



ENCROACHMENT (RIGHT-OF-WAY) PERMIT APPLICATION

INFORMATION TO BE PROVIDED BY APPLICANT – ALL BLANKS MUST BE FILLED IN AND
ALL REQUIRED ELEMENTS MUST BE SUBMITTED

Please note that Public Works will require 5 working days notice for all water and sewer taps. Please call Public Works at 307-733-3079 to schedule this.

PROJECT:

Address: _____

Legal Description (Lot No., Block, and Tract): _____

Purpose/Description of Work (Complete Site Plan on Reverse Side): _____

Date Encroachment to Commence: _____

APPLICANT/CONTRACTOR INFORMATION:

Property Owner: _____ Phone: _____

Mailing Address: _____

Contractor: _____ Phone: _____

Mailing Address: _____

Signature of Owner or Authorized Representative (Letter of Authorization Attached):

In order to be considered complete the following elements must be supplied with this application:

_____ Name and Address of Applicant and Contractor and Letter of Authorization (if acting as Authorized Representative)

_____ Nature, location, and purpose of encroachment

_____ Date of commencement and anticipated completion

_____ Completed Sketch/Plans showing extent of encroachment work including limits of sawcuts

_____ Traffic Control Plan

_____ Location of Construction Fencing

_____ Material proposed to be used as bedding and backfill (if needed) – See TOJ Specifications for various bedding applications

_____ Proposed method of compaction and compaction testing (if necessary)