



City of Alamosa
Public Works Department
300 Hunt Avenue
Alamosa, Colorado, 81101
(719) 589-6631
daspinwall@ci.alamosa.co.us

ENCROACHMENT APPLICATION

It is the responsibility of the applicant to acknowledge and present to the fullest extent of their knowledge all information in this application, along with other supplemental forms and information determined by the City of Alamosa staff.

SITE INFORMATION

Legal Description: _____

Project Address: _____ Current Zoning: _____

Project Description _____

PROJECT CONTACT INFORMATION

Applicant Name: _____ **Mailing Address:** _____

Phone: _____ Email: _____

Agent Name: _____ **Mailing Address:** _____

Phone: _____ Email: _____

Property Owner Name: _____ **Mailing Address:** _____

Phone: _____ Email: _____

INFORMATION ON ENCROACHMENT TYPE

Permanent Structure
(Awning, bicycle rack, monument signs, outdoor signs, structure, etc.) Type: _____

Temporary Structure
(Signs, structures, trailers, and applicable materials for temporary vending, etc.) Type: _____ Duration: _____

Timeframe for Completion: _____

Project Description: _____

SUPPLEMENTAL INFORMATION CHECKLIST

- Site Plan**
- Photos of area of encroachment**
- Proof of insurance**
- Other permits or supplemental information:** _____

An encroachment application may require other specific use or permitted requirements to complete the application. Other applications that may be required will be determined by City Staff.

MANDATORY LIABILITY AND INSURANCE

The holder of an encroachment permits issued under this section shall indemnify and hold harmless the City, its officers, employees, and agents, against any and all claims arising from an occurrence occasioned by the permitted use. The holder shall maintain, during the period of the permit, comprehensive general public liability and property damage insurance naming the City, its officers, employees and agents as insureds in an amount equal to the limits under the Colorado Governmental Immunity Act, plus the cost of defense.

ACKNOWLEDGEMENT AND AUTHORIZATION

The undersigned authorizes the Public Works Department to proceed with processing this application under the requirements of the City of Alamosa Uniform Development Code (UDC). The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge. A complete application may require a disclosure of property ownership and agency affidavit.

Applicant: _____ Date: _____

DEPARTMENT USE ONLY

Application Received By: _____ Date: _____

Fee Required: _____ Paid On: _____ Receipt #: _____

Application accepted as complete on for processing: _____