



## **CALTRANS- PRELIMINARY “IGR” PROJECT REVIEW GENERAL INFORMATION AND APPLICATION**

Mariposa County Planning Department

5100 Bullion Street, P.O. Box 2039

Mariposa, CA 95338

Telephone (209) 966-5151 FAX (209) 742-5024

[www.mariposacounty.org](http://www.mariposacounty.org) [planningdept@mariposacounty.org](mailto:planningdept@mariposacounty.org)

### **To the Applicant:**

The improvement needs and associated costs of road construction required by Caltrans can have a significant effect on your project. In some cases, it may drastically alter the design or make the project financially infeasible. These are issues you want to know about as early as possible, not after months of project review work or expenditure of funds. This application affords you the opportunity to determine these costs.

### **General Information and Instructions:**

The attached application form was crafted to ensure that key information is provided to the analysts at Caltrans so that you will become aware of their specific requirements. Once the application is complete, Mariposa Planning will forward it to Caltrans Intergovernmental Relations (IGR) who will distribute it to their analysts for review. The internal review at Caltrans usually takes four weeks, so we encourage you to submit this application to Mariposa Planning as soon as possible. In order to get a response back to you as quickly as possible, Caltrans will send you a direct response, and provide Mariposa Planning with a copy. If you have any questions regarding this application, then please contact Mariposa Planning at your earliest convenience.



**PRELIMINARY CALTRANS-IGR PROJECT REVIEW APPLICATION**

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FOR OFFICE USE ONLY	
Date Submitted _____	Received By _____
Fees Paid \$ _____	Receipt No. _____ Received By _____
Application No. _____	Application Complete _____
Final Action _____	Date _____

**Applicant:**

**Agent:** (if applicable)

Name \_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

\_\_\_\_\_

**Property Owner Name(s)\*** \_\_\_\_\_

\*If different than applicant, attach letter of authorization or other document that authorizes the applicant to submit an application on the owner's behalf. Applicant must also be a lessee, purchaser in escrow, or optionee of the subject property. If there is more than one property owner, please list the name and mailing address of all other individuals holding an interest.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Information:**

Assessor's Parcel Number (APN) \_\_\_\_\_ Total Acreage \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

General Plan Land Use \_\_\_\_\_ Zoning Districts \_\_\_\_\_

230201

**Project Information:**

Please briefly describe the proposed use (add additional page(s) if necessary):

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**Affiliated Projects, Application #s, State Clearing House #s.** Typically this type of road or encroachment construction within a state facility right- off-way is associated with a new development project the county has approved, therefore; it is helpful for the applicant to provide this information to aid us in processing the request.

List all affiliated projects and include application #s and State Clearing House #s:

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<b>REQUIRED SIGNATURE(S)</b>
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### Affidavit

I/we, the undersigned (Property Owner and Applicant), agree to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Property Owner and Applicant project.

I/we declare under the penalty of perjury that the statements and information submitted in this application are in all respects true and correct to the best of my/our knowledge.

I/we acknowledge that I/we have read and understand the information contained in the application package relating to the submittal and processing of this application.

I/we understand that the processing of the application will be delayed if any required information is incorrect, omitted, or illegible.

I/we declare that if an entity listed below is a Partnership, Limited Liability Corporation, Corporation or Trust the signer(s) below certifies that he/she is authorized by that entity to apply and sign the application attached herewithin.

<b><u>Property Owner</u></b> <i>(printed name):</i>	<b><u>2<sup>nd</sup> Property Owner</u></b> <i>(printed name):</i>	<b><u>Applicant</u></b> <i>(printed name):</i>
<b><u>Property Owner</u></b> <i>(signature):</i>	<b><u>2<sup>nd</sup> Property Owner</u></b> <i>(signature):</i>	<b><u>Applicant</u></b> <i>(signature):</i>
Date:	Date:	Date:

If there are more than two property owners, additional copies of this page shall be provided.

**IMPORTANT: This page must be signed by all property owners and any authorized applicant.**

**IMPORTANT: Please note that if the property owner/s is/are authorizing someone other than themselves to act as the applicant or agent, the next page must also be signed.**

**IMPORTANT: Failure to have all necessary signatures will DELAY the commencement of processing the application. The application will be returned to the applicant to provide all necessary signatures.**

This page to be signed **IF** the property owner(s) is (are) authorizing someone to act as an agent or applicant for this application.

