



# 5 Minute Meeting

## Topic:

### Caltrans Encroachment Manual Changes

#### AUDIENCE:

Land Management Employees who acquire Caltrans permits

March 2020

## Land Rights Support:

██████████  
Caltrans Land Lead

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Electric and Gas Land Lead

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Electric Transmission Land Lead

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Gas Transmission Land Lead

## Overview

PG&E operates and maintains its facilities within the California State right-of-way by acquiring Caltrans encroachment permits. The Caltrans Encroachment permit Manual can be found [here](#). This manual governs the time, place and manner that all Utility Companies must follow when installing and maintaining utilities within the State's Right-of-way. Please note that PG&E's occupational right in the States conventional right-of-way is by the Franchise agreements with all the Cities and Counties within our service territory.

The permit requirements outlined in Chapter 600 change almost every year and this 5 MM highlights the changes that will affect PG&E and be enforced by Caltrans in 2020.

## Changes to Caltrans Encroachment Manual

### Chapter 200 - Processing Permits

- Section 202.1 Utility Work estimated over 1 Million dollars within State's Right of way will be assigned a Caltrans Project Manager for review and approval of permit. Caltrans rules and regulations will be imposed on our project.

### Chapter 600- Utility Permits

- Section 602.1 Permittees understand and agree to relocate a permitted installation upon notice by Caltrans. Unless under prior property right or agreement, the permittee must comply with said notice at the permittee's sole expense.
- Section 602.3 Utility Facilities that are no longer in use must be removed from the Highway right of way. Underground facilities may be allowed to remain in place when the highway segment is also being abandoned. Certain exceptions may apply if the removal of the facilities creates a hazard, disrupts traffic or can possibly damage adjacent facilities.
- Section 602.3 Facilities that contain hazardous materials must be removed. Filling abandoned pipes with sand, two sack slurry cement, or Controlled Low Strength Material is required.
- Section 603.3A All utilities must be shown on the utility plans for the entire project limits within the Caltrans ROW. Positive location is required for high priority utilities and approximate location is required for all other utilities.
- Section 603.3C All gas crossings or longitudinal installations that are greater than 6" in diameter or operates at 60 psi and above are required to be encased from right-of-way to right-of-way, within both conventional and access-controlled highways, an exception to policy can be made for traverse installations on a case by case basis or we install at a minimum depth of 7.5 feet. **Note:** Service laterals are exempt from this requirement.
- Section 603.4 Discretionary fixed objects (Poles) that are constructed on a freeway, expressway or conventional highways should be installed a minimum 52 feet horizontally or 8 feet vertically up-slope from the planned ultimate edge of traveled way. If this distance is not met, a Design Decision Document must be created and submitted to Caltrans for allowance of the installation.
- Section 603.5 For Joint Pole replacements, one of the owners must be the permittee and obtain authorization from other co-owners, authorizing work. Permittee must provide authorization letters from co-owners, if requested by



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the state representative. Permittee is responsible for coordinating utility relocation with other co-owners or tenants sharing the pole. Coordination must happen before installing new pole, and all utilities to be transferred to the new pole must be scheduled and completed within 15 calendar days from installation of new pole. A schedule/timeline of new pole installation, all utility transfers and removal of the old pole must be submitted to Caltrans Permit Inspector at pre-construction meeting.

- Section 603.6 Underground installations within highway right-of-way must be performed using a trenchless technology method (Bore & Jack, Horizontal Directional Drilling, Microtunneling, Pipe Bursting or Pipe Ramming) unless specified otherwise by permit. Open trenching is authorized only when the applicant demonstrates that all alternatives have been investigated and that installation by a trenchless technology is not feasible. Note: In access-controlled right-of-way, open trenching is not permitted unless approval is granted by the District Permit Engineer.
- Section 604 (Annual Utility Maintenance) was revised to show that Annual Utility Encroachment Permits for routine maintenance no longer allowed to replace/relocate poles. PG&E needs to secure a separate site-specific Permit for pole replacements and relocations, except for work in support of Wildfire efforts in Tier 2 & 3 areas. For justification see [here](#).
- Section 604 All new Annual Encroachment Permits will allow for routine maintenance and emergency work only and will be issued for a one-year term, no extensions allowed.
- Section 604 Encroachment permits are also required for utility companies, to operate and maintain services to State owned facilities (Rest areas etc.) within the right-of-way. Service connections to State owned facilities installed within a conventional highway must comply with the utility company's annual permit. A no fee Utility Service (NUS) permit must be obtained by the utility company if the service connection does not qualify under the annual permit. Service connections such as service disconnects, meters, shut-off valves or switches within the access control lines require the utility owner to obtain a NUS permit for the connections.
- Section 604 Maintenance work on utility facilities within the right-of-way must be authorized under an encroachment permit, and a copy present at the work site. All maintenance work must be performed in compliance with the Encroachment Permit General Provisions and applicable Special Provisions.
- Section 604.1 Utility Maintenance (UM) permits have been discontinued. All UM permits that are not expired are still in effect until the expiration date. No extensions are allowed. UE permits will replace them.

## *General Discussion*

- All plans must show Caltrans right of way lines and scope of work for that project. Scopes include but is not limited to staging areas, traffic control, offsets to work location, details of excavations or ground disturbance, which may require assurance of environmental reviews. This requirement Includes non-estimated projects. See Caltrans checklist [here](#).
- Boring and or trenching are considered Civil Elements of our plan. We are required to prepare plan and profile maps with alignment and elevations and a Licensed Civil Engineer must stamp and sign the maps.
- Any soil or ground disturbances with State's ROW will require proof of soil investigation and analysis to determine if any level of contamination exist.
- Drone usages within the State Right of Way is now allowed within State Highways. More info on this process and procedure to follow.





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## Potential Permit Enhancements Slated for late 2020

- E-Permitting- submitting permits electronically will be piloted in certain Caltrans districts.
- Caltrans is creating a utility data base to archive our permit information for better record keeping.
- Piloting Caltrans contractors to completing manhole and valve adjustments work for paving projects.

## Why it Matters to You

Much of the work supported by Land Management deals with acquiring Caltrans permits. PG&E completes work under two different types of permits, the Utility Annual Maintenance permit (UE Permit) which is mainly used for standard maintenance and emergency repairs to PG&E facilities in Caltrans Conventional right-of-ways. The other is a site-specific permit (UC, UF, UJ, UL, US Permits) which is required for all other types of work in both Access-Controlled and Conventional right-of-ways. Knowing the various types of permits and the manual will help streamline the permitting process.

## Questions?

Contact [REDACTED] at email: [REDACTED] cell: [REDACTED]