



For Office Use Only	
	Stamp
Fee Paid: _____	
Escrow Paid: _____	

Encroachment Agreement Application & Checklist

Encroachment agreements are made between the City and the applicant in a case where construction of a permanent structure is desired within a City easement area. An encroachment agreement may only be drafted if the City agrees that the structure would not limit the City's ability to perform any maintenance or have an effect on public drainage within the easement area.

Property Information

Street Address of Property _____ P.I.D. Number _____

Legal Description
(Please attach description if lengthy) _____

Applicant (Applicant will receive all correspondence from the City)

Name _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Cell () _____ Email _____

Signature of Applicant _____ Date _____

Property Owner(s)

Name _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Cell (____) _____ Email _____

Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

All property owners must sign.

PRINT Name of property owner & PIN _____

Signature _____ Date _____

STATE OF MINNESOTA)

) ss.

(Individual Notary)

COUNTY OF WASHINGTON)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared _____

and _____, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

Notary Public

Stamp

ALL OF THE FOLLOWING INFORMATION **MUST BE SUBMITTED.**

_____ Completed application signed by all owners, in fee title, of the property to be subdivided.

_____ Proof of ownership by either a copy of a deed, abstract of title, or attorney’s opinion.

_____ A site plan including:

- Location to adjacent properties and public roads
- Location of all public and private easements.
- Wetlands, Floodplain areas, and drainage patterns.
- Existing lot lines.
- Proposed building areas and dimensions.
- North pointing arrow and scale.

_____ Copies of any previous variances, site plan approvals, Conditional Use Permits, or other permits issued to the site.

_____ Application fee and escrow, as required.

Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.