**Memorandum *Making Conversation***

 ***a California Way of Life***

To: XXXXXXXX, Office Chief Date: [Select Date]

 Division of Design, MS #28

 File: Permit # [01YY-X-XX-####]

 [01-CO-RTE-PM]

 Permit Applicant: [Permit Applicant]

From: [Permit Engineer Name]

 [Permit Engineer Title]

 Department of Transportation

 District 01 – Encroachment Permits Office

Subject: Request for Encroachment Policy Exception

DISTRICT APPROVAL RECOMMENDATION FOR

[Proposed Project Description]

WITHIN STATE ROUTE XXX RIGHT-OF-WAY

IN THE COUNTY OF DEL NORTE / HUMBOLDT / MENDOCINO / LAKE

|  |  |
| --- | --- |
|  | Approval Recommended: |
| XXX |  |
| Deputy District Director |  |
| Maintenance and Operations |  |
|  |  |
| XXX |  |
| Division Chief |  |
| North Region Right-of-Way |  |
|  |  |
| XXX |  |
| Division Chief |  |
| North Region Project Development |  |

Note: Applicant must request all information through the Caltrans Public Records Center. Helpful records might include traffic counts, crash data, Highway Log, record drawings, right-of-way maps, surveying maps, and planning documents related to future highway expansion/construction.

The following information and attached permit application package are submitted for your review and consideration for approval.

**Existing Highway Location and Conditions**

Based on Highway Log, street views, record drawings, field surveys, or permit files.

|  |  |
| --- | --- |
| County |  |
| Route |  |
| Postmile |  |
| State Highway Classification | Choose an item. |
| Scenic Highway | [ ]  Yes / [ ]  No |
| Within City Limits | [ ]  Yes / [ ]  No |
| Rural / Urban Status | Choose an item. |
| Left Roadbed Information |  |
| Surface Type | Choose an item. |
| Number of Lanes |  |
| Outside Shoulder, Total Width (ft) |  |
| Outside Shoulder, Treated Width (ft) |  |
| Traveled Way (ft) |  |
| Inside Shoulder, Total Width (ft) |  |
| Inside Shoulder, Treated Width (ft) |  |
| Median Information |  |
| Median Types | Choose an item. |
| Curb and Landscaping | Choose an item. |
| Barriers | Choose an item. |
| Median Width (ft) |  |
| Median Variance | Choose an item. |
| Right Roadbed Information |  |
| Surface Type | Choose an item. |
| Number of Lanes |  |
| Inside Shoulder (Total Width, ft) |  |
| Inside Shoulder (Treated Width, ft) |  |
| Traveled Way (ft) |  |
| Outside Shoulder (Total Width, ft) |  |
| Outside Shoulder (Treated Width, ft) |  |

**Proposed Project Description and Background**

|  |
| --- |
| Who is requesting this project? |
|  |
| What is the project? |
|  |
| What is the proposed method of installation within the State right-of-way? |
| Describe all installation/construction methods for each facility proposed to be installed. |
| Summary of the proposed project’s impacts on the State right-of-way. |
| Include what facilities are to be installed and potential construction impacts. |
| Will there be a need for utility/maintenance access points within the State right-of-way? |
|  |
| Proposed mitigation measures to help offset the risk associated with approving the proposed project? |
| Nearby improvements such as turnouts or maybe the proposed project is a mitigation measure itself by upgrading degrading infrastructure to help prevent future damages under the roadway. |

**Policy Exception of Proposed Project**

Cite applicable policy exception(s) from the Project Development Procedures Manual (PDPM) and Encroachment Permits Manual (EPM). Include a statement clarifying what is going against cited policy or policies.

**Potential Impacts of Proposed Project to Highway Safety and Operations**

Discuss and analyze the potential impacts of the proposed project on highway safety and operations. Include analysis of traffic counts, volume, accidents, and functional classification. Discuss potential impact pros and cons. Will it change existing traffic and safety conditions? Will proposed infrastructure reduce risk of emergency maintenance of the utility?

