

CALTRANS ENCROACHMENT PERMIT QUESTIONS & ANSWERS

POINTS OF CONTACT



Caltrans Permit Office

Phone: 213-897-3631

Website: <https://https://dot.ca.gov/programs/traffic-operations/ep>



FREQUENTLY ASKED QUESTIONS

Caltrans Encroachment Permit

Q: Do I need a Caltrans Encroachment Permit?

A: Yes, An encroachment permit must be obtained for all proposed activities related to the placement of encroachments within, under, or over the State highway rights of way. Some examples of work requiring an encroachment permit are utilities, excavations, vegetation planting or trimming, surveys, mailboxes, driveways, temporary traffic control or any construction activities.

Q: How/where do I apply for an Encroachment Permit and what are the fees to process my application?

A: The Applicants must complete a current "Standard Encroachment Permit Application" (form TR-0100), attach supporting documentation such as: plans, location map, environmental documentation, letter of authorization, surety bonds, liability insurance, any applicable fees, etc. and submit them to the appropriate District Encroachment Permits Office having jurisdictional authority over the proposed encroachment site.

Application website: Public Portal CEPS <https://ceps.dot.ca.gov/>

District Encroachment Permits Offices' Contact Information: D7.Permits@dot.ca.gov (213) 897-2937

Fees vary depending on the type of encroachment and the number of staff hours needed to review and inspect it. Typically, a deposit is required when the application package is submitted. The hourly rate is \$173 as of March 1, 2025. The hourly rate is adjusted each calendar year to ensure Caltrans complies with all applicable laws and regulations.

Q: How long will it take to process my Encroachment Permit application?

Section 671.5 (a) of the California Streets and Highways Code requires that the Department either approves or denies an Encroachment Permit Application submittal within 60 calendar days, upon determination that the submittal is complete. This section grants the Department the authority in what constitutes a completed Encroachment Permit Application submittal. It also stipulates that an Encroachment Permit Application submittal is complete when all statutory requirements including but not limited to Storm Water, Americans with Disabilities Act (ADA), California Environmental Quality Act (CEQA) have been complied with. The term statutory requirement includes both federal and California statutes.

The actual time needed to review and approve your application will depend on the completeness of your submittal, scope, and complexity of the proposed work.

AS-BUILT MAPS

Q: If I need an “as-built” map of my property, how can I obtain one?

A: Caltrans has developed a specific webpage to provide this information.

Visit <https://dot.ca.gov/caltrans-near-me/district-7/district-7-projects/d7-palisades-fire-recovery-as-builts>

Then, click on the link entitled Palisades Fire As-Builts. Use the online map to determine your exact location, and then use the “List As-Builts” button on the far left of the screen to find the specific PDF of your property.

For Up-To-Date
Information
and Specific
Links



STORM DRAINS AND WATER TREATMENT

Q: I need a storm drain repaired. Who should I contact?

A: It depends on the drain's owner:

Caltrans Right of Way: rightofway@dot.ca.gov

Caltrans Land Surveys: landsurveys@dot.ca.gov

LA County: <https://dpw.lacounty.gov>

Malibu City: mpublicworks@malibucity.org

Note: A permit is required regardless of ownership.

Q: If an Onsite Water Treatment System or other feature encroach into Caltrans right-of-way, can they continue to do so?

A: No. They must be moved in order not to encroach within Caltrans right-of-way.

CALTRANS RESOURCE LINKS FOR HOMEOWNERS ENCROACHMENT PERMITS

Webpage: <https://dot.ca.gov/programs/traffic-operations/ep>

Email: d7.permits@dot.ca.gov