



City of Tigard
ENGINEERING | PUBLIC WORKS
Encroachment Permit

Permit #: _____

**Return to City of Tigard After
Recording (For Permanent Only)**

PROJECT INFORMATION

Project Name: _____

This Encroachment is for: Furnishing Underground System Privately owned Structure Hardscape

*(See TMC 15.16 for definitions)

SITE INFORMATION (Include: Site address, proposed use of right-of-way, proposed time frame, contractor information, and scale drawing of encroachment and its relationship to adjoining properties):

APPLICANT / PROPERTY OWNER INFORMATION | Is Applicant Same as Property Owner? Yes No

Applicant Name: _____ Property Owner: _____

Applicant Address: _____ Property Address: _____

City: _____ State: ____ Zip: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____ Phone: _____ Email: _____

THIS ENCROACHMENT PERMIT IS SUBJECT TO THE PROVISIONS OF Tigard Municipal Code Chapter 15.16. I certify that the information provided in this application is true and correct to the best of my knowledge. I have read, and I agree to be bound by Tigard Municipal Code Chapter 15.16.

Applicant Signature: _____ Print Name of Applicant: _____

Property Owner Signature: _____ Print Name of Property Owner: _____

IF INSURANCE IS REQUIRED BY CITY OF TIGARD:

Insurance Policy No. _____ Policy Expiration Date: _____

STAFF USE ONLY

Received by: _____ Received Date: _____ Permit fee: _____

Approved by: _____ Approved date: _____ Add. Fees: _____

TIGARD MUNICIPAL CODE 15.16
ENCROACHMENT PERMITS

Standards for Approval:

1. The proposed encroachment is expressly authorized by the Tigard Community Development Code or is otherwise in the public interest and consistent with the City's Public Improvement Design Standards.
 2. The proposed encroachment does not interfere with the existing or future transportation system or the provision of public utilities.
 3. The proposed encroachment does not impede vision clearance or sight distance, pursuant to Tigard Community Development Code Chapter 18.920 or the current AASHTO publication, "A Geometric Design of Highways and Streets," whichever is more restrictive.
 4. The proposed encroachment does not prevent access to, cover, or block the flow of water to or into catch basins, ditches, or swales, and does not otherwise alter the natural drainage patterns in a manner that adversely affects other property.
 5. The proposed encroachment maintains minimum applicable vertical clearance for encroachments within the right-of-way, as provided in the Tigard Community Development Code or Manual on Uniform Traffic Control Devices.
 6. The proposed encroachment must meet minimum horizontal clearance from public facilities, such as manholes and fire hydrants, as set by the relevant service provider.
2. Furnishings must identify the name and address of the owner on the exterior of the object, as well as an emergency contact number.
 3. Furnishings must maintain a weather proof or weather resistant quality.
 4. Furnishings must be designed to be stable and self-supporting under a wind load of at least 20 pounds without attachment to the pavement or other object.

B. Standards of Approval for Furnishings:

In addition to the standards provided in Section 15.16.050.A, approval of furnishings as encroachments must meet the following additional standards:

1. Furnishings may not be chained, bolted, or otherwise attached to any fixture, tree, or item located in the right-of-way, nor attached to the surface of any right-of-way.