



PROCEDURE FOR ENCROACHMENT INTO A PUBLIC EASEMENT

For questions regarding easement encroachment and/or the City's ability to allow encroachment into an easement, or to begin the encroachment process, please contact Scott Szendre, PLS, at Scott.Szendre@ci.kennewick.wa.us or (509) 585-4446. An initial review of the request will determine if it is feasible to move forward with an application.

1. Upon completion of the initial review, the applicant will provide the following documents to the Public Works Department at the Dan Frost Municipal Services Building, 1010 E. Chemical Drive, Kennewick, WA 99336 **Attn: Scott Szendre**. Mailed applications will be mailed to PO Box 6108 Kennewick, WA 99336:
 - An easement encroachment request in the form of a signed letter stating what the applicant is requesting to encroach and why.
 - Drawing of the easement to be encroached.
 - Petition (form provided by the City) completed by the applicant that includes size of easement, type of easement, tax parcel identification number, physical address, owner name and signature, and required signatures of approval from public utility companies (if applicable).
 - No fee is required for an encroachment into a public easement.

**Please note that an encroachment into an easement for placement of a sign will also require the following:

- Site triangle and sign dimensions
 - Copy of sign permit application
2. It is the applicant's responsibility to obtain the signatures and approvals from public utility companies listed on the Petition.
 3. Upon verification that all of the encroachment request documentation is complete, the encroachment will be routed to affected City departments for review and comments. Please allow ten (10) business days for review.

If no comments are made, the request will be approved. The applicant will be notified of the encroachment approval and a permit number will be provided for the applicant's reference.