

# Encroachment Permit

## Encroachment Policy Number 1145

### 30-Day Application

El Dorado Hills Community Services District  
1021 Harvard Way, El Dorado Hills, CA 95762 916-933-6624

Expires: \_\_\_\_\_

#### PRINT OR TYPE ALL INFORMATION

Name of Applicant (individual/property owner) \_\_\_\_\_  
(if applicable – contractor name/agency, etc.)

Address of applicant: \_\_\_\_\_ Day phone: \_\_\_\_\_

Date of Application \_\_\_\_\_ Date and time of intended use \_\_\_\_\_  
(At least 3 working days prior to encroachment)

Has work commenced or encroachment occurred prior to receiving permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Location of encroachment: \_\_\_\_\_

Reason for encroachment (pool, addition, landscaping, etc.) \_\_\_\_\_

Type of vehicle/equipment accessing District property: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ (Reason for denial on back) By: \_\_\_\_\_ Date: \_\_\_\_\_

Property owner and/or contractor are responsible for any damages to sidewalk, street, etc. This permit does not replace any fees or permits that may be required by El Dorado County Department of Transportation. The property owner is encouraged to contact the EDCo Department of Transportation at (530) 621-5900 for any requirements.

**DEPOSIT - \$500.00** Charge \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_  
(Refundable upon condition  
See EDHCSD Policy 1145, Section .30, C, 1-7)

**INITIAL FEE - \$75.00** Charge \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_  
(Non-refundable)

**15-DAY EXTENSION FEE - \$25.00** Charge \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_  
(Non-refundable)

Extension approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Extension expiration date: \_\_\_\_\_

#### INSPECTION

Initial inspection date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Comments/condition: \_\_\_\_\_

Final inspection date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Comments/condition: \_\_\_\_\_

#### REFUND OF DEPOSIT

Refund payable to: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Deposit refund authorized by: \_\_\_\_\_ Date: \_\_\_\_\_ Refund amount: \_\_\_\_\_

Accounting Department: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

I, \_\_\_\_\_, agree to abide by the conditions of the EDHCSD encroachment policy. My signature below indicates that I have received a copy of the EDHCSD Encroachment Policy and I understand that I am responsible for any costs incurred for damages to persons or property resulting from activity under this permit. This includes any cost which exceeds the deposit on file.

Sign \_\_\_\_\_

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

# El Dorado Hills Community Services District Encroachment Inspectors Log

## 1st Inspection

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

By: \_\_\_\_\_

Condition:

## 2nd Inspection

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

By: \_\_\_\_\_

Condition:

## 3rd Inspection

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

By: \_\_\_\_\_

Condition:

## 4th Inspection

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

By: \_\_\_\_\_

Condition:

## Final Disposition

# **El Dorado Hills Community Services District ENCROACHMENT POLICY No. 1145**

## **1145.10 General**

- A. This policy applies to all parties requesting access onto any District-owned properties or easements granted to the District.
- B. Encroachment, for the purposes of this policy, shall be defined as: Access onto District property or easement by any person except District personnel or their authorized agents for a purpose other than its intended or permitted use.
- C. The District strives to administer the use of its lands in ways that will be safe, environmentally sound and of maximum benefit to the community. In order to safeguard the lands owned and/or managed by the District and the improvements to those lands, the District exercises its right to prohibit all encroachments except under the following conditions.

## **1145.15 Restricted Areas.** All access in these areas is prohibited except under conditions listed under section 1145.20 (Added amend January 1995.)

- A. New York Creek Nature Area
- B. All other District-owned parcels which lie adjacent to the New York Creek.
- C. All improved District park lands
- D. All improved District land or easements that lie in those areas designated as "Landscape and Lighting Assessment Districts."

## **1145.20 Conditions for Encroachment – (Restricted Areas)**

- A. For District personnel or their authorized agents to perform required operations as designated by the District.
- B. For all Federal, State, County or local agencies including emergency services who, by agreement or legal jurisdiction, are required to enter those areas to perform their functions.
- C. For all utility companies who, by agreement or easement, are required to enter those areas to access equipment or other components of their system.
- D. May be permitted for emergency use only by residents and property owners of land adjacent to District property or easements. An emergency, under this condition, shall be defined as a situation that poses an imminent danger to life or property and cannot be remedied by accessing the property by other means. Loss of property due to proposed improvements to the property such as construction of a pool or addition do not qualify as an emergency condition.
- E. Individuals wishing to encroach under these conditions must obtain a permit as outlined under **Encroachment Permit** section of this policy.

## **1145.25 Non-Restricted Areas** (Added amendment January 1995)

- A. All unimproved District land or easements not listed under section 1145.15 (Restricted Areas) of this policy.
- B. Access to these areas may be permitted by the District. Permits will be granted on a case-by-case basis as determined by the District.
- C. Individuals wishing to encroach in these areas must apply for a permit as outlined under section 1145.30 (Encroachment Permit) of this policy.

## 1145.30 Encroachment Permit

- A. All persons requesting permission to encroach upon District properties or easements as outlined in condition No. 4 are subject to the following requirements and conditions.

### 1. Requirements

- a. Parties must apply for permission to access District property by submitting to the District, in writing and at least three days prior to the intended use, a request with the following information.
  - 1) Reason for encroachment
  - 2) Dates and times of intended usage
  - 3) Types of vehicles or other equipment that will be accessing District property.
- b. The Parks Superintendent will review each application and determine whether or not to grant permission based on site conditions or other factors that may affect safety and/or property damage.
- c. If permission is granted, the permittee will be responsible for the following fees and deposits. Permits and extension fees are due prior to being issued. Re-inspection fees will be deducted from the deposit. All fees are non-refundable.
  - 1) Fees - \$75.00 for a 30-day permit  
\$25.00 for each additional 15-day extension  
\$25.00 for each re-inspection due to a violation of encroachment conditions.
  - 2) Damage Deposit - \$500.00 refundable on condition
- d. Payment of the deposit must be made prior to issuance of the permit. Refund of this deposit will be granted as outlined under Section 1145.30, 2, Conditions.

### 2. Conditions

- a. All conditions listed in this policy or on the permit must be followed. **Failure to do so may result in the District revoking the permit and retaining all or part of the deposit.**
- b. The District retains the right to amend or revoke the permit at any time.
- c. The District reserves the right to limit access to any of its properties.
- d. Access is to be coordinated with the designated staff person as shown on the permit.
- e. Crossing of any county right of way or utility easement require additional permits from those agencies. It is the responsibility of the permittee to contact such agencies and secure the necessary permits prior to use. Applicants are encouraged to call the El Dorado County Department of Transportation for information.
- f. The District will inspect the site during and again at the close of the encroachment period. If all conditions have been met and the site is in satisfactory condition at the closing inspection, the District will refund the deposit within a period not to exceed 30 days.
- g. Permittee is responsible for any costs incurred for damages to persons or property resulting from activity under this permit. This includes any cost which exceeds the deposit on file.