

# ENCROACHMENT PERMIT APPLICATION PACKET

## GENERAL APPLICATION INSTRUCTIONS

Effective Date: May 1, 2024

This is the City of Mason City Encroachment Application Package. Encroachment permits are issued in compliance with Title 5, Chapter 1, Article C of the Municipal Code.

**FEE:** \$30.00 to be paid at the time of application.

### APPLICATION PROCESS:

Please fill out the attached *Application Checklist* and *Application Form* and submit the application, proof of insurance, plans, and copy of completed Building/Structure/Sign permit application or other corresponding application to the Development Services Department. If you need assistance completing this application or have questions about the application process, please contact the Development Services Department at 641.421.3626 or 3<sup>rd</sup> Floor of City Hall.

### APPROVAL PROCESS:

Property owners must apply for and obtain an encroachment permit from the City prior to encroachment. The application for an encroachment permit is reviewed by the Development Services Director for completeness and then forwarded to the City Council for approval. The Council may impose conditions on approval on the use of public property to ensure protection of the public health, safety and welfare.

### APPLICATION CHECKLIST:

Use this checklist as a guide to prepare your application. Submitting a complete application will result in quicker permit approval. All items identified on the checklist are required unless otherwise noted.

- ☐ **Application**
  - Please ensure that all pages of the enclosed application are accurately completed and all the necessary signatures are provided.
  - For additional information, please read Title 5, Chapter 1, Article C of the Mason City Municipal Code, available on the City's web site, [www.masoncity.net](http://www.masoncity.net).
- ☐ **Proof of Insurance**
  - No applicant will be granted a permit unless they have first obtained liability insurance or an amendment or rider to an existing liability policy that covers the insured, the City of Mason City, and its officers and employees against liability that may arise from the encroachment.
  - The insurance must provide at least one million dollars (\$1,000,000) of coverage per occurrence with a total cumulative coverage of at least two million dollars (\$2,000,000).
  - The proof of insurance must list the City as an alternate insured under the policy.
- ☐ **Plan(s)**
  - Plan(s) shall be submitted on white paper no smaller than 8 ½" X 11" and no larger than 11" X 17" or digitally as a .pdf that is legible when printed on 11" X 17" paper. Pages with a gray or dark background will not be accepted. The page should include a 1 inch clear margin on all sides. Please avoid pencil drawings since they do not copy clearly. The plans should clearly illustrate:
    - The business name and address.
    - The scale of the drawing.
    - A north arrow
    - Abutting street names
    - The exact length(s) and width(s) of the proposed encroachment, (they must match the dimensions on the application.)

**City of Mason City**

*Development Services Department*

*10 First St. NW*

*Mason City, IA 50401*

*641-421-3626*

**OFFICE USE ONLY**

RECEIVED ON \_\_\_\_\_

APPROVED ON \_\_\_\_\_

SMARTGov # \_\_\_\_\_

**ENCROACHMENT APPLICATION**

In Accordance with Title 5, Chapter 1, Article C of the City Code

Please print or type

**APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Type of Encroachment \_\_\_\_\_

Duration of Encroachment \_\_\_\_\_

Address of Encroachment \_\_\_\_\_

Legal Description \_\_\_\_\_

Description of the Encroachment (type, dimensions, square footage, etc.)

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## SIGNATURES

By signing below, applicant and owner agree to comply with Title 5.1C of the Mason City Municipal Code and all other conditions and special conditions in the City's policy for issuance of an Encroachment permit. Any permit so issued shall be subject to revocation by the City for failure to meet or to maintain the area of the encroachment in strict accordance with the requirements of Title 5.1C or to comply with other applicable laws, rules, regulations, orders or directives. In addition, the applicant and owner agree to indemnify the City for any and all losses, claims, actions, judgments for damages or injury to persons and property and losses and expenses caused or incurred by the applicant and owner, its servants, agents, employees, guests business invitees, and not cause by or arising out of the tortious conduct of the City of Mason City or its employees.

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SIGNATURE OF APPLICANT

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DATE

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PRINTED NAME OF APPLICANT

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SIGNATURE OF BUSINESS OWNER

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DATE

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PRINTED NAME OF BUSINESS OWNER