



**PETITION FOR ENCROACHMENT  
SUBMITTAL CRITERIA  
Revised 9/8/2020**

**ITEMS TO BE SUBMITTED FOR APPLICATION:**

1. A completed original application package submitted to the Clerk of Council's office located at City Hall, 2 East Bay Street, Savannah, Georgia, 31401. A completed application package includes the completion of the "Scope of Work", "Affidavit of True Copy and Memorandum of Revocable License Encroachment Agreement", and the "Revocable License Encroachment Agreement" (RLEA), **three (3) original signed and notarized signature pages to the RLEA is required.** When the Petitioner is ***not*** the Property Owner, the "Owner's Agreement" and the "Petitioner & Property Owner(s) Acknowledgement" forms must be included with the application package.
2. The application should include exhibits (drawings, site plans (if applicable), photos, sketches, etc.) to support the request; see subject information below. Whenever possible, site plans, sketches, drawings or photographs should identify all encroachment dimensions and measurements; and depict nearby structures in the right-of-way, such as buildings, trees, light poles, hydrants, tree lawns, etc.
3. **NOTE:** Property Owner must print, sign, and have notarized one (1) Affidavit of True Copy and Memorandum of Revocable License Encroachment Agreement along with three (3) Revocable License Encroachment Agreements (RLEA) and include documents with application package. If the petition is approved, the City will complete the first page of each RLEA, including the date, property owner name, and the address for encroachment. The City will also add the legal description (the "Exhibit A" outlined on the first page of the RLEA), and will include the depiction and description of the encroachment (the "Exhibit B" outlined on the first page of the RLEA). Encroachments are not valid until the RLEA is executed by both parties, i.e., the Property Owner and the City.
4. If the proposed encroachment is located within the historic district and has been approved by the Historic Board of Review, please provide a copy of all pages of the Certificate of Appropriateness (COA).
5. As of January 1, 2016, a \$500 non-refundable application processing fee is due at the time an application is submitted for commercial property or a \$250 non-refundable application processing fee for applications pertaining to residential properties.

**PROCESS (Please allow approximately 4 to 8 weeks for petition review and approval processing and an additional 2 weeks for execution and recording for minor encroachment requests):**

1. The petition for encroachment is submitted to the Clerk of Council's office, which in turn will be sent to Real Estate Services for processing and review.
2. Once the application is considered complete, the petition will go out for review by the various City Departments, who will provide their recommendation regarding the request.
3. Once all responses are received, the petition will be scheduled for the next available City Council agenda. If the petition involves a minor encroachment (signs, awnings, stairs, balconies, steps, and porticos) then it will be submitted to the City Manager. City staff will provide a recommendation.
4. Once a decision is made, notification of the decision will be sent to the petitioner.
5. If the petition for encroachment is approved, the Revocable License Encroachment Agreement (RLEA) will be executed by the City Manager and recorded with the Clerk of Superior Court. A copy of the recorded Affidavit and RLEA, including Exhibits A and B, will be forwarded to the petitioner/property owner.

**SUPPORTING DOCUMENTATION FOR SUBJECT ENCROACHMENTS:**

**1. Signs**

- a. Elevation of proposed sign including dimensions (height, width, depth, etc.) and labeled construction materials.
- b. Elevation or plan view showing the proposed location of sign in relation to the right-of-way, including dimensions (vertical clearance from right-of-way, projection from building, projection into right-of-way).
- c. Photograph of proposed sign location.

**2. Awnings**

- a. Elevation of proposed awning including dimensions (height, width, depth, etc.), front and side view of awning. Indicate depth (projection over sidewalk/ROW) and vertical clearance from sidewalk.
- b. Elevation or plan view showing the proposed location of sign in relation to the right-of-way, including dimensions (vertical clearance from right-of-way, projection from building, projection over right-of-way).

c. Photograph of proposed awning location.

3. **Appurtenances to Existing Buildings** (Including but not limited to steps, stoops, stairs, balconies, planters, light fixtures, etc.)

- a. Elevation of proposed structure including dimensions (height, width, depth, etc.), front and side view. Include labeled construction materials.
- b. Plan showing the location and extent of encroachment in relation to right-of-way.
- c. Width of sidewalk remaining outside encroachment, if applicable.
- d. Photograph of proposed appurtenance location.

4. **Freestanding Structures** (Including but not limited to signs, mailboxes, fences, retaining walls, landscaping, hardscaping, etc.)

