



City of Englewood
 Community Development Department
 1000 Englewood Parkway
 Englewood, CO 80110
 303-762-2342
 englewoodgov.org

ENCROACHMENT AGREEMENT – ADMINISTRATIVE CHECKLIST

Only **complete** applications will be accepted.
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		Application Form
		Completed Checklist (this form)
		Fees
		Application Fee (payable to City of Englewood) \$ 50.00 (Non-Refundable)
		Recording Fee (payable to Arapahoe County Clerk) \$ TBD (Due at recording)
		Site Plan:
		Maximum Size: 11" x 17"
		Number of Copies for initial submittal: 4
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		Property lines
		Indicate where the encroachment occurs
		Type of encroachment
		Dimensions of encroachment
		Dimensions of adjacent public right-of-way
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals

Avoid delays - Submit a complete application!