

# Minor Encroachment Application



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2495 | efax 919-996-1825

Applicant Information	
<input type="checkbox"/> <b>New</b>  <input type="checkbox"/> <b>Renewal</b>	<p style="text-align: center; margin: 0;"><b>For Office Use Only</b></p> <p style="text-align: center; margin: 0;">20__ - 20__</p> <p>Transaction # _____</p> <p>ZN Permit # _____</p>
<b>Date</b>	
<b>Owner/Corporation/LLC</b>	<b>Tenant (if different)</b>
<b>Address</b>	
<b>Phone</b>	<b>Email</b>
<b>Location Address</b>	
<b>Contact Person</b>	<b>Email</b>
<b>Phone</b>	<b>Alternate Phone</b>
<p style="text-align: center;"><b>Type of Proposed Minor Encroachment (Check One)</b></p> <p> <input type="checkbox"/> <b>Outdoor Merchandise</b>                    <input type="checkbox"/> <b>Street Furniture &amp; Accessories</b>                    <input type="checkbox"/> <b>Exterior Building &amp; Accent Lighting</b>  <input type="checkbox"/> <b>Awnings</b>                    <input type="checkbox"/> <b>Overhead Signage</b>                    <input type="checkbox"/> <b>A-Frame Sidewalk Signage</b>                    <input type="checkbox"/> <b>Parklet</b> </p> <p><small>* In some cases, other permits may have to be obtained before the minor encroachment can be put in place. Applicant will be notified of such cases.</small></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
<b>Valid Insurance Policy</b> (See process article for details)			
<a href="#">Indemnity Agreement</a>			
<b>Permit Fee</b> (\$150.00)			
<b>Scaled sketch or Plans of Encroachment</b>			
<b>Photos, a brochure, or architectural drawing of proposed furniture (if applicable)</b>			