Village of North Bay
Encroachment Permit Application

Permit #

3615 Hennepin Pl, Racine, WI 53402
Phone: (262) 639-2334 Email: clerk@vnbwi.gov

APPLICANT INFORMATION - Complete this side for all brand new encroachment applications.

Owner Name(s) *(as it appears on the tax bill)*	***Street Address***
Phone #:	
Alternate Phone #:	***Mailing Address (if different)***
Email:	
Alt. Email:	
Description of new encroachment.	

1. The Owner(s) agree(s) to pay for entire costs relating to this encroachment, including utility locating, installation, maintenance, and removal.
2. The Owner(s) of this permit hereby agree(s) to assume the defense of and hold harmless the Village of North Bay, its officers, agents and employees from all expenses and attorney's fees, damages, claims, demands, suits, liabilities, or payments of any kind incurred due to the maintenance of the property indicated hereon, or due to the granting of this permit.
3. The Owner(s) release(es) the Village of North Bay, its agents, officers and employees from all damage done to this encroachment.
4. The Owner(s) agree that this permit creates no vested right to continue to maintain the encroachment on public or Village of North Bay property and the owners agree, at owner's cost and expense, to remove the encroachment upon written notice to do so by the Village of North Bay. The owners agree that the Village of North Bay, by granting this permit and right to encroachment, shall not in any way diminish, nor decrease, the Village of North Bay's rights or powers.
5. The Owner(s) agree that this agreement shall be binding on the owner's heirs, successors and assigns and that all the terms, covenants and conditions imposed by this document shall be binding on the successors in the interests of the owner, without releasing the owner. The Owner(s) agrees to promptly notify the Village of North Bay, in writing, upon the sale or transfer of said property,
6. This permit may be revoked at any time and/or additional fees may be assessed if the Village of North Bay determines the owner of this permit has failed to meet the Village of North Bay encroachment standards or if the Village of North Bay determines the encroachment indicated hereon is not in the best interests of the community.

Owner Applicant Signature: _____ Date:_____

Owner Applicant Signature: _____ Date:_____

Notary or VNB Seal: Notary or Village Clerk Signature: _____

Date: _____

OFFICE USE ONLY
DATE RECEIVED: _____
RECEIVED BY: _____
BOARD DECISION: ____ APPROVE ____ DENY
DATE:_____

Please complete Side 2 if assuming an existing encroachment.

Complete this side if you are assuming an existing encroachment.

APPLICANT INFORMATION

Owner Name(s) *(as it appears on the tax bill)*	***Street Address***
Phone #:	
Alternate Phone #:	***Mailing Address (if different)***
Email:	
Alt. Email:	
Description of the existing encroachment.	
Do you plan to modify the existing encroachment? YES NO (circle your reply).	
If yes, please provide a description of the modifications and submit plans.	

1. The Owner(s) agree that this permit creates no vested right to continue to maintain the encroachment on public or Village of North Bay property and the owners agree, at the Owner's cost and expense, to remove the encroachment upon written notice to do so by the Village of North Bay. The Owner(s) agree that the Village of North Bay, by granting this permit and right to encroachment, shall not in any way diminish, nor decrease The owners agree that the Village of North Bay, by granting this permit and right to encroachment, shall not in any way diminish, nor decrease, the Village of North Bay's rights or powers.
2. The Owner(s) of this permit hereby agree(s) to assume the defense of and hold harmless the Village of North Bay, its officers, agents and employees from all expenses and attorney's fees, damages, claims, demands, suits, liabilities, or payments of any kind incurred due to the maintenance of the property indicated hereon, or due to the granting of this permit.
3. The Owner(s) release(es) the Village of North Bay, its agents, officers and employees from all damage done to this encroachment.
4. The Owner(s) agree that this agreement shall be binding on the owner's heirs, successors and assigns and that all the terms, covenants and conditions imposed by this document shall be binding on the successors in the interests of the owner, without releasing the owner. The Owner(s) agrees to promptly notify the Village of North Bay, in writing, upon the sale or transfer of said property,
5. This permit may be revoked at any time and/or additional fees may be assessed if the Village of North Bay determines the owner of this permit has failed to meet the Village of North Bay encroachment standards or if the Village of North Bay determines the encroachment indicated hereon is not in the best interests of the community.

Owner Applicant Signature: _____ Date:_____

Owner Applicant Signature: _____ Date:_____

Notary or VNB Seal: Notary or Village Clerk Signature: _____

Date: _____

OFFICE USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

BOARD DECISION: _____ APPROVE _____ DENY

DATE:_____

3615 Hennepin Pl - Racine, WI 53402
Phone: (262) 639-2334 Email: clerk@vnbwi.gov

Encroachment Permit Application Procedure

New Encroachment Application Procedure:

1. Please submit two copies of this application.
2. Please attach three (3) sets of plans to this application.
3. Applicant(s) must check with utility companies serving the area covered by this permit for the location of existing underground pipes, conduits, or cables.
4. The work authorized by this permit must commence within 30 days and must be completed within the time indicated on the application, unless otherwise noted by the Village Board.
5. Inspection fees, if necessary, will be charged to the owner, on a time and materials basis.
6. Please submit the application, and required attachments, to the attention of the Village Clerk at Village Hall.

Assuming an existing Encroachment Application Procedure:

1. If you are assuming an existing encroachment and are not planning to make changes, simply submit two copies of this application. No additional plans are required.
2. If you plan to modify the existing encroachment, please attach three (3) sets of plans to this application.
3. Applicant(s) must check with utility companies serving the area covered by this permit for the location of existing underground pipes, conduits, or cables.
4. The work authorized by this permit must commence within 30 days and must be completed within the time indicated on the application, unless otherwise noted by the Village Board.
5. Inspection fees, if necessary, will be charged to the owner, on a time and materials basis.
6. Please submit the application, and required attachments, to the attention of the Village Clerk at Village Hall.