- a. Sketch of proposed structure including all dimensions, height, width, and construction materials (include exemplar photos, if possible)
- b. Location and extent of encroachment in relation to City's right-of-way (width and depth)
- c. Photograph of proposed structure location.

**FEES:** Fees paid *do not* provide guarantee of approval for the request being made. The fees are non-refundable and are due at the time of application. Fees should be paid by check or money order. The fees for processing and reviewing an encroachment petition application shall be the following:

Residential	\$250.00
Commercial	\$500.00



PETITION FOR ENCROACHMENT APPLICATION
(REVISED 9/8/2020)

For Use by Clerk of Council's Office

Petition Number: \_\_\_\_\_

Date filed: \_\_\_\_\_

Please complete this application when requesting an encroachment onto City right-of-way. Please type or print. If necessary, attach additional sheets to fully address any of the following sections. The original completed application and applicable required forms should be submitted to: Clerk of Council, City Hall, 2 East Bay Street, Savannah, Georgia, 31401.

DATE OF APPLICATION: \_\_\_\_\_

- USE TYPE: \_\_\_ Sign
\_\_\_ Awning
\_\_\_ Stairs, stoop, or other appurtenance to a building
\_\_\_ Free-standing structure (fence, retaining wall, signage, etc.)
\_\_\_ Other (Please specify type: \_\_\_\_\_)

PROPOSED ENCROACHMENT LOCATION:

Address: \_\_\_\_\_

Property Identification Number (PIN) if available: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

PETITIONER/APPLICANT INFORMATION:

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Alternate: \_\_\_\_\_

Email address: \_\_\_\_\_

REPRESENTING: (Complete this section only when Petitioner is representing an individual, tenant or business other than themselves)

Individual/Tenant/Business's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

LEGAL PROPERTY OWNER'S INFORMATION (See NOTE below)\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

\*NOTE: Signed statements of authorization (both the Owner's Agreement Form; and the Petitioner & Property Owner(s) Acknowledgement Form) are required; and both original signed authorization forms must be submitted only when petitioner/applicant is different from the legal property owner. This is to ensure the property owner is aware of the petition and is willing to assume all responsibility and liability of the encroachment as requested.

**TO THE HONORABLE MAYOR AND ALDERMEN  
OF THE CITY OF SAVANNAH**

**PROPOSED SCOPE OF WORK**

**PETITION #** \_\_\_\_\_

**I respectfully request your Honorable Body to grant permission for an encroachment in order to:** (Provide a brief summary describing the scope of work for the encroachment request and include all dimensions in this summary as depicted in drawings, sketches, and/or site plans. Please do not write "see attached drawings.")

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\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**OWNER'S AGREEMENT FORM**

**DATE:** \_\_\_\_\_

**To the Honorable Mayor and Alderman  
Of the City of Savannah**

As legal owner(s) of the property referenced in Petition No. \_\_\_\_\_, I am aware that an encroachment request has been made to complete the work at my property as described below. I accept responsibility for the encroachment and any associated liability. I understand this encroachment will be under my responsibility and liability until future date when the encroachment is removed\*.

**Brief Description of Encroachment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Encroachment Property Address:**

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Legal Property Owner(s) Information:**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*In the event that a tenant leaves the property, and the encroachment remains, the encroachment is still considered the property owner's responsibility.

PETITIONER & PROPERTY OWNER(S)  
ACKNOWLEDGEMENT FORM

PETITION #: \_\_\_\_\_

DATE: \_\_\_\_\_

The undersigned Property Owner(s) hereby authorize(s) the undersigned Petitioner to act on his/her/their behalf regarding a proposed Petition seeking approval for encroachment within City right-of-way(s). The encroaching items will be defined and described in the Petition and will be fixtures attached to property owned by the Property Owner(s) located at \_\_\_\_\_, PIN # \_\_\_\_\_.

The Property Owner(s) hereby authorize and approve of the Petition as follows:

PRINT NAME: \_\_\_\_\_ (Petitioner)

COMPANY NAME (IF APPLICABLE): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Acknowledged By:**

PRINT NAME: \_\_\_\_\_ (Property Owner)

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ (Property Owner)

SIGNATURE: \_\_\_\_\_

After recording return to:  
City of Savannah  
Real Estate Services  
P.O. Box 1027  
Savannah, GA 31402

STATE OF GEORGIA            )  
  )  
COUNTY OF CHATHAM        )

**AFFIDAVIT OF TRUE COPY AND MEMORANDUM OF REVOCABLE LICENSE  
ENCROACHMENT AGREEMENT**

This Affidavit of True Copy and Memorandum of Revocable License Encroachment Agreement (this "Affidavit and Memorandum") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ ("Grantee").

