

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

1900 SW Fourth Avenue, Suite 5000, Portland, OR 97201 503.823.5185

Fax 503.823.7576 TTY 503.823.6868 www.portlandoregon.gov/transportation

Dan Saltzman Commissioner Leah Treat Director

## Revocable Encroachment Permit Application

Date: \_\_\_\_\_

Permit or associated Land Use case number

Address: \_\_\_\_\_

# \_\_\_\_\_ (  not applicable)

Attach separate sheet with additional properties if necessary.

Property ID # \_\_\_\_\_ (see portlandmaps.com Property Assessor page)

**Please provide specific information explaining why this encroachment needs to be in the public right-of-way?**

\_\_\_\_\_  
\_\_\_\_\_

**Describe the type of encroachment: Does the encroachment already exist, along which frontage(s), permanent or temporary, adjacent address and property line, etc? Provide an 11" X 17" site plan with the location and dimensions for: the encroachment, property lines and structures, show components of the right-of-way (e.g. locations of curb and sidewalk, poles, bus stops), etc.. If needed, attach additional sheets for response, sufficient information must be provided to understand the proposal, or the application will be rejected.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Applicant information**

Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **SEE BACK OF FORM FOR SUBMITTAL AND FEE INFORMATION**

**For staff use only:** ( TR # \_\_\_\_\_ )  Approved  Approved w/conditions  
 Denied (does not meet City Standards) an Encroachment Appeal Request must be made by the applicant for further consideration of this application

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



To ensure equal access, the Portland Bureau of Transportation will make accommodations in full compliance with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations and additional information, and complaints, contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5th Ave, Portland, OR 97204, or by telephone 503-823-5185, City TTY 503-823-6868, or use Oregon Relay Service: 711.

## **APPLICATION SUBMITTAL**

All applications are to be submitted to:

**City of Portland – 5<sup>th</sup> Floor Reception**  
**Attn: Bureau of Transportation (299/5000)**  
**1900 SW 4<sup>th</sup> Ave**  
**Portland, OR 97201**

Applications may be submitted in person, or by mail. The completed application must be received by PBOT no later than the Friday prior to the week of the next EAC meeting to be placed on the next agenda for appeal reviews (if required).

### **FEES**

For Encroachment Permits not associated with Building Permits that are under City review: The Encroachment Permit for ***an approved application*** will not be written or processed without the payment of the permit fee (\$578.00 payable to “City of Portland”). Payment may be made by check, cash or credit card. No fees are required for submitting an application. For Encroachment Permits that are associated with Building Permits still under City review: All associated fees will be

attached to the Building Permit’s fees and charges which will be payable at the time of the Building Permit approval.

Appeal fees: The denial of an application request may be appealed, but the fee must be paid prior to the application being reviewed by the Encroachment Appeal Committee (\$200.00 payable to “City of Portland”). Appeal fees are non-refundable. If the appeal is granted, the permit fees will still apply (see above) in addition to the appeal fee.

### **ADDITIONAL FEES AT TIME OF APPROVED PERMIT ISSUANCE**

Additional fees may be required at the time of the Revocable Encroachment Permit issuance. Fees may include:

- Transportation Structural Design review Fees
- Additional Inspection Fees
- County Recording Fees
- Other Fees on an as needed basis

If the applicant wishes to appeal an Encroachment Application Denial, a non-refundable fee of \$200.00 will be required in order to start the appeal process.