

**CITY OF NELSON**  
**RIGHT-OF-WAY ENCROACHMENT PERMIT**  
**APPLICATION FORM**

Permitee / Applicant Information	Contractor Information
Applicant Name: _____ Business Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone: (____) _____ Fax: (____) _____ Contact Person Name: _____ Contact Person Phone: (____) _____ Email Address: _____	Contractor Name: _____  Address: _____  City: _____ State: _____ Zip Code: _____ Phone: (____) _____ Fax: (____) _____ Contact Person Name: _____ Contact Person Phone: (____) _____ Email Address: _____

24-Hour Contact Information
Contact Name: _____ Title: _____ Cell Phone: (____) _____ Email Address: _____

Site/Work Right-of-way Location

Type of Permit (check all that apply)												
<table style="width:100%;"><tr><td><input type="checkbox"/> Shoulder Construction</td><td><input type="checkbox"/> Utility Installation</td><td><input type="checkbox"/> Street Cut</td><td><input type="checkbox"/> Street Bore</td></tr><tr><td><input type="checkbox"/> Lane/Road Closure</td><td><input type="checkbox"/> Private Drive Cut</td><td><input type="checkbox"/> Private Drive Bore</td><td><input type="checkbox"/> Drive Construction</td></tr><tr><td colspan="4"><input type="checkbox"/> Other (please specify) _____</td></tr></table> Describe Scope of Work (size, type, length, etc.) _____ _____ _____ _____ _____  TOTAL LENGTH OF AREA IN SCOPE OF WORK: _____ LINEAR FEET	<input type="checkbox"/> Shoulder Construction	<input type="checkbox"/> Utility Installation	<input type="checkbox"/> Street Cut	<input type="checkbox"/> Street Bore	<input type="checkbox"/> Lane/Road Closure	<input type="checkbox"/> Private Drive Cut	<input type="checkbox"/> Private Drive Bore	<input type="checkbox"/> Drive Construction	<input type="checkbox"/> Other (please specify) _____			
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<input type="checkbox"/> Other (please specify) _____												

Project Start / Completion Dates and Estimated Project Cost
Project Start Date: _____ End Date: _____ Estimated Project Cost: \$ _____

Special Provisions

### Applicant Certification

Applicant agrees to indemnify and hold harmless the City of Nelson and all officers, employees or agents of the City of Nelson against any and all claims, damages, demands, actions, causes of action, costs and expenses of whatsoever nature, which may result from any injury to, or the death of any persons, or from the loss of or damage to, property of any kind or nature, when such injury, death, loss or damage arises out of the construction operation, maintenance, repair, removal or relocation of the facilities covered by the permit.

This permit is requested this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2025,

\_\_\_\_\_  
By Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title / Position

\*\*\*\* TO BE COMPLETED BY THE CITY STAFF \*\*\*\*

Permission is granted for the above-described encroachment in accordance with the plans/drawings attached hereto and made a part thereof. This permit is to be strictly construed and no work other than that specifically described above is hereby authorized.

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

City Staff Permit granted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Permit is hereby: ☐ **APPROVED** ☐ **DENIED** ☐ Comment ☐ Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_

Permit granted by: \_\_\_\_\_  
\_\_\_\_\_

INSPECTION BY: \_\_\_\_\_ DATE: \_\_\_\_\_

+++++

☐ **INSPECTION PASSED** ☐ **INSPECTION FAILED** (specify): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE-INSPECTION BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ☐ PASS ☐ FAIL

**INSERT  
RIGHT-OF-WAY  
MAP  
HERE**