



## ENCROACHMENT PERMIT/LICENSE APPLICATION FORM

### GRTA Encroachment Permit/License Application Instructions:

1. **Application Submission:** Please submit this application electronically with a site plan and map that clearly shows the proposed project and its location. All application materials and required attachments should be combined into a single PDF file and submitted to:
  - [info@thegreatredwoodtrail.org](mailto:info@thegreatredwoodtrail.org)
2. **Payment of Application Charge:** Upon receipt of your permit application, we will send you an electronic invoice for the one-time application charge of \$1,000. Please provide an email address for this invoice and general billing in Section A. Payment via check should be mailed to:
  - Great Redwood Trail Agency  
c/o Blue Lake City Hall  
PO Box 458  
Blue Lake, CA 95525

Application charge is non-refundable. While GRTA will make every attempt to try to accommodate the requested encroachment, GRTA reserves the right to reject proposed encroachments at its sole discretion.

3. **Insurance Requirement:** Send certificate of insurance or letter of self-insurance. 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.

### Application Review Process - What to Expect:

1. **Engineering Review:** For encroachment applications that require review by GRTA's engineer, charges will be determined by GRTA staff and provided below. The amount is based upon how many hours it takes the GRTA engineer to review, process, and approve your application.
2. **Determination of Agreement Type & Rates/Charges:** Depending on the intended use of GRTA's right-of-way, a separate contract may need to be developed with an associated annual license, lease, or encroachment charge. Permit charges and license rates are based upon GRTA's current Schedule of Real Property Rates and Charges, which is posted on our website. We will contact you to discuss applicable rates and charges once we have processed your application. If you have questions, please contact us at [info@thegreatredwoodtrail.org](mailto:info@thegreatredwoodtrail.org) or 707-463-3280.
3. **Final Permit Issuance:** No work may begin on or over GRTA property before the encroachment permit/license has been issued, certificate of insurance has been submitted and all charges paid. You will receive permit conditions for signature. We will notify you if any additional agreements are required.

4. **Notice of Project Commencement/Entry:** 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.

## 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 (for electronic invoicing):
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 space below 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. What type of project are you applying for?

Utility Installations:			
Wire (electric, telephone, CATV)	Pipe (sewer, water, storm drain, gas)	Culvert	Fiberoptic
At-Grade Crossings:			
Private Road Crossing	Farm Crossing	Commercial Crossing	
Right of Entry:			
Construction	Maintenance	Vegetation Management	Invasive Plant Removal
Environmental Studies	Temporary Entry (up to 1 year)	Filming/Photography/ Sound Recording	Special Event
Other (please specify below):			

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?  
Provide 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 and 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)
<b>Carrier Pipe</b>				
<b>Casing Pipe</b>				

\*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, what is the depth?

Profile and lining information:

Are either of these used?                  Debris screens                                  Floodgates

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 (*check one*):                  North                  South                  East                  West                  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:**

*The applicant by their signature certifies that all the information given is complete and correct, and that no false or misleading information or statements have been given.*

Applicant Signature

Date

Print Applicant's Name

Print Applicant's Title

Submit via email to: [info@thegreatredwoodtrail.org](mailto:info@thegreatredwoodtrail.org)



**Section E – Review and Approvals:**

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 charges and all GRTA-required charges. After applicant’s plans have been approved by GRTA’s duly authorized agent and/or engineer, all charges required by GRTA have been paid, all safety and railroad requirements identified by GRTA have been met, and proof of required insurance provided, this form duly counter signed becomes the encroachment permit and authorization to proceed.

Applicant Signature

Date

Print Applicant’s Name

Print Applicant’s Title

**GRTA Rates and Charges**

- Application Processing Charge: \$1,000
- Engineering Review Charge: \$
- Permit Charge: \$
- Annual License Rate: \$

**Encroachment Permit Approval**

GRTA Engineer

Date

Great Redwood Trail Agency

Title

Date