



## ENCROACHMENT PERMIT/LICENSE APPLICATION FORM

### GRTA Encroachment Permit/License Application Instructions:

1. **Application Submission:** Please submit this application electronically with a site plan and map that clearly shows the proposed project and its location. All application materials and required attachments should be combined into a single PDF file and submitted to:
  - [operationsmanager@thegreatredwoodtrail.org](mailto:operationsmanager@thegreatredwoodtrail.org)
2. **Payment of Application Charge:** Upon receipt of your permit application, we will send you an electronic invoice for the one-time application charge of \$1,000. Please provide an email address for this invoice and general billing in Section A. Payment via check should be mailed to:
  - Great Redwood Trail Agency  
c/o Blue Lake City Hall  
PO Box 458  
Blue Lake, CA 95525

Application charge is non-refundable. While GRTA will make every attempt to try to accommodate the requested encroachment, GRTA reserves the right to reject proposed encroachments at its sole discretion. **Additional charges may apply. See Review Process below for more info.**

3. **Insurance Requirement:** Send certificate of insurance or letter of self-insurance. GRTA requires applicant, contractor(s), and subcontractors to hold \$2 million unrestricted liability insurance. GRTA must receive and approve a certificate naming GRTA as an additional insured party, for all parties involved in the work before work can begin.

### Application Review Process - What to Expect:

1. **Engineering Review:** For encroachment applications that require review by GRTA's engineer, charges will be determined by GRTA staff and provided below. The amount is based upon how many hours it takes the GRTA engineer to review, process, and approve your application.
2. **Determination of Agreement Type & Rates/Charges:** Depending on the intended use of GRTA's right-of-way, a separate contract may need to be developed with an associated annual license, lease, or encroachment charge. Permit charges and license rates are based upon GRTA's current Schedule of Real Property Rates and Charges, which is posted on our website. We will contact you to discuss applicable rates and charges once we have processed your application. If you have questions, please contact us at [info@thegreatredwoodtrail.org](mailto:info@thegreatredwoodtrail.org) or 707-463-3280.
3. **Final Permit Issuance:** No work may begin on or over GRTA property before the encroachment permit/license has been issued, certificate of insurance has been submitted and all charges paid. You will receive permit conditions for signature. We will notify you if any additional agreements are required.

4. **Notice of Project Commencement/Entry:** Prior to starting work within any of the GRTA right-of-way, a minimum of 72 hours' notice must be given to GRTA. In addition, work activities encroaching within twelve (12) feet of the GRTA right of way must comply with all State and Federal railroad safety and operational requirements, as defined by applicable state and federal regulations, including without limitation 49 CFR Part 214 and the Carrier's Contractor Safety Requirements. It is incumbent upon the holder of this encroachment permit to contact GRTA to determine what, if any, railroad safety training or operational requirements must be met before any work can start.

## Section A - Applicant Information

1. Name of applicant (If corporation, give exactly as per Articles of Incorporation):  
County of Mendocino
2. State of Incorporation (If corporation or partnership, give names of all general partners; if proprietorship, please state):  
N/A
  
3. Billing contact name and title: Purchasing Agent  
Address: 501 Low Gap Road, Room 1010, Ukiah, CA 95482  
Phone: (707) 463-4441  
Email (for electronic invoicing): ceo@mendocinocounty.gov
  
4. Applicant contact name and title: Mendocino County CEO  
Address: 501 Low Gap Road, Room 1010, Ukiah CA 95482  
Phone: (707) 463-4441  
Email: ceo@mendocinocounty.gov  
Name of Liability Insurance Carrier: Self-Insured  
Contact information for Liability Insurance Carrier: Heather Correll, Mendocino County Risk Manager  
Coverage amount, Liability Insurance: \$350K retention rate, \$25M excess insurance through PRISM.
  
