



CAYUCOS SANITARY DISTRICT

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USER'S GUIDE TO PROCESSING YOUR SEWER EASEMENT ENCROACHMENT APPLICATION

Q. What is a sewer easement?

A. A sewer easement is a right held by the District to a strip of land usually ten to twenty feet wide that runs on your property, which allows the District the right to use this land for installation, repair and maintenance of an underlying District sewer line and appurtenances to it. The sewer easement is attached to the property deed and continues to exist even when the property is transferred or sold. The District does not own this land in fee, however; it has the right to place certain restrictions upon the land as described by the sewer easement.

If you want to encroach on a District sewer easement, you are required to submit a Sewer Easement Encroachment Application. The application addresses two (2) types of encroachments:

1. **Minor Encroachment-** A minor encroachment only slightly interferes with the District's sewer easement and can be readily removed and restored. Examples of minor encroachments are flowerbeds, small plants, landscaping, groundcover, lawns, drip irrigation, loose paving stones, fences without a foundation, and portable hot tubs.
2. **Major Encroachment-** A major encroachment significantly interferes with the District's sewer easement and cannot be readily removed. Examples of major encroachments are concrete slabs, paving, buildings, decks and eaves (including aerial), walls, footings, fences and gates with a foundation, large trees and bushes, lighting and drainage facilities including pipes and structures.

ALL APPLICANTS:

- Complete and sign the Sewer Easement Encroachment Application.
- Provide a plot plan or drawings showing the District's sewer easement and a footprint of all encroachments and appurtenances and their relationship to the District's sewer easement.
- Provide a written statement describing the nature of the encroachment(s), specifying any and all appurtenances or structures that will encroach into the District's sewer easement, including but not limited to, eaves, decks, footings, fences, retaining walls and drainage facilities. This should include aerial encroachments as well.

MAJOR ENCROACHMENT APPLICANTS ONLY:

- Provide a current title insurance policy or a lot book guarantee (not older than 6 months).
- Provide a licensed engineer's report that verifies that the proposed encroachment and appurtenances will not damage or place additional loadings on the District's existing facilities (pipes, manholes and other appurtenances).
- Provide a licensed engineer's report that verifies that the proposed encroachment will not be damaged when the District's entire easement is excavated to a depth of one foot below all sewer structures.
- Provide a **\$200.00** deposit, which will be offset against the actual cost of administrative processing, plan check, review and inspection, attorney costs and document recording fees.

The granting of a sewer easement major encroachment will require the completion and recording of a Grant of License and Agreement Affecting Real Property as approved by the Board of Directors.