



Surface Revocable Permit

Submittal Checklist

General Requirements

- | | |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Site Plan |
| <input type="checkbox"/> | Owner's Authorization |

Plan Contents

All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected.

Plan Contents

Include the details below on a site plan.

- | | |
|---|--|
| ▪ | Legend Information: Address of property |
| | ○ Indication of standardized scale, both fractional and bar (i.e. 1" = 20') |
| | ○ North arrow |
| | ○ Address of property |
| | ○ Contact information for applicant (name, address, email and phone number) |
| ▪ | Drawing information: |
| | ○ Property lines and dimensions of adjacent property |
| | ○ Name of adjacent rights-of-way |
| | ○ Total width of all adjacent streets and alley rights-of-way |
| | ○ Location of curb, sidewalk, bus stop, bench, landscaping, fire hydrant, mailbox or object that the permitted use would impede |
| | ○ Dimensions of area to include length, width and height (if applicable) |
| | ○ Distance from neighboring driveway, street corners, and stop signs |
| | ○ Elevation drawing of any proposed structure to be placed within the public right-of-way |
| | ○ An approved and stamped architectural or civil engineer set of drawings for an encroachment that physically attaches to an existing building, i.e. awning, sign, balcony, etc. The drawing must indicate how the encroachment will be attached to the building, for example bolted, welded, cantilevered, etc. |