

ORROCK TOWNSHIP

APPLICATION FOR ENCROACHMENT/LICENSE AGREEMENT TO TOWNSHIP EASEMENT

FOR OFFICE USE ONLY

26401 180TH STREET NW
BIG LAKE, MN 55309
PHONE 763 263 6411
EMAIL clerk@orrocktownship.com

App Received by/date _____/_____
Initial Inspect by/date _____/_____
Final Inspect by/date _____/_____
Approved for Release of Escrow by/date _____/_____

\$750 Escrow is payable at time of application. Check is to be made out to **Orrock Township** and sent to: **Orrock Township Clerk, 26401 180th St. NW, Big Lake, MN 55309**

PLEASE PRINT

Applicant _____ Phone _____ Email _____
Address _____

Property Owner _____ Phone _____ Email _____
Address _____

Proposed **encroachment** location(s)

(Street name) _____ miles/feet N-E-S-W of intersecting

Street (Name) _____

Address: _____ Parcel ID # 35- _____ - _____

Plat: _____ Lot: _____ Block: _____

OR Legal Description: Located in _____ Quarter of Section _____ Township 34 Range 26 or 27

Additional property information (if needed)

(Street name) _____ miles/feet N-E-S-W of intersecting

Street (Name) _____

Address: _____ Parcel ID # 35- _____ - _____

Plat: _____ Lot: _____ Block: _____

OR Legal Description: Located in _____ Quarter of Section _____ Township 34 Range 26

Does this request comply with your protective covenants? YES NO N/A

Date(s) construction will occur _____

Provide legal description and graphic depiction of location of proposed structure to be installed or constructed, in relation to easement. Location of house, well and septic must be shown on the survey or sketch.

The Application is valid for one year from payment receipt date; it is the applicant's responsibility to extend or renew the application, if needed. The Escrow will be forfeited after one year if not extended or renewed.

\$750 Escrow Check # _____ Date _____ Paid by _____

Written Legal Description of Encroachment Location Included

Graphic Description – Sketch Plan of Encroachment Location Included

Signed: _____ Name (Print) _____

Date: _____ Address: _____

RETURN THIS PAGE ONLY

ENCROACHMENT/LICENSE AGREEMENT

COSTS & ESCROW REDUCTION

The purpose of the Encroachment/License Agreement Escrow is to ensure the costs of TOWNSHIP services associated with the Agreement, are paid by the person(s) who are making and will benefit from, the request.

The following information is not necessarily a full and complete list of items, for which the escrow may be reduced.

Typical TOWNSHIP costs associated with an Encroachment/License Agreement:

- Engineer costs
 - Review of plans
 - Inspection of construction
- Legal Fees
 - Write/review Agreement
 - Advice
- Recording of Agreement
- Official's time – if excessive number of hours is dedicated to the project

Costs which would also cause reduction of the Escrow:

- Restoration/repair of easement

Funds remaining in Escrow are returned to the Applicant, when construction is complete and passed inspection. Applicant is responsible to pay for all costs associated with the Agreement. Should the cost of the project end up more than the original escrow, the applicant(s) would need to deposit additional money with the Town. Any funds left when the project is complete, are returned to the applicant. Applicant will receive copies of all invoices associated with Agreement.