

## INSTRUCTIONS FOR ENCROACHMENT PERMIT APPLICATION

- 1 An Encroachment Application is required for anyone doing work in or on Department of Water Resources (DWR) or Central Coast Water Authority (CCWA) Right of Way.
- 2 Fill out the appropriate permit application. If the project is near the State Water Project pipeline north of Vandenberg Air Force Base, use DWR's forms, found at:

**[http://www.water.ca.gov/engineering/Services/Real\\_Estate/Encroach\\_Rel/](http://www.water.ca.gov/engineering/Services/Real_Estate/Encroach_Rel/)**

If you have questions regarding DWR's encroachment permit process, contact Clifford Winston at (916) 653-5361

If the project is near the State Water Project pipeline south of Vandenberg Air Force Base, use CCWA's forms, and continue with items 3 through 5 below:

- 3 Submit the following items:
  - Permit Application found at: **[http://www.ccwa.com/docs/Encroachment\\_Permit\\_Application.pdf](http://www.ccwa.com/docs/Encroachment_Permit_Application.pdf)**
  - Deposit (\$400 for installation of one utility, and \$100 for each additional utility, min. \$200 for review of drawings if no utilities are installed)
  - 3 copies of drawings
  - Name, address, contact person, and phone number for the owner/operator of each of the utilities installed
  - Evidence of environmental compliance

to the address listed below:

Central Coast Water Authority  
Attn: Chief Engineer  
255 Industrial Way  
Buellton, CA 93427

- 4 Within 2 working days of receipt of an encroachment permit application, CCWA staff will contact you to let you know the status of the permit, and whether any further information is needed.
- 5 Regarding the deposit, CCWA will return any unspent funds upon receipt of a letter noting completion of the project, along with final as built drawings. If no such letter and drawings are submitted within 6 months of CCWA activity on the project, then the remainder of the deposit shall be forfeited to CCWA.