



# REVOCABLE LICENSE & ENCROACHMENT PERMIT APPLICATION

Submit application to:  
City of Klamath Falls  
Public Works Engineering  
226 S. 5<sup>th</sup> St. / P.O. Box 237  
Klamath Falls, OR 97601  
Phone (541) 883-5368  
Fax (541) 883-5287

**FEE: \$102.00**

(Includes \$50.00 non-refundable application fee and \$52.00 refundable recording fee if denied)

**Date:** \_\_\_\_\_

City Use: Encroachment # \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

APPLICANT E-MAIL: \_\_\_\_\_ CELL: \_\_\_\_\_

SITE ADDRESS / LOCATION OF PROPOSED ENCROACHMENT: \_\_\_\_\_

PURPOSE OF ENCROACHMENT: \_\_\_\_\_

**➤ SUBMIT A COPY OF THE RECORDED DEED (LEGAL DESCRIPTION) OF THE ADJACENT REAL PROPERTY BENEFITED BY THE ENCROACHMENT.**

By submitting this application, Applicant acknowledges that the City of Klamath Falls and other public utility companies are not liable for any damage caused to any permitted or unpermitted encroachment during maintenance or construction activities within the right of way.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***THIS SECTION FOR CITY USE ONLY ↓***

FEES PAID: \_\_\_\_\_ DATE: \_\_\_\_\_

**ENGINEERING & PLANNING RECOMMENDATIONS:**      **Approved:** \_\_\_\_\_      **Denied:** \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RESTRICTIONS / COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N/A     The permittee is responsible for physically locating the item of encroachment and shall register with the Oregon Utility Notification Center by phoning 1-800-332-2344.

**PUBLIC WORKS DIRECTOR:**      **Approved:** \_\_\_\_\_      **Denied:** \_\_\_\_\_

DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

## **INSTRUCTIONS/INFORMATION SHEET FOR ENCROACHMENT EXHIBIT MAP**

(Illustrate the proposed structure encroachment on a separate  
8 ½"x 11" or an 8 ½" x 14" sheet)

PROVIDE THE FOLLOWING INFORMATION AND FORMAT ON YOUR ENCROACHMENT  
DRAWING. DRAWINGS WITH MISSING INFORMATION OR NOT FORMATTED PROPERLY WILL  
BE RETURNED TO THE APPLICANT FOR CORRECTION(S).

1. Drawn by: \_\_\_\_\_ Date: \_\_\_\_\_ Scale: \_\_\_\_\_  
NOTE: Scale must be acceptable "Engineer's Scale" only (Example: 1"= 20'), and shown on drawing.
2. Lettering shall be legible and printed in Upper or Upper/Lower (combined) case, if not drawn as a computer generated map. No cursive lettering, printed only. (All line work shall be drawn with a straight edge.)
3. Dimension **ALL WORK**. Distances referencing the encroached item shall be a bearing/ distance from a known survey corner, property corner, or distances "up and over" from property/ right of way lines. Other methods will be considered as a last resort on a case-by-case review. Some examples are: distance from encroachment to property lines, curbs, sidewalks.
4. Show the main building adjacent to the encroachment with the address.
5. Show all associated street names pertaining to the encroachment and property.
6. Show true north arrow. If magnetic, identify it as such.
7. List or identify materials of the encroached structure; along with heights, widths, lengths, diameters, depths (for underground structures), etc.
8. Show the name of the person(s) who benefits from the encroachment and their address.
9. Show other related information pertinent to the encroachment.
10. A drawing submitted by a Surveyor registered in Oregon is acceptable. However, if information on the drawing needs to be added or changed and the drawing has been stamped, signed or sealed, the drawing must go back to that Surveyor for changes or additions before resubmitting to us.

**ONE-SHEET PLOT PLAN**

Drawn by: \_\_\_\_\_ Date: \_\_\_\_\_ Scale: \_\_\_\_\_

