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.