



DEPARTMENT OF
TRANSPORTATION

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
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ENGINEERING SERVICES DIVISION

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MEMORANDUM

DATE: July 1, 2009

Expedited Minor Permit Program

Effective immediately, the Department of Transportation is changing the review process for minor encroachment permits that are reviewed by Development Engineering. Reviews for certain minor permits will be expedited and permits can typically be issued within three business days after submittal of a complete permit package. Permits that can be expedited include Excavation Encroachment Permits, Revocable Encroachment Permits, Monitoring Well Permits and Driveway Permits.

Excavation Encroachment Permits will be expedited when:

- A **complete** permit package has been submitted, including:
 - Completed application has been signed by property owner.
 - Site plan is neat, clear, readable, fully dimensioned and inclusive of all site conditions. See sample site plan.
 - Insurance provided includes certificate of insurance **from owner and** endorsement page, with the City of Sacramento named as certificate holder and additional insured.
 - All associated fees have been paid.
 - See application for full requirements.
- The application is for minor sidewalk repairs for less than 50 linear feet.
- The application is for minor curb and gutter repairs for less than 50 linear feet.
- No curb ramp is included in project scope.
- There is no engineering required for the project.
- There are no Heritage Tree root issues.
- Any utility taps or replacement (like for like) of drain inlets have been preapproved by the Department of Utilities. Provide a signed and approved utility plan.
- The job is an emergency repair- if sewer or water service needs to be restored immediately or there is an immediate hazard to public health and safety.
- The application is not associated with a building permit, offsite improvement plan or map, **unless** written permission is obtained by the City of Sacramento project manager.

Revocable Encroachment Permits will be expedited when:

- A **complete** permit package has been submitted, including:
 - Completed application has been signed by property owner.
 - Site plan is neat, clear, readable, fully dimensioned, inclusive of all site conditions and signed by clearance agency representative. See sample site plan.
 - Insurance provided includes certificate of insurance **from owner and** endorsement page, with the City of Sacramento named as certificate holder and additional insured, and project address listed.
 - All associated fees have been paid.
 - All clearance letters have been obtained from required agencies. Contact Development Engineering for a list of required agencies.
 - See application for full requirements.
- Revocable Permit item is one of the following:
 - Bicycle rack.
 - Light Fixture that is attached to a structure and projects over the right of way.
 - Canopy or awning that is attached to a structure and projects over the right of way.
 - Sign that is mounted to a structure and projects over the right of way. Provide the sign permit application number.

Monitoring Well Permits will be expedited when:

- A **complete** permit package has been submitted, including:
 - Completed Revocable and Excavation Encroachment Permit applications have been signed by property owner.
 - Site plan is neat, clear, readable, fully dimensioned and inclusive of all site conditions. See sample site plan.
 - Insurance provided includes certificate of insurance **from owner and** endorsement page, with the City of Sacramento named as certificate holder and as an additional insured.
 - Copy of issued County Well Permit.
 - All associated fees have been paid.
 - See application for full requirements.
- There are no more than 3 monitoring wells within a radius of a city block per application.

Driveway Permits will be expedited when:

- A **complete** permit package has been submitted, including:
 - Completed application has been signed by property owner.
 - Site plan is neat, clear, readable, fully dimensioned and inclusive of all site conditions. See sample site plan.
 - Insurance provided includes certificate of insurance **from owner and** endorsement page, with the City of Sacramento named as certificate holder and as an additional insured.
 - All associated fees have been paid.
 - See application for full requirements.
- A new driveway has no variance issues- the approval will not conflict in any way with City Code (18.08).
- The driveway to be constructed, repaired or replaced is not located directly adjacent to a Heritage Tree, utility or light pole, underground tank or other property that may be impacted by excavation.
- The application is not associated with a building permit, off-site improvement plan or map, unless written permission is obtained by the City of Sacramento project manager.

For more information on the expedited minor permit program, please contact Development Engineering by dialing 311 (within the City), (916) 264-5011 (from outside the City), or email at 311@cityofsacramento.org.