



**COUNTY OF DEL NORTE**  
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110  
Crescent City, California 95531

Fax (707) 465-0340

Planning  
(707) 464-7254

Engineering & Surveying  
(707) 464-7229

Roads  
(707) 464-7238

Building Inspection  
(707) 464-7253

Environmental Health  
(707) 465-0426

**Request to Close County Road/Right-of-Way**

All road closures must be approved by the Del Norte County Board of Supervisors. **The following documents shall be submitted to the Engineering Division at least three weeks prior to the desired Board of Supervisors agenda date.**

- Encroachment Permit Application
- Encroachment Permit Fee
- Event Description
- Dates and Times of Closure
- Map of Closure Location
- Traffic Control Plan
- Liability Insurance
- Other: \_\_\_\_\_

The applicant is responsible for satisfying all of the conditions of the Encroachment Permit approved by the Board of Supervisors. The County does not provide any event services (e.g. traffic control, street sweeping) on behalf of the applicant regardless of if it is a community event.

The applicant is responsible for notifying emergency services, media, and other potentially impacted individuals of all road closures at least one week in advance of the event. The list of the agencies that shall be notified is available at the Community Development Department. All property owners within 100 feet of the road closure shall also be notified at least one week in advance of the event.

**A County road/right-of-way shall not be closed without an Encroachment Permit, issued by the Engineering Division, in the possession of the individual(s) closing the road.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Phone