



Planning Department

(541) 535-2050 Fax (541) 535-5769

112 W 2nd Street/PO Box 330, Phoenix, OR 97535

ENCROACHMENT PERMIT

File No. EP

Fee \$135

This permit is issued for the private long-term use of public right-of-ways and easements, including but not limited to landscaping, parking, utilities, accesses, sidewalks, driveway aprons, etc. The applicant must submit this application along with the site map detailing the type of encroachment in regards to the right-of-way or public easement and Traffic Control Plans. Submit application with permit fee to Planning and Building Department. All Encroachment Permits require review and approval by the Public Works Director.

Applicant shall defend, indemnify and save City, its officers, agents, and employees harmless from any and all claims, actions, costs, judgments, damages or other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), of whatsoever nature arising out of or incident to the negligent activities covered under the terms of this Permit.

APPLICANT _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Applicant's interest in property _____

Signature _____ **Date** _____

PROPERTY OWNER _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Signature _____ **Date** _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

SITE LOCATION AND DESCRIPTION

Tax Map #(S) _____ **Tax Lot #(s)** _____

Tax Map #(S) _____ **Tax Lot #(s)** _____

Frontage street or address _____ **Block** (between X and Y Streets) _____

Street Right-of-Way Public Easement Other

Estimated Start Date/Time _____ **Estimated Completion Time** _____

Purpose _____

Submit **permit, site plan and traffic control plan** to the Planning Department and pay fees.

Call 541-535-2226 24 hours before beginning project, to schedule backfill/sidewalk form inspection, and to schedule final inspections.

ALLOW 24 HOURS FOR INSPECTIONS

For Staff Use Only

RECEIVED BY: _____ DATE: _____ FEE RECEIVED: _____ RECEIPT NO. : _____

Current City of Phoenix Utility Franchise Agreement in place Yes ___ No ___

Public Works Approved By

Planning Approved By

Additional Conditions of Approval: _____

Backfill Inspection Completed by _____ Date _____

Final Inspection Completed by _____ Date _____

Additional Notes _____