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__________