

# APPLICATION FOR COMMERCIAL ENCROACHMENT

email to: [real\\_estate@SLCgov.com](mailto:real_estate@SLCgov.com)

## THIS SECTION TO BE FILLED OUT BY PROPERTY OWNER

PARCEL OWNER \_\_\_\_\_

BUSINESS PHONE NUMBER \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER/ COMPANY EMAIL \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

TENANT OR DBA: \_\_\_\_\_

DATE: \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_

**\*\*Description for use of Property and measurements (Must be submitted at the time of application)\*\***

**(attach a dimensional site plan & elevation drawing to scale on 8 1/2 x 11 paper) Highlight encroachment area**

## THIS SECTION TO BE FILLED OUT BY DRT (DEVELOPMENT REVIEW TEAM)

Conditions Determined by Development Review Team:

COMMENTS: \_\_\_\_\_

Zoning:	_____	Date:	_____	Approved	_____	Denied	_____
Publ. Util:	_____	Date:	_____	Approved	_____	Denied	_____
Engineering:	_____	Date:	_____	Approved	_____	Denied	_____
Transportation:	_____	Date:	_____	Approved	_____	Denied	_____
Fire:	_____	Date:	_____	Approved	_____	Denied	_____
Planning (if needed):	_____	Date:	_____	Approved	_____	Denied	_____

DRT forms may be found at [http://www.slcdocs.com/building/DRT\\_Application\\_03\\_29\\_2016.pdf](http://www.slcdocs.com/building/DRT_Application_03_29_2016.pdf)

## THIS SECTION TO BE COMPLETED BY REAL ESTATE SERVICES

\_\_\_\_\_ Description Letter (Outline what the applicant is requesting. Include anticipated work.)

\_\_\_\_\_ DRT Signed off \_\_\_\_\_ DRT # \_\_\_\_\_

\_\_\_\_\_ Drawings (2) (with details and dimensional site plan on 8 1/2 x 11 paper)

\_\_\_\_\_ Certificate of Insurance

\_\_\_\_\_ Initial Payment Paid in Advance

\_\_\_\_\_ Original Signed Permit or Lease

\_\_\_\_\_ OKAY to Issue: Real Estate Services has all documents on file

\_\_\_\_\_ OKAY to issue: Subject to \_\_\_\_\_

Checked By \_\_\_\_\_

Date \_\_\_\_\_