

Pete Wilt
Director of Building Safety
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ENCROACHMENT AND EASEMENT APPLICATION

When an Easement or Encroachment is desired, an application should be submitted through the Department of Building Safety. Please include a certified Plot Plan/Survey with the application. The application will be reviewed by the City Manager, Director of Building Safety, and Director of Public Works. If the Easement/Encroachment extends five (5) feet or more on public property, it shall be referred to the City Commission for action.

Date of Application: _____

Name of Applicant: _____

Address: _____

Contact Number(s) (1) _____ (2) _____ (3) _____

Owner of Property: _____

Address: _____

Contact Number(s) (1) _____ (2) _____ (3) _____

ADDRESS/LOCATION OF ENCROACHMENT: _____

() Residential () Commercial

Describe Encroachment:

Legal Description: Addition: _____ Tract: _____

Block: _____ Lot: _____

Existing Zone: _____ Flood Hazard Zone (circle one): YES NO

Are there other encroachments on this property? If yes, please describe:

If encroachment is for a fence, please complete the following:

- () Chain Link Height _____ Linear Footage _____
- () Cinder Block Height _____ Linear Footage _____
- () Wood Height _____ Linear Footage _____
- () Metal Height _____ Linear Footage _____
- () Other Height _____ Linear Footage _____

What is the total encroachment in linear footage?

Signature of Applicant Printed Name of Applicant Date

Signature of Owner Printed Name of Owner Date

