



# Major Encroachment Application

**Inspections Department Zoning Division**

One Exchange Plaza Suite 404, Raleigh, NC 27601 phone 919-516-2495 fax 919-516-2690

<b>Instructions</b> for questions, please contact <b>Gloria Sessoms</b> at <b>919-516-2559</b> or email at <b>Gloria.sessoms@ci.raleigh.nc.us</b>		
<ul style="list-style-type: none"> <li>• Please submit ten sets of detailed engineering plans with a completed application stapled to each.</li> <li>• Please submit 24 additional copies of the plans reduced to 8 1/2" x 11" or next legible size.</li> <li>• Plans should show the location of existing trees.</li> <li>• If the encroachment involves excavation, please show the location of existing utilities for the area of the encroachment.</li> <li>• Attached is Resolution 1996-153. It should be signed, dated and submitted at the time of application.</li> <li>• A \$100 non-refundable application processing fee is due at the time of the submittal.</li> <li>• A \$70 administrative fee will be collected upon receipt of the encroachment agreement.</li> </ul>		
<b>Transaction #</b>	<b>Group #</b>	<b>Submittal deadline for your request</b>
<b>Reviewed by the Encroachment Committee on</b>		<b>Submitted to City Council for approval on</b>
<b>Applicant Information</b>		
<b>Owner</b>		
<b>Address</b>		<b>Zip Code</b>
<b>Phone</b>	<b>Fax #</b>	<b>Email</b>
<b>Tenant</b>		
<b>Address</b>		<b>Zip Code</b>
<b>Phone</b>	<b>Fax #</b>	<b>Email</b>
<b>Project Contact Person</b>		
<b>Phone</b>	<b>Fax #</b>	<b>Email</b>
<b>Encroachment Information</b>		
<b>1</b>	<b>Site(s) of Proposed Encroachment:</b>	
<b>2</b>	<b>Dimensions of Proposed Encroachment:</b>	
<b>3</b>	<b>Elevation/depth of Proposed Encroachment:</b>	
<b>4</b>	<b>Timetable and Method of Installation:</b>	
<b>5</b>	<b>Duration of Proposed Encroachment:</b>	
<b>6</b>	<b>Description and Purpose of Proposed Encroachment:</b>	

**Encroachment Information Continued**

<b>7</b>	<b>Which lots will benefit by proposed encroachment?</b>
<b>8</b>	<b>Who will be responsible for long term maintenance of proposed encroachment?</b>

<b>City Use Only</b>	Review, comment and sign off. Please take special note of any impact the proposed encroachment may have on public safety and of any benefits or costs this encroachment would entail.
<b>Inspections</b>	
<b>Planning</b>	
<b>Engineering</b>	
<b>Transportation</b>	
<b>Public Utilities</b>	
<b>Parks &amp; Recreation</b>	
<b>Community Development</b>	
<b>Information Services</b>	
<b>Recommended Insurance Requirements</b>	
<b>Annual Fee @ 48 cents per linear foot (transmission devices only) \$</b>	<b>Fee on monthly basis</b>
A license fee of 3.09% of gross revenues will be assessed on fiber optic cable.	