

Encroachment Agreement Process

By completing and signing the attached "Encroachment Agreement Form", the Applicant acknowledges and agrees to items 1 through 5.

1. a) Encroachments for Utility Service Laterals – If the Encroachment being requested is for a utility service lateral, please allow up to five (5) full business days for the City to process your request. Applicant shall provide the City with a **Sketch Plan** and standard details drawing showing minimum separations (if applicable) from existing utilities, infrastructure, property lines, and rights-of-way, as well as depth of installation (typical and at ditch lines). Sketch Plan must include the following:
 - North Arrow
 - Title Block
 - Legend
 - Distance of proposed installation from edge of pavement
 - Known Existing Conditions
 - Depth of proposed installation

- b) Encroachments for Utility System Improvements – If the Encroachment being requested is for a utility system improvement, please allow up to two (2) weeks (ten full working days) to review and comment on the submitted encroachment Engineering Plans for each review cycle. For the City to perform a review, please submit three (3) copies* of Engineering Plans that include the following:
 - North Arrow
 - Drawings must be presented at a legible scale
 - Depth of proposed installation
 - Distance of proposed installation from edge of pavement
 - Title Block
 - Known Existing Conditions
 - Legend

* **Note:** The Applicant may elect to submit the Engineering Plans and drawings electronically provided that the plans can be printed to scale on 8.5"x11" or 11"x17". If the plans can be printed to scale only on 18"x24" paper size or larger, they are required to be submitted by hard copy.

2. Please submit the completed Encroachment Agreement Form via hard copy to the Community Development Office, 211 N. Main Street, Creedmoor, NC 27522 or by email to planning@cityofcreedmoor.org.
3. If revisions are necessary, the City will return one (1) set of redlined Engineering Plans to the Applicant. Plans must be revised per City review and comments. Three (3) sets of revised plans must be resubmitted to the City as required. The City will issue written approval after Encroachment Plans have been approved.
4. All regulatory signs, pipes or appurtenances removed or damaged shall be replaced or repaired the same day at the Contractor's expense. Informational signs damaged or removed shall be replaced in a practical timeframe.
5. Only bore installations are allowed across City-maintained streets. Open cut line installations are approved by special permission only as part of the Encroachment Agreement approval process.

Internal Use Only

1st Submittal Resubmittal
Approved by _____
Approval Date _____

Project Number _____
Date received _____
GIS notified