

APPLICATION PROCESS

For Residential, Commercial, and Outdoor Dining Encroachments

1. Applicant must fill out **one** of the following: a) Application for Residential Encroachment b) Application for Outdoor Dining Revocable Permit c) Application for Commercial Encroachment
2. Submit a letter describing the purpose of the “Encroachment” is needed, the location of property and the type of work to be done.
3. Submit two copies of detailed site plans, drawn to scale on an 8 ½” x 11” sheet of paper, (include all existing improvements (site, buildings and elevations). Include proposed improvements affecting the public right-of-way.
4. Submit a Certificate of Insurance. General Liability Insurance is required for Outdoor Dining Revocable Permits, Lease Agreements or Commercial Encroachments.
5. Pay a \$25.00 (non refundable) Application Fee for Residential Revocable Permits and Outdoor Dining Revocable Permits only. Payments are to be in the form of credit/debit cards, check, cash or money order. (Credit card transactions are imposed a surcharge of 2.12 %.) Payments payable to Salt Lake City Corporation, for applications and agreements. Application fee is due upon the review of the DRT and submitted to Real Estate Services. All other fees are due upon submittal to final documents.

Examples of encroachments allowed in the public right-of-way include; fencing, retaining walls, steps, ramps, handrails, landscaping, decorative boxes, vaults, minor building projections, outdoor dining patios, structural improvements, etc. Typical timeline will take 3-4 weeks to process.

REVIEW PROCESS

The Development Review Team (DRT) made up of representatives from Zoning, Transportation, Engineering, Public Utilities, Planning and Fire, and meet at least four times per week to review application requests and make recommendation based on location and design criteria. Applicant must schedule an appointment for DRT meeting via email to DRT@slcgov.com.

DRT review process is NOT a final approval of the encroachment plans.

RECOMMENDATION PROCESS

Upon Acceptance

- Application reviewed & signed by DRT
- Email sent to City departments for review and final approval.
- May require Agreement/Permit to work in right-of-way.
- May require review/acceptance by Planning Department.
- May require field inspection for compliance prior to final Agreement issued.
- Forward application, drawings and all other necessary paper work to Real Estate Services to prepare an Agreement.

AGREEMENT PREPARATION PROCESS

Property Owner must:

- Provide a Certificate of Insurance with endorsement page (for Commercial Encroachments and Outdoor Dining Revocable Permits).
- Pay \$25.00 application fee at time of application (Residential and Outdoor Dining Permits).
- Sign the Agreement and return original document to Real Estate Services along with fees as stated in agreement.
- Upload fully executed contract into Project Dox to obtain building permit from Building Services and Engineering.

Real Estate Services will:

- Receive the application after the DRT team has signed off on all areas.
- Will get comments from other City Departments
- Collect all fees and prepare the Agreement.
- Attorney-approve as-to-form.
- Signatory authority-sign Agreement on behalf of the City.
- Record a Memorandum of Agreement with Salt Lake County Recorder’s Office.