



City of Canby
 Planning Department
 111 NW 2nd Avenue
 P.O. Box 930
 Canby, OR 97013
 Ph: 503-266-7001
 Fax: 503-266-1574

LAND USE APPLICATION

PUBLIC RIGHT-OF-WAY ENCROACHMENT PERMIT - Type I

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

Applicant Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ① All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ③ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

Street Address or Location of Subject Property	Total Size of Property	Assessor Tax Lot Numbers
Existing Use, Structures, Other Improvements on Site	Zoning	Comp Plan Designation

Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

PUBLIC RIGHT-OF-WAY ENCROUCHMENT PERMIT – TYPE I
Instructions to Applicants

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email. Required application submittals include the following:

Applicant City
Check Check

- One (1) copy of this application packet. The City may request further information at any time before deeming the application complete.

- Payment of appropriate fees – cash or check only. Refer to the city’s Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.

- One copy of a written statement, on 8.5" x 11" paper describing the proposed encroachment including the reason for such encroachment, description of materials to be used, maintenance plan, and any other pertinent information.

- One (1) copy of a scale (not greater than 1"=50') on paper no less than 8.5" x 11" and no larger than 18" x 24" of the proposed encroachment describing its exact location, extent and its relationship to surrounding properties.

- If required by the City, a survey shall be provided to determine the exact location of any public or private property lines, improvements, vegetation, or other features.

PUBLIC RIGHT-OF-WAY ENCROUCHMENT PERMIT
STANDARDS OF APPROVAL

Staff will check the application, making sure that it is complete and all fees are paid. The City will evaluate the proposal based on the standards listed below, and provide written notice of a decision.

1. The encroachment complies with all applicable City Codes with regard to structural safety traffic, sanitation, and fire safety requirements.

2. No adverse impact on surrounding properties.

3. No interference with use of the public property for roadway, walkway, existing or proposed utilities and other authorized uses.

4. The encroachment shall be maintained in good order.