



Planning & Development

Development Services Customer Service Center
 One Exchange Plaza, Suite 400
 Raleigh, North Carolina 27601
 Phone 919-516-2495
 Fax 919-516-2685

Planning and Zoning Division
 Phone 919-278-6209
 Phone 919-516-2546 (Signs)

Minor Encroachment Application

Applicant Information	<p style="text-align: center; margin: 0;">For Office Use Only</p> <p>Transaction # _____</p> <p>ZN Permit # _____</p>
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Date	
Name of Owner/Corporation/LLC	
Address	
Phone	Fax
Location Address	
Contact Person	Email
Phone	Mobile
<p>Type of Proposed Minor Encroachment (Check One)</p> <p> <input type="checkbox"/> Outdoor Merchandise <input type="checkbox"/> Street Furniture & Accessories <input type="checkbox"/> Exterior Building & Accent Lighting <input type="checkbox"/> Awnings <input type="checkbox"/> Overhead Signage <input type="checkbox"/> A-Frame Sidewalk Signage </p> <p>*In some cases, other permits may have to be obtained before the minor encroachment can be put in place. Client will be notified of such cases.</p>	

TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY CITY STAFF		
The following items are required to process a Minor Encroachment Application				
		YES	NO	N/A
<input type="checkbox"/>	City of Raleigh Business License			
<input type="checkbox"/>	Valid Insurance Policy (See process article for details)			
<input type="checkbox"/>	Indemnity Agreement			
<input type="checkbox"/>	Permit Fee (\$150.00)			
<input type="checkbox"/>	Scaled sketch or Plans of Encroachment			
<input type="checkbox"/>	Photos, a brochure, or architectural drawing of proposed furniture (if applicable)			