

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 Agreement 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).
<http://www.cachuma-board.org>
- 4 The 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 and the United States Bureau of Reclamation must be added by endorsement as additional insureds, as follows:

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.

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.

