



Planning & Development

Major Encroachment Application

Public Works Department Transportation Services Division
 One Exchange Plaza Suite 304, Raleigh, NC 27601 phone 919-516-2162

Deliver or mail completed submittal packages to: DS Customer Service Center OEP Suite 400, PO Box 590 Raleigh NC 27602

- Please submit ten sets of detailed engineering plans with a completed application stapled to each.
- Please submit one complete plan package in .pdf format. Do not submit individual pages. Sheet sizes should be no larger than 24 X 36.
- Plans should show the location of existing trees.
- If the encroachment involves excavation, please show the location of existing utilities for the area of the encroachment.
- Attached is Resolution 1996-153. It should be signed, dated and submitted at the time of application.
- A \$100 non-refundable application processing fee is due at the time of the submittal.
- A \$70 administrative fee will be collected upon receipt of the encroachment agreement.
- Reference the [Development Services Guide](#) for more information regarding the [Encroachment Process](#).

Date	Transaction #	Group #	Submittal deadline for your request
Reviewed by the Encroachment Committee on		Submitted to City Council for approval on	
Applicant Information			
Owner			
Address			Zip Code
Phone	Fax #	Email	
Tenant			
Address			Zip Code
Phone	Fax #	Email	
Project Contact Person			
Phone	Fax #	Email	
Encroachment Information			
1	Site(s) of Proposed Encroachment:		
2	Dimensions of Proposed Encroachment:		
3	Elevation/depth of Proposed Encroachment:		
4	Timetable and Method of Installation:		
5	Duration of Proposed Encroachment:		
6	Description and Purpose of Proposed Encroachment:		

Encroachment Information Continued

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

City Use Only	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.
Inspections	
Planning	
Engineering	
Transportation	
Public Utilities	
Parks & Recreation	
Community Development	
Information Services	
Recommended Insurance Requirements	
Annual Fee @ 48 cents per linear foot (transmission devices only) \$	Fee on monthly basis
A license fee of 3.09% of gross revenues will be assessed on fiber optic cable.	