



**GREAT REDWOOD TRAIL AGENCY  
ENCROACHMENT PERMIT/LICENSE INSTRUCTIONS & FEES  
(updated 9/21/23)**

**Submittal 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](mailto:info@thegreatredwoodtrail.org)
- or US Mail to: Hiedy Torres, GRTA  
419 Talmage Road, Suite M  
Ukiah, CA 95482

**Prior to Start Date**

*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.

**Insurance Requirements**

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.

**Fees**

An application fee of \$1,000 must be submitted with your completed application. An additional one-time engineering review fee (for time spent by engineer processing your application) 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.

GRTA Fees:

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

**FEES FOR ENGINEERING PROCESSING AND INSPECTION**

- Engineering Review Fee: \$ \_\_\_\_\_ (based upon time spent by GRTA's engineer).

## Exceptions

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.

If you have questions about the application, fees, or exemptions, please contact GRTA's Administrative Assistant at [info@thegreatredwoodtrail.org](mailto:info@thegreatredwoodtrail.org).