

**ENCROACHMENT REQUEST INFORMATION SHEET**

**Date of Request:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Legal Name of the Entity:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Name and Number of Representative:** \_\_\_\_\_

**Type of Encroachment:** *[Describe the encroachment, fixtures to be used, type of utilities, etc.]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Encroachments:** *[Address (es) of Property Affected, Description of Area, etc.]*

\_\_\_\_\_  
\_\_\_\_\_

**PINs of Property Affected by the Encroachment:** *[If additional PINs are affected, then list the PINs on an additional sheet and attached it to this request.]*

(1) \_\_\_\_\_, (2) \_\_\_\_\_, (3) \_\_\_\_\_,  
(4) \_\_\_\_\_, (5) \_\_\_\_\_, (6) \_\_\_\_\_.

**PLEASE submit a check payable to the City of Concord for \$ 100.00 with this paperwork.**

**No requests will be processed without payment in full.**

**PLEASE ATTACH THE FOLLOWING INFORMATION TO THIS SHEET:**

- 1) Additional PINs affected by the encroachment (if applicable); and
- 2) Survey of the encroachment area; and
- 3) Any plans or specifications pertaining to the encroachment [Bore Details, etc.]; and
- 4) Specifications and/or diagrams of the fixtures to be used; and
- 5) Certificate of Liability Insurance (ACORD Form) naming the City as an additional insured party [See attached example as a reference.]; and
- 6) Any other pertinent documentation; and
- 7) **ALL DOCUMENTS** are to be submitted on an 8 ½ X 11 Letter Size Format.