ENCROACHMENT PERMIT  CASE # EN_______
COMMUNITY DEVELOPMENT DEPARTMENT
1203 N. HUDSON/PO BOX 1188
SILVER CITY, NM 88062  (575)534-6348  FAX (575)534-6381

An Encroachment Permit authorizes the applicant to encroach upon the public right-of-way with a
building or structure under certain conditions. Requests for encroachment must be approved by the Town
Manager. The request must comply with Section 6.3.9) of the Land Use Code of 2010.

*NOTE:* Please fill out entire application. Incomplete or illegible applications will not be
accepted. The application fee is $75.00

REQUIRED DOCUMENTS:
☐ A survey showing the encroachment
☐ Proof of ownership (copy of deed)
☐ Paragraph explaining the reason for the encroachment request.

Encroachment Permit for a ________________________________ (type) structure
into the ________________________________ right-of-way,
totaling _________ square feet in area (amount of encroachment).

APPLICATION DATE: ____________________

APPLICANT INFORMATION:
Name: ________________________________ Proprietary interest in property: __________
Property street address: __________________________
Mailing address: __________________________________
Phone: _______________ Alternate phone _______________ Email: ______________

OTHER CONTACT (Agent/Surveyor):
Name: ________________________________ Title __________ Business: __________
Mailing address __________________________
Phone: _______________ Alternate phone: _______________ Email: ______________

PROPERTY INFORMATION:
Property street address: __________________________
Adjacent streets ______________________________________
Zoned (please circle one): Rural  Res A  Res B  Res C  Commercial  Industrial  Mixed Use
Located in floodplain?  □ No  □ Yes: FEMA map #________________________

See other side
LEGAL DESCRIPTION of lot(s) where encroaching structure is located:

Platted: Lot(s) ____________________________ Block(s) ____________________________  
Subdivision/Addition ____________________________________________________________  
Section ___________ Township ___________ Range ________  
Total area: __________ square feet Property code: 3-____-____-____-____  
(The property code # can be obtained from the County Assessor’s Office or from the tax bill)

__________________________________________   ____________________________  
Signature of Applicant                      Date

FOR STAFF USE ONLY

Fee:$ _________ cash/ck.# _______ Paid: ___________ Receipt #: ______________

DECISION OF TOWN MANAGER

_____ Approved  
_____ Denied  

__________________________________________ Town Manager  ______________________ Date  

11-16-18