



**Official Use Only**

Permit No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

# Encroachment and Excavation Application

## Applicant Information

Name		Application Date
Phone	Email	

## Project Information

Street Address for Encroachment Area			
Subdivision	Filing	Lot	Block
Contractor			
Phone	Email		
Estimated Start Date	Estimated Completion Date		

### Type of Encroachment (check all that apply)

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Parallel (along alley or street)               | <input type="checkbox"/> Water       | <input type="checkbox"/> Sewer                                    |
| <input type="checkbox"/> Utility Installation (residential)             | <input type="checkbox"/> Power       | <input type="checkbox"/> Installation of Communications Utilities |
| <input type="checkbox"/> Utility Installation (commercial)              | <input type="checkbox"/> Phone       | <input type="checkbox"/> Natural Gas                              |
| <input type="checkbox"/> Driveway cut/curb cut (residential/commercial) | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other _____                              |

### Town Infrastructure Affected by Work (check all that apply)

- Street     Alley     Sidewalk     Landscape Area     Other \_\_\_\_\_

Description of encroachment, including estimated square footage of encroachments into Town property:

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Is traffic control or erosion protection required?  Yes  No

If yes, please explain: \_\_\_\_\_

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**Required Attachments for the Application**

- Map of encroachment area showing the proposed location of the encroachment or excavation and location of work, depth of utilities & tie-ins
- Workman’s Compensation for applicant and contractor (refer to RMC §14.5.8)
- Liability Insurance for applicant and contractor (refer to RMC §14.5.8)
- Plan showing protection of subject and adjacent property, if applicable
- Engineered drawings (CAD format), if applicable

**Applicable Costs (to be calculated by Town staff and paid at the time of permit issuance)**

- Permit Fee (Non-refundable \$50-minor or \$200.00 major)
- Administration Costs Deposit (Resolution 07-07 and 12-08/RMC 7-3-20)
- Administrative Costs – Final
- Performance Security – cash or irrevocable LOC (\$1 per sq. ft. non-road; \$3 per sq. ft. gravel; \$6 per sq. ft for asphalt/hard surface)
- Rental fee per Resolution 07-07 (first year)

\_\_\_\_\_  
Applicant Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature\*

\_\_\_\_\_  
Date

*\*Note that the Applicant and Contractor will also need to sign the permit once issued.*