

**Encroachment Permit Application Checklist For Major Utility Projects**

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|  | <b>Encroachment Permit Application with:</b> |
|  | Project Address and or effected streets      |
|  | Utility Agency Name and Project Number       |
|  | Applicant Name (company and contact person)  |
|  | Applicant address, City , State, Zip Code    |
|  | Applicant Phone Number                       |
|  | Contractor Name                              |
|  | Contractor Address, City, State, Zip Code    |
|  | Contractor Phone Number                      |
|  | Description of Work                          |

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|  | <b>Scaled Plans with:</b>   |
|  | north arrow   |
|  | graphic scale   |
|  | Curb & gutter with street width dimensioned from face of curb to face of curb   |
|  | Sidewalks with width dimensioned  |
|  | Driveways   |
|  | medians dimensioned   |
|  | striping when effected by the proposed work   |
|  | landscape/street trees located in areas of proposed utility boxes   |
|  | Right of Way with overall width dimensioned as well as distance from face of curb   |
|  | Public Utility Easements dimensioned  |
|  | Sewer (dimensioned from face of curb) with main size, inverts, manholes, and laterals to cleanouts if available               |
|  | Water (dimensioned from face of curb) with main size, valves, and laterals to meter boxes                                     |
|  | Storm Drain (dimensioned from face of curb) with main size, invert, drop inlets, manholes, and lateral crossings              |
|  | Utility Poles   |
|  | Street lights   |
|  | Utility boxes identified as above ground or underground   |
|  | Proposed trench location identified with length width and depth   |
|  | Proposed utilities  |
|  | Proposed utility box locations with dimensions of boxes (if box is required to be above ground identify this box accordingly) |
|  | Proposed bore pit location and size   |
|  | Proposed receiving pit location and size  |