5. If work is to be performed by a contractor or subcontractor other than applicant, please provide their contact information:  
Contractor/subcontractor contact name and title: N/A  
Address: N/A  
Phone: N/A  
Email: N/A  
Name of Liability Insurance Carrier: N/A  
Contact information for Liability Insurance Carrier: N/A  
Coverage amount, Liability Insurance: N/A
  
6. Please use the space below to provide any additional information about the applicant, its contractors, or subcontractors that will permit GRTA to contact parties responsible for the design, implementation and future maintenance of the work to be performed; or use this space to provide other relevant permit application information to GRTA:  
N/A

## Section B - General Project Description

1. What type of project are you applying for?

Utility Installations:			
<input type="checkbox"/> Wire (electric, telephone, CATV)	<input type="checkbox"/> Pipe (sewer, water, storm drain, gas)	<input type="checkbox"/> Culvert	<input type="checkbox"/> Fiberoptic
At-Grade Crossings:			
<input type="checkbox"/> Private Road Crossing	<input type="checkbox"/> Farm Crossing	<input type="checkbox"/> Commercial Crossing	
Right of Entry:			
<input type="checkbox"/> Construction	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Vegetation Management	<input type="checkbox"/> Invasive Plant Removal
<input type="checkbox"/> Environmental Studies	<input type="checkbox"/> Temporary Entry (up to 1 year)	<input type="checkbox"/> Filming/Photography/Sound Recording	<input type="checkbox"/> Special Event
Other (please specify below):			
Public parking during construction on adjacent Highway US 101.			

2. Please provide a general project description, including the reason the work is necessary and who will be served, names of additional proposed contractors, subcontractors, etc.:

During the construction season June to November 2026 Caltrans will be reconstructing adjacent Highway US 101 in Hopland and on street parking will be interrupted. Therefore, this area would be made available for parking for pedestrian access to businesses along US 101.

3. Provide GPS coordinates, nearest rail line milepost, and description of location (**attach project site map and general project location map**):

RR crossing State Highway 175 in Hopland – nearest road crossing.

Lat. 38° 58' 16.4" N

Long 123° 06' 53.64" W



Area of property: 42,695 sq feet

4. Is this a new installation, relocation, repairs or modifications to an existing installation?  
Provide details:

No

5. Was there an agreement or any correspondence related to this permit application, or a previous project in the project vicinity, with the Northwestern Pacific Railroad, North Coast Railroad Authority, or other precursor company or landowner? If so, give references and attach copies:

No

6. Project Schedule:

- a. Desired start date for work: July 1, 2026
- b. Date by which permits/licenses desired: July 1, 2026
- c. Estimated time frame for completion of work: July 1, 2026
- d. Desired completion date: December 31, 2026



10. Angle of pipeline crossing to track:       degrees

11. Additional description, location information, etc.:

**Section D - Applicant's Signature:**

*The applicant by their signature certifies that all the information given is complete and correct, and that no false or misleading information or statements have been given.*

Applicant Signature



Print Applicant's Name  
Darcie Antle

Date

6/29/2026

Print Applicant's Title  
CEO, County of Mendocino

Submit via email to: [operationsmanager@thegreatredwoodtrail.org](mailto:operationsmanager@thegreatredwoodtrail.org)

**Section E – Review and Approvals:**

In executing this application, applicant acknowledges that it is aware of all encroachment permit/license and other requirements and agrees to procure required insurance and furnish certificate thereof, naming GRTA as an additional insured or co-insured under a suitable policy of insurance to cover all risks undertaken in carrying out the proposed work on GRTA’s property.

I hereby certify that this application is made and signed by me as the duly authorized officer or representative of applicant, which agrees to pay all application charges and all GRTA-required charges. After applicant’s plans have been approved by GRTA’s duly authorized agent and/or engineer, all charges required by GRTA have been paid, all safety and railroad requirements identified by GRTA have been met, and proof of required insurance provided, this form duly counter signed becomes the encroachment permit and authorization to proceed.

Authorized Applicant Signature

Date

Print Authorized Applicant’s Name

Print Authorized Applicant’s Title

**GRTA Rates and Charges**

- Application Processing Charge: \$1,000
- Engineering Review Charge: \$
- Permit Charge: \$
- Annual License Rate: \$

**Encroachment Permit Approval**

GRTA Engineer

Date

Great Redwood Trail Agency

Title

Date