

APPLICATION FOR PRIVILEGE FOR ENCROACHMENT



To request to maintain an encroachment extending beyond the property owner's lot line and into the City's right-of-way as provided in Sec 66.0425, Wisconsin Statutes. See page 2 for further information.

Type of encroachment applying for, please check one:

- Major – \$50 fee Permanent attachments such as mansard roofs, canopy, concrete paving or steps, brickwork
- Minor – \$25 fee Removable attachments such as signs, awnings, light fixtures, retaining walls, landscaping

State the full property address and tax key number of the property. Provide a scale plan and/or drawing showing the location of the lot line and depicting the extent of the encroachment along with a detailed description. Include complete measurements of the encroachment and how far it extends from the building/property line, types of materials, and fasteners. Attach additional plans/drawings and/or pages as needed.

Property Address: _____ Tax Key Number: _____

Property owner information (Required):

Name: _____ Registered Agent: _____

Address, City, State, Zip: _____

Phone: _____ Email: _____ Other Contact: _____

Pursuant to Wis. Stat. § 66.0425(2), I assume primary liability for damages to person or property by reason of the granting of the privilege, am obligated to remove an obstruction or excavation upon 10 days' notice by the City and waive the right to contest in any manner the validity of this section or the amount of compensation charged.

Owner Signature: _____ Date: _____

If Applicant is occupant of property, complete the following information:

Name: _____ Registered Agent: _____

Address, City, State, Zip: _____

Phone: _____ Email: _____ Other Contact: _____

Occupant Signature: _____ Date: _____

Insurance information attached: Certificate of Liability; Additional Insured Endorsement; and Notice of Cancellation Endorsement (see page 2 for further explanation of insurance requirements):

- Major – \$1,000,000 in general liability ~ plus a \$10,000 cash or performance bond
- Minor – \$300,000 in general liability

Insurance Company Name: _____ Policy No.: _____

Agent Name: _____ Phone: _____ Email: _____

SAVE

PRINT

APPLICATION FOR PRIVILEGE FOR ENCROACHMENT: Process and contact information

Encroachments, as defined in Section 11.165 of the West Allis Revised Municipal Code, may be granted by the City Engineer if, in the City Engineer's opinion, the request will not adversely affect City services or the public's right of travel and will not otherwise pose an unreasonable danger to the health, safety, and welfare of the community under the following conditions:

1. The applicant completes an application submitting a scale plan/drawing and detailed description of the encroachment.
2. The appropriate required fee is paid by the applicant. (Make checks payable to the City of West Allis.)
3. The applicant provides proof of insurance naming the City as an additional insured with a notice of cancellation endorsement, in a form acceptable to the City Attorney, and keeps such proof of insurance current while the encroachment is in place.

Minor Encroachment Liability Minimum: \$300,000 (The notice of cancellation endorsement shall not be required for residential properties)
Major Encroachment Liability Minimum: \$1,000,000
4. For Major Encroachment the applicant posts cash or a performance bond in an amount of \$10,000 to ensure that the encroachment is removed when so ordered by the City Engineer. The bond shall be in a form acceptable to the City Attorney.
5. Upon receipt of the application, the City Engineer shall cause a legal description of the encroachment area to be created. The legal description, together with the address and tax key number for the property shall become part of the Privilege for Encroachment Agreement.
6. The applicant signs the Privilege for Encroachment Agreement on a form prepared by the City Attorney.
7. For Major Encroachment, upon the requirements set forth above being met, the Privilege for Encroachment Agreement shall be introduced at the next scheduled Common Council meeting as a Resolution to be referred to the Public Works Committee for approval.

CONTACT INFORMATION:

All Privilege for Encroachment Agreements are processed and maintained by the City Attorney's Office. Applications along with any questions can be submitted to:

Margaret Jutz
Principal Legal Secretary
City Attorney's Office
7525 West Greenfield Avenue
West Allis, WI 53214
414-302-8445 (direct)
414-302-8450 (office)
414-302-8444 (fax)
mjutz@westalliswi.gov
Office Hours: Monday-Friday, 7:30 am to 4:00 pm

Do not write below this line – for office use only

Date application received/Set up File (LF)	
Date & amount fee deposited ("EL" 100-0000-424-0900)	
Insurance received & approved	
Bond received (Cash) (Performance) & approved	
Application sent to Engineering	
Grant of Privilege received from Surveyor	
Prepare & send Privilege for signature	
Privilege approved	