



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:

Is traffic control or erosion protection required? Yes No

If yes, please explain: _____



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 contractors that are not sole proprietors> (refer to RMC §14.5.8)
- Liability Insurance (refer to RMC §14.5.8)
- Plan showing protection of subject and adjacent property, if applicable
- Engineered drawings (CAD format), if applicable

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

- Permit Fee (Non-refundable \$100.00-minor or \$250.00-major)
- Administration Costs Deposit (Resolutions 07-07 and 12-08 & RMC 7-3-20)
- Administrative Costs, if incurred
- Performance Security – cash or irrevocable LOC (\$2 per sq. ft. non-road; \$5 per sq. ft. gravel; \$10 per sq. ft for asphalt/hard surface)
- Rental fee (Resolution 19-06)

Applicant Signature*

Date

Contractor Signature*

Date

**Note that the Applicant and Contractor will also need to sign the permit when issued*