



ROW ENCROACHMENT AGREEMENT

Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pg. 2) included in this packet for more information on each submittal item.

All applications are submitted on-line through the E-Permit Center customer portal at <https://permits.adcogov.org/CitizenAccess/>. Register to create account or login to existing account. You will then click "Infrastructure" and "Create an Application", then select "RWE Encroachment Agreement" to start this application. Include the following checklist and development application form with the application materials. All submittal documents should be combined in a single PDF before uploading. The application fee is payable online at <https://permits.adcogov.org/CitizenAccess/>. Documentation of fee payment must be included in the application submittal.

- 1. Development Application Form (pg. 4)
- 2. Application Fees
- 3. Written Request (explanation for request)
- 4. Site Plan
- 5. Proof of Ownership (warranty deed or title policy)
- 6. Statement of Authority (for entities, companies, etc.)

Application Fees	Amount	Due
ROW Encroachment Agreement	\$800.00	With application submittal

ROW Encroachment Agreement Application Submittal

The submittal documents for a ROW Encroachment Agreement Application are listed below. Detailed explanations of the submittal documents are also provided. All required documents must be submitted as a full packet to be considered complete and moved into the review process. The review period for a ROW Encroachment Agreement is 30 days from date of a complete submittal.

All application submittal shall be comprised of one (1) electronic copy. **Application submittal that do not conform to these guidelines shall not be accepted.**

3. Written Request:

- A clear and concise, yet thorough, description of the request.

5. Proof of Ownership:

- A deed may be found in the Office of the Clerk and Recorder.
- A title commitment is prepared by a professional title company.

4. Site Plan:

- A computer generated representation of the physical feature and property/ROW lines as located by a land surveyor or civil engineer.
- Sheet Size: 8-1/2" x 11" (letter) or 8-1/2" x 14" (legal)
- Margins: 1" at top and bottom and 1/2" on both sides
- Font Size: 8pt or larger
- Heading should read "Exhibit A - Site Plan"
- No company logo or title block on Site Plan
- Include:
 - Location of ROW and property lines of subject property
 - Location of encroachment improvement with dimensions to ROW or lot lines
 - Label type of encroachment improvement, provide size dimensions
 - Scale, north arrow, and date of preparation
 - Street Name(s)
 - Property address and Assessor parcel number
 - General legal description of proposed encroachment (i.e. Quarter Section, Section, Township, Range, Principal Meridian, Lot, Block, Tract, Subdivision Name)

Process for Encroachment Agreement in the Public Right-of-Way (ROW)

An Encroachment Agreement is required when private improvements encroach into rights-of-way and easements owned by Adams County. Per the Adams County Development Standards and Regulations (DSR), restrictions are established to limit the placement of objects in the public ROW which may constitute a hazard to drivers or pedestrians. According to the Colorado Revised Statutes, no person or corporation shall erect any fence, house, or other structure, or dig pits or holes in or upon any highway, or place thereon or cause or allow to be placed thereon any stones, timber, or trees, or any obstruction whatsoever. The DSR also provides provision for the Public Works Director to issue written administrative decisions regarding the engineering provisions of the DSR.

Each Encroachment Agreement will be subject to review for safety, stormwater utility impacts, and legal provisions. To apply a uniform set of standards for granting an Encroachment Agreement for elements within the public ROW, and to ensure that public safety is not compromised, the provisions of each Encroachment Agreement request will be subject to review and approval by the Adams County Sheriff's Office, local fire district, and the Adams County Public Works Safety Team. Not all improvements are allowed and you are strongly encouraged to contact the Public Works Department at 720-523-6875 to discuss your particular situation.

Approval of the agreement creates no property interest for the applicant to Adams County's ROW, except for the specific encroachment approved. In the event that Adams County desires to construct a project within the ROW, Adams County may elect to demolish the improvements as needed or require the applicant or property owner to remove the improvements to accommodate the project.

Below is the typical workflow process for an Encroachment Agreement

1. Complete application received.
2. Application review and draft Encroachment Agreement prepared by Adams County.
3. Draft Encroachment Agreement sent to applicant for review and execution.
4. Applicant returns Encroachment Agreement to Adams County for Board of County Commissioner's approval.
5. Encroachment Agreement recorded by the Clerk and Recorder.
6. Recorded copy of the Encroachment Agreement sent to the applicant.
7. Adams County reserves the right to add additional requirements as deemed necessary in its sole discretion.



Application Type:

<input type="checkbox"/> Conceptual Review	<input type="checkbox"/> Preliminary PUD	<input type="checkbox"/> Temporary Use
<input type="checkbox"/> Subdivision, Preliminary	<input type="checkbox"/> Final PUD	<input type="checkbox"/> Variance
<input type="checkbox"/> Subdivision, Final	<input type="checkbox"/> Rezone	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Plat Correction/ Vacation	<input type="checkbox"/> Special Use	<input type="checkbox"/> ROW Encroachment Agreement

PROJECT NAME:

APPLICANT

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

OWNER

Name(s): Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)

Name: Phone #:

Address:

City, State, Zip:

2nd Phone #: Email:

DESCRIPTION OF SITE

Address:

City, State, Zip:

Tax Assessor
Parcel Number

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name:

Date:

Owner's Printed Name

Name:

Owner's Signature