

# APPLICATION FOR ENCROACHMENT AGREEMENT

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Date \_\_\_\_\_

1. Applicant's name \_\_\_\_\_
2. Landowner's name \_\_\_\_\_
3. Landowner's Mailing Address \_\_\_\_\_  
Landowner Phone # \_\_\_\_\_ Landowner Email \_\_\_\_\_
4. Name of District Facility affected by proposed structure: Lateral \_\_\_\_\_ Drain \_\_\_\_\_
5. Location of proposed structure: APN# \_\_\_\_\_  
Site Address: \_\_\_\_\_
6. Briefly describe requested Encroachment: \_\_\_\_\_  
\_\_\_\_\_
7. Contractor Name \_\_\_\_\_  
Contractor Phone # \_\_\_\_\_  
Contractor Email \_\_\_\_\_
8. Approximate starting date \_\_\_\_\_

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## **PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:**

1. A drawing of the proposed structure and surrounding area including the following:
  - North Arrow
  - Location of SSJID Facility
  - Location of Proposed Structure
  - Local Roads
  - Approximate Property Lines
  - Reference to Applicable District Standards
  - Horizontal Distances from Above Ground Facilities
2. A copy of the current deed which includes a legal description of property.
3. \$200.00 fee

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## **BRING COMPLETED FORM & NECESSARY DOCUMENTS TO SSJID**

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1. The final Encroachment Agreement will be prepared for you by the Engineering Dept.

2. Your **notarized signature** is required on the Encroachment Agreement for recording. **All legal owners of the property must sign the Encroachment Agreement.** A notary public is available in our office, for your convenience. Our business hours are 7:30 – 4:30, Monday-Friday.
3. Your completed application will be reviewed and processed according to District policy. A determination will be made as to the feasibility of the proposed encroachment and recommendation will be made to the Board of Directors.
4. **DO NOT PROCEED WITH THE PROPOSED ENCROACHMENT UNTIL YOUR PERMIT HAS BEEN APPROVED AND ALL REQUIRED DOCUMENTS HAVE BEEN SIGNED BY OWNER. ONCE APPROVED, A COPY OF THE PERMIT MUST BE KEPT AT PROJECT SITE.**
5. Contact the Facility Inspector/Technician at 209-905-3822 for preliminary & final inspections.
6. If you have any questions concerning your Encroachment Agreement please feel free to contact the Engineering Department, 209-249-4619.

**APPLICANT'S SIGNATURE** \_\_\_\_\_