



APPLICATION FOR ENCROACHMENT INTO PUBLIC RIGHT-OF-WAY

Permit # _____

I. General Information

Submittal Date: _____

1. Name of Applicant: _____
2. Address of Applicant: _____
3. Telephone Number: _____
4. Description of Project: _____

5. Dimensions of encroachment: _____

On the _____ day of _____, 20____, I, _____, hereby certify that the information provided is true and correct to the best of my knowledge. I further acknowledge the following:

- Each permit is only valid for 5,000 feet of boring per week;
- that any City lines damaged boring will be shut down until the City approves work to continue;
- that any lines 8" or larger will need to be spotted before drilling begins; and
- that yards must be fixed upon completion and before submitting another permit application.

Signature of applicant

Property owner signature

II. Plan Submittal

1. The applicant must submit engineering plans, architectural plans or other documentation indicating the size, components, location and construction of the proposed encroachment.

II. Fees

The following permit fees are required upon granting the permit:

1. Encroachments that are attached to the surface and physically block some of or all of a sidewalk, street, or alley: \$250.00.
2. Aerial encroachments that do not extend over a street or alley: \$100.00.
3. Aerial encroachments that extend over a street or alley: \$1,000.00.
4. Encroachments attached to structures, or adjacent to properties, eligible to be designated as a Palestine Landmark, and which have been approved by the Landmark Commission as an enhancement to the historical character of the Palestine Landmark: \$50.00.
5. Subsurface encroachments that do not require continuous access, such as buried pipelines or cables: \$150.00.
6. Grease traps: \$150.00.
7. Subsurface encroachments that require a manhole, or other means of physical access, other than grease traps, within the public right of way: \$1,000.00.
8. All other permits \$150.00.

A nonrefundable filing fee of \$50.00 is required in addition to any of the fees listed above.

*** Please see the Policy for Obtaining a Permit To Use Public Right-Of-Way for additional information not covered in this application.**

Administrative Use Only

Applicable Fee: _____

Approval Date: _____

Director: _____