

Encroachments. – Work in the Town Right of Way:

An encroachment permit is needed to do work in the right-of-way and usually associated with – driveway, utility or drainage construction and are approved by the Engineering Department. The issuance of an encroachment permit allows one to perform work within the Town right-of-way, which is defined as a road dedicated to and accepted by the Town as part of its public road system or right of way.

- *Number of plan sets normally required-*
 2 sets, both of which are to be wet-stamped and/or signed by the plan preparer.

- *Information normally required on the site plan –*
 - Accurate property boundaries with adjacent roadways identified. Source of survey information is to be noted on the plans.

 - The location of existing and proposed buildings and structures.

 - Scale, north arrow, location map, name/address of architects, engineers, surveyors, etc. Plans prepared by registered professionals require their signature and stamp.

 - Topography: delineate any areas of slope greater than 35%. Provide calculation of average slope of the property (excluding those areas with slopes greater than 35%) per Woodside Zoning Ordinance Section 153.137, and total area of site that will be developed from its natural state. Include source and date of topographical information. The existing contours shown in dashed lines and the proposed contours shown in solid lines.

 - The limits of all cuts and fills (see Site Development if greater than 1,500 cubic yards of total cut and fill).

 - Easements for ingress/egress, utilities, trails, open space preservation, etc.

 - Major natural features: existing trees (indicate any trees to be removed), creeks/streams (identify center line and top of bank), ponds, springs, etc. Stream setbacks are also to be shown (50 ft. from center line or 25 ft. from top of bank, whichever distance is greater).

 - Geologic features: landslide areas, earthquake fault traces and fault trace setbacks (50 ft. from known trace for habitable structures; 125 ft. from inferred fault trace for habitable structures).

- *Fees- All fees and deposits are to be collected at time of submittal*
 - **Fee:** See Fee Schedule.
 - **Deposit:** The deposit is used by the Town Engineer to bill against his time for review of the project. Any deposit balance remaining when the project is finalled will be refunded.
 - **Bond:** To be refunded when the project is finalled.
 - A Road Impact Fee will be collected based upon cubic yard of import and export of material in excess of 30 cubic yards.
 - The Town of Woodside has implemented a construction and demolition debris recycling and diversion program in order to reduce landfilled waste by requiring the reuse, recycling or salvage of at least 60% of debris generated by construction and demolition activities. The regulations apply if 1.) the total projected costs of the demolition project is greater than \$10,000 or 2.) the project will generate more than 10 tons of demolition material. An administration fee and a deposit is required to be paid prior to the issuance of the demolition permit. The deposit is determined by the Town's Recycling Coordinator based upon ton of debris the project will generate. The deposit will be refunded when it has been shown via weight tickets that 60% of the material has been recycled.