**Potential Impacts of Proposed Project to Maintenance Frequency and Access**

Discuss how access (ingress and egress) to the proposed encroaching facility will be achieved. Include maintenance frequency, future additional and potential project plans, and possibly traffic control requirements. Will proposed infrastructure increase maintenance trips to the area?

The PDPM states that the utility be located in a such a manner that it can be serviced, maintained, and operated without being accessed from the through-traffic roadways or ramps – except for special cases where alternate locations or means of access are unavailable or impractical due to terrain or environmental constraints – and where such use will not adversely affect safety or cause damage to the State facility.

**Potential Impacts of Proposed Project to Existing Highway Design, Construction, and Stability**

Discuss and analyze the potential impacts of the proposed project on existing highway infrastructure. Analyze collision history for fixed objects and record drawings. Will proposed infrastructure impact highway stability or geometric features? Will proposed infrastructure have positive or negative impacts to existing high infrastructure?

**Potential Impacts of Proposed Project to Future Highway Facility Expansion or Construction**

Discuss the potential impacts of the proposed project on future Caltrans facility expansion or construction. If applicable, include future expansion or construction plans of the highway facility.

**Potential Impacts of Proposed Project to Existing Utilities**

Discuss any potential impacts to existing utilities. Will coordination with other utility companies occur to relocate, replace, install, or abandon utility facilities? Make sure all existing utilities are clearly shown on the proposed plans.

**Alternatives of Proposed Project**

Discuss and analyze how alternative locations are not available or cannot be implemented at a reasonable cost, from the standpoint of providing efficient utility services in a manner conductive to safety, durability, and economy of maintenance of operations.

Establish a baseline project alternative (**Alternative 0**) that meets all Caltrans Standards, Specifications, and Policies without the need of a Policy Exception. Use this baseline cost to compare to the proposed alternative (**Alternative 1**) and other alternatives (**Alternative 2+**).

All alternative projects should have an analysis of costs, time, construction, environmental, utility service, ROW/property impacts, etc. to draw comparisons.

**Potential Impacts of Denying Proposed Project**

Based on the previous section’s analysis of alternatives, summarize the potential consequences if the proposed project is not approved.

If denied, would alternatives result in the loss of productive agricultural land? If so, provide information on the direct and indirect environmental and economic effects of such loss.

Include impacts to utility customers, decaying utility infrastructure, outages, degraded service, localized flooding, possible damage to nearby utilities, etc.

**Federal Participation of Proposed Project**

If applicable, include information regarding Federal participation in right-of-way or construction costs for the proposed project. Include correspondence and approval from the District Right-of-Way Branch Chief. Include EA numbers if there are any existing Federal-Aid projects within the proposed project limits and correspondence with the District Division of Construction.

Example: The District Right of Way Branch Chief has noted that there is no known compiled record source documenting the use of Federal funding for the acquisition of highway right-of-way or construction costs.

**Environmental Clearance Status**

If applicable, include all applicable environmental clearances required for the proposed project.

Example: This proposed project is exempt per CEQA CE 15301.

**Structures Impacts of Proposed Project**

If applicable, when structures are involved, discuss potential impacts to existing structures and include Caltrans Structures Maintenance concurrence.

Example: HQ Structures reviewed the proposed project and concurred on Month Day, Year.

**District 01 Functional Units Review Status of Proposed Project**

|  |  |
| --- | --- |
| **Functional Unit / Reviewer** | **Review Status** |
| Permit Inspector | Approved, Did Not Review |
| Traffic Operations |  |
| Environmental Stewardship |  |
| Landscape Architecture |  |
| Design |  |
| Hydraulics |  |
| Electrical Operations |  |
| NPDES Stormwater |  |
| Right-of-Way Utilities |  |
| Right-of-Way Survey/Engineering |  |
| Hazardous Materials |  |
| Maintenance |  |
| Traffic Management |  |
| ADA Coordinator |  |
| Geotechnical |  |
| Landscape Specialist |  |

**Attachments**

* Permit Application
* Permit Plans (including layout, profile, and details)