

## APPLICATION SUBMITTAL REQUIREMENTS

### Encroachment Permit

The following information must be submitted for a City of Newport Encroachment Permit under Newport Municipal Code (NMC) Chapter 9.15:

- 1. A cover letter identifying the property owners, address, and legal description of the subject property to be benefited by the encroachment, identification of the right-of-way/public property to be encroached upon, and an explanation of the request, including any additional reasons for the request that the applicant would like to provide.
  
- 2. A current 18" x 24" Lincoln County Assessor's tax map(s) showing the subject property and the notification area. The notification area is all properties within 200 linear feet of the boundary of the proposed encroachment. *(Lincoln County Assessor's office is located in the Lincoln County Courthouse at 225 W Olive St, Newport)*
  
- 3. A list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within the notification area (including the subject property) described in #2 above.
  
- 4. Written description of the proposed encroachment and a scale drawing illustrating the nature and extent of the proposed encroachment and its relationship to adjoining properties. **NOTE:** The city may require an actual survey to determine the exact location of any public or private improvements or significant vegetation.
  
- 5. Written findings addressing the following criteria as set forth in NMC Section 9.15.050 (A):
  - (1) A minimum of three feet of clearance shall be maintained on all sides of fire hydrants.
  - (2) Clearances to water meters shall be two feet from all sides measured from the outside edges of the box. The applicant shall pay for meter relocation if this standard cannot be met.
  - (3) Clearances from manholes and underground pipelines such as city sewer lines, water lines, and storm drain lines shall be a minimum of 7 feet.
  - (4) Clearances between underground utilities such as power, telephone, cable TV and natural landscape materials, or structures placed over those facilities shall be the distance required by the affected utilities. Conditions requested by the utility providers shall be considered for inclusion into the permit.

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- (5) Proposed encroachments shall not prevent access to, cover, or block the flow of water to or into catch basins, ditches, or swales, and shall not otherwise alter the natural drainage patterns in a manner that adversely affects other property. Where drainage is involved, the city manager may set specific requirements.
  - (6) Where the adjacent right-of-way has been fully improved to its planned dimension with associated curbs, sidewalks, utilities, and street trees, an encroachment permit may be permitted between the property line and the back edge of sidewalk provided there is a one-foot minimum clearance between the proposed encroachment and the back edge of the sidewalk and all other standards have been met.
  - (7) Sufficient room for off-street parking and pedestrian travel shall be maintained, and the encroachment shall not result in a loss of area needed for parking, vehicular maneuvering, or pedestrian travel.
  - (8) It is determined that the requested encroachment is consistent with the current use of the unimproved public right-of-way, easement, or public property.
6. If the applicant is not the owner of the property that will be benefited, the owner must also sign the cover letter as a co-applicant.
7. Fee of \$630.00 (NOTE: The additional cost of recording with the Lincoln County Clerk an approved encroachment permit/license agreement will be charged to the applicant if the encroachment permit is approved).