

BRANNAN-ANDRUS LEVEE MAINTENANCE DISTRICT
ENCROACHMENT PERMIT APPLICATION INFORMATION
(Effective 09/01/2026)

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	250	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.** Forms and Processing Information are available for download from the District's website: BALMD.ORG. Applicants may also contact the District Secretary via Phone: 916-776-9121 or Email Info@BALMD.ORG.
- b. Submittals**
- (1) An encroachment request submittal package consists of :
- ☐ Two (2) copies of the District's "Application for Encroachment Permit" form, completed and signed.;
 - ☐ Four (4) copies of project information and drawings detailing the project particulars as outlined in the District's "Levee Encroachment Regulations"; and
 - ☐ Check or money order for the filing fees made payable to "Brannan-Andrus Levee Maintenance District" or "BALMD". See Item III.C. regarding collection of excess permit review and processing costs.
- (2) All requests are to be submitted to the District Secretary via one of the following: US Mail (PO Box 929, Walnut Grove, CA 95690), Emailed to INFO@BALMD.ORG, or hand-delivered to 14315 River Road, Walnut Grove.
- c. Processing**
- (1) 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.
- (2) 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.

(3) Once received, the District Secretary will route the application package to the District Engineer for review. Any request for additional information or clarification from the Applicant will be routed within 30 days to the submittal.

d. **Hearing.** Once the District Engineer's requests have been addressed, the item will be taken to the Board for review and action.

(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 VALID until it is countersigned by the District Secretary and any additional processing fees are received by the District Treasurer. 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. \$ 1,000.00

b. **Surcharges** ^{∠3}

(1) Request for Special Meeting or expedited hearing made by the Applicant. \$ 1,100.00

c. **Renewal or Extension** ^{∠4}. 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. **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 Treasurer confirms receipt of said funds.

∠1 No work may be performed until the Permit is issued..

∠2 Applicants may request consideration of a reduction or waiver of the Filing Fee 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 the permit is not completed within one year of the effective date of the Permit, the District may require that a new application package and the then current fees be re-submitted for processing.