

BRANNAN-ANDRUS LEVEE MAINTENANCE DISTRICT
ENCROACHMENT PERMIT APPLICATION INFORMATION
(Updated 07/07/2016)

1. JURISDICTION

Classification	Levee Mile or Levee Section	Distance from Centerline of Levee	
		Landside (feet)	Waterside (feet)
Project Levee			
Georgiana Slough	Mile 0.00 to 6.02	100	75
Sacramento River	Mile 0.00 to 10.20	150	75
Non-Project Levee			
Mokelumne River	Section 0+00 to 150+00	250	75
San Joaquin River	Section 150+00 to 290+00	250	150*
Sevenmile Slough	Section 290+00 to 531+25	200	75

* Dredging restriction only in outside 50 feet.

2. PROCEDURES ⁴¹

- a. **Encroachment Inquires and Form Requests.** Contact the Office of the District Engineer, DCC Engineering Co., Inc. at Post Office Box 929, Walnut Grove, California 95690. Phone: 916-776-2277 Ext. 21, Fax: 916-776-2282.
- b. **Submittals.**
 - (1) An encroachment request submittal package consists of :
 - Two (2) copies of the completed and signed “Application for Encroachment Permit” form;
 - Four (4) copies of backup information and drawings detailing the project particulars as outlined in the District’s “Levee Encroachment Regulations”; and
 - Check or money order for the Filing Fee made payable to “Brannan-Andrus Levee Maintenance District”. See Item III.C. regarding collection of excess permit review and processing costs.
 - (2) The District meets on the second Thursday of each month. Encroachment request submittals must be received a minimum of **two weeks prior** to the monthly meeting in order to be considered for the agenda.
 - (3) No encroachment permit request shall be heard unless all District assessments, together with any applicable penalties and interest, have been paid in full for the parcel upon which the work is proposed to be performed.
- c. **Processing.** The District Engineer will review the submittal and either:
 - (1) Transmit a request for additional information to the Applicant within 30 days if the submittal does not contain sufficient detail for proper review, or if there are issues with the particular request or project site; or
 - (2) Present the permit request to the Directors at their monthly meeting, providing an action recommendation which may include a list of conditions to become part of the permit.

- d. **Hearing.** During the monthly meeting the Directors will have the opportunity to review and discuss the encroachment request and may:
 - (1) Act to approve the request, with or without conditions; and authorize issuance of the permit; or
 - (2) Act to deny the permit; or
 - (3) Table the item pending the Applicant’s response to the Board’s request for additional information.
- e. **Issuance.** Once a request has been approved by the Board, the District Secretary will prepare the permit document and forward it to the Applicant for signature. A permit is not in effect until it is signed by the Permittee and returned to the District Secretary with payment of any additional processing fees. The Permittee is required to return the signed permit within one month of the date of issuance.

3. FEE SCHEDULE ^{∠2} A non-refundable deposit will be required with each individual application for an encroachment permit or renewal unless specifically waived by the Board.

- a. **Basic charge** for all initial encroachment applications..... 500.00
- b. **Surcharges** ^{∠3}
 - (1) For each additional encroachment excepting marinas and multiple private docks.. 100.00
 - (2) For marinas and multiple private docks:
 - 3-50 slips. 200.00
 - 51-100 slips. 500.00
 - 101 or more slips. 700.00
 - (3) For geotechnical research or construction borings. 200.00
 - (4) For Special Meeting or expedited hearing.. 500.00
 - (5) For Lead Agency CEQA preliminary review for Categorical Exemption and determination of same 300.00
 - (6) County NOE filing fee..... 40.00
- c. **Renewal or Extension.** Charge for extending or renewing a previously granted encroachment permit where there are no substantive changes to the original application or subsequent changes in regulations having an affect upon the project. 300.00
- d. **Excess Processing.** It is the intent and practice of Brannan-Andrus Levee Maintenance District to recover from the Applicant all expenses incurred by the District to process an encroachment request, follow up on an application, or monitor an issued permit. Such charges will be invoiced, and any pending or issued permit will be invalid until the District Bookkeeper certifies that all funds have been received.

^{∠1} If a permit is not secured within one year of the application date, the District may require that a new application package and the then current fees be re-submitted for processing.

^{∠2} Applicants may request consideration of a reduction or waiver due to special circumstances by addressing a letter to the BALMD Directors containing the request and justification. The Board reserves the right to waive any and all processing fees depending on the particular facility being constructed and the individual situation.

^{∠3} Surcharge fees are additives to the basic charge. Contact the District Secretary or Engineer with any questions regarding the initial amount to be remitted.

^{∠4} If the work authorized by permit is not completed within one year from issuance date, the District may require that a new application package and the then current fees be re-submitted for processing.