

Encroachment into Public Right-of-Way Submittal Checklist

**Any submittal not meeting all minimum checklist
criteria herein shall be rejected as incomplete.**

Encroachment submittal documents will include the following:

- Application (Page 2&3 of this document) - Must be signed by owner, or a vested party
- A Legal Description and Exhibits are required (Tier II underground and all Tier III). The Legal Description and Exhibit of the encroachment, must be prepared by a Professional Land Surveyor (PLS), licensed in the State of Colorado:
 - PDF format (**must be PLS signed and stamped**) **and**
 - Word format (Does not need to be PLS signed and stamped)
- Site Plan - accurately engineered drawings to include:
 - Numerical and Bar Scale (Scale not to exceed 1:40)
 - North arrow
 - Legend
 - Vicinity map, if necessary
 - Plan set date and revision number (if applicable)
 - Call out the location of the encroachment proposed and hatch area**
 - Property lines
 - Right-of-Way width
 - Edge of Pavement and/or Curb and Gutter
 - Sidewalks
 - Trees and landscaping in the ROW
 - Nearby driveways and alleys
 - Street names
 - Aerial imagery is allowed, but does not replace the required Engineered drawings**

FEES:

Must be paid immediately after project is logged in and a project number is provided by your Coordinator along with the project invoice.

Initial Processing Fee = \$1,500.00 (Non-Refundable)

Legal Description Review Fee = \$300.00 (Non-Refundable)

Tier III Resolution Fee = \$300.00 (Non-Refundable)

Tier II Permit Fee = \$200.00 (Non-Refundable)

Tier II and Tier III Annual Fee = \$200.00 (Non-Refundable)

I hereby attest that all above information has been incorporated into our plan submittal

Owner/Vested Party/Applicant Signature

Date



DENVER
THE MILE HIGH CITY

DOTI | Right-of-Way Services
Engineering and Regulatory Office
201 W. Colfax Avenue, Dept. 507
Denver, CO 80202 P: 720-865-3003
DOTI.ER@denvergov.org

APPLICATION ENCROACHMENT INTO PUBLIC RIGHT-OF-WAY

Please complete this application to apply for a Tier II or Tier III Encroachment Permit. Please reference [Rules and Regulations for Encroachments in the Public Right of Way](#) for more details on the right of way encroachment process. Please type or print. If necessary attach additional sheets to fully answer any of the following sections. The legal description must be submitted with the application. Submit the complete application electronically to: DOTI.ER@denvergov.org.

Date: _____

Associated Project Name: _____

Is this project associated with a SITE DEVELOPMENT REVIEW? Yes No

If you checked 'Yes' above, provide Project Master, Site Plan and/or Concept Development Project Numbers:

_____, _____, _____

Address (approx.) of Encroachment: _____

Location Description:

(Location description Example: Located on the South side of 23rd Avenue, twenty (20) feet from face of curb, and ten (10) feet west of pavement on Private Drive. The footprint of the sign is four (4) square feet.)

Encroachment Tier: (Select Requesting Official Determination if you believe Encroachment to be a Tier I)

Tier II Tier III Requesting Official Determination

Applicant:

Name: _____

Company (if applicable): _____ Title: _____

Address: _____

Telephone number: _____ Email address: _____

Owner of Encroachment (Who the permit is issued to): Check if the same as Applicant

Company: _____

Owner Contact: _____

Address: _____

Telephone Number: _____ Email address: _____





APPLICATION ENCROACHMENT INTO PUBLIC RIGHT-OF-WAY

ANNUAL FEE BILLING INFORMATION:

Check if the same as Owner

Company: _____

Billing Contact: _____

Billing Address: _____

Telephone Number: _____ Email address: _____

DESCRIPTION OF PROPOSED ENCROACHMENT:

In the space below, describe the proposed Encroachment, including the type, dimensions, and quantity of items. If the space below is not sufficient to describe the encroachment, please attach the description as a separate document, per the check list guidelines listed above.

Please reference the [Rules and Regulations for Encroachments in the Public Right of Way](#) for additional application requirements.

EXPLANATION:

Please explain why the public right-of-way is needed for this private improvement:





APPLICATION
ENCROACHMENT INTO PUBLIC RIGHT-OF-WAY

INDEMNITY and INSURANCE:

By submitting this permit application, the permit holder agrees as a condition for the permit requested to obtain and keep current a policy of public liability insurance in the name of the property permittee, with the City and County of Denver as a named additional insured, with a minimum limits of cover of \$50,000/\$100,000 for bodily injury and \$5,000 for property damage, covering the location of the Encroachment on the public property for which the permit is issued.

I understand and agree:

Property owner signature

Date

