

CENTRAL VALLEY FLOOD PROTECTION BOARD
3310 El Camino Avenue, Room 151
Sacramento, California 95821
Telephone: (916) 574-0609 Fax: (916) 574-0682

**GENERAL INFORMATION REGARDING APPLICATIONS FOR
CENTRAL VALLEY FLOOD PROTECTION BOARD ENCROACHMENT PERMITS**

These instructions will provide you with information on how to prepare your application for a Central Valley Flood Protection Board (Board) encroachment permit.

Approval by the Board is required for projects or uses which encroach into rivers, waterways, and floodways within and adjacent to federal and State authorized flood control projects and within designated floodways adopted by the Board. You must obtain Board approval before you begin certain uses or construction work, or any proposed project within these areas.

The Board exercises jurisdiction over the levee section, the waterward area between project levees, a minimum 10-foot-wide strip adjacent to the landward levee toe, within 30 feet of the top of the banks of unleveed project channels, and within designated floodways adopted by the Board. Activities outside of these limits which could adversely affect the flood control project are also under Board jurisdiction. Maps of designated floodways and regulated streams are available for inspection on the Board's website (www.cvfpb.ca.gov) under the Maps tab, at the Board's office in Sacramento, at city and county planning or public works departments, and at the county recorder's office.

Most general questions relative to proposed projects or uses which may require Board approval can be answered by going to the Board's website, under the Do I Need a Permit? tab, and to the Frequently Asked Questions. If you still have questions, you can direct them to the Board by clicking on the e-mail link on that page and submitting your question to (cvfpbquestions@water.ca.gov), call Board staff at (916) 574-0609, or mail your question to Central Valley Flood Protection Board, Attention: Floodway Protection Section, 3310 El Camino Avenue, Room 151, Sacramento, California 95821.

Four copies of the completed application and drawings, or two hardcopies and a disk, plus one completed copy of the Environmental Questionnaire, and any other environmental documents you have available must be submitted. The application must be made on forms provided by the Board and must contain the following information:

1. A concise and accurate description of the proposed project, being sure to include all items that are to be covered under the issued permit.

2. Project location: please provide as much information as you can and include the address, county, section, township, range, latitude and longitude, stream impacted (include river mile), levee mile, designated floodway, and the assessor's parcel number (APN number) where the project is located.
3. The name, address, telephone number, and e-mail address of the applicant or land owner who is requesting the encroachment permit.
4. The name, address, telephone number, and e-mail address of the applicant's representative if applicable.
5. An endorsement of the proposed project from the local maintaining agency (LMA). The LMA may be a reclamation district, a levee district, a State maintenance area, a county, or some other agency that is responsible for levee or channel maintenance. Special conditions may be added to the permit at the request of the agency. If the maintaining agency delays or declines to endorse the application, it may be submitted to the Board without endorsement with a written explanation as to why the application was not endorsed by the maintaining agency.
6. A list of all current property owners, with addresses, that are adjacent to the parcel where the proposed project will be constructed.
7. If an environmental determination has been made for the proposed work, include the name and address of the Lead Agency responsible for preparing environmental documentation regarding the proposed project as required by the California Environmental Quality Act of 1970. The environmental questionnaire provided by the Board must be completed and submitted as part of your application.
8. Note when the proposed project is tentatively scheduled for construction and if there are any funding constraints (e.g. grant time limits). Keep in mind that the review and permitting process can take several months to complete.
9. Include all exhibits pertinent to your proposed project. In general, application submittals should include all of the items listed.

You should include with your application any additional information that you feel would be helpful for Board staff to use in evaluating your proposed project or use.

The application must be signed and dated by the applicant/land owner.

