

**CITY OF HAMILTON  
ENCROACHMENT APPLICATION**

TEMPORARY (3 MONTHS): \$0 PERMANENT: Fee: \$35.00

**OFFICE USE ONLY**

PERMIT # ENCR- \_\_\_\_\_ Site Plans Attached: \_\_\_\_\_ Date Expires: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Application Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved By: \_\_\_\_\_  
Land Hansen, Building Inspector Date

**Address Where Encroachment is to be Placed:** \_\_\_\_\_

Reason(s) for Encroachment: (Please be specific): \_\_\_\_\_

Date(s) Encroachment will be needed: Start: \_\_\_ End: \_\_\_ On Site Contact: Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Owner:** First, MI, & Last Name: \_\_\_\_\_ Company: \_\_\_\_\_ - \_\_\_\_\_

Home or Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Applicant:** First, MI, & Last Name: \_\_\_\_\_ Company: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Mailing Address: Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_ Street Type: \_\_\_ Street Direction: \_\_\_

**A SITE PLAN IS A REQUIRED ATTACHEMENT TO THIS APPLICATION. SITE PLAN REQUIREMENTS  
ARE ATTACHED FOR YOUR GUIDANCE (please include distance from property line to encroachment).**

**APPLICANT ACKNOWLEDGES THAT THIS APPLICATION/PERMIT IS FOR A TEMPORARY AND REVOCABLE PERMIT. APPLICANT AGREES TO REMOVE ANY ENCROACHMENT FROM THE AREA UPON NOTICE BY THE CITY OF HAMILTON AND TO RESTORE THE LOCATION AT NO EXPENSE TO THE CITY OF HAMILTON.**

In conjunction with the Hamilton Municipal Code, Zoning Ordinance Title 17, Signs, Chapter 17.104, Sections 020, 040, 070, 150 and 155, and Title 12, Streets, Sidewalks and Public Places, Chapter 12.12, Sections 090 and 100, attached to this application, I, \_\_\_\_\_, property owner of \_\_\_\_\_ have read and understand the rules and regulations for this Encroachment Permit Request. It is understood and agreed that the property owner will defend and indemnify the City of Hamilton against any claim which arise out of or is based on the existence of the encroachment within the right-of-way. It is also understood and agreed that the City of Hamilton is not responsible for any damage to the encroachment which is a result of its location within the right-of-way.

The above described encroachment shall not be subject to addition, modification or renovations without prior approval from the City of Hamilton. Violation of any of these terms shall make this permit null and void.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Section 12.12.090 Encroachment--Permit required.

Any person or contractor requesting a permit to establish or maintain an encroachment into the public right-of-way of permitted items shall obtain an encroachment permit to allow for such encroachment. A processing fee shall be established by the city council by resolution and shall be paid by any applicant for any permit requested.

**This will include Sidewalk or Ground Sign placement requestS. (Ord. 143 (part), 1999)**

Section 12.12.100 Investigation fee.

- A. Investigation. Whenever any encroachment permit application has been submitted to the city an investigation of site shall be preformed by city staff to evaluate such request for an encroachment permit.
- B. Fee: The only fee applicable shall be the encroachment permit fee, which shall cover a site investigation for review of the permit request.

**SITE PLAN REQUIREMENTS FOR  
FENCE, SIGN, IRRIGATION, & ENCROACHMENT PERMITS**

**The following checklist must be completed and signed by the applicant before plans can be reviewed.**

Two sets (2) of site plans are required for new construction, additions or remodeling which results in a significant change to a primary area.

**Address or legal description of site:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

- \_\_\_ 1. Boundary corners and dimensions of property.
- \_\_\_ 2. Locations of existing and proposed structures.
- \_\_\_ 3. Identify all current and proposed building uses.
- \_\_\_ 4. Show names of existing streets.
- \_\_\_ 5. Show alleys.
- \_\_\_ 6. Show distance from property boundary to curb or edge of street.
- \_\_\_ 7. Show distance between all structures.
- \_\_\_ 8. Show distance from all structures to the property boundaries.
- \_\_\_ 9. Show existing and proposed curbs, sidewalks, driveways and entrances to structures.
- \_\_\_ 10. Indicate scale of drawing (1" = 20' preferred, 1" = 50' maximum).
- \_\_\_ 11. North arrow required.
- \_\_\_ 12. Provide legal description and/or address of property  
(on plat map from County Clerk & Recorder).
- \_\_\_ 13. Show all easements and all easement dimensions.
- \_\_\_ 14. On Fence Permits show any existing fences and proposed fences and indicate height

**Note: All Site Plans shall be designed in accordance with the City of Hamilton Ordinances and Design Regulations and the City of Hamilton Municipal Code.**

**ATTEST**

**I HEREBY ATTEST THAT ALL THE INFORMATION SUBMITTED ON THIS APPLICATION AND SITE PLAN IS TRUE AND ACCURATE.**

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_