

APP. DATE: _____

FOR PERMIT #: _____



**CITY OF ASHEVILLE
ENCROACHMENT AGREEMENT
APPLICATION**

Development Services Center
161 S. Charlotte St., Rm A101
P.O. Box 7148
Asheville, NC 28802
(828) 259-5749
www.Ashevilleenc.gov

Completed application, site plan, drawings, all supplemental information, and fees are required at the time of submittal.
Information will be verified and used in development of a legal agreement between the applicant and the City of Asheville.

ENCROACHMENT AGREEMENT REQUEST FOR

- Outdoor Dining Outdoor Merchandise Sign Other _____

SITE LOCATION & DESCRIPTION

Site Address: _____ PIN #: _____

APPLICANT & BUSINESS INFORMATION

Applicant Name(s): _____ Email: _____

Mailing Address/State/Zip: _____

Phone: _____ Cell Phone: _____ FAX: _____

Business Name: _____

Business Address
(if different from mailing): _____

Property Owner Name
(if different from applicant): _____ Phone: _____

Property Owner Address:
(if different from applicant): _____

SPECIFICATIONS OF ENCROACHING STRUCTURES OR MERCHANDISE

Location of Encroaching Structures: _____ Size: Height: _____ Width: _____ Length: _____

Attach a site plan showing location of furniture, canopies, fencing, dimensions of dining or merchandise area, and pedestrian passageway. If a sign, attach a drawing of the sign and location on the wall or sidewalk.

Neighborhood Characteristics (check all that apply):

- Commercial Heavy Motoring Traffic Heavy/Light Concentration of Children
 Residential Heavy Pedestrian Traffic Other (Explain) _____

Reason and Why Necessary: _____

Will encroachment: (provide documentation for any YES answers)

- | | | | |
|-----|---|-----------------------------|------------------------------|
| 1. | Be reviewed by Downtown Design Review or HRC Review Process? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. | Be located within a public/private traveled road? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | If NO, how far is encroachment from a traveled road? _____ ft. | | |
| 3. | Block regulatory signs, crosswalks, intersections, or cause site visibility problems? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. | Interfere with pedestrian (6' pedestrian zone) or vehicular passage or safety? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. | Obstruct Police or Fire Departments in responding to service calls? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6. | Prevent easy accessibility to street cleaning equipment? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 7. | Require removal of trees along public right-of-way? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 8. | Be located in proximity to garbage collection? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 9. | Be in close proximity to an area where mail is delivered? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 10. | Be located in the exit pattern of a building? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 11. | Include structures protruding over public way at a height less than 8' (canopies 7')?..... | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 12. | Include sharp edges, protrusions, or other features hazardous to the public? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 13. | Be constructed over an existing water or wastewater line or other utility? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | Interfere with an existing water or wastewater line or other utility? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 14. | Be constructed over an existing stormwater facility or other utility? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | Interfere with an existing stormwater facility or other utility? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

ADDITIONAL REQUIRED DOCUMENTATION

MUST include Certificate of Insurance for **\$1,000,000 (one million dollars)** showing the City of Asheville as an additional insured. Insurance **MUST** be maintained for the entire duration of the permit time.

NOTE: All owners of the real property requesting the proposed encroachment must sign this application. If the applicant is not the owner and acting on behalf of the owner/s, appropriate documentation must be submitted showing proof that the applicant is authorized to file this application on behalf o the owner/s.

NOTE: Permit and Certificate of Liability must be kept on premise at all times. If the Certificate of Liability insurance coverage is not maintained for the duration of the permit time limits, this agreement and associate permit may be revoked and any first-right-of-renewal may be revoked.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Leasee Signature: _____ Date: _____

Space for Additional Information

FOR OFFICIAL USE ONLY						
Date App Received:		Application Completed:			Receipt #:	
Zoning District:		Overlay District:		Flood Plain: Yes <input type="checkbox"/> No <input type="checkbox"/>		Variance: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____
Permit Request	Plans Submitted	Contractor Business Name	State License #	Privilege License #	Cost of Work	Permit Fees
<input type="checkbox"/> DSC	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> Public Works	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> Surcharge/Other	<input type="checkbox"/>				\$	\$
Comments:					Total Fee	\$
Reviewed By:		Date:		On-Site Inspection Date:		
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (Reasons):				