

## 2022 ONLINE ENCROACHMENT APPLICATION PROCESS

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

<b>Step 1</b>	<p>The “Online Encroachment Application” can be found on the Salt Lake Citizen Access Portal link below: <a href="https://citizenportal.slcgov.com/Citizen/Default.aspx">https://citizenportal.slcgov.com/Citizen/Default.aspx</a></p> <p>Log in or register as a new user; click on Real Estate Services, click on Create New Application.</p>
<b>Step 2</b>	<p>Applicant is required to fill out the “Online Encroachment Application” for the applicable type of encroachment needed, see encroachment types listed below:</p> <ul style="list-style-type: none"><li>a) <b><u>Residential Encroachment Permits:</u></b> Types of examples include any type of landscaping extension, structure, fixture, or improvement in the right-of-way adjacent to a residential dwelling unit that does not solely benefit a private resident. (See Site Plan Requirements link for more information at: <a href="https://www.slcgov.com/can/wp-content/uploads/sites/8/2021/01/b-site-plan.pdf">https://www.slcgov.com/can/wp-content/uploads/sites/8/2021/01/b-site-plan.pdf</a>)</li><li>b) <b><u>Outdoor Business Revocable Permits:</u></b> Only applies to outdoor dining patios in which tables and chairs and removable business fixtures are <b><i>required to be removed daily</i></b>, and the annual fee is based on the total number of tables and other fixtures in the right-of-way. (See Sidewalk Dining Guidelines link for more information at: <a href="http://www.slcdocs.com/Planning/Guides/sidewalk_dining_guidelines.pdf">http://www.slcdocs.com/Planning/Guides/sidewalk_dining_guidelines.pdf</a>)</li><li>c) <b><u>Commercial Revocable Permits:</u></b> Applies to a business where structures in the right-of-way are more permanent in nature i.e., and outdoor dining patio serving alcohol (requires a removeable barricade), awnings, aerial coverings, and non-structural and basic encroachments. (See Sidewalk Dining Guidelines link for more information at: <a href="http://www.slcdocs.com/Planning/Guides/sidewalk_dining_guidelines.pdf">http://www.slcdocs.com/Planning/Guides/sidewalk_dining_guidelines.pdf</a>)</li><li>d) <b><u>Commercial Encroachment Leases:</u></b> These are more permanent structures that encroach in the Right-of-way.</li></ul>

<p><b>Step 3</b></p>	<p><b>Upload a project narrative/letter describing the following:</b></p> <ul style="list-style-type: none"> <li>a) The purpose for the Encroachment, square footage of encroachment area,</li> <li>b) The location of property, address, legal description, and parcel number,</li> <li>c) A description of the work to be completed,</li> <li>d) Site photographs.</li> </ul>
<p><b>Step 4</b></p>	<p><b>Upload detailed site plans, MUST include the following:</b></p> <ul style="list-style-type: none"> <li>a) Proposed encroachment improvements/materials affecting the public right of way. A copy of the site plan with dimensions is sufficient (<b>Do not submit entire building plans</b>),</li> <li>b) Drawings must be drawn to scale on an 8 ½" x 11" sheet of paper (to be included as an Exhibit to the Agreement),</li> <li>c) Include all existing and proposed improvements <b>buildings, underground utilities, water, sewer, storm, streetlights, and elevations.</b></li> <li>d) Elevation drawings showing the height of patios, decks, tables, and chairs, etc.</li> </ul> <p><i>For questions related to elevations or zoning, contact Kevin Hamilton from Zoning at <a href="mailto:kevin.hamilton@slcgov.com">kevin.hamilton@slcgov.com</a>; for questions related to existing underground utilities, contact Jason Draper from Public Utilities at <a href="mailto:jason.draper@slcgov.com">jason.draper@slcgov.com</a>.</i></p>
<p><b>Step 5</b></p>	<p><b>Upload a Certificate of Insurance:</b></p> <p>General Liability Insurance is required for Outdoor Dining Permits, Commercial Revocable Permits and Encroachment Leases.</p> <p><i>See Insurance Standard Requirements at the link for more information: <a href="https://www.slc.gov/can/wp-content/uploads/sites/8/2021/01/INSURANCE-STANDARD-REQ-.pdf">https://www.slc.gov/can/wp-content/uploads/sites/8/2021/01/INSURANCE-STANDARD-REQ-.pdf</a></i></p>
<p><b>Step 6</b></p>	<p><b>Pay a \$28.00 (non-refundable) Application Fee for Outdoor Dining Revocable Permits.</b> Fees are payable online using a credit/debit card. <b>(Credit card transactions are imposed a surcharge of 2.12 %)</b> Application fee is due upon project review and payable online. All other fees are due upon submittal of final documents.</p>

<p><b>Step 7</b></p>	<p><b>APPLICATION PRE-SCREENING:</b> 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.</p>
<p><b>Step 8</b></p>	<p><b>REVIEW PROCESS:</b> 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.</p> <p>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.</p> <p><b><i>**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.</i></b></p>
<p><b>Step 9</b></p>	<p><b>APPROVAL &amp; AGREEMENT PROCESS:</b></p> <p><b>Upon ERT Approval:</b></p> <ul style="list-style-type: none"> <li>▪ May require Permit to work in right-of-way from Engineering.</li> <li>▪ May require field inspection for compliance prior to final Agreement issued.</li> <li>▪ Real Estate Services will prepare the final Agreement.</li> <li>▪ Applicant to sign the final Agreement and return original document to the Real Estate Services staff.</li> <li>▪ Real Estate Services will prepare invoice for lease fee as stated in Agreement for applicant to pay online through Accela.</li> <li>▪ If a building permit is required, upload fully executed Agreement into Project Dox and continue or complete the building permit application with Building Services.</li> </ul>