

	Encroachments	Minor Encroachments	Repair or Replacement of Existing Encroachments
<i>Definition</i>	A type of obstruction that is a permanent structure constructed or erected in a fixed location in the public right-of-way that is structurally or otherwise integral to abutting property and is assumed to be conveyed with any transfer of the real property to the original permittee's successors or assigns.	A type of obstruction that is minor in nature, posing little long-term physical impact on public space and which can be removed with relative ease. Minor encroachments are desirable or convenient, but not necessary or required, for the use and enjoyment of private property or public ROW and should be permitted by the City where such encroachment does not interfere with the public's safety, convenience, use, or enjoyment of the public right-of-way.	Existing encroachments and minor encroachments that are being replaced and/or repaired in-kind will not require council legislation or the same level of review from DOMI as an application for a new encroachment would require.
<i>Examples</i>	Examples of encroachments include but are not limited to foundations, vaults, retaining walls, ramps, steps, kiosks, pedestrian bridges, and non-standard infrastructure.	Examples of minor encroachments include planters, benches, bike racks, overhead projecting awnings, overhead projecting signs, and building or mechanical equipment.	Existing steps, planters, walls, steps in the Public ROW that is either being repaired or replaced in-kind.
<i>Exclusions</i>	Major encroachments do not include sidewalk or parking lane cafes, which follow the process contained in § 416.17 or ramps approved as part of the One Step Program, which follow the process contained in § 416.11.	Minor encroachments do not include sidewalk or parking lane cafes, which follow the process contained in § 416.17 or ramps approved as part of the One Step Program, which follow the process contained in § 416.11.	Must pass staff review to confirm that scope of work does not constitute a new encroachment or minor encroachment.

Application Requirements

	Encroachments	Minor Encroachments	Repair or Replacement of Existing Encroachments
Fee	\$500	\$250	\$100
Processing Time – from the time the application is deemed complete	> 6 weeks	4-6 weeks	2 weeks
Council Legislation before the permit is issued	X		
Council Communication (read, receive and file) after permit is issued		X	X
Letter to the Director which describes the encroachment and why the encroachment cannot be located on private property. Please note cost of construction on private property is not accepted as justification.	X	X	
Letters from utilities	X		
Notice to utilities		X	*
Existing Conditions Plan	X	X	*
Site Plan	X	X	
Photos			X
Maintenance Agreement	*	*	
Insurance	X	X	*
Notice to affected property owner	*	*	*

*At the discretion of DOMI reviewer