

Permit Application Number: \_\_\_\_\_

File Number: \_\_\_\_\_

**Contra Costa County**  
**Application and Permit Center**  
**255 Glacier Drive, Martinez, CA 94553-4825**  
**Phone: (925) 374-2136 • Fax: (925) 313-2021 • email: pw.permits@pw.cccounty.us**

**PERMIT APPLICATION**  
**For Encroachment Permit for Use of Flood Control District Right of Way, or**  
**Drainage Permit to Work in Accordance With County Drainage Ordinance 1010**

**Permittee:** \_\_\_\_\_ **Property Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Site Location:** \_\_\_\_\_

**Is the proposed work in Flood Control District easement, property or right of way (Required)**       **Yes**     **No**

**Project Description:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_ **Proposed Start Date:** \_\_\_\_\_

**Review and Inspection Fee Deposit:**  
**\$1,900.00 for Flood Control Encroachment (minimum) / \$1,600.00 for Drainage Permit (minimum)**  
**Receipt Number G -** \_\_\_\_\_

**Required Application Exhibits:**

- A. **PDF of plans must be attached to the application. Submit a hard copy of plans, only if requested.** Engineered plans and calculations, stamped and signed by a registered engineer or architect are required for complex work. If County deems that the nature of the work requires a registered civil engineers stamp and signature permit, the permit will not receive further review or be issued until such plans are received.
- Items which must appear on the plans include:**
1. A site map of the parcel on which the proposed work will be located, together with the parcel designation as it appears on the deed of title; i.e., lot or parcel number, tract number, subdivision name and unit, adjacent owners' names, etc.
  2. The location of the proposed work or structures in reference to the property lines. One reference or measurement will usually not be sufficient or acceptable.
  3. The complete and detailed dimensions of all proposed work, structures or facilities. Standard Plans of the Public Works Department may be designated by the correct drawing references.
  4. All information of a technical or engineering nature that may be necessary or required for the proper accomplishment of the proposed work. Soil investigations, tests of materials, and other engineering investigations, which may be required, are to be obtained by the Applicant at his/her own expense.
- B. Any plans submitted involving "dewatering" must be submitted at least "four" weeks prior to construction.
- C. Fees in addition to the original deposit may be required for complex permits. If an additional fee deposit is required prior to issuance of the permit, our staff will provide you with a summary of charges against the permit for the review along with a request for any additional deposit.
- D. Contra Costa County, and the Contra Costa County Flood Control and Water Conservation District, their employees, officials and agents should be named as additional insured in the commercial general and automobile liability insurance policies for the purpose and duration of the permit. See attachment 1A for detailed instructions and insurance requirements.

# General Permit Guidelines

**DRAINAGE PERMITS:** The County Ordinance Code requires a drainage permit for most drainage work. In general, a permit is required for the purposes of reviewing and inspecting proposed drainage work. The reviews and inspections are needed to protect the public from creation of inadequate drainage facilities based on poor designs or construction practices. **The reviewers and inspectors look at proposed projects to see if they will adversely affect the capacity or stability of natural or manmade drainage systems.** Prohibited activities are: (1) impairing or impeding creek flows (2) depositing material in a creek, (3) excavation or grading that alters the surface of land so as to reduce the capacity of a channel, (4) removing or destroying vegetation in a creek, (5) planting in a creek, (6) constructing or altering any storm drainage facility or channel, (7) doing anything within a drainage easement, public or private, (8) installing or constructing any non-drainage structure within a watercourse. See Title 1010-2.006, Ordinance 89-27 for more detailed definitions of prohibited activities.

**FLOOD CONTROL PERMIT ENCROACHMENTS:** Any work proposed within Contra Costa County Flood Control and Water Conservation District (CCCFCWCD) property, easement, or right of way requires a Flood Control Encroachment permit. Proposed work in these District areas must be maintainable and may require agreements, licenses, or easements.

**The following are basic requirements that must be met before DRAINAGE PERMITS or FLOOD CONTROL ENCROACHMENT PERMITS can be issued:**

- 1) The applicant is required to know and understand all of the GENERAL CONDITIONS of the permit.
- 2) The applicant shall provide permits or other documents stating permits are not required from the following agencies: Contra Costa County Building Inspection Department, State Department of Fish and Wildlife, U.S. Corps of Engineers, Regional Water Quality Control Board.
- 3) Tree removal or grading within the drip line of a tree requires a tree permit from the Department of Conservation and Development – 30 Muir Road, Martinez, CA 94553, (925) 655-2700.
- 4) Hydrology and hydraulic calculations must accompany all designs of private or public storm drainage systems (pipes, ditches or channels) and designs which may affect the capacity of natural or manmade drainage systems.
- 5) Pipe outfalls shall be designed and constructed per County standard details. Variations of County standard details may be accepted on a case by case basis. The following are general guidelines for submittal of outfall designs:
  - a) A detail drawing of the modified CD50 outfall structure should be included in the plans or specifications and indicate the invert of the pipe and the invert of the creek or channel.
  - b) All material for the structures must be inspected before installation of the pipe such as: rock riprap, filter fabric and the CMP couplers for the pipe joints. Any material that is installed prior to inspection that does not meet specifications approve by the permit must be removed and replaced by proper materials at the inspector's request.
  - c) The pipe for the outfalls to the creek shall be a bituminous-coated CMP and have a minimum diameter of 18". The end of the pipe shall be mitered to match the creek slope and painted with bituminous paint. CMP couplers shall have rubber gaskets for watertight connections.
  - d) Stakes showing the location and elevation of the pipe, the extent of excavation, and the work area in the creek shall be provided prior to excavation for the outfall. This is to allow the inspector to review the field conditions prior to disturbing the creek bed and bank and adjust the requirements of the permit so as to fulfill the intent of the drainage ordinances. The inspector will inspect the excavation for the cut off walls and toe key of the rock riprap on the creek. No placement of rocks and filter fabric shall be allowed, until after the excavation is inspected.
- 6) Property lines must be accurately shown on the drawing. Permission must be obtained from all owners or entities which have property rights in the area where work is proposed including routes of access to the work site.
- 7) All trenches must be backfilled with suitable material and compacted to a relative compaction of 90%. A copy of the test results from the contractor's tester shall be forwarded to the District.
- 8) When working in Flood Control District right of way, the permittee shall provide photographs documenting the condition of the District facilities prior to the commencement of work.
- 9) Applicants proposing alterations to, or bank repairs in, the watercourses must show that the changes will not adversely affect the hydraulic capacity of the watercourse and may be required to provide engineering calculations.
- 10) If required, dewatering plans shall be submitted for review and shall be approved by the agencies referred to in 2) above.

**BOND: A bond will be required for any work performed within the Flood Control District right of way. A bond is usually required for Drainage Permits. The bond cannot exceed the estimated total cost of the work, including labor and materials. The bond amount will be determined during the permit review process and must be paid before issuance of the permit.**