

# 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 why 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, (showing all existing improvements (site & buildings). **And showing proposed improvements affecting the public right-of-way with the correct measurements of the encroached area.**
4. Submit a Certificate of Insurance. General Liability Insurance is required for Outdoor Dining Revocable Permits, or Commercial Encroachments.
5. Pay a \$25.00 (nonrefundable) 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 need to be payable to Salt Lake City Corporation, for applications and agreements. Payment is due upon the approval of the DRT and submitted to Real Estate Services. **All other fees are due upon submittal to final documents. (Fees are based on square footage of encroachment and land value).**

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.

### REVIEW PROCESS

The Development Review Team (DRT) made up of representatives from Zoning, Transportation, Engineering, Public Utilities, and Fire meet at least four times per week to review application requests and make recommendation based on location and design criteria. **DRT forms may be found at [http://www.slcdocs.com/building/DRT\\_Application\\_03\\_29\\_2016.pdf](http://www.slcdocs.com/building/DRT_Application_03_29_2016.pdf) . email to: [DRT@slcgov.com](mailto:DRT@slcgov.com)**

### RECOMMENDATION PROCESS

Approve

- Application approved & signed by DRT. (first step)\*
- May require Agreement to work in right-of-way.
- May require review/approval by UBC Plans Examiner.
- 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.

Deny

- DRT chair calls applicant and informs them of denial.
- Application becomes invalid.
- DRT forwards the original application to City Recorder for filing.

### AGREEMENT PREPARATION PROCESS

**Property Owner must:**

- Provide a Certificate of Insurance (for Commercial Encroachments and Outdoor Dining Revocable Permits). *Home owners need to provide proof of current home owner’s insurance.*
- Pay \$25.00 application fee at time of application (Residential and Outdoor Dining Permits only).
- Sign the Agreement and return original document to Real Estate Services **along with fees as stated in agreement.**

**Real Estate Services will:**

- Receive the application **after the DRT team has signed off on all areas.**
- Collect all fees and prepare the Agreement.
- Enter the Agreement on CAMP (CAMP number will be used as the contract number for future reference).
- CAMP Review by City Departments prior to City signature:
- Accounting-verify if funding encumbrance is required.
- Attorney-approve as-to-form.
- Signatory authority-sign Agreement on behalf of the City.
- City Recorder’s Office-activate Agreement on CAMP.
- Record a Memorandum of Agreement with Salt Lake County Recorder’s Office.
- Copy of recorded document(s) will be emailed to Property Owner/Lessee/Permittee