**Water Resources Protection Ordinance (WRPO) Encroachment Permitting Process**

**Applicant**: compiles missing items and re-submits application to CPRU@valleymwater.org

**Approximate time**: variable dependent on applicant

- Email is sent to applicant informing them of missing items
  - **Approximate time**: 1-2 days

**INITIAL APPLICANT STEPS:**

- **Review WRPO Process**
- **Submit application, plans, and other relevant project information to CPRU@valleymwater.org**

**Question**: Is the application complete?

- **No**
  - Email is sent to applicant
- **Yes**
  - **Engineering Technician logs in submittal and routes to engineer for review.**
  - **Approximate time**: 1-2 days

**Question**: Will the proposed project cross or impact Valley Water Fee Title, Easement, or Facilities?

- **No**
  - Valley Water staff informs applicant that no permit will be required for the project
  - **Approximate time**: 1-2 weeks
- **Yes**
  - **Engineering review**
  - **Approximate time**: 6 weeks (if Federal Review is needed, add additional 6-8 weeks)
  - **Question**: Does project meet WRPO requirements?
    - **Yes**
      - Applicant makes requested changes and re-submits plans
      - **Approximate time**: variable dependent on applicant
    - **No**
      - Engineer initiates CEQA review
      - **Approximate time**: at least 30 days

**Yes**

- **Engineer prepares permit package and invoice. Permit is sent to applicant**
  - **Approximate time**: 1 week
  - Permittee pays invoice in full and signs draft permit
  - **Approximate time**: up to 30 days
  - Valley Water signs and permit is issued
  - **Approximate time**: 1-2 days