

ADMINISTRATIVE APPROVAL PROCESS ENCROACHMENT PERMIT APPLICATION

Departments of Public Works and Community Development, City of Richmond, VA

APPLY TO: DIVISION OF PERMITS AND INSPECTIONS ~ ROOM 110 CITY HALL

APPLICATION FEE: \$300 NON - REFUNDABLE

Date: _____ No. pages: _____ No. Encroachments: _____ Application No. _____

Encroachment Address: _____

FOR CITY USE ONLY
Total Encroachment Area: _____ sq ft _____ lin ft Overlap Area: _____ sq ft _____ lin ft

Total Assessed Area: _____ sq ft _____ lin ft Is Insurance Attached? Yes / No

NOTE: ENCROACHMENT LIABILITY INSURANCE, SHOWING PERMIT APPLICATION NUMBER, PROVIDED BY AND NAMING ENCROACHMENT PROPERTY OWNER AS "INSURED" shall be submitted to Surveys - Room 600 - City Hall no later than 15 working days after application submittal to Permits - Room 110 - City Hall.

CIRCLE APPROPRIATE WORDS / FILL IN BLANKS WHERE APPLICABLE :

UDC / CAR Required? Yes No Planning Commission Required? Yes No Project No. _____

Encroachment No. 1 Existing or Proposed -- Meets Building Code Requirement? Yes or No
Type: Awning, Canopy, Conduit, Cornice, Door, Downspout, Eaves, Façade, Fence, Fiber Optic, Footing, Gutter, Landscaping, Lights, Overhang, Sign, Trim, Wall, Other: _____
Encroachment is: Exposed, Overhead, Underground, Sidewalk, Other: _____
Located Along: N, S, E, W line of: _____
Being: _____ ft from N, S, E, W line of: _____
Extends: _____ ft into right of way Length: _____ Distance from existing grade to bottom of encroachment: _____ Sidewalk Width: _____ Encroachment Area: _____ sq or lin ft

Encroachment No. 2 Existing or Proposed -- Meets Building Code Requirement? Yes or No
Type: Awning, Canopy, Conduit, Cornice, Door, Downspout, Eaves, Façade, Fence, Fiber Optic, Footing, Gutter, Landscaping, Lights, Overhang, Sign, Trim, Wall, Other: _____
Encroachment is: Exposed, Overhead, Underground, Sidewalk, Other: _____
Located Along: N, S, E, W line of: _____
Being: _____ ft from N, S, E, W line of: _____
Extends: _____ ft into right of way Length: _____ Distance from existing grade to bottom of encroachment: _____ Sidewalk Width: _____ Encroachment Area: _____ sq or lin ft

BELOW THIS LINE FOR CITY USE ONLY

Community Development Approvals By Initials:

Permits & Building Code Compliance: _____ Date: _____
Zoning & Building Code Compliance: _____ Date: _____
UDC: _____ Date: _____ CAR: _____ Date: _____
Planning Commission: _____ Date: _____
Comments: _____

Public Works Approvals By Initials:

Date Received: _____ Block/Project No.: _____
Surveys by: _____ Date Received: _____
Comments: _____

Special Conditions Attached: YES _____ pages NO (i.e. in addition to conditions and requirements noted on application)

APPROVAL GRANTED: YES NO (Council Approval Process Required)

Permission to encroach is granted subject to all provisions and conditions stated above and/or contained in the City Charter.

*NOTE: See "Encroachment Approval Conditions" on page 2

CONTINUED: i.e. THE FOLLOWING PAGE (2) MUST ACCOMPANY THIS APPLICATION

Page 1 of _____

Last Amended: 12/3/12

Applicant must attach a survey plat or plan (**TO SCALE**) illustrating all details of encroachment items per "Guidelines", to include: length, height, width, extent into right-of-way, a dimension to the closest side-street right-of-way, width of sidewalk, elevation above sidewalk, etc. Photos preferred and may be required with application. **PRINT EXACT TITLE SHOWN ON ATTACHED PLAT/PLAN**

_____ Plat/Plan by: _____ Scale: _____ Dated: _____

Encroachment No. 3 Existing or Proposed -- Meets Building Code Requirement? Yes or No
Type: Awning, Canopy, Conduit, Cornice, Door, Downspout, Eaves, Façade, Fence, Fiber Optic, Footing, Gutter, Landscaping, Lights, Overhang, Sign, Trim, Wall, Other: _____,
Encroachment is: Exposed, Overhead, Underground, Sidewalk, *Other:* _____,
Located Along: N, S, E, W line of: _____,
Being: _____ ft from N, S, E, W line of: _____,
Extends: _____ ft into right of way **Length:** _____ **Distance from existing grade to bottom of encroachment:** _____ **Sidewalk Width:** _____ **Encroachment Area:** _____ sq or lin ft

