



**GREAT REDWOOD TRAIL AGENCY
ENCROACHMENT PERMIT/LICENSE APPLICATION FORM**

Please note: If the GRTA right-of-way access requested meets the following conditions, you may be eligible for a permit fee exemption. To qualify for this exemption, requested access must meet all of the following conditions: (1) is temporary in nature, defined as not exceeding a period of 30 days per year, scheduled in advance with GRTA staff; (2) will cause no permanent alteration to real property or installation or placement of any permanent improvements; (3) will not impede any authorized existing use or access permission upon the real property; and (4) will not require the commitment of resources by GRTA in order to effectuate such request, other than such administrative time as may be reasonably necessary to review and approve any related access agreement. Such exemptions are granted at the sole discretion of the GRTA Executive Director.

GRTA Encroachment Permit/License Application Instructions:

Please submit this application with a cover letter on your firm's letterhead signed by an authorized officer, with a site plan that clearly shows the proposed project and its location. Please compile all application and required attachments into a single pdf file and submit to:

- Hiedy Torres, GRTA Administrative Assistant, info@thegreatredwoodtrail.org
- or US Mail to: Hiedy Torres, GRTA
419 Talmage Road, Suite M
Ukiah, CA 95482

An application fee of \$1,000 must be submitted with your completed application. An additional one-time engineering review fee (cost to be determined) may also be charged. An annual license or encroachment fee may also be charged. Fees will be determined by GRTA staff and provided below, once we have processed your application. If you have questions about the fees, please contact GRTA's Administrative Assistant at info@thegreatredwoodtrail.org.

GRTA Fees:

- Application Fee: \$1,000.
- Prepaid Annual License Fee \$ _____

FEES FOR ENGINEERING PROCESSING AND INSPECTION

Engineering Review Fee: \$_____

No work may begin on or over GRTA property before the encroachment permit/license has been issued and all fees paid.

Prior to starting work within any of the GRTA right of way, a minimum of 72 hours' notice must be given to GRTA. In addition, work activities encroaching within twelve (12) feet of the GRTA right of way must comply with all State and Federal railroad safety and operational requirements, as defined by applicable state and federal regulations, including without

limitation 49 CFR Part 214 and the Carrier's Contractor Safety Requirements. It is incumbent upon the holder of this encroachment permit to contact GRTA to determine what, if any, railroad safety training or operational requirements must be met before any work can start.

GRTA requires applicant, contractor(s), and subcontractors to hold \$2 million unrestricted liability insurance. GRTA must receive and approve a certificate naming GRTA as an additional insured party, for all parties involved in the work before work can begin.

Section A - Applicant Information

1. Name of applicant (If corporation, give exactly as per Articles of Incorporation):

2. State of Incorporation (If corporation or partnership, give names of all general partners; if proprietorship, please state):

3. Billing contact name and title: _____
Address: _____
Phone: _____
Email: _____

4. Applicant contact name and title: _____
Address: _____
Phone: _____
Email: _____
Name of Liability Insurance Carrier: _____
Contact information for Liability Insurance Carrier: _____
Coverage amount, Liability Insurance: _____

5. If work is to be performed by a contractor or subcontractor other than applicant, please provide their contact information:
Contractor/subcontractor contact name and title: _____
Address: _____
Phone: _____
Email: _____
Name of Liability Insurance Carrier: _____
Contact information for Liability Insurance Carrier: _____
Coverage amount, Liability Insurance: _____

6. Please use the remaining space on this page to provide any additional information about the applicant, its contractors, or subcontractors that will permit GRTA to contact parties responsible for the design, implementation and future maintenance of the work

to be performed; or use this space to provide other relevant permit application information to GRTA:

Section B - General Project Description

1. Project Type: please check applicable boxes:

- | | | |
|--|--|---|
| Construction <input type="checkbox"/> | Pipeline <input type="checkbox"/> | Temporary Use <input type="checkbox"/> |
| Access Permit <input type="checkbox"/> | Lease <input type="checkbox"/> | Private Crossing <input type="checkbox"/> |
| Commercial Crossing <input type="checkbox"/> | Environmental Studies <input type="checkbox"/> | Other <input type="checkbox"/> _____ |

