



City of Cleveland

Department of Public Service Division of Engineering & Construction

Encroachment Permit Procedure

(3-6 months approximate completion time)

An encroachment permit has two separate and specific parts:

1. Investigation, then initiation and finalization of **legislation** to authorize that there "may be" any encroachment permit issued, or any dedicated public right-of-way, under the jurisdiction of the Department of Public service, within the City of Cleveland.
2. The actual "physical" **encroachment permit procedure**; issued by the Department of Pubic Service and the Department of Law; upon finalization of all City Council, City Departments, Review Boards, Committees, and Mayoral approval.

Encroachment Permit Procedure:

1. Submit a **letter of request** to the following:

Commissioner of Engineering and Construction
601 Lakeside Avenue, Room 518
Cleveland, Ohio 44114

Please note: Only the owner of record or his/her designee or agent may submit a letter of request for an encroachment permit.

- a. Letter of request must contain the following information:
 - i. The exact address of the property
 - ii. Street boundaries directly adjacent to the proposed encroachment area.
 - iii. Describe the type, number, physical nature and extent of the proposed request.
 - iv. Describe the proposed request's impact in relation to the public right of way (Why is the request being made)
2. **Review of the application/letter**
 - i. Survey crew will document the proposed encroachment and affected area.
 - ii. Chief Surveyor will review field crew's findings.
 - iii. Upon satisfactory reviews from the survey field crew, the Chief Surveyor and Commissioner a letter of advisement will be mailed to the applicant regarding the feasibility of proceeding to initiate legislation authorizing a proposed encroachment permit or a viable alternative may be suggested.