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# **ENCROACHMENT TEMPORARY PERMIT PUBLIC RIGHT-OF-WAY FEES & INFORMATION**

An Encroachment Temporary permit is required for any object proposed to be placed within a public right-of-way or easement on a temporary basis.

Approved permits are valid until expiration of insurance and are not transferable to another location.

All fees associated with this permit are non-refundable.

## **Fees:**

Application Fee:	\$269
Business Registration	Must have a current business registration with the city. Business Registration is a separate process and can be applied for concurrently with this permit.

## **Documentation Required:**

- **Certificate - Insurance** - Must have general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided. Work must be completed prior to the expiration date of the policy.
- **Plans - Proposed Work in Public Right-of-Way** - Plans showing proposed work to be done in public right-of-way.
- **Standard Conditions - Right-of-Way Construction** - Acknowledgement of conditions which must be adhered to when accessing or performing work in a Public Right-of-Way.