

Recorded Encroachment Permit Submittal Requirements

The subsequent submittal requirements are for recordation of an encroachment permit for improvements constructed in the County right-of-way.

1. Application for Recorded Encroachment Permit (**Note: it is the same application used for encroachment permits**)
2. An 8.5" x 11" site plan, drawn to scale with dimensions provided and a 0.5" border that CLEARLY indicates the right-of-way line, edge of pavement, centerline of road, street name and all improvements within the right-of-way. Make certain to include the address and Assessor's Parcel Number in the title block, along with the date of the drawing. The Recorder's office will refuse any site plan that contains smudges, lettering or notations that are faintly marked and font that is either too large or too small. To be sure that the Recorder's office will accept your site plan we highly suggest that you strictly follow the site plan guide lines.
3. A copy of the property Grant Deed.
4. A \$170 processing fee is due at the time of submittal.

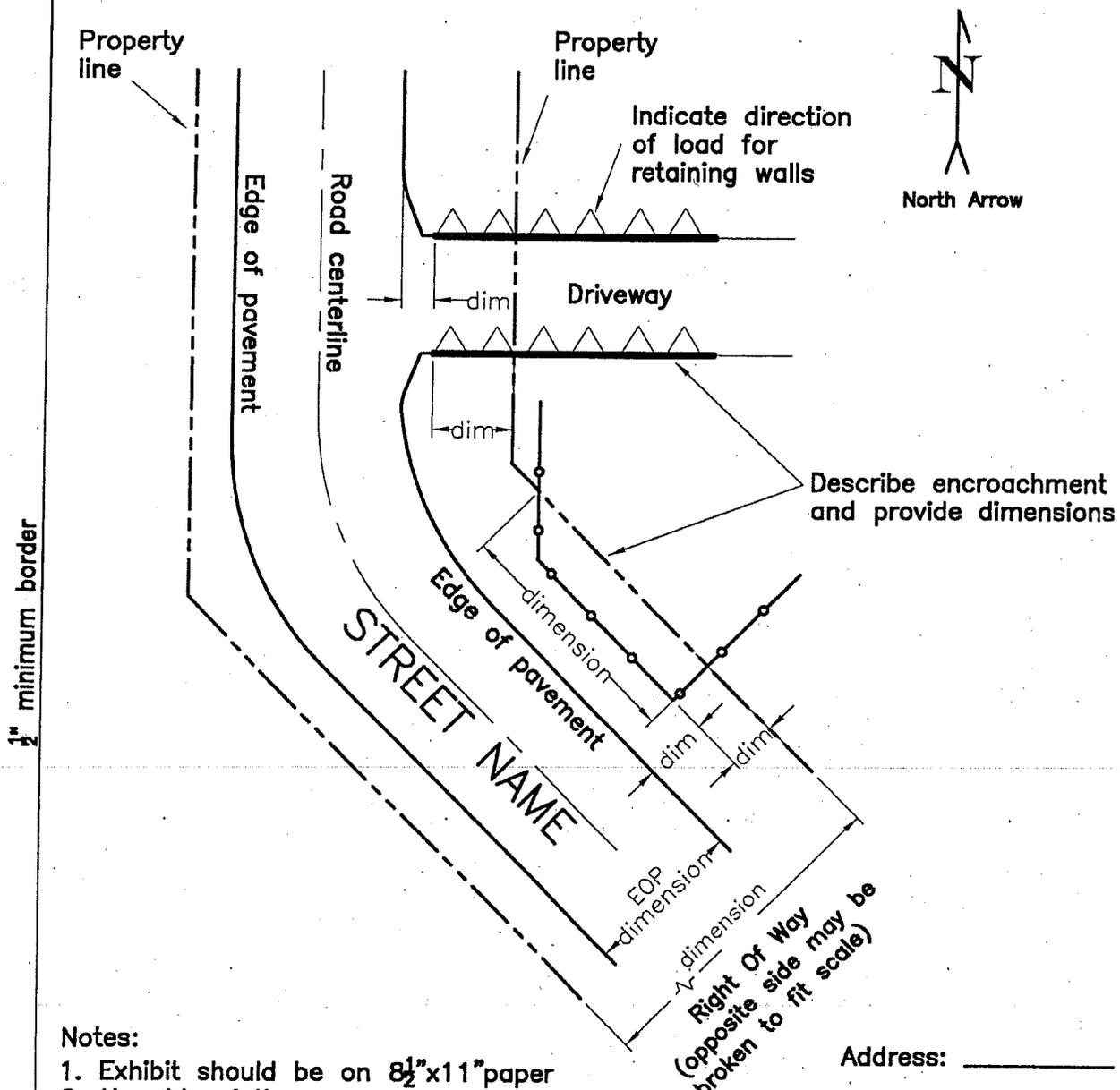
Once these items have been submitted and reviewed by a Public Works engineer, a permit for the subject property will be drawn up. The permit will be sent to you for your notarized signature. Once you have the permit signed and notarized it must be returned to Public Works. The Road Commissioner will then sign the permit, at this time the permit is ready to be sent to the Recorder's office. Once recorded, a copy of the permit will be sent for your files.

The Recorder's office has very strict standards for recordation so please be sure that all documents submitted are originals and not copies. The permit is not valid until which time it has been recorded by the Marin County Recorder's office.

On the reverse side is a sample of the 8.5" x 11" site plan, Exhibit "A" for your reference. Also, please refer to the enclosed pamphlet, or contact us at (415) 473-6530.

Sample Recorded Encroachment Permit Exhibit

EXHIBIT A



Notes:

1. Exhibit should be on 8 1/2"x11" paper
2. No abbreviations
3. Text 12 point minimum & clear
4. No extraneous lines & no need for details on property
5. Provide dimensions of encroachment and distance from edge of pavement and property line
6. No pencil, but may be hand drawn if clear
7. Provide scale of drawing

Address: _____

APN: _____

Date: ____/____/____