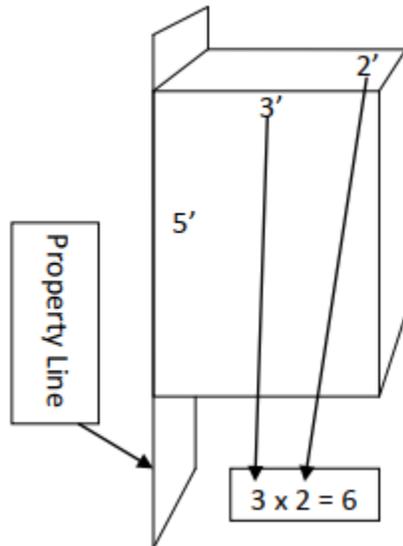


# ENCROACHMENT PERMIT SUBMITTAL GUIDELINES

The following documents are needed upon application:

1. Encroachment Permit Application/Agreement, including property owner's signature
2. Dimensioned sketch/drawing of proposed encroachment and location of encroachment  
-The total square feet of area to encroach as referenced on the application should be calculated by multiplying the length (3) x width (2) = 6 square feet. This will determine the area that is in the public way. It is not necessary to calculate height (5' - the vertical dimension). Please see the diagram below:



The following documents are needed before final approval of the application:

1. Application fee of \$25 or \$1 for every square foot that encroaches, whichever is larger
2. Comprehensive general liability insurance coverage in the amount of not less than \$500,000 combined single limit and a current copy of Endorsement CG 2013, naming the City of Ames and its employees and assigns, as an additional insured on the policy.

## ADDITIONAL INFORMATION

1. If the encroachment is a sign or a structure, it may require additional permits.
2. City Council approval is needed in order to approve the application. This application will be placed on the next City Council consent agenda.
3. Proof of insurance may be submitted at any time before final approval. The applicant may want to confirm City Council approval before adding additional insurance to their policy.
4. Once all documents have been received and approved, a permit will be issued and sent to the property owner.
5. The property owner is required to send an updated copy of their insurance to the City Clerk's Office annually. Failure to do so may result in revocation of the encroachment permit.