

**CITY OF NOME, ALASKA**  
**EASEMENT ENCROACHMENT PERMIT APPLICATION**  
**INSTRUCTIONS**

The terms of the permit are included in the Easement Encroachment Permit and License attached hereto. If these terms are acceptable to the owner(s), the owner(s) should fill out this application and the owner(s) must sign the attached Permit and License (introductory paragraph and paragraphs 1, 2, 3, 5) and sign in front of a NOTARY PUBLIC. **The applicant must attach drawings depicting the encroachment and sign the application.**

The applicant should return the completed application to the office of the City Engineer. If the City determines that the permit should be granted, it will sign the permit and contact the applicant. Originals of the license and permit will normally be kept on file at City Hall.

An as-built survey shall be submitted with this application and should show the encroachment for which a permit is requested. The City may accept other types of drawings if the drawing sufficiently depicts the location of the encroaching structure and the size of the encroachment. Whether a substitute drawing is acceptable shall be at the discretion of the City Engineer. Applicants may submit other information which they believe may be helpful to the City's review. The City may request additional information from the applicant if circumstances indicate it would be useful in its decision.

Easement encroachment permits may be issued by the City after review of any affected City departments and after approval by the City Manager. If the City Manager or his designee determines that the encroachment will not interfere with the need for public use of streets, utility easements, public rights-of-way, or other property dedicated to a public use, the permit may be granted. **NCO § 16.05.030**