



**PUBLIC
WORKS**

**ENCROACHMENT APPLICATION
FOR TEMPORARY OUTSIDE DINING**

PLEASE PRINT ALL INFORMATION

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS OWNER'S NAME: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER'S NAME: _____

Address: _____

Phone: _____ Email: _____

CHECKLIST:

Please submit the following items to complete your application:

- Letter of support from the property owner for Outdoor Dining
- Copy of the property owner's grant deed
- Insurance documents including additional insured endorsement.
- Site Plan

Provide the following on the site plan:

- Right-of-way and property line information with dimensions.
- Property address and name of the street(s).
- Location of any existing utilities and features (i.e. trees, tree wells, planters, bike racks, hydrants, news racks, doors, driveway aprons, etc.).
- Location of proposed encroachments. 5' minimum sidewalk width is required.