



## APPLICATION ENCROACHMENT INTO PUBLIC RIGHT-OF-WAY

Please complete this application to apply for a Tier II or Tier III Encroachment Permit. Please reference [Rules and Regulations for Encroachments in the Public Right of Way](#) for more details on the right of way encroachment process. Please type or print. If necessary attach additional sheets to fully answer any of the following sections. The legal description must be submitted with the application. Submit the complete application electronically to: [Denver.PWERA@denvergov.org](mailto:Denver.PWERA@denvergov.org).

**DATE:** \_\_\_\_\_

**ASSOCIATED PROJECT NAME:** \_\_\_\_\_

**DEVELOPMENT SERVICES LOG NUMBER:** (if applicable) \_\_\_\_\_

**PROPOSED LOCATION OF ENCROACHMENT:**

**Address:** \_\_\_\_\_

**Location Description:** (Example: Located on the South side of 23<sup>rd</sup> Avenue, twenty (20) feet from face of curb, and ten (10) feet west of pavement on Private Drive. The footprint of the sign is four (4) square feet.)

**ENCROACHMENT TIER:** (Select Requesting Official Determination if you believe Encroachment to be a Tier I)

☐ Tier II    ☐ Tier III    ☐ Requesting Official Determination

**APPLICANT:**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**OWNER OF ENCROACHMENT** (Who the permit is issued to): ☐ Check if the same as Applicant

Company: \_\_\_\_\_

Owner Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**ANNUAL FEE BILLING INFORMATION:** ☐ Check if the same as Owner

Company: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**DESCRIPTION OF PROPOSED ENCROACHMENT:**

In the space below, describe the proposed encroachment including the type, dimensions, and quantity of objects. If the space below is not sufficient to describe the encroachment, please attach the description as a separate document. Additionally, provide a site plan in 11" X 17" PDF with the location and dimensions of the encroachment, property lines, structures, curb/flowline, sidewalk, poles, bus stops, etc. Please reference the [Rules and Regulations for Encroachments in the Public Right of Way](#) for additional application requirements.

**EXPLANATION:**

Please explain why the public right-of-way is needed for this private improvement:

**INDEMNITY AND INSURANCE:**

By submitting this permit application, the permit holder agrees as a condition for the permit requested to either:

- (a) Post with the Executive Director of Public Works, a bond in a penal sum not to exceed \$50,000 with sureties approved by the Executive Director; or
- (b) Obtain and keep current a policy of public liability insurance in the name of the permittee, with the CCD as a named insured, with the minimum limits of coverage of \$50,000/\$100,000 for bodily injury and \$5,000 for property damage, covering the location of the Encroachment on the public property for which the permit is issued.

I understand and agree: ☐

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