2. Please provide a general project description, including the reason the work is necessary and who will be served, names of additional proposed contractors, subcontractors, etc.:

3. Provide GPS coordinates, nearest rail line milepost, and description of location (attach project site map and general project location map):

4. Is this a new installation, relocation, repairs or modifications to an existing installation? Give details:

5. Was there an agreement or any correspondence related to this permit application, or a previous project in the project vicinity, with the Northwestern Pacific Railroad, North Coast Railroad Authority, or other precursor company or landowner? If so, give references or attach copies: _____

6. Project Schedule:

- a. Desired start date for work: _____
- b. Date by which permits/licenses desired: _____
- c. Estimated time frame for completion of work: _____
- d. Desired completion date: _____

Section C - Design Particulars of Proposed Line(s)
If application is for a pipeline encroachment, please complete Section C.
If not, please continue to Section D.

1. Commodity transmitted in pipeline: _____
 Is commodity hazardous? Yes No

2. PIPE DATA*

	Type	Class and/or Wall Thickness (inches)	Diameter (inches)	Length (feet)
Carrier Pipe				
Casing Pipe				

*Note: Casing must have a 2" minimum clearance between greatest outside diameter (O.D.) of carrier pipe and inside diameter (I.D.) of casing. When furnishing diameters, give O.D. of carrier and I.D. of casing.

3. Depths: Depth of carrier pipe below natural ground: _____
 Depth of casing (top of casing to bottom of rail): _____
 Depth of casing (top of casing to sub-grade): _____

4. Maximum operating pressure: _____

5. Does casing terminate above ground? Check all that apply:
 No End Only Both ends

Is casing vented? Check one: Yes No

If yes, describe vents: Number- ____ Size: _____ Height above ground: _____

6. Describe material of carrier pipe elsewhere in line, if different from undertrack material. _____

7. If open ditch, give depth _____, profile and lining information _____, and whether debris screens or floodgates are used.

8. Proposed method of undertrack installation (Check one):
 Boring Jacking Other ** _____

**Note: if "other," a detailed plan must be submitted, w/ extra engineering review charges.

9. Location of proposed pipeline crossing relative to nearest section line, measured at right angles to the section line where pipeline will pass under tracks:

_____ ft. from (*circle one*): (N) (S) (E) (W) (Center) line of:

Section _____, Township _____ Range _____

Street, City, County: _____

10. Angle of pipeline crossing to track: _____ degrees

11. Additional description, location information, etc.:

Section D - Applicant's Signature:

In executing this application, applicant acknowledges that it is aware of all encroachment permit/license and other requirements and agrees to procure required insurance and furnish certificate thereof, naming GRTA as an additional insured or co-insured under a suitable policy of insurance to cover all risks undertaken in carrying out the proposed work on GRTA's property.

I hereby certify that this application is made and signed by me as the duly authorized officer or representative of applicant, which agrees to pay all application fees and all GRTA-required fees, and upon and after commencement of the work described herein, the one-time fees and annual fees then or thereafter imposed. After applicant's plans have been approved by GRTA's duly authorized agent and/or engineer, all fees required by GRTA have been paid, all safety and railroad requirements identified by GRTA have been met, proof of required insurance provided, and the application fee and the first annual license fee paid, this form duly counter signed becomes the encroachment permit and authorization to proceed.

Applicant Signature

Date

Print Applicant's Name

Print Applicant's Title

Return to:
GRTA
419 Talmage Road, Suite M, Ukiah, CA 95482
Fax: 707-463-3282
[Email: info@thegreatredwoodtrail.org](mailto:info@thegreatredwoodtrail.org)

Encroachment Permit/License Approval

Great Redwood Trail Agency

Date

Name, Title

Engineering review

Date

Name, Title

GRTA Use Only:

- | |
|---|
| <ul style="list-style-type: none">• Amount due: \$ _____• Amount paid \$ _____• Date Paid: _____• Method of Payment: _____ |
|---|