

# REQUIRED SUBMITTALS WITH APPLICATION SUBMITTALS

All documents listed below for each respective application type are required at the time of submission unless waived by the Director of Public Works. All PLANS must be submitted as a COMPLETE SET PLAN.

**NOTE: Submittal of the document will be the Step 5 of the online application process through ConnectLCF.**

ENCROACHMENT		
Private With Agreement	<a href="#">Instructions</a>	Review prior to applying.
	<a href="#">Scaled Plot-Site Plan/Drawing</a>	
	<a href="#">Proof of Liability Insurance</a>	
	Title Report/Deed for proof of ownership	
Private Without Agreement	<a href="#">Instructions</a>	Review prior to applying.
	<a href="#">Proof of Liability Insurance</a>	
	<a href="#">Scaled Plot-Site Plan/Drawing</a>	
Right of Way Construction (including utility)	<a href="#">Instructions</a>	Review prior to applying.
	Letter of Authorization from Owner	Letter from the property owner authorizing contractor to apply for the permit.
	<a href="#">Proof of Liability Insurance</a>	
	<a href="#">Scaled Plot-Site Plan/Drawing</a>	
Temporary Use (Trash Bin Permit)	<a href="#">Instructions</a>	Review prior to applying.
	Owner Acknowledgment	Letter from the property owner acknowledging a trash bin would be placed in front of their property.