

Instructions for completing Encroachment Permit Application form:

- 1) A permit number will be assigned by the Department.
- 2) Fill in name and address of applicant (owner or his or her agent). Provide telephone number(s) at which the contact person may be reached 24 hours a day, 7 days a week. Give name of contact person if different from applicant.
- 3) Provide name of county, road or route number, and road name if known.
- 4) Provide a detailed description of the type of encroachment (driveway, landscape, subdivision, street, etc.).
- 5) Provide description of location. For example, 2.1 miles north of intersection of Road S-04-22 or 300 feet west of Road S-04-66. This information shall also be included on the drawing as instructed in the permit application checklist.
- 6) Provide applicants name and signature and date of application.
- 7) The Department will provide the date by which the work is to be completed.
- 8) The Department will add any special provisions to the permit. For example, applicant shall erect Department approved stop signs or work shall only be done between hours of 9 a.m. and 4 p.m. on weekdays.

Instructions for Printer Setup:

- 1) From the Browser Menu, select File/PageSetup, set Left, Right, Top and Bottom Margin = 0.5 .
- 2) To prevent the Form Name from being printed at the top left on the form, go to File/Page Setup and delete the reference to the Form Name(&W) in the Header text box.