

ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS AND FEES

An encroachment permit must be obtained from the Department of Public Works for any work or activity performed within Town streets, public right-of-ways, or Town-owned land, or for any work that may affect these areas. Examples of work requiring an encroachment permit are:

- Debris Box (special fee may apply – see No. 5 below and must be coordinated with Building)
- Driveway approach
- Street and drainage improvements
- Repair and maintenance of utility services
- Minor tree trimming or thinning
- Sidewalk repair or installation
- Lengthy traffic control or lane closures, e.g. work or events requiring temporary closure or diversion of traffic lanes. (Must be coordinated with Police and Tiburon Fire District).
- Transportation – Heavy, wide, and unusual loads through a separate Tiburon Transportation Permit (Must be coordinated with Police)

The following items must be submitted prior to the issuance of an encroachment permit:

1. A completed encroachment permit application, including a comprehensive description of the proposed work, start and finish dates, and contractor's name and phone number, must be filed in person at Town Hall (see reverse side of this sheet).
2. A site plan or other diagrams illustrating general location and scope of the work.
3. Payment of an **\$85.00 application processing fee** (cash or check only). Public Works will determine whether the proposed work is considered to be a minor or major improvement. In accordance with the current Engineering Fee Schedule Exhibit A, the applicant may be required to submit additional fees if the work is determined to be a major improvement and involves review by the Town Engineer.
 - **Minor** Improvement or Application Associated with a Building Permit.....**Total \$235.00**
 - **Major** Improvements.....**3%** of Value of Right-of-Way Improvements (**\$300.00 min**)
4. Additional application fees for major improvements will be due at the time of pick-up. The applicant may not begin work until these fees have been paid.
5. **Debris Box** Application Fee is \$85 with a \$75 Inspection Fee. Usually a debris box associated with a Building Permitted project will not require an encroachment permit.

Routine applications are reviewed by Public Works and are usually granted within 5 to 7 business days. Applications for more involved projects are reviewed by the Town Engineer and may require additional time to process.

Once the application has been reviewed and granted, the applicant will be notified to pick up a copy of the approved application which serves as the permit. **The applicant must comply with all special notes, general conditions, and/or special provisions applicable to their project.**

A Final Inspection will be performed by the Department of Public Works upon completion of the project. **A phone call is required** to Public Works to request final inspection.