Your completed application may be mailed or delivered in person to:

Central Valley Flood Protection Board
Attention: Floodway Protection Section
3310 El Camino Avenue, Room 151
Sacramento, California 95821

Minimum Requirements and Format for Drawings

1. The following information is required for Board staff to evaluate the work described in your application. Additional information may be required depending upon the nature of the project.
 - A. A title block on each sheet identifying the proposed activity, including the name of the applicant, number of the sheet, total number of sheets in the set, and date the drawing was prepared.
 - B. The name of the stream, river mile, scale, north arrow, vertical datum reference, and other information as required.
 - C. The exact location of the proposed project in relation to identifiable landmarks.
 - D. Plan elevation views of the proposed project or use showing the proximity of the proposed project or use in relation to existing facilities, property lines, levees, streams, etc.
 - E. Drawings of levee cross sections or profiles indicating the elevations of levee crowns, toes, low-water surface, and design flood plane. These drawings should include horizontal and vertical scales and must be referenced to known vertical datum.
2. Please use the following format:
 - A. Prepare the drawings on 11-by-17-inch sheets when possible.
 - B. Allow a 1-inch binding margin on the top side of each sheet.
 - C. Electronic information can be in PDF, JPEG, or other similar format.

Application Processing

Upon receipt of an application, an initial review is made to determine if the application is complete enough to begin processing. If the application is found to be acceptable, a letter will be sent to the applicant within 10-days acknowledging receipt of the application. If the application is found to be incomplete, it will be returned to the applicant, or the applicant will be sent an "incomplete letter" that will list what information is missing from the application. If the missing information is not submitted within a reasonable amount of time, the application process will be stopped.

Following the initial review the application will be assigned to staff for a more thorough review. If the application is found to be complete, it will be assigned an application number and a letter will be sent to the applicant within 30-days with a project description that should be reviewed by the applicant or the applicant's representative to ensure it is accurate and lists all items that are to be reviewed and subsequently permitted. Letters will also be sent to all property owners that are adjacent to the proposed project.

Review Process

Encroachment Permit applications (DWR form 3615 and 3615a) are reviewed by the Central Valley Flood Protection Board staff. Board staff members are assigned to review each application to determine completeness and compliance with the California Water Code, section 8710, and Title 23 of the California Code of Regulations (CCR), sections 1 through 193. The review process includes both a technical review and, as a responsible agency only, an environmental review of the potential impacts of the proposed project or use.

A copy of the application is also sent to the U.S. Army Corps of Engineers for review and comment.

General and Special Conditions of the Permit

Each approved application is subject to 12 general conditions. A number of special conditions may be added to the approved permit depending upon the nature of the proposed activity.

Approval of the Application for a Permit

Applications considered by the Board are placed on the agenda of a future monthly Board meeting. The applicant and all interested parties are notified of the meeting and may appear and present their views to the Board for its consideration.

After an application has been approved by the Board, any requests for revisions to the proposed or completed project, which have not been approved by the Board, must be submitted in writing to the Board for approval. Revised applications are processed in the same manner as new applications.

Applicants / Land Owners acceptance of an Issued Permit

You must notify the Board and the Department of Water Resources' (DWR) Flood Inspection Section, which provides inspection services on behalf of the Board, at least ten days before construction begins by:

1. Calling the Board at (916) 574-0609 to record intent to begin construction and to notify DWR's Inspection Section to set up the pre-construction meeting with the DWR inspector for your area, and
2. By mailing the pre-addressed start card furnished by the Board when the permit is issued. If you need to get in touch with your Inspector for some reason, the card will contain the current address and telephone number of DWR's Flood Inspection Section.

The beginning of any work described in the permit constitutes acceptance by the applicant / land owner that work will be done in compliance with the general and special conditions listed in the permit.

Inquiries about application and permitting procedures may be made to the Board via:

- E-mail at cvfpbquestions@water.ca.gov
- In writing - sent to:

Central Valley Flood Protection Board
Attention: Floodway Protection Section
3310 El Camino Avenue, Room 151
Sacramento, California 95821
- Fax at (916) 574-0682
- Phone at (916) 574-0609

Please include the Board's application number when inquiring about an application.