

**City of Suffolk Department of Planning**  
**APPLICATION FOR RIGHT OF WAY ENCROACHMENT**



<b><i>PART 1- OFFICE INFORMATION: To be completed by staff</i></b>			
Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

<b><i>PART 2- GENERAL INFORMATION: To be completed by applicant</i></b>	
<p><b><u>Important Notice:</u> Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted.</b></p> <p><b><u>Application Fee:</u> \$105.00</b></p>	
Property Address: _____	Tax Map Number: _____
Account Number: _____	Zoning District: _____
Total Site Acreage: _____	Area of Encroachment: _____
Applicant Name: _____	
Company (if applicable): _____	
Address: _____	
Email: _____	Phone: _____
Brief description of proposed encroachment (attach more sheets if needed): _____	
_____	
_____	

<b><i>PART 3- REQUIRED INFORMATION FOR APPLICATION: To be submitted by applicant</i></b>
<p>The applicant must submit a <i>plat/survey</i> showing the exact <b>location and extent</b> of the encroachment, including the dimensions of the encroachment and total area.</p>

***PART 4- APPLICANT AGREEMENT: To be completed by applicant***

The applicant must agree to the following statements:

1. The owner for himself, his administrators, executors, heirs, devisees, successors and assigns shall keep and hold the City free and harmless from any and all liability on account of any injury to any person or persons or damage to any property or properties growing out of or directly or indirectly resulting from such encroachment or obstruction and the construction, maintenance, operation or removal thereof; and in the event that any suit or proceeding shall be brought against the City, at law or in equity, either independently or jointly with others on account thereof, the applicant will defend the City in any such suit or proceeding at the cost of the applicant; and in the event of a financial judgment or decree being obtained against the City either independently or jointly with others, then the owner will pay such judgment or comply with such decree together with all costs and expenses or whatsoever nature and hold the City harmless therefrom.
2. The encroachment or obstruction will be permitted subject to all provisions and conditions contained in the Virginia State Code, the charter of the City of Suffolk or any ordinance or regulation of the City of Suffolk.
3. The applicant will accept the permit, if issued, with the knowledge that it is revocable at the pleasure of the City Council or its designee and that upon revocation the encroachment or obstruction will be promptly removed by the owner of the property and upon the owner's failure to do so, the City of Suffolk may remove the same without liability to the owner for damages and with the right to recover from the owner all costs incurred by the City in the removal of the same.

Applicant signature: \_\_\_\_\_

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

***PART 5- STAFF REVIEW: To be completed by staff***

Conditions of Approval (if any): \_\_\_\_\_

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

City Manager Signature: \_\_\_\_\_

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