



REVOCABLE ENCROACHMENT AGREEMENT APPLICATION

NAME OF BUSINESS: _____

ADDRESS/GENERAL LOCATION: _____

DESCRIPTION OF BUSINESS: _____

CHECKLIST OF REQUIRED DOCUMENTS/INFORMATION:

- DRAWING DEPICTING AREA OF ENCROACHMENT
- BUSINESS USE PLAN INDICATING PROPOSED USE
- SINGLE LIMITED COMPREHENSIVE GENERAL LIABILITY INSURANCE POLICY (NO LESS THAN \$1,000,000)
- REVOCABLE PERMIT AGREEMENT DOCUMENT (COMPLETED AT THE END OF THE REVIEW PROCESS)
- OTHER: _____

DEPARTMENT REVIEW (STAFF USE ONLY):

Development Services: _____

Town Clerk (If Liquor License's is Needed): _____

Development Services (Zoning): _____

Town Legal Department: _____

Public Works: _____

PROPERTY OWNER INFORMATION:

Name _____

Company _____

Address _____

Fax _____

Phone: _____

Email _____

Signature of Owner _____

Name (Please Print) _____

REPRESENTATIVE INFORMATION:

Name _____

Company _____

Address _____

Fax _____

Phone: _____

Email _____

Signature of Representative _____

Name (Please Print) _____

Staff Use Only

Date Received: _____

Planner Assigned: _____

Application Received By: _____