



City of Ketchum  
Public Works

<b>OFFICIAL USE ONLY</b>
Permit Fee: _____
Date Paid: _____

## RIGHT-OF-WAY ENCROACHMENT PERMIT APPLICATION

Property Owner: \_\_\_\_\_

Project Contact: \_\_\_\_\_

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

Property Street Address: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

Encroachment(s) in Right-of-Way: \_\_\_\_\_

\_\_\_\_\_

Name or Description of Right-of-Way Affected: \_\_\_\_\_

\_\_\_\_\_

Width of Right-of-Way: \_\_\_\_\_

Dimensions of Right-of-Way Encroachment(s): \_\_\_\_\_

Distance of Encroachment from Existing Pavement: \_\_\_\_\_

Attach diagram identifying streets and/or alleys, total width of right-of-way, dimensions of right-of-way encroachment, types(s) of encroachment and visual aids sufficient to show the impacts of the encroachment.

**Owner's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### *Administrative Use Only*

Date Received: \_\_\_\_\_ Date of Council meeting: \_\_\_\_\_

Date applicant notified: \_\_\_\_\_ Date legal notice published: \_\_\_\_\_

Date adjacent property owners notice mailed: \_\_\_\_\_

Date ownership verified with Assessor's Office: \_\_\_\_\_

Owner:  Corporation  Partnership

Comments (include status, president, ect.): \_\_\_\_\_

\_\_\_\_\_

Action taken by Council: \_\_\_\_\_

\_\_\_\_\_

Date approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

Date Right-of-Way Agreement recorded: \_\_\_\_\_ Instrument Number: \_\_\_\_\_