

License to Encroach

From time to time, property owners may wish to install improvements within City easements on their property or within abutting street rights-of-way. In order to facilitate these installations, where appropriate, the City maintains a program to license such encroachments. These may include private utilities, small scale structures (such as sheds), signs, awnings, etc.

To obtain a license to encroach, one must submit an application with sufficient information for City staff to review the type of encroachment and location so as to ensure that the encroachment does not interfere with or undermine the purpose of the easement/right of way.

Specific information about what is required and how to submit can be found in the City's Development Manual, specifically the License to Encroach Application Checklist. Submittals can be made using [www. Mygovernmentonline.org](http://www.Mygovernmentonline.org) . Applications are accepted on the submittal dates set by the City's Planning Department. A schedule of those dates can be found on the Planning Department's website. Once submitted, your application will be reviewed and comments issued.

Upon approval, you will be required to execute license agreement with the City, which will then need to be recorded County's Official Public Records (see County Clerk website for office location and associated fees).

Please note the following:

1. Improvements may not be constructed until a license has been obtained, even if all other permits are in place.
2. Encroachments into a road right-of-way, or onto City property, require Council approval.
3. The City cannot issue a license to encroach into a street right-of-way or other easement that has not yet been accepted by the City.
4. Per State law, the City cannot issue a license for improvements within the right-of-way of a State highway.
5. Under Ch. 10 of the Unified Development Code, signage is prohibited within street rights-of-way unless otherwise authorized by a PUD zoning ordinance, development agreement, etc.

Please follow the following links to review the applicable sections of the City's Municipal Code ([12.09](#)) and Unified Development Code ([3.21](#)).

For specific questions on the process and what is allowed, or to determine if a license as previously been issued for improvements you may own, please email realestate@georgetown.org.