

# Major Encroachment Application



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

Submit to: [Encroachment@raleighnc.gov](mailto:Encroachment@raleighnc.gov) | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27602

FOR OFFICE USE ONLY	RECEIVED DATE	TRANSACTION	
<b>APPLICANT INFORMATION</b>			
Owner:		Submittal Date:	
Address:		Zip Code:	
Email:		Phone:	
Project Contact Person:			
Email:		Phone:	
Development Plan Name:		Development Plan Number:	
<b>ENCROACHMENT INFORMATION</b>			
<b>Type of Encroachment (check all that apply)</b>			
<b>Building Elements</b> (Examples: Balconies, Doors)	<input type="checkbox"/>	<b>Telecommunication Devices</b> (Examples: Aerial and Underground lines, Towers)	<input type="checkbox"/>
<b>Streetscape Furnishings</b> (Examples: Benches, Bike racks)	<input type="checkbox"/>	<b>Utilities</b> (Examples: Stormwater devices, Grease traps, Monitoring wells)	<input type="checkbox"/>
<b>Landscaping</b> (Examples: Right-of-way plantings, Irrigation lines)	<input type="checkbox"/>	<b>Legalizing an existing encroachment</b>	<input type="checkbox"/>
<b>Hardscape</b> (Examples: Pavers, Fences, Walls)	<input type="checkbox"/>	<b>Miscellaneous</b>	<input type="checkbox"/>
Address of proposed encroachment (If linear project, provide starting point address)			
Description of proposed encroachment:			
If this is a small cell tower, provide coordinates (Lat/Long or x/y):			
If this is a linear project, provide total distance of installation (in linear feet):			
<b>TO BE COMPLETED BY APPLICANT</b>			
The following items are required to process a MAJOR ENCROACHMENT		YES	NO
An Encroachment Pre-Submittal review of the plans has been conducted			
The Major Encroachment Application filled out and signed			
I have read and understand the requirements of <a href="#">Resolution 1996-153</a>			
Electronic Copy of detailed plans has been submitted in pdf format			
I understand that payment must be provided to the Development Services –Customer Service Center prior to processing the Application and Plans			
I understand that additional permits may be required after City Council approval. Please contact <a href="mailto:Encroachment@raleighnc.gov">Encroachment@raleighnc.gov</a> with questions.			
I understand that it is the applicant’s responsibility to maintain minimum insurance for the approved encroachment in accordance with Covenant 6 of the Major Encroachment <a href="#">Resolution 1996-153</a> .			

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_