



Encroachment Permit Checklist For Temporary Street Closure

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 closure, dates, and times of closure. Include information regarding cross streets, nearby churches, schools, etc.

_____ Drawing or sketch shall show type of closure devices, signs, etc that you are proposing to use to close the road.

_____ Drawing shall include Average Daily Traffic (ADTs) counts and speed data. Please visit the County of San Mateo Public Works website under [Public Works > Road Services > Traffic Services > Speed and Volume Data](#) or indicate N/A if data is not available.

NOTE: If greater than 35 mph and/or 1000ADTs, a traffic control plan will be required.

Signatures of the following agencies on the Street Closures Permit

_____ Fire Department _____
(list agency, Coastside, West Menlo etc.)

_____ California Highway Patrol Department

_____ County Sheriff Department

_____ Other _____ SFPUC _____
(Specify)

Review Procedures with Public Works Plan Reviewer

_____ Completed Street Closure Permit Application

_____ Permit Fee: please make check payable to the County of San Mateo

For Department Use Only

DPW Case No _____ Date _____ Reviewer _____