



PETITION FOR ENCROACHMENT SUBMITTAL CRITERIA

ITEMS TO BE SUBMITTED FOR APPLICATION:

1. A completed original application, submitted to the Clerk of Council's office.
2. The application should include exhibits (photos, sketches, etc.) to support the request; see subject information below. Whenever possible, sketches, drawings or photographs should identify nearby structures in the right-of-way, such as buildings, trees, light poles, hydrants, tree lawns, etc.
3. A Revocable License for Encroachment Agreement (RLEA) signed by the Property Owner. If the petition is approved, the City will add a legal description, depiction and description of encroachment, and will also sign the Agreement. 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, provide a copy of the Certificate of Appropriateness.
5. As of January 1, 2016 a \$500 non-refundable application processing fee is due at the time an application pertaining to commercial property is submitted, or a \$250 non-refundable application processing fee for applications pertaining to residential properties.

PROCESS:

1. The petition for encroachment is submitted to the Clerk of Council's office, which in turn will be sent to Real Property Services for processing and review.
2. Once the application is considered complete, the petition will go out for review by the various City Bureaus/ 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 (sign, awning, 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 will be executed and recorded by the City.

****Please allow 4 to 8 weeks for petition processing, and an additional 2 weeks for execution and recording.**

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 height and width and construction materials (include exemplar photos, if possible)
 - b. Location and extent of encroachment in relation to right-of-way (width and depth)
 - c. Photograph of proposed structure location.

FEES: Fees paid **do not** provide any 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

For Use by Clerk of Council's Office
Petition Number:
Date filed:

Please complete this application if 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. Submit the complete application to: Clerk of Council, City Hall, 2 East Bay Street, Savannah, Georgia, 31412.

DATE OF APPLICATION:

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

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: (fill out only if 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*

Name:
Address:
Telephone No.: () Email:

* A signed statement of authorization is required and must be submitted if 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. Please request a copy of an Owner's Agreement Form.

