

ENCROACHMENT APPLICATION**Applicant Information:**

Contact Person: _____

Organization Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Description of Encroachment and Associated Project:

Location:

Dates of Encroachment: Beginning _____ Ending (note if permanent) _____**Briefly Describe any Work Needed:**

Maintenance Hole Adjustments: _____

Site Regradings: _____

Surface Improvements: _____

Other: _____

Are Proposed Facilities Buried? (Please check answer) Yes No**Please Include:**

- One full-size set of drawings and one set of half-size drawings
- Legal description and/or other documents describing the area to be encroached upon
- Application fee of \$500, non-refundable

Signature _____ Date _____

Questions? Contact Pete Owens at (651) 602-4535 or e-mail pete.owens@metc.state.mn.us

Basis for Fee

The encroachment application fee is meant to recover administrative costs for time spent by MCES staff developing and processing encroachment agreements. This fee covers the average costs associated with the review of the application and the preparation of the agreement, not any original costs associated with the easement itself. As such, the fee is not refundable regardless of whether or not the request is approved.

Process and Instructions for Completing Encroachment Application Form

1. No excavation on Council's rights-of-way shall occur until plans have been approved by MCES staff. Before completing the Encroachment Application Form and paying the fee, call to see whether your encroachment has potential to be accepted. Contact Peter Owens at 651/602-4535.
2. If you apply for an encroachment after discussing it with Council staff, send the completed Encroachment Application Form and the appropriate documents to:

Peter Owens
Metropolitan Council Environmental Services
3565 Kennebec Drive
Eagan, MN 55122

Send the \$500 check made out to Metropolitan Council to:

Metropolitan Council
Accounts Receivable
390 Robert Street North
St. Paul, MN 55101-1805

Completion of the Encroachment Application Form and payment of the \$500 fee does not guarantee approval of an encroachment request. Call Peter Owens at 651/602-4535 with any questions about the Encroachment Application Form or the required documentation.

3. MCES normally requires approximately 30 days to process an encroachment application. If approved, a fully executed Encroachment Agreement must be in place prior to any encroachment to the existing right-of-way. All rights-of-way granted to third parties on Council-owned land or easements shall contain relocation, indemnity, and damage provisions in favor of the Council along with other conditions deemed necessary by MCES. The landowner accepts full responsibility for any and all future damage(s) to their property in the event MCES must access the interceptor and/or associated right-of-way to perform routine or emergency maintenance.