WHEREAS, Grantee and THE MAYOR AND ALDERMEN OF THE CITY OF SAVANNAH, a municipal corporation organized and existing under the laws of the State of Georgia (the "City"), have entered into that certain Revocable License Encroachment Agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. (the "Revocable License Encroachment Agreement").

WHEREAS, Grantee has agreed to the recording of the Revocable License Encroachment Agreement in the Office of the Clerk of the Superior Court of Chatham County, Georgia and specifically provides the City with the authority to record this Affidavit and Memorandum in the aforesaid records.

WHEREAS, Grantee desires to record this Affidavit and Memorandum in the real estate records of Chatham County, Georgia in order to provide record notice of the Revocable License Encroachment Agreement.

NOW, THEREFORE, \_\_\_\_\_ ("Affiant") appears before the undersigned officer duly authorized by law to administer oaths and, after being duly sworn, states as follows:

1. Affiant is sui juris and not suffering from any legal disability.
2. Affiant is over 18 years of age.
3. Affiant is the \_\_\_\_\_ of Grantee (as defined above).
4. Affiant has personal knowledge regarding the Revocable License Encroachment Agreement.
5. The copy of the Revocable License Encroachment Agreement attached as **Exhibit "A"** hereto is a true and correct copy of the Revocable License Encroachment Agreement between the City and Grantee dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
6. Affiant is making and recording this Affidavit for purposes of (i) certifying that the attached Revocable License Encroachment Agreement is a true and correct copy of the Revocable License Encroachment Agreement between the City and Grantee, and (ii) to provide record notice of the Revocable License Encroachment Agreement in the real estate records of Chatham County, Georgia.

FURTHER AFFIANT SAITH NOT.

[Signatures on the following page.]

IN WITNESS WHEREOF the Grantee has caused these presents to be executed in its name by its  
duly authorized [TITLE] \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
COMPANY NAME

By: \_\_\_\_\_

Name:

Title:

Sworn to and subscribed to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**EXHIBIT A**  
**Revocable License Encroachment Agreement**

[Attached hereto.]

**INSTRUCTIONS FOR COMPLETION OF THE  
REVOCABLE LICENSE ENCROACHMENT AGREEMENT  
(RLEA)**

**PLEASE NOTE:** To prevent unnecessary delay in processing, please print, sign and have notarized, three (3) of the attached Revocable License Encroachment Agreements (RLEA) and return all three (3) original executed RLEA's with the application. As indicated in the application instructions, the City will complete Page 1 of the RLEA, which includes the effective date, the Exhibit A for the legal description, and the Exhibit B (designs and/or site plans) prior to finalizing the RLEA for the City Manager's execution. We do not need 3 copies of the entire application, only 3 executed and notarized RLEAs.

**THANK YOU**

STATE OF GEORGIA            )  
  )  
CHATHAM COUNTY            )

**REVOCABLE LICENSE ENCROACHMENT AGREEMENT**

**THIS AGREEMENT** is made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **THE MAYOR AND ALDERMEN OF THE CITY OF SAVANNAH**, a municipal corporation organized and existing under the laws of the State of Georgia, as party of the first part (referred to as the “City”), and \_\_\_\_\_ as party of the second part, its heirs, successors and assigns, (referred to as the “Grantee”), Owner of the property located at \_\_\_\_\_ (“Property”), described more specifically in *Exhibit “A”* attached.

**WITNESSETH**

1. For and in consideration of the true and faithful performance of the mutual covenants herein contained, City hereby grants to the Grantee a Revocable License to construct/ install and/or allow to remain, improvement(s) (“Improvement”) that encroaches upon, uses and/or occupies portions of the space under, on and/or above public rights-of-way. The location and description of the encroachment is more particularly described in *Exhibit “B”*, attached hereto, and made a part hereof for all purposes. The encroachment is also subject to any special conditions specified on *Exhibit “B.”*

2. The City hereby grants to the Grantee a Revocable License to Encroach within the City’s right-of-way and agrees to the following: that the Improvement shall remain the property of the Grantee, that the Grantee shall take full responsibility, including maintenance and/or repair, of the Improvement, that there shall be no cost to the City for the purchase, installation, operation, maintenance, and/or removal of said Improvement.

