



Planning, Development & Transportation

Engineering Department

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fcgov.com/engineering

REVOCABLE ENCROACHMENT PERMIT APPLICATION

in the Public Right-of-Way

(Minimum of 5 business days required for approval)

ENCROACHMENT SUBMITTAL INFO: All submittals MUST include the following with this application:

1. A sketch plan that shows the proposed location(s) of the encroachment(s) and locations of the property line(s), sidewalk(s), and street(s). A licensed surveyor may be required to accurately locate property boundary(s).
2. Applicants for an encroachment permit that will occupy any parking spaces in the downtown area must notify the City of Fort Collins Parking Services Department, at 215 N. Mason Street, (970) 221-6617.

Applicant Name: _____ Phone: _____

Company: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Sub-Contractor: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Location of Encroachment (Address): _____

Type of Right-of-way Impacted: ☐ Street ☐ Alley ☐ Sidewalk ☐ Other: _____

Purpose of Encroachment: _____

Dates of Encroachment: From: ____ / ____ / ____ To: ____ / ____ / ____ or Until Revoked (permanent type items)

This permit is non-transferable, is personal to the Applicant and is non-assignable. Applicant agrees that any transfer of ownership of the business holding the permit will terminate this permit and require a new application to be filed by the new owner.

Applicant has read this permit and agrees to abide by the City of Fort Collins Municipal Codes, Standard Plans and Specifications and to such special conditions, restrictions, and regulations as may be imposed by the Engineering Department.

APPLICANT SIGNATURE: _____ DATE: _____

Encroachment Permit Type: ☐ Minor ☐ Major

Permit Fees: Application Fee: \$ _____ Inspection Fee: \$ _____ Total Due: \$ _____

Conditions: _____

CITY OF FORT COLLINS APPROVAL: _____ DATE: _____