



ENCROACHMENT PERMIT APPLICATION FORM

Planning & Development Department
535 Telfair Street, Suite 300
Augusta, GA 30901
Office: (706) 821-1796, Fax: (706) 821-1806

LOCATION OF ENCROACHMENT (Business Name / Address where applicable):

If there is no address adjacent to proposed encroachment, describe limits by nearest existing street intersections.

APPLICANT INFORMATION (PLEASE PRINT)

FULL NAME: _____
MAILING ADDRESS: _____
PARCEL NUMBER: _____
PHONE: _____ CELL: _____
EMAIL ADDRESS: _____

PROJECT INFORMATION

DESCRIPTION OF ENCROACHMENT: _____

PERIOD OF TIME FOR ENCROACHMENT: INDEFINATE or OTHER: _____
(circle one)

SIGNATURE: _____

Applicant agrees that if this application is granted, applicant shall indemnify, defend and hold harmless Augusta GA, its officers, agents, and employees against any and all liability, claims, actions, causes of action or demands, whatsoever against them, before administrative, quasi-judicial, or judicial tribunals of any kind whatsoever, arising out of, connected with or caused by the applicant's placement, erection, use (by applicant or any other person or entity) or maintenance of said encroachment or until such time that this permit is revoked.

Applicant further agrees that upon the expiration of the permit for which this application is made, of granted or upon the revocation thereof by Augusta GA, applicant will at his own expense, remove the same from public property or right-of-way where the same is located, and restore said public property of right-of-way to the condition as nearly as that which it was before the placing, erection, maintenance, or existence of said encroachment.

Applicant further agrees to obtain and keep all liability insurance required by Augusta GA in full force and effect for however long the encroachment remains. Applicant shall furnish the Planning & Development Department with a Certificate of Insurance evidencing sufficient coverage for bodily injury or property damage liability or both and required endorsements evidencing the insurance required. The type(s) and amount(s) of insurance coverage required are:

Residences: Homeowners General Liability coverage in the amount of at least \$300,000
Commercial: Commercial Liability coverage in an amount of at least \$1,000,000

The Commercial Liability policy must identify Augusta GA and its mayor, commission, officers, agents, employees, and designated volunteers as Additional Insureds.

ENCROACHMENT PERMIT REQUIREMENTS

- 1) Application
- 2) Copy of Augusta, Georgia Occupational License (for Commercial)
- 3) Drawing; minimum 8 ½” x 11” showing location of encroachment relative to existing street including roadway, curb & gutter, sidewalk, and property or nearest street intersection. Drawing must include all necessary information for permit reviewer to locate proposed encroachment in the field and assist in making a determination regarding your request. For Sidewalk Café, drawings must include:
 - A. Materials used for barrier,
 - B. Method to secure barrier,
 - C. Height of barrier,
 - D. Dimensions of barrier length and width in relation to establishment,
 - E. Distance to nearby existing sidewalk obstacles, and
 - F. Dimensions of all nearby pedestrian clearances.
- 4) Type and Amount of Insurance Coverage for encroachment installation or construction for;
 - A. Residence – Homeowners General Liability coverage in the amount of at least \$300,000.
 - B. Commercial – Commercial General Liability coverage in the amount of at least \$1,000,000.
 - C. Additional Insured Verbiage (for Commercial only): “Augusta GA, its mayor, commission, employees, agents, and volunteers are added as additional insured’s with respect to (encroachment description).”