3. The Grantee expressly understands and agrees that the Improvement encroaches upon the City’s premises, and that the Improvement may remain so long as they shall stand in good condition. If the Improvement is in need of inspection, and/or repair, the Grantee expressly allows the City to enter the premises to inspect the Improvement.

4. If the Grantee, his heirs, successors and/or assigns desires to remove improvements, and terminate this agreement, Grantee shall, at the option of the City and at no expense to the City, restore the right-of-way by filling in any holes or other damage by the removal of the same, to a condition acceptable to the City, and in accordance with then existing City specifications. It is understood and agreed to by Grantee that if this Agreement terminates and Grantee

fails to remove the Improvement, Owner hereby gives City permission to remove the Improvement and any supporting structures and assess a lien on the Property for the costs expended by the City to remove such Improvement.

5. The City may enter and utilize the referenced areas at any time for the purpose of installing or maintaining improvements necessary for the health, safety and welfare of the public or for any other public purpose. In this regard, Grantee understands and agrees that the City shall bear no responsibility or liability for damage or disruption of Improvement installed by Grantee or its successors, but the City will make reasonable efforts to minimize such damage.

6. It is further understood and agreed upon between the parties hereto that if the governing body of the City may at any time during the term hereof determine in its sole discretion to use or cause or permit the right-of-way to be used for any other public purpose, including but not being limited to underground, surface or overhead communication, drainage, sanitary sewerage, transmission of natural gas or electricity, or any other public purpose, whether presently contemplated or not, that this Agreement shall automatically terminate.

7. Grantee understands and agrees that the granting of any encroachment grants no ownership rights to the property.

8. Grantee agrees to comply fully with all applicable federal, state and local laws, statutes, ordinances, codes or regulations in connection with the construction, operation and maintenance of said Improvement, encroachment and uses.

9. Grantee covenants and agrees to indemnify, and does hereby indemnify, hold harmless and defend the City, its officers, agents, servants and employees, from and against any and all claims or suits for property damage or loss and/or personal injury, including death, to any and all persons, arising out of or in connection with, directly or indirectly, the construction, maintenance, occupancy, use, existence or location of said improvement and encroachment and uses granted hereunder.

10. Grantee agrees to the recording of this agreement in the Chatham County Clerk's Office in order to memorialize of record the understanding between the parties. Upon removal of the said Improvement, the parties agree to record a Termination of Encroachment Agreement to remove this agreement of record. In the event the governing body of the City decides to revoke the license at any time or for any reason, then the City may file a Termination of Encroachment Agreement which shall terminate the license.

11. This agreement shall be binding upon the parties hereto, their successors and assigns, including subsequent owners of the Improvement, in perpetuity or until a Termination of Encroachment Agreement is recorded.

12. Governing Law: This agreement shall be interpreted and construed in accordance with the laws of the State of Georgia.

13. Binding Effect: This agreement and the covenants contained herein shall be binding upon the parties hereto, their successors and assigns and shall ensure to the benefit of them, their heirs, successors and assigns.

14. Entire Agreement: This agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.

15. No Waiver: Any failure by a party hereto to assist upon the strict performance by the other party of any of the provisions of this agreement shall not be deemed a waiver of any of the provisions hereof, and such priority, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other party of the provisions of this agreement to be performed by the other party.

16. Enforceability: If any provision of this agreement is invalid or unenforceable as against any person or under certain circumstances, the remainder of this agreement and applicability of such provision to other persons or circumstances shall not be affected thereby. Each provision of this agreement, except as otherwise herein provided, shall be valid and enforceable to the fullest extent permitted by law.

**IN WITNESS WHEREOF**, the parties have duly executed this agreement the day and year first above written.

**MAYOR AND ALDERMEN OF THE  
CITY OF SAVANNAH**

By: \_\_\_\_\_  
City Manager

Attest: \_\_\_\_\_  
Clerk of Council

**OWNER**

\_\_\_\_\_  
(Printed name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

**As to the Mayor and Aldermen  
of the City of Savannah,**

Signed, sealed and delivered this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_ in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public, Chatham County, Georgia. My

Commission Expires: \_\_\_\_\_.

[NOTARY SEAL]

**As to the owner,**

Signed, sealed and delivered this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_ in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public, Chatham County, Georgia. My

Commission Expires: \_\_\_\_\_.

[NOTARY SEAL]