



Encroachment Permit Application

(Accessory Building in Easement)

*All sections of this application must be filled out and fees paid upon submittal or application will be deemed incomplete.

Address of Property: _____ Tax ID/Parcel Number: _____

Subdivision Name: _____ Lot Number: _____ Zoning: _____

Name(s) of Applicant(s) or Authorized Agent(s): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name(s) of Property Owner(s) (if other than applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Type of Lot: Interior Lot Corner Lot **Proposed Accessory Building:** Size: _____ sq. ft. Height: _____ ft.

Lot Coverage. Provide existing sq. ft. (foot print) of existing structures (dwelling, garage, other accessory buildings): _____ sq. ft.

Provide a sketch plan of the lot. The drawing does not need to be to scale, but must provide accurate dimensions.

Proposed Location of Accessory Building to Property Lines:

Front Property Line: _____ feet Side Property Line: _____ feet

Side Property Line: _____ feet Rear Property Line: _____ feet

Applicant Certification:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the subdivision plat (if lot is part of a recorded subdivision) and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Brigham City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the authorized city staff and utility companies to enter the subject property to make any necessary inspections thereof.

Signature: _____

Date: _____

Office Use Only

Application # _____

Application Fee \$50.00

Date Received _____

Receipt Number _____

Required Setback from Property Lines:

Front Property Line: _____ feet

Side Property Line: _____ feet

Side Property Line: _____ feet

Rear Property Line: _____ feet

PROPERTY OWNER

*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, declare that I, (we) am (are) the owner(s)* of the property identified in the attached application.

*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

- _____ who is personally known to me
- _____ whose identity I proved on the basis of _____
- _____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

PROPERTY OWNER PERMISSION

*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, the owner(s) of the property described in the attached application, give _____ permission to use the property listed in the attached application for the purpose named in the attached application.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

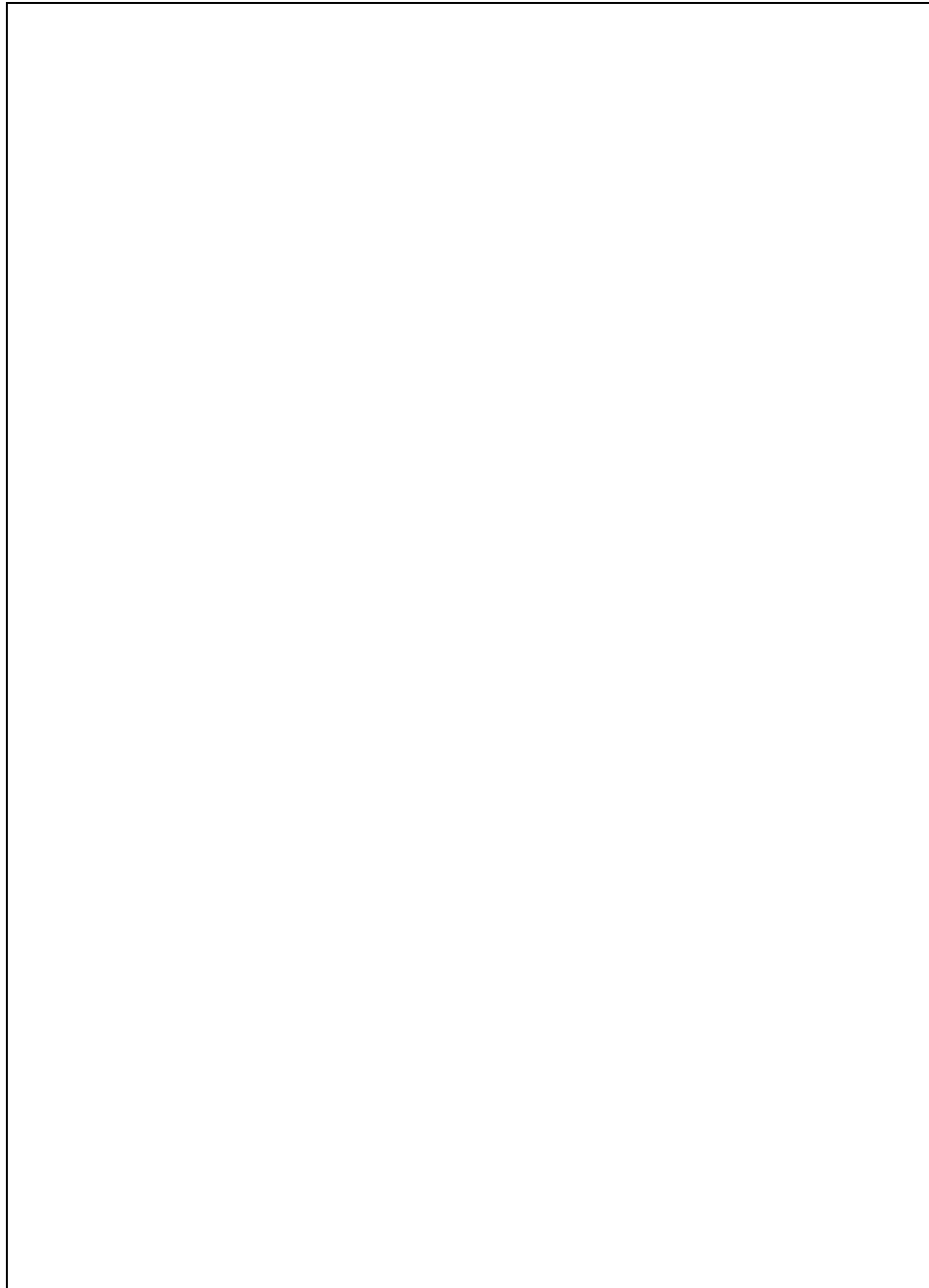
- _____ who is personally known to me
- _____ whose identity I proved on the basis of _____
- _____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

LOT SKETCH PLAN

- Show location of proposed accessory building. Provide accurate dimension from building to property line.
- Show location of house and other existing structures.
- Label Street(s)
- Indicate direction. Draw a north arrow.



PROCESS

Optional:

- Submit a **Sketch Plan Application** with a plot plan (lot sketch plan) explaining what you would like to do. The purpose of a Sketch Plan application is to obtain initial feedback in order to help make a decision on proceeding with a certain application. With some applications this is a required step. In this case it is only optional depending on your timing. There is no filing fee.

- The Sketch Plan is reviewed by applicable City departments. Comments are provided back to the applicant. The Sketch Plan is not reviewed by the applicable Utility Companies for their comments at this stage.

Required:

- Submit the **Encroachment application, lot sketch plan, and filing fee.**

- City Staff will review the application and provide review comments.

- City Staff will prepare the draft Easement Encroachment Agreement to be reviewed by the Utility Companies and provide to the application.

- Applicant responsible to contact Utility Companies. City will provide contact information and letter to the Utility Companies.

- Upon approval, City will record agreement with the Box Elder County Recorder's Office.