

RECORDED
ENCROACHMENT PERMIT

What should be submitted with an application for a Recorded Encroachment Permit?

Submit information as you would for a regular Encroachment Permit, however, the following also applies:

- The site plan and any construction information shall be on 8-1/2" by 11" paper with a 1/2" border. All lettering and notations shall be clearly marked; otherwise the County Recorders office will not accept the document.
- The right-of-way line, edge of pavement, centerline of road, street name and all improvements within the right-of-way shall be clearly shown on the site plan.
- The site plan shall be drawn to scale and dimensions provided showing the extent of the encroachment into the right-of-way.

What are the steps to record an Encroachment Permit?

- Submit a completed application, site plan, fees and a *copy of your Deed*.

- If the permit will be approved, the permit will be sent to you for your notarized signature. Return the permit to the County with your notarized signature. Do not start work yet.
- The Road Commissioner will sign the permit, then forward the permit to the Recorder's office for recording. A copy will be sent to you and you may start work.
- Should the recorder's office reject the document you will be required to correct the deficiency and resign the permit. The Permit is not valid until recorded.