

2021 ONLINE ENCROACHMENT APPLICATION PROCESS

*** Residential * Commercial * Outdoor Dining ***

1. The “Online Encroachment Application” can be found on the Salt Lake Citizen Access Portal link below:
<https://citizenportal.slcgov.com/Citizen/Default.aspx>. Log in or register as a new user; click on Real Estate Services, click on Create New Application.
2. Applicant is required to fill out the “Online Encroachment Application” for the applicable type of encroachment needed, see encroachment types listed below:
 - a) **Residential Encroachment Permits:** Types of examples include, but not limited to fencing (non-exclusive), retaining walls, and planter boxes in the right-of-way adjacent to a residential dwelling unit. (See Site Plan Requirements link for more information at: <https://www.slc.gov/can/wp-content/uploads/sites/8/2021/01/b-site-plan.pdf>)
 - b) **Outdoor Dining Revocable Permits:** Only applies to outdoor dining patios in which tables and chairs are ***required to be removed daily***, and the annual fee is based on the total number of tables in the right-of-way. (See Sidewalk Dining Guidelines link for more information at: https://www.slc.gov/can/wp-content/uploads/sites/8/2021/01/sidewalk_dining_guidelines.pdf)
 - c) **Commercial Revocable Permits:** Types of examples include, but not limited to permanent outdoor dining areas serving alcohol (requires a removeable barricade), awnings, aerial coverings, non-structural and basic encroachments. (See Sidewalk Dining Guidelines link for more information at: https://www.slc.gov/can/wp-content/uploads/sites/8/2021/01/sidewalk_dining_guidelines.pdf)
 - d) **Commercial Encroachment Leases:** Types of examples include more permanent encroachments, but not limited to stairs, retaining walls, ADA ramps, basements that protrude under the ROW, porte-cocheres, and construction shoring systems that are permanent, and other structural elements of the building. (Significant Encroachment Leases include, but not limited to footings (under certain conditions) vehicular ramps, useable building spaces, sky bridges, underground vaults (under certain conditions), or basements.
3. Upload a project narrative describing the Encroachment purpose, the location of property and a description of the work to be completed.
4. Upload detailed site plans to include proposed encroachment improvements/materials affecting the public right of way. (***Do not submit entire building plans***), drawn to scale on an 8 ½" x 11" sheet of paper (to be included as an Exhibit to the Agreement), (include all existing improvements site, buildings and elevations.)

5. **Upload a Certificate of Insurance: General Liability Insurance is required for Outdoor Dining Permits, Temporary Outdoor Business Patios, Commercial Revocable Permits and Encroachment Leases.** (See Insurance Standard Requirements at the link for more information: <https://www.slc.gov/can/wp-content/uploads/sites/8/2021/01/INSURANCE-STANDARD-REQ-.pdf>)
6. **Pay a \$28.00 (non-refundable) Application Fee for Outdoor Dining Revocable Permits and \$28.00 (non-refundable) Residential Revocable Permits.** Fees are payable online using a credit/debit card. (Credit card transactions are imposed a surcharge of 2.12 %.) Application fee is due upon project review and payable online. All other fees are due upon submittal to final documents.
7. **APPLICATION PRE-SCREENING:** The Real Estate Services team will review all application submittals for accuracy and completion prior to moving on to the next step in the application review process. If the application and documents are not complete or accurate, you will be notified prior to proceeding with the review process.
8. **REVIEW PROCESS:** The Encroachment Review Team (ERT) is made up of representatives from Zoning, Transportation, Engineering, Public Utilities and Fire, and will review each application request to make approval based on location and design criteria. Upon final review, each ERT member will make a recommendation of “acceptance”, “rejection” or “additional information needed”. If additional information is needed, the ERT member will reach out to the applicant.

*****IMPORTANT** If more than one reviewer requests revisions to your existing drawings or plans in Citizens Portal, wait to upload the final drawings/plans until you’ve satisfied all reviewers’ revision requests.***

9. APPROVAL & AGREEMENT PROCESS:

Upon ERT Approval:

- May require Permit to work in right-of-way from Engineering
- May require field inspection for compliance prior to final Agreement issued.
- Real Estate Services will prepare the final Agreement.
- Applicant to sign the final Agreement and return original document to Real Estate Services at real_estate@slcgov.com.
- Real Estate Services will prepare invoice for lease fee as stated in Agreement for applicant to pay online through Accela.
- If a building permit is required, upload fully executed Agreement into Project Dox and complete the building permit application with Building Services.