#### INSTRUCTIONS FOR ENCROACHMENT PERMIT APPLICATION

## Cachuma Operation & Maintenance Board

Per California Government Code 4216, anyone planning to excavate in proximity to existing subsurface utilities must notify the Regional Notification Center (Utility Service Alert) prior to excavating. If the new work is to conflict with existing utilities, the exact location of the utilities is to be determined by excavation (pothole) in cooperation with the Cachuma Operation & Maintenance Board (COMB) prior to new construction.

**USA South** (Santa Barbara County) 811

- 1 An Encroachment Application is required for anyone doing work in or on the U.S. Bureau of Reclamation/ Cachuma Operation & Maintenance Board (USBR/COMB) Right of Way, operated and maintained by COMB.
- 2 COMB has the authority to issue Encroachment Permits through the Transfer O&M Ageement with USBR.
- 3 Fill out the appropriate permit application and provide the attachments listed below. If the project is within the Right of Way for the South Coast Conduit (SCC). <a href="http://www.cachuma-board.org">http://www.cachuma-board.org</a>

ine	COMB permit package should include the following:
	COMB Encroachment Permit Application
	Deposit - per Land Use Permitting Fee and Deposit schedule
	Copy of Assessor's Parcel legal description (Available on Title or through County Recorder's Off.)
	Name, address and phone number of Parcel Owner
	Contact for project: Name, address, and phone numbers of Contractors engaged in the project.
	3 copies of project drawings or an electronic copy of project drawing (include profile showing clearances between SCC
	facilities and new work)
	Evidence of environmental compliance (DFG Negative Declaration or Environmental Mitigation Plan), when applicable
	Certificate of Insurance: Parcel Owner performing new work - 2 Million Dollars General Liability coverage
	Contractor working in ROW - 2 Million Dollars Commercial General Liability Insurance

COMB, its Governing Board members, officers, employees and agents and the United States Bureau of Reclamation are to be given insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of the activities performed by or on behalf of Applicant; products and completed operations of Applicant; premises owned, occupied or used by the Applicant; and automobiles owned, leased, hired or borrowed by Applicant. The coverage shall contain no special limitations on the scope of protection afforded to COMB, its Governing Board members, officers, employees, or agents or the United States Bureau of Reclamation.

COMB and the United States Bureau of Reclamation must be added by endorsement as additional insureds, as follows:

When complete, submit the above to the address listed below:

Cachuma Operation & Maintenance Board Attn: Engineer 3301 Laurel Canyon Road Santa Barbara, CA 93105

### NOTE:

When a "pothole" excavation is necessary, COMB may issue a Temporary Permit strictly for use to determine the precise location of SCC facilities before the Encroachment Permit is approved.

- 5 Within 2 weeks of receipt of an encroachment permit application, COMB staff will contact you to let you know the status of the permit, and whether any further information is needed.
- 6 Regarding the deposit, COMB 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 COMB activity on the project, then the remainder of the deposit shall be forfeited to COMB.

## **CACHUMA OPERATION & MAINTENANCE BOARD**

# **Land Use Authorization Application**

All application information must be completed. Submit this application, evidence of environmental compliance, (if applicable) and three (3) sets of design drawings showing all construction and installations within the U.S. Bureau of Reclamation (USBR) Right of Way. Application is not complete until all items have been submitted and fees / deposits are paid.

Mail or deliver to: Cachuma Operation & Maintenance Board

	FOR COMB USE
	TOTO COMB CCE
Application No.:	
Application Date:	
Parcel:	
Project ID:	
Book/Page #:	
Fee:	
Deposit:	

Attn: Engineer			Book/Page #:	Book/Page #: Fee: Deposit:	
3301 Laurel Canyon Road					
Santa Barbara, CA 93105			Deposit:		
CONTACT INFORMATION					
Applicant:		Assessor's Parcel No:			
Firm:	Fee Land Owner:				
Street Address:		Street Address:			
City:	Zip Code:	City:		Zip Code:	
Telephone:		Telephone:			
Email Address:		Email Address:			
LOCATION OF WORK		<b>L</b>			
Section: Township:	Range:	Meridian:	City:	County:	
Project Street Location(s)					
PROJECT INFORMATION					
Description of Proposed Encroachment:					
Estimated Start Date:		Estimated Completion Da	ate:		
Describe Land Rights for proposed installation within U	SBR right-of-way:				
Installations covered under this permit will include:					
Street and Lighting		Agric	ulture/Agriculture Irrigation	on	
Water	Drainage Facilities	Land	scaping/Landscape Irriga	ation	
Sewer	Cellular Telephone	Natu	ral Gas		
Electrical		Othe	r		
Telephone		ou	•		
Provide the name, address, contact person and pho	ne number for the owner/opera	tor of all installations checked	above, and include deta	ailed plan sheets for each installation.	
Permits cannot be issued until this information has bee Attachments:	Trocowed.				
Engineer's Drawing Numbers:					
Engineer's Drawing Numbers.					
Other Attachments/Comments:					
I, the undersigned applicant, understand that by inspection of the permitted encroachment, wh constructed.					
Applicant Signature	Title		Date		