Right of Way Encroachment Permit Application

Permanent encroachments into the Public Right of Way require City Council approval of an Encroachment Agreement. The following outlines the process:

1. Applicant submits the attached application at the second floor of City Hall (480 East Avenue) along with detailed plans showing the proposed encroachment within the right of way and the required fee.
2. Application is reviewed by the Streets and Facilities Department to determine if the proposed encroachment can be approved or if revisions are necessary.
3. If the proposed encroachment can be approved, a draft encroachment agreement will be prepared.
4. The agreement will be scheduled for a City Council meeting for City Council review and approval.
5. Once the City Council approves the agreement, the Mayor and property owner sign the agreement and it is recorded with Blaine County.
6. Work can commence on the encroachment once the agreement is signed by both the Mayor and property owner.
RIGHT-OF-WAY ENCROACHMENT PERMIT APPLICATION

Property Owner: ___________________________________________________________

Owner Mailing Address: ____________________________________________________

Project Contact: __________________________________________________________

Contact Email: ___________________________________________________________

Contact Phone Number: ____________________________________________________

Property Street Address: ___________________________________________________

Encroachment(s) in Right-of-Way (be specific as possible): ________________________________

Name or Description of Right-of-Way Affected: ________________________________

Width of Right-of-Way: _______________________________________________________

Dimensions of Right-of-Way Encroachment(s): _________________________________

Attach diagram identifying streets and/or alleys, total width of right-of-way, dimensions of right-of-way encroachment, types(s) of encroachment and visual aids sufficient to show the impacts of the encroachment.

Owner’s Signature ___________________________ Date: ______________________

Once your application has been received, we will review it and contact you with next steps. 
No further action is required at this time.

Administrative Use Only

Date Received: ___________________________ Date of Council ___________________________

Meeting: ___________________________ Council Meeting Date: ___________________________

Action Taken by Council: ___________________________ 

Date approved: ___________________________ Date Denied: ___________________________

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