



Encroachment Permit Checklist For Utility Trench

In order to expedite our review, please bring the following information with you for your appointment with the Public Works Plan Reviewer.

Please note that an incomplete checklist submittal will delay your review.

Check if completed:

Site Plan

_____ Drawing or sketch showing the location of proposed utility trench.

_____ Detail of trench depth and width must comply with appropriate Standard DPW Trench details.

Review by the following agencies as applicable

_____ Sewer District

_____ Water District

_____ Telecom

_____ Cable

_____ Gas

_____ Electric

_____ Other _____

(Specify)

Review Procedures with Public Works Plan Reviewer

_____ Completed Encroachment Permit Application

_____ Permit Fee: please make check payable to the County of San Mateo

For Department Use Only

DPW Case No _____ Date _____ Reviewer _____