

Application for an Encroachment Permit
City of Minneapolis – Department of Public Works

(As required by the Minneapolis Code of Ordinances – Chapter 95)

Property Information

Property Owner: _____

Property Address: _____

Property ID: _____ Ward: _____

Legal Description: _____

Applicant Information

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Applicant Signature: _____

Encroachment Description

Please identify the type of encroachment being requested, and describe the materials to be used: _____

PROVIDE A SURVEY/SITE PLAN WHICH SHOWS THE DETAILS AND DIMENSIONS OF THE ENCROACHMENT. THE DRAWING MUST SHOW ACCURATE PROPERTY LINES AND THE LOCATION OF ELEMENTS OF THE RIGHT OF WAY, SUCH AS STREETS, SIDEWALKS, BOULEVARDS, CURBS, CURB-CUTS, TREES, HYDRANTS, LIGHTS AND SIGNS, BUS STOPS, UTILITIES. PHOTOS OF THE SITE SHOWING CURRENT CONDITIONS ARE REQUESTED (DIGITAL ON DISK OR BY E-MAIL ARE BEST)

Encroachment Permits

In order to occupy public right of way, an Encroachment Permit is required for any existing or proposed structure or portion thereof that projects onto, under or over any municipal right of way, under the authority outlined in Title 5, Chapter 95, of the City of Minneapolis Code of Ordinances. The Encroachment Permit gives the permit-holder permission to use a specific portion of the right of way until such time as that portion of the right of way is needed by the City of Minneapolis for public purposes. Encroachment Permits are revocable at any time in the interest of public safety.

Making Application

Applicants seeking permits to encroach into the public right of way shall file a complete application with the Director of Public Works, in person, electronically, by facsimile, or by U. S. mail on forms provided by the Right of Way Section of the Engineering Design Division. Applications shall be accompanied by a non-refundable application fee payable to "Minneapolis Finance Department" according to the following schedule:

Residential -- \$50
Non-residential -- \$75
Amendment to Existing Permit -- \$25
(at the discretion of the Department of Public Works)

Mailing Address:

Minneapolis Dept. of Public Works
Right of Way Section
309 2nd Ave. S.
Room 200
Minneapolis MN 55401-2268

Telephone:(612)-673-2403 – Scott Graykowski
(612)-673-2428 – Robert Boblett

Fax (612)-673-2048

E-Mail: PWrightofway@minneapolismn.gov

Public Works staff will review your request and determine whether the Encroachment Permit should be granted. If the application is approved, you will be sent the following forms:

1. An acceptance form in which the property owner agrees to the conditions the City places on the Encroachment Permit.
2. An insurance endorsement form to be completed by the property owner's insurance agent and returned with a certificate of liability coverage which names the City of Minneapolis as an additional insured party. Our address as additional insured is the mailing address listed above.

When these two items have been submitted to the Department of Public Works, an Encroachment Permit will be issued. If the application is denied, you will be informed regarding your right to appeal, and the procedure by which an appeal may be made.

You must obtain any required Encroachment Permits BEFORE obtaining Building Permits.

In some cases, review by the Zoning Department, Regulatory Services, Park Board and/or other Public Works departments may be necessary. For leased property, or property being purchased by a Contract for Deed, a letter from the fee owner of the property may be required.