### Affidavit

**Applicant/Agent Authorization:**

I/we, \_\_\_\_\_, Property Owner(s) hereby authorize \_\_\_\_\_ to act as a representative/Applicant and/or \_\_\_\_\_ to act as a representative/Agent in all matters pertaining to the processing and approval of this application, including modifying the project, and agree to be bound by all representations and agreements made by the designated Applicant and/or Agent.

I/we declare that if the Property Owner and/or Applicant is a Partnership, Limited Liability Corporation, Corporation or Trust, the individual(s) listed below certifies that he/she/they is/are authorized by that entity to execute the application form attached herewithin.

<b><u>Property Owner (printed name):</u></b>	<b><u>Applicant (printed name):</u></b>	<b><u>Agent (printed name):</u></b>
<b><u>Property Owner (signature):</u></b>	<b><u>Applicant (signature):</u></b>	<b><u>Agent (capacity/title):</u></b>
<b><u>Property Owner (capacity/title):</u></b>	<b><u>Applicant (capacity/title):</u></b>	
Date:	Date:	
<b><u>2<sup>nd</sup> Property Owner (printed name):</u></b>	<b><u>Co-Applicant (printed name):</u></b>	
<b><u>2<sup>nd</sup> Property Owner (signature):</u></b>	<b><u>Co-Applicant (signature):</u></b>	
Date:	Date:	

**REQUIRED MATERIALS AND ITEMS FOR A  
CAL TRANS PRELIMINARY "IGR" PROJECT REVIEW APPLICATION**

1.  The attached "CALTRANS- PRELIMINARY "IGR" PROJECT REVIEW" application form filled out completely and signed by the applicant. If the applicant is not the property owner, the applicant must provide a letter of authorization or other documentation authorizing the applicant to submit the application on the owner's behalf. The applicant can be a lessee, purchaser in escrow, or optionee of the subject property. An agent may represent an applicant in all matters pertaining to the processing of the application once the application is submitted by the applicant.
2.  A copy of the assessor's map for the property with the parcel(s) outlined in red on the map (NOTE: Mariposa Planning will prepare a vicinity map to be included in the application).
3.  A written description of the proposed use that describes the existing and proposed use characteristics (land use and building size) of the subject site.
4.  Diagram of the project highway frontage characteristics (no smaller than 11" x 17"), including the following information:
  - (a). dimensioned drawing of road characteristics, including location of travel lanes, passing lanes, deceleration lanes, acceleration lanes, shoulders, signage, and pavement markings;
  - (b). conceptual grading plan at or near the project encroachment; and
  - (c). conceptual drainage plan in the area adjacent to the state highway.
5.  Within 1,000 feet of both sides of the project encroachment, show on a separate sheet of paper (no smaller than 11" x 17"), the location, type and distance between all roadways and driveways that intersect the state highway on both sides of the highway. For each of these roadways that intersect the highway, specify the intensity of the land use it serves. For example, Driveway A provides access to a 34-unit hotel; Driveway B provides access to one single-family home; and Driveway C provides access to a 30,000 square-foot food processing plant, etc. Include the driveway or roadway of the proposed project.
6.  Payment of application fees as determined by Mariposa Planning. Deposit fees are for applications that are to be charged time and materials and are estimated using the staff hour charge of \$123 per hour. All additional staff time and expenses needed to complete the application processing that exceed the deposit amount will be charged at the disclosed rate at the time that services are rendered. On average, invoices will be calculated on a quarterly basis and forwarded to the applicant for payment. If the deposit falls below a balance of 20% of the initial deposit, the applicant will be asked to make a subsequent deposit in an amount estimated to be necessary to complete the processing. Applicants will be expected to pay the subsequent deposit within 30 days of the invoice date or prior to the public hearing, whichever comes first. In the event that the billing is not paid timely, processing will be suspended until payment is made. Any remaining balance will be used to reconcile the final bill. If there is a balance remaining after reconciling the final bill, a refund check will be mailed to the applicant. If the application requires a public hearing, the public hearing will not be scheduled until payment in full is received. It should be noted that the fees do not include consultant fees, specialized studies, CEQA charges, publication fees and any additional fees that maybe charged by other agencies or county offices.

CAL TRANS IGR Deposit	\$307.00
Document Conversion	\$20.00
<b>Total:</b>	<b>\$327.00</b>