSION IS REQUESTED TO ENCROACH ON STATE HIGHWAY RIGHT OF WAY FOR FILMING OF PHOTOGRAPHY AS FOLLOWS:

LOCATION	CITY	COUNTY	(FOR CALTRANS USE ONLY)
	ROUTE	POST MILE	

DESCRIPTION *(Highway Segments Used)*

FILM ACTIVITY

SITE INFORMATION *(Aircraft Type)*

PERSONNEL *(No. at Site)*

VECHILES *(No. and Type)*

SHOOT DATES			
SHOOT TIME			

FILM TITLE

The undersigned agrees that the work will be done in accordance with Caltrans rules and regulations and subject to inspection and approval.

ORGANIZATION OR APPLICANT	BUSINESS PHONE	LOCATION MANAGER	BUSINESS PHONE

BUSINESS ADDRESS *(Include City and Zip Code)*

AUTHORIZED CALIFORNIA FILM COMMISSION SIGNATURE	APPLICATION DATE

FOR CALTRANS USE ONLY

INSURANCE REQUIRED	NOTES AND SPECIAL INSTRUCTIONS:
$	

CALTRANS FEE CALCULATION		SET FEE	ACTUAL COST	HOURLY RATE $	PERMIT TYPE	
SET FEE OR DEPOSIT	REVIEW HRS. +	INSPECTION HRS. +	FIELD WORK HRS. x	HOURLY RATE +	EQUIPMENT $ =	$
FINAL ACTUAL COST	REVIEW HRS. +	INSPECTION HRS. +	FIELD WORK HRS. x	HOURLY RATE +	EQUIPMENT $ =	$

FM 90 1149 M

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

VISIBILITY IMPROVEMENT REQUEST

TR-0165 (REV. 12/95)

DATE

NOTICE TO REQUESTER:

Work to be performed must be within the 500 feet of the display, as measured along the traveled roadway, starting from a line that is from the display perpendicular to the traveled roadway. Diagrams and/or photographs must be attached. The requester will only be authorized to perform work under an Encroachment Permit. An Encroachment Permit Application must be completed after approval of this form.

REQUESTER (Print Name)	DISPLAY OWNER (Print Name)

BUSINESS MAILING ADDRESS (Include City and Zip Code)

LOCATION OF DISPLAY (State highway, which side of highway, address of where display is located, post mile)

DESCRIPTION OF DISPLAY (Include size, color, wording and any information to help locate the display)

DIRECTION DISPLAY IS FACING	DISTANCE FROM DISPLAY TO STATE HIGHWAY RIGHT-OF-WAY
STATE OUTDOOR ADVERTISING PERMIT NUMBER	COMPANY I.D. NUMBER ON DISPLAY (If available)

HAVE YOU APPLIED TO DO VISIBILITY IMPROVEMENT WORK FOR THIS DISPLAY BEFORE? IF YES, WHEN?

IF YOU ANSWERED "YES" TO THE ABOVE, WERE YOU ISSUED AN ENCROACHMENT PERMIT? IF YES, WRITE PERMIT NUMBER

DESCRIBE YOUR PROPOSED WORK

IS THE WORK TO BE ON A DEAD OR DISEASED TREE?

IS THE WORK TO BE FOR THE DESTRUCTION, REMOVAL, OR TOPPING OF A HEALTHY LIVE TREE(S)? IF YES, DOES COST OF THAT WORK EXCEED $500?

Streets and Highways Code section 670 states in part the "department *shall not issue* a permit for, or take any other action to accomplish, the destruction, removal, or topping of any tree, unless the tree is dead or diseased, for the purpose of improving or enhancing the view from the highway of an advertising sign or device or any commercial activity, unless, for any project whose cost is more than five hundred dollars ($500), the permittee has obtained consent from the city or county in which the tree is located... If the city or county does not respond within 30 days to a request for a permit pursuant to this paragraph, the city or county is deemed to have given consent to the project."

The Caltrans district permit office will send this request to the city or county manager by certified mail.

FOR CITY OR COUNTY USE ONLY

Regarding the above proposed work, the City/County of _____

☐ DOES give their consent. ☐ DOES NOT give their consent.

SIGNATURE	TITLE
PRINT NAME	DATE

FM 3082 M97