Project Information		
Name of Company/Firm seeking encroachment:		
Contact Person:		
Phone:		
Email:		
Mailing Address:		
Project Address:		
Check Type of Encroachment		
$\ \square$ Utility service lateral only, please allow up to five (5) full business days. Re	fer to Item 1a.	
☐ Utility system improvement, please allow up to ten (10) full business days.	Refer to Item 1b.	
<u>Description of Work</u>		
Include utility type, line size, installation method, installation length, purpose,	grading work,etc	•
Street Description		
Proposed work is on (N/E/S/W/both) side(s) of	(road name), _	feet
(direction) of intersection with	(road name).	If additional space
is needed for Work or Street description, please provide an attachment.		
Date of anticipated start of construction activity:		
I have read the "Encroachment Agreement Form" and the attached "Encroac	hment Agreement	Process".
	te:	
(required)		

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

- Known Existing Conditions

- Title Block

- Depth of proposed installation

- Legend
- Distance of proposed installation from edge of pavement
- b) <u>Encroachments for Utility System Improvements</u> If the Encroachment being requested is for a <u>utility system improvement</u>, 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

Title Block

- Drawings must be presented at a legible scale
- Known Existing Conditions

- Depth of proposed installation

- Legend
- Distance of proposed installation from edge of pavement
- * 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				
		Project Number		
☐ 1 st Submittal	☐ Resubmittal	Date received		
Approved by		GIS notified \square		
Approval Date				