



170 S. Oak – 99114

Office of Building and Planning  
(509)684-5096 (509)684-5097  
Fax (509)684-5030 www.colville.wa.us

## APPLICATION TO ENCROACH UPON PUBLIC RIGHT-OF-WAY

1. Name of applicant: \_\_\_\_\_
2. Address of applicant: \_\_\_\_\_
3. Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_
4. Parcel No. \_\_\_\_\_ Zone District: \_\_\_\_\_
5. Legal Description of property address: \_\_\_\_\_  
\_\_\_\_\_
6. Size of property (square footage or acreage): \_\_\_\_\_
7. Present use of property: \_\_\_\_\_
8. Explain the proposed encroachment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. **Attach a detailed site plan to scale on 8-1/2 x 11 paper or other medium acceptable to the staff indicating the following: (a) North arrow; (b) lot line dimensions; (c) locations of all existing and proposed structures; (d) easement and right-of-way locations (Contact the Public Works Department at 684-8165 for help determining the approximate easement and right-of-way locations.\*); (e) location of existing utilities based on utility locates; (f) location of existing and proposed encroachment, (g) location of pavement, curb and sidewalk. *\*Note: The Public Works Department does not survey the premises and assumes no liability for any inaccuracy therein.***
  - (A) I hereby request permission to encroach upon the public right-of-way as proposed above.
  - (B) Justification (Please explain what characteristics of the proposal justify granting the request):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. If approved, a Hold Harmless Agreement shall be made between the City and the owner of a permitted encroachment, to be recorded with the Stevens County Auditor, the cost of which shall be borne by the encroachment owner.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_