

## **ENCROACHMENT AGREEMENT APPLICATION**

An Encroachment Agreement is required whenever a property owner would like to encroach (place a permanent structure) in a drain easement. Examples requiring an agreement include, but are not limited to: installing fences, accessory buildings, signs, pools, some landscaping features, etc.

- The application must be completely filled out, and accompanied with a detailed plan or sketch outlining the proposed activity.
- The Commissioner will determine if a letter from a professional engineer, hired by the property owner is required. This needs to detail the encroachment request, the impact this will have to the drainage system in place, including all specific information regarding installation of permanent structure being placed within the easement. In addition the letter also needs to include the impact this will have on neighboring properties.
- There is a fee of **\$50.00** payable to the Water Resources Commissioner's Office for processing the agreement; also you will need to provide a check payable to the Ottawa County Register of Deeds to get the agreement recorded. Recording fee is determined based on the number of pages in the document. The amount will be determined & given with instructions when you receive your agreement paperwork.

**Remember:** Issuance of the Agreement does not alleviate you from obtaining other necessary permits.

If you have any questions or comments regarding the Agreement or application, please contact this office at (616) 994-4530.

Mail or drop off all necessary information to:

**Water Resources Commissioner's Office**  
**12220 Fillmore Room 141**  
**West Olive, MI 49460**

## **ENCROACHMENT AGREEMENT APPLICATION**

Property Owner(s): \_\_\_\_\_  
(Name; address; phone #)

Email: \_\_\_\_\_

Marital Status: \_\_\_\_\_  
(required on legal documents recorded with Register of Deeds)

Request Permission To: \_\_\_\_\_

Location Address/Legal Description: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel #: \_\_\_\_\_

### **SITE PLAN REQUIREMENTS**

Include all items listed below. You may use a copy of your survey or hand drawn map.

- Directional Arrow
- Property lines
- Easement location & dimensions
- Encroachment location & dimensions

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I certify, as applicant, I am the legal owner of the property stated above.

I agree to do the above work; to pay any costs for inspection, labor and/or material that may be required to perform said work, abide by the encroachment agreement restrictions; and restore the surface to its original condition. If I do not pay such costs as invoiced, these costs will be assessed against the property.

Application

Site Plan

Fee **\$50.00**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date