

CITY OF COLVILLE  
OFFICE OF BUILDING & PLANNING

ENCROACHMENT INFORMATION SHEET

Encroachment on City rights-of-way and City easements shall be allowed, subsequent to issuance of a permit from the City, for the following reasons:

- a. Health and safety issues, such as ramps for the disabled.
- b. Topographic construction for ingress and egress to existing lots after all other reasonable options have been considered.
- c. Driveways and walkways, up to the existing or future curb lines, as determined by the Public Works Department, shall be permitted, provided they do not pose an increased safety risk to City and utility company work crews.
- d. Live landscaping, including grass, tree branches, flowers, and bushes less than five (5) feet high, may encroach.
- e. Landscaping materials including, but not limited to, rocks, blocks, bricks, and timbers, may encroach so long as it does not adversely affect the maintenance and/or replacement of existing utilities. Section (e) shall not be construed to allow retaining walls. Underground irrigation systems may encroach only when such encroachment is reasonably needed to irrigate the areas desired. Said irrigation systems shall be designed to limit the extent of encroachment and to facilitate shutoff and disassembly. All irrigation systems shall be permitted through the plumbing permit process.
- f. Fences may be permitted up to the existing or future sidewalk line, provided they are designed for rapid disassembly. Designed for rapid disassembly means the fence is designed to be quickly disassembled and then reassembled.

HOLD HARMLESS AGREEMENT

A hold harmless agreement shall be made between the City and the owner of a permitted encroachment, prior to encroachment permit issuance, to be recorded with the Stevens County Auditor, wherein the City and utilities shall be held harmless from damages or costs in the event the owner fails to remove the encroachment. The permit shall provide for the City or utility company to remove the structure/encroachment at the encroachment owner's expense in the event the owner fails to do so after written notice.

APPEAL PROCESS

Appeals relating to the encroachment policy shall be made directly to the City Council.

LOCATES

Phone numbers for locating underground utilities:

- |    |  |                |
|----|--|----------------|
| 1) | Underground Utilities Commission, Bellevue<br>(electric, gas, phone and cable) | 1-800-424-5555 |
| 2) | City of Colville Water/Sewer Department  | 684-2244       |
| 3) | City of Colville Street Repairs/Storm Sewer Dept.                              | 684-8165       |

**NOTE: Application review will not begin until 10 days after receipt of a completed application.**