

**MINIMUM INFORMATION REQUIRED WHEN OBJECT IS
REQUESTED TO BE PLACED WITHIN RIGHTS-OF-WAY**

General Information:

Business Name: _____
Address: _____
Parcel number: _____
Type of Encroachment Requested: _____
Will alcohol be served within r/w: _____

Property Owner Information:

Name: _____
Address: _____
Telephone: _____
Email: _____

Tenant Information:

Name: _____
Address: _____
Telephone: _____
Email: _____

General Contractor Information:

Company Name: _____
Representative name: _____
Address: _____
Telephone: _____
Email: _____

Sub-Contractor Information:

Company Name: _____
Representative name: _____
Address: _____
Telephone: _____
Email: _____

Plans and Graphics:

1. Plans and Graphics of objects to be placed within the rights-of-way (including but not limited to photographs, renderings, etc.).
2. Drawing with dimensions showing location of all items (existing and proposed) between building and curb line of street (including but not limited to trees, signs, fire hydrants, etc.).
3. Dimensions of objects: including length, width, depth & height above existing grade to top and bottom of encroachment.
4. Location of objects in relationship to side property line.

Other:

1. Certificates of Insurance naming the City of Watertown as Additionally Insured from:
 - a. Property Owner and/or
 - b. Tenant Occupant and/or
 - c. All Contractors working within City's rights-of-way
2. Any other information as may be requested to complete Revocable Occupancy Permit with Hold Harmless Agreement.