



**APPLICATION FOR ENCROACHMENT  
PROPERTY OWNER DATA**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

**PROPERTY OWNER REPRESENTATIVE**

Name \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

**INSURANCE CERTIFICATE**

An insurance certificate insuring the City against claims arising due to this encroachment is required. The City Attorney's office will request this certificate at the time the ordinance is prepared.

**DESCRIPTION OF ENCROACHMENT**

Below, please describe the location, type, size and extent of the encroachment.

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## Encroachment Application Procedures

1. Petitioner obtains application and holds preliminary meetings with staff to discuss process, if necessary. Applications may be obtained in the Development Services Center; Right of Way Management, Public Works, Department of City Planning and Codes Administration and the City Manager's office.
2. Petitioner files completed application, supporting documents and drawings with Right of Way Management, Second Floor, City Hall Building.
3. The Right of Way Administrator may notify adjacent property owners and the neighborhood association that represents the area for their comments. A ten (10) working day comment period will be allowed.
4. The Right of Way Administrator coordinates review of the proposal with other departments and agencies and consolidates their reports. If necessary, a review meeting of the department representatives will be held in conjunction with the Site Plan Review Committee meeting on Wednesday of the week following the end of the comment period. Any citizen comments received will be aired and discussed at that time. If responses indicate disapproval, the report will be forwarded to the Director of Public Works for review. The petitioner will be notified if the application is disapproved and of the reasons therefor.
5. If departments render stipulations or require revisions of plans submitted as a condition for their approval, the petitioner will be notified and given the opportunity to contact the appropriate departments for clarification and to meet the necessary requirements. This includes any requirement for review of the proposal by the Norfolk Design Review Committee.
6. If the review by City staff is favorable and all other requirements (stipulations, Design Review approval) are met, the applicant will be notified by letter. Copies of this letter and associated file will be forwarded to the City Attorney for preparation of an ordinance, and to the appropriate Assistant City Manager and the Director of Public Works. Favorable staff review, however, does not constitute, nor does it guarantee, a granting of the encroachment requested by the petitioner.
7. The City Attorney will contact the applicant for proof of the necessary insurance coverage and, upon receipt of the required assurance, will draft an ordinance permitting the encroachment, revocable at the will of the City Council, and forward it to the City Manager to be placed on the Council docket.
8. City Council will act on the ordinance. If passed, the applicant may acquire any additional permits needed and proceed with the encroachment.
9. Encroachments normally require eight to ten weeks to process.

## INSTRUCTIONS FOR ENCROACHMENT APPLICATIONS

Please complete all applicable sections of this form. These instructions are written primarily for an encroachment into the right of way, however it may also be used for any encroachment into any property of the City of Norfolk.

Property Owner Data - Give the property owner's mailing address. If the encroachment is at another location, please note in "Description of Encroachment".

Property Owner Representative - List any person, attorney, architect, engineer, etc. applying for the encroachment who represents the owner. (The applicant may be either the property owner or the property owner representative.)

One of the requirements for granting an encroachment is naming the City of Norfolk as an additional insured on liability coverage for the property to which the encroachment is attached, The City Attorney's office will request this certificate at the time the ordinance is prepared.

Description of Encroachment - Please note the street address if different from the owner's address listed. State if the encroachment is existing or proposed and the age of an existing encroachment, if known. Note if the encroachment is being or has been reviewed by the Norfolk Design Review Committee.

Give as complete a description as you can of the size, type and location of encroachment and an explanation of the need for the encroachment.

ATTACH A PLAN, DRAWN ON **NO LARGER THAN LEGAL SIZE SHEETS** EITHER TO SCALE OR DIMENSIONED, SHOWING THE ENCROACHMENT'S SIZE AND LOCATION IN THE RIGHT OF WAY. IF THE ENCROACHMENT IS AN OVERHEAD PROJECTION INTO THE RIGHT OF WAY, PLEASE SHOW A PROFILE VIEW GIVING THE PROJECTION AMOUNT AND VERTICAL CLEARANCE. PLEASE ENCLOSE A PHOTOGRAPH OF THE EXISTING OR PROPOSED SITE. ALL PLANS MUST SHOW THE LOCATION OF THE RIGHT OF WAY LINE, THE EDGE OF PAVEMENT OR CURBLINE AND THE LOCATION AND WIDTH OF SIDEWALK. YOU MAY INCLUDE SITE PLANS, PHYSICAL SURVEYS, ARCHITECTURAL DRAWINGS OR OTHER SKETCHES OR MAPS, IF NEEDED TO BETTER EXPLAIN THE ENCROACHMENT. *(Please fold legal size to letter size)*

The encroachment review is coordinated through Right of Way Management (664-7306) and is reviewed by any departments of the City that may be affected. Please contact the Design Review Liaison in the Department of City Planning and Codes Administration, 5th Floor City Hall, 664-4752 to determine if additional review by the Design Review Committee is necessary.

Please return this form to:

RIGHT OF WAY MANAGEMENT  
CITY HALL BUILDING  
810 UNION STREET, SUITE 201  
NORFOLK, VA 23510  
Email to: [pwrow@norfolk.gov](mailto:pwrow@norfolk.gov)