



DEPARTMENT OF PUBLIC WORKS  
**C O U N T Y O F H U M B O L D T**  
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**LAND USE DIVISION INTEROFFICE MEMORANDUM**

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TO: Andrew Whitney, Associate Planner, Planning & Building Department

FROM: Kenneth Freed, Assistant Engineer 

DATE: 06/03/2024

RE: **PG&E; APN 520-261-009 et al, APPS# PLN-2024-18999**

The Department of Public Works issues Annual Encroachment Permits to utility companies. PG&E obtains an Annual Encroachment Permit yearly from this Department and is responsible to comply with the terms of the encroachment permit.

Below is an excerpt from the permit that explains some of the items required of the applicant. Applicant shall provide documentation that item #6 has been completed for this Department to sign off on the work performed in the County road right of way.

(1) **Online Notification of Work:** Any work authorized under this Annual Encroachment Permit shall require notifying the Department of Public Works PRIOR to commencement of work - per County Code Section 411-11 (k) and (l).

**Emergency Work Notification:** Website notification shall also be used to notify the Department of work initiated due to an emergency. The COUNTY shall be notified of all emergency work performed within 48 hours.

Reporting is done online: [humboldt.gov/notification](http://humboldt.gov/notification) form

(2) During tree work operations, Permittee shall be responsible to keep the County road surface and drainage system clear of organic debris at all times. The road shall be maintained in passable condition throughout the tree work operations. Leaving cuttings, logs, rounds, stacked wood, chips and mulch shall not be allowed within 50 feet of the roadway.

(3) **Warning and flagging of motorists at work locations shall be conducted AT ALL TIMES by properly trained personnel.** Traffic control staff must be able to effectively communicate oral instructions to the public. See Annual Encroachment permit for traffic control standards.

(4) Traffic control shall be conducted in a manner that provides the least inconvenience to motorists as possible. Emergency vehicles shall be allowed to pass through the controlled areas at all times. One travel lane shall be available for through traffic at all times. Permittee shall notify the

Department of Public Works 48 hours prior to conducting any traffic control that requires closures of both travel lanes for longer than 5 minutes. Closure of both travel lanes for longer than 5 minutes requires prior written approval by the Director of Public Works. The California Highway Patrol and the Humboldt County Sheriff's Office shall also be notified of any traffic control that requires closure of both travel lanes at least 48 hours in advance.

(5) Hours of operation shall be Monday through Friday (excluding holidays), during daylight hours for a maximum of 7:00 a.m. to 7:00 p.m. during the longer daylight season. Weekend operation may be acceptable to the County, provided the request is forwarded for review to the County a minimum of forty-eight (48) hours in advance and the County agrees to the weekend operation.

(6) **That portion of County right of way utilized during the tree work operations shall be restored to like or better condition upon completion of tree work operations.** Permittee shall clean and shape existing drainage ditch line upon completion of project, if disturbed. Permittee shall be responsible for any and all damages to the roadway caused by the tree work operations within the County right of way. Any damage to existing County road improvements (i.e., adjacent curb and gutter, drainage structures, road surface, etc.) shall be repaired or replaced by Permittee to the satisfaction of the Department of Public Works. Damages will be reported promptly to the Department of Public Works.