***Encroachment Approval Conditions including, but not limited to, the following:**

1. Applicant/owner shall satisfy all requirements, to include liability insurance requirements (i.e. submit maintain/update for life of encroachment).
2. The Licensee, on the Licensee's own behalf and on behalf of any successor or assign, shall acknowledge and assume all responsibility for the permitted use of the right of way and the installation, construction, maintenance, repair, operation and removal of the encroachments, which shall be undertaken without risk or liability to the City. Upon approval and/or authorization for the encroachment, the owner, his heirs, devisees, successors and assigns shall agree to indemnify, keep and hold the City free and harmless from liability (i.e. liability insurance in City's name) on account of injury or damage to persons or property growing out of or directly or indirectly resulting from such encroachment or other use for which the permit is sought, and the maintenance, operation, construction, and removal thereof: and if any suit or proceeding shall be brought against the City, at law or in equity, either independently or jointly with such owner on account thereof, the owner will defend the City in any such suit or proceedings without expense to the City; and in the event of a final judgment or decree being obtained against the City, either independently or jointly with the owner, then the owner will pay such judgment or comply with such decree with all costs and expenses of whatsoever nature and hold the City harmless.
3. The Director of Public Works may issue a written notice at any time requesting the encroachment to be removed, thereby revoking the authorization for the encroachment. Upon such notice, the Licensee, or any successor or assign: shall be responsible for the removal of the encroachment; shall bear all costs directly or indirectly associated with the removal; and, shall be responsible for reimbursing the City for all associated removal costs in the event the Licensee, or any successor or assign, fails to remove the encroachment by the notice deadline and the City chooses to remove the encroachment with City forces. Removal bonds shall be required in accordance with the City Code.
4. All costs incident to encroachment to be borne by applicant, including, but not limited to, utilities realignment, street sign replacement, etc., as directed by City Agencies.
5. It shall be the sole responsibility of the applicant to provide the Department of Community Development, Division of Permits and Services (Room 110 City Hall) written evidence that all conditions of the Administrative Approval Process Encroachment Application have been satisfied. Conditions and requirements shall be satisfied at all times from Director's, or designee's, signature or the application/approval becomes null and void.
6. The applicant/owner shall bear all costs for repair, relocation, or replacement of the encroachments in the event of damage or movement due to, but not limited to, vehicular travel, alterations or failure of City utilities, or due to the public's use of the right-of-way.
7. Applicant shall secure proper permits (i.e. Work in Streets Permit required prior to any installation of encroachment), and the work shall be performed in a manner satisfactory to the Directors of Public Works and Community Development.
8. Applicant shall satisfy all other conditions as attached to this application, as contained in the City Charter, and as recommended by the City administration. Upon signing this permit application, the applicant agrees to abide by all applicable provisions of Chapter 90, et. seq. of the City of Richmond, Va. Code and/or as authorized by the building code.
9. Underground fiber optic cable (associated conduit, etc.) or telecommunication encroachments must meet and satisfy fiber optic cable installation policies, requirements of the Division of Permits and Inspections in Pubic Works, and any franchise requirements (See Code 90-73, 96, 97, 98).
10. Assessor Area Tax of \$0.25 (25 cents) assessed per square/linear foot of encroachment area and collected annually by Assessor's Office.

Applicant's Name (Print): _____ Signature: _____

Phone/EMail (Print): _____ Date: _____

Owner's Business/Org Name (Print): _____

Owner's Name & Title (Print): _____ **Signature:** _____

Owner Rep's Name & Title (Print): _____ **Signature:** _____

Owner's Mailing Address (Print): _____

Phone / Email (Print): _____ **Date:** _____

Additional Encroachment Page for Application No: _____

Encroachment No. _____ Existing / Proposed -- Meets Building Code Requirement? Yes / No
Type: Awning, Canopy, Conduit, Cornice, Door, Downspout, Eaves, Façade, Fence, Fiber Optic, Footing, Gutter, Landscaping, Lights, Overhang, Sign, Trim, Wall, *Other* _____

Encroachment is: Exposed, Overhead, Underground, Sidewalk, *Other* _____

Encroachment is located along: **N, S, E, W** line of: _____

& being: _____ feet from **N, S, E, W** line of: _____ &

extends: _____ feet into right of way **Length:** _____ *Distance from existing grade to bottom of encroachment:* _____ **Sidewalk Width:** _____

Encroachment Area: _____ **sq or lin ft.**

Encroachment No. _____ Existing / Proposed -- Meets Building Code Requirement? Yes / No
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