

# LICENSE TO ENCROACH APPLICATION

Updated: March, 2023



## CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

## PROPERTY INFORMATION

Location of Proposed Encroachment: \_\_\_\_\_

Type of Encroachment       Right-of-Way       Easement

Subdivision \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Justification for Encroachment (why should this request be granted): \_\_\_\_\_

## AUTHORIZATION

*I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request. I will hold the City of San Marcos harmless, and indemnify it against all suits, costs, expenses and damages that may arise or grow out of approval of this application and release the City from any and all claims arising out of or in connection with damage to encroaching structures.*

Filing Fee \$1,250      Technology Fee \$15      TOTAL COST \$1,265

Submittal of this digital Application shall constitute as acknowledgment and authorization to process this request.

**APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.ORG/](http://WWW.MYGOVERNMENTONLINE.ORG/)**



# CHECKLIST FOR LICENSE TO ENCROACH APPLICATION

<p>The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.</p>	<p>Comments</p>
<p><input type="checkbox"/> Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official</p> <ul style="list-style-type: none"> <li>• Please visit <a href="http://sanmarcostx.gov/1123/Pre-Development-Meetings">http://sanmarcostx.gov/1123/Pre-Development-Meetings</a> to schedule, or email <a href="mailto:planninginfo@sanmarcostx.gov">planninginfo@sanmarcostx.gov</a> with any questions.</li> </ul>	
<p><input type="checkbox"/> Completed Application for License to Encroach</p>	
<p><input type="checkbox"/> Site Plan illustrating the encroachment, may include photos</p>	
<p><input type="checkbox"/> Building Plans for all encroaching structures, which must be approved by the Building Official prior to approval of this application.</p>	
<p><input type="checkbox"/> Metes &amp; Bounds description of the area to be encroached upon</p>	
<p><input type="checkbox"/> CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet</p>	
<p><input type="checkbox"/> Detailed sketch of the area sought to be encroached upon &amp; the surrounding area to the nearest streets in all directions, showing the abutting lots and blocks</p>	
<p><input type="checkbox"/> Letters of Consent from all property owners abutting the area to be encroached upon, including names &amp; addresses</p>	
<p><input type="checkbox"/> Application Filing Fee    \$1,250 Technology Fee                \$15</p>	
<p><b>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</b></p>	