



## ENCROACHMENT AGREEMENT APPLICATION FORM

### Applicant Information:

Contact person: \_\_\_\_\_

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Description of encroachment and associated project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Location:

\_\_\_\_\_  
 \_\_\_\_\_

**Requested date of encroachment:** Beginning \_\_\_\_\_ Ending (note if permanent) \_\_\_\_\_

### Briefly describe any unusual circumstances:

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 \$600, non-refundable

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions?** Contact Tim Wedin at 651.602.4571 or e-mail [Timothy.Wedin@metc.state.mn.us](mailto:Timothy.Wedin@metc.state.mn.us)

## **Basis for fee**

The encroachment application fee is meant to recover administrative costs for time spent by Environmental Services 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 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 Environmental Services staff. Before completing the Encroachment Application Form and paying the fee, communicate with Tim Wedin to obtain additional information and to see whether your encroachment has potential to be accepted.  
651.602.4571 or e-mail [Timothy.Wedin@metc.state.mn.us](mailto:Timothy.Wedin@metc.state.mn.us)
2. Email the completed Encroachment Application Form and the appropriate documents to Tim Wedin.
3. Mail a \$600 check made out to Metropolitan Council and a copy of the Encroachment Agreement Application Form to:

### ***Accounts Receivable***

### ***Metropolitan Council***

### ***PO BOX 856513***

### ***Minneapolis, MN 55485-6513***

Completion of the Encroachment Application Form and payment of the \$600 fee does not guarantee approval of an encroachment request.

4. Environmental Services 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 Environmental Services. The landowner accepts full responsibility for any and all future damage(s) to their property in the event Environmental Services must access the interceptor and/or associated right-of-way to perform routine or emergency maintenance.