

TULLOCH RESERVOIR
OUTLINE OF THE ENCROACHMENT PERMIT PROCESS

- ❖ **Submittal of Application**
- ❖ **TDP Sends Notice of Receipt to Applicant/Engineer**
Generally, occurs within 1-3 days of Receipt of Application. If the application is incomplete or missing items, these are noted on this letter.
- ❖ **TDP reviews application to determine which additional agencies may need to process permits.**
All applications at Tulloch require that clearance be obtained from the California Department of Fish & Wildlife prior to the start of work. Applicants are advised to start the application process with Fish & Wildlife concurrently with their Tri-Dam application
- ❖ **Applicant should have concurrent submittals to other required agencies including the County, California Department of Fish & Wildlife, United States Army Corps of Engineers, and Homeowners Associations, as needed.**
- ❖ **TDP conducts field review, taking photographs and reviewing site conditions.**
Generally, occurs in week 2 of the permit process
- ❖ **TDP prepares draft permit**
Occurs immediately following the field review if there are no issues arising at the field review. If questions arise, the applicant/applicant's representative is contacted to obtain additional information if needed. The goal is to prepare the permit within one week of the field review
- ❖ **TDP sends draft permit to landowners for Signature. All documents should be returned to TDP. Designer/Engineer/Agent also receives a copy of the transmittal letter sent to the landowners.**
It is very important that landowners read all documents prior to signing them as all the permit contains very specific conditions that must be met, with specific timing noted
- ❖ **TDP executes permit upon its return from the landowners. TDP sends out a copy of the executed to the landowners and agent.**
- ❖ **Landowners must submit a deposit prior to the start of any work or within (30) days of issuance of permit issuance, whichever occurs first.**
- ❖ **Landowners/agent submit copies of all agency approval letters. Landowners/agent to obtain inspection prior to start of work, as noted on conditions of approval.**
- ❖ **Landowners/agent to obtain inspection upon completion of work, as noted on conditions of approval.**
- ❖ **TDP performs final inspection. Notification of successful completion sent to landowners/agent.**
- ❖ **TDP returns deposit within thirty (30) days of the final inspection approval.**