

LICENSE TO ENCROACH APPLICATION

Updated: September 2025



CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Location of Proposed Encroachment: _____

Type of Encroachment ☐ Right-of-Way ☐ Easement

Subdivision _____

Proposed Use: _____

Justification for Encroachment (why should this request be granted): _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request. I will hold the City of San Marcos harmless, and indemnify it against all suits, costs, expenses and damages that may arise or grow out of approval of this application and release the City from any and all claims arising out of or in connection with damage to encroaching structures.

Filing Fee \$1,313 Technology Fee \$15 **TOTAL COST \$1,328**

Submittal of this digital Application shall constitute as acknowledgment and authorization to process this request.

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Planning & Development Services • 630 East Hopkins • San Marcos, Texas 78666 • 512-393-8230



CHECKLIST FOR LICENSE TO ENCROACH APPLICATION

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
☐	Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions.	
☐	Completed Application for License to Encroach	
☐	Site Plan illustrating the encroachment, may include photos	
☐	Building Plans for all encroaching structures, which must be approved by the Building Official prior to approval of this application.	
☐	Metes & Bounds description of the area to be encroached upon	
☐	CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet	
☐	Detailed sketch of the area sought to be encroached upon & the surrounding area to the nearest streets in all directions, showing the abutting lots and blocks	
☐	Letters of Consent from all property owners abutting the area to be encroached upon, including names & addresses	
☐	Application Filing Fee \$1,313 Technology Fee \$15	
**San Marcos Development Code Section 2.3.1.1(C): "Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete..."		

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