

APPLICATION FOR COMMERCIAL ENCROACHMENT

email to: 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)

DRT forms may be found at http://www.slcdocs.com/building/DRT_Application_03_29_2016.pdf

Conditions Determined by Development Review Team:

COMMENTS: _____

Zoning:	_____	Date:	_____	Reviewed	_____	Accepted	_____
Publ. Util:	_____	Date:	_____	Reviewed	_____	Accepted	_____
Engineering:	_____	Date:	_____	Reviewed	_____	Accepted	_____
Transportation:	_____	Date:	_____	Reviewed	_____	Accepted	_____
Fire:	_____	Date:	_____	Reviewed	_____	Accepted	_____
Planning (if needed):	_____	Date:	_____	Reviewed	_____	Accepted	_____

*Review and acceptance by DRT alone do not constitute final approval of project to obtain an encroachment permit**

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 RES _____

Date _____