2025 ONLINE ENCROACHMENT APPLICATION PROCESS

1. **"Online Encroachment Application"** can be found on the Salt Lake Citizen Access Portal:
    a. Log in or register as a new user; click on Real Estate Services, click on Create New Application.
2. **Application Type:**
    a. Click "Edit Selected", select Encroachment Lease
3. **Detail Information:**
    a. Provide a detailed description about the proposed encroachment improvements.
    b. Click "Continue Application"
4. **Address and Parcel**
    a. Provide street number and then direction (Example: "451" and "South")
    b. Provide street name with abbreviated cardinal direction (Example: "200 W" or "State St")
        i. Do not select street type
    c. Provide parcel number (this can be found on the county website). (Format: "00-00-000-000")
    d. Click "Continue Application"
5. **Applicant, Owner, Tenant**
    a. Applicant: Include all relevant contact information for you. Please include a phone and email. This is how you will be contacted.
    b. Owner: Include all information for the Owner of the property, this information is required.
    c. Tenant: If the improvements are constructed for the tenant of the property, include their information.
    d. Click "Continue Application"
6. **Documents**
    a. **Site Plan:** Upload a detailed site plan that includes proposed encroachment improvements within the public right of way. (*Do not submit entire building plans*). Site plan should include dimensions, and all existing and proposed improvement. (Buildings, underground utilities, streetlights, etc.)
    b. **Elevation Drawings:** Upload elevation with dimensions for encroachment improvements.
        i. *For questions related to elevations or zoning, contact Kevin Hamilton from Zoning at kevin.hamilton@slc.gov*
        ii. *for questions related to existing underground utilities, contact Sydnee Brinton from Public Utilities at sydnee.brinton@slc.gov.*
    c. Click "Continue Application"

7. **Application Fee:** Pay a $33.00 (non-refundable) Application Fee
    a. 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.

ENCROACHMENT REVIEW PROCESS

1. **APPLICATION PRE-SCREENING:** The Real Estate Services (RES) team will review all application submittals for accuracy and completion and assess if the application is acceptable under the Encroachment Policy. If the application and documents are not complete or accurate, you will be notified prior to proceeding with the review process.
2. **REVIEW PROCESS:** The Encroachment Review Team (ERT) is made up of representatives from Zoning, Transportation, Engineering, Public Utilities, and Fire. The ERT will review each application request, upon final review, each ERT member will make a recommendation of "acceptance", "rejection" or "additional information needed".
    a. If additional information is needed, the RES will reach out to the applicant**.**
    b. If rejected by any ERT representatives, the application may not move forward unless significantly revised according to feedback.
    c. If accepted by the ERT, RES will reach out with final steps**.**
3. **APPROVAL & AGREEMENT PROCESS:**
    a. May require Permit to work in right-of-way from Engineering
    b. May require field inspection for compliance prior to final Agreement issued.
    c. Real Estate Services will prepare the final Agreement.
        i. Applicant to provide certificate of insurance meeting the requirements stated in the agreement
        ii. Applicant to sign the final Agreement and return to Real Estate Services
    d. Real Estate Services will prepare invoice for lease fee as stated in Agreement for applicant to pay online.
    e. If a building permit is required, upload fully executed Agreement into Project Dox and complete the building permit application with Building Services.