



City of Columbia DEVELOPMENT CENTER

ENCROACHMENT

- If project is in a **DESIGN OR HISTORIC DISTRICT (DD or DP)** – refer to information sheet concerning additional review requirements.
- If project is in **FLOODPLAIN OR FLOODWAY** – refer to information sheet concerning additional requirements.

For applications and further information please visit our website at:
www.columbiasc.net

REVIEWS/SUBMITTAL

The City of Columbia's Legal Department processes and tracks Encroachment Requests. Please submit one (1) copy of the following information to the Legal Department for review. Contact information can be found on the sheet titled: **DEVELOPMENT REVIEW CONTACTS**. Please note that incomplete submittals will not be accepted for review.

SITE PLAN: 1 copy – 11" x 17" maximum size

- Address;
- Tax Map Sheet #;
- Lot lines;
- Location of any street trees;
- Any curb cuts in vicinity;
- Location and nature of encroachment;
- Picture of encroachment area.

NARRATIVE: 1 copy

- Use of property (whether commercial or residential);
- Written description of nature and reasoning of encroachment request.

INSURANCE: 1 copy

- Public liability insurance naming the City as an additional insured in the minimum amount required, *please refer to ordinance on application*, for personal injury and property damage is also required and should be submitted to Judy Edwards, Risk Management, for review