



PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT

RIGHT-OF-WAY ENCROACHMENT APPLICATION

DATE RECEIVED _____ BY _____ RECORD # _____ HEARING DATE _____

The Right-of-Way Encroachment process includes all encroachments except for small wireless facilities, which are reviewed through a Wireless Telecommunications Permit (WT) record. Aboveground right-of-way encroachments in City of High Point right-of-way are reviewed by the TRC and approved by City Council, while belowground encroachments are reviewed and approved by TRC. For linear encroachments (example telecommunication lines), please include the entire proposed line segments within the High Point city limits. Any proposed NCDOT encroachments are reviewed by the City of High Point for utility conflicts only.

A. ADDRESS OF SUBJECT PROPERTY OR LOCATION: _____

B. APPLICANT / OWNER / REPRESENTATIVE INFORMATION

1. Applicant:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

2. Company Information::

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

C. LOCATION DESCRIPTION: _____

1. Parcel ID Number: _____ 2. Type of Encroachment: _____

D. DESCRIPTION OF WORK:

E. ABOVEGROUND ENCROACHMENTS (TRC & City Council):

To the City Council of the City of High Point:

We, the undersigned, owners of the land abutting upon the street rights-of-way herein to be encroached, do hereby petition the City Council to grant an encroachment agreement hereinafter generally described as follows:

Location of Encroachment

Legal Description of Encroachment Area (Metes and Bounds):

F. SIGNATURES:

Please be advised that the approval of a Right-of-Way Encroachment does not excuse the applicant from obtaining all other permits as required by law prior to beginning work. Any construction or operation authorized by the granting of an alternate design must commence within one (1) year of the date the Decision of the Board is signed, or the alternate design approval shall become null and void.

Applicant(s) Signature *(Attached additional sheets if needed)*

(Applicant Print Name)

(Applicant Signature)

(Date)**G. SUBMITTAL REQUIREMENTS:**

1. Completed Application
2. Encroachment plan(s)
3. Recordable Exhibit Map
4. Certificate of Insurance (COI) - \$1,000,000 per occurrence minimum with City of High Point named as additionally insured

H. NOTES:

1. A separate Right-of-Way (ROW) Disturbance permit will need to be obtained from the Engineering Services Department for any disturbance of City streets, curb and gutter, or sidewalk (City right-of-way).
2. A separate Lane Closure Permit will need to be obtained from the City of High Point Transportation Department for any lane or sidewalk closure along public streets within the City of High Point corporate limits.
3. A separate NCDOT encroachment permit is required for any and all NCDOT maintained streets (or right-of-way).
4. Right of Way Encroachment only authorizes proposed work within the City of High Point right of way. Please contact the property owner for installation on private property and NCDOT for any NCDOT right of way.