



City of Shelby
Planning and Development Services Department

Right-of-Way Encroachment Application Form

Address of Subject Property:

Applicant(s) Name: _____

Address: _____

Email: _____

Phone: _____

Relationship to the Property (Check all that apply):

Owner(s) Name: _____

Corporation Name: _____

President: _____

Secretary: _____

Partnership Name: _____

Name of all Partners: _____

Provide a **detailed written description** of the **proposed encroachment location**. Attach additional pages or documentation if necessary.

Provide a **detailed description** of the **proposed encroachment purpose**. Attach additional pages or documentation if necessary.

Oath: By signing, I hereby certify that all information that I have provided in this application is correct and complete to the best of my knowledge. I understand that providing false or incomplete information may be grounds for denial of my request or may result in future action by the City Council to revoke the permit.

Signature of Applicant

Date

Received by:

Date

Circle: *Approve Disapprove*



City of Shelby

RIGHT-OF-WAY ENCROACHMENT PERMIT CHECKLIST Requirements for filing an application

- 1. One (1) completed **checklist** (this form).
- 2. One (1) completed **application**, signed by the applicant.
- 3. Application fee of **\$50.00**. Make checks payable to "City of Shelby".
- 4. Three (3) copies of a **site plan**, at 8.5" by 11" and drawn to scale, that shows and meets the following criteria:
 - Proposed encroachment
 - Property lines
 - Utilities and other features in close proximity to the proposed encroachment
 - If encroachment is to be underground, the depth and method of installation must be denoted.
- 5. One (1) copy or PDF version, at 8.5" by 11", of the **site plan** and any additional information submitted for review.
- 6. **Contact person/Appointed Agent** (See Appointment of Agent Application) identified. This person will be contacted to provide additional information and will receive the written Decision Letter.