



**EAGLE RIVER WATER & SANITATION DISTRICT
UPPER EAGLE REGIONAL WATER AUTHORITY**

846 Forest Road ♦ Vail, Colorado 81657
♦ Phone (970) 476-7480 ♦ FAX (970) 476-4089 ♦
www.erwsd.org



**APPLICATION FOR ENCROACHMENT AGREEMENT:
SUBMISSION REQUIREMENTS CHECKLIST**

GENERAL INFORMATION:

An Encroachment Agreement is required prior to any construction, landscaping, or improvements within any general utility or dedicated water and/or sewer easements located within the Eagle River Water & Sanitation District (District) and the Upper Eagle Regional Water Authority (Authority) service areas. Property owner's signature below indicates a formal request for an encroachment agreement. The encroachment may not be made until a signed agreement is recorded at the Eagle County Clerk & Recorder's office and all charges due are paid. The property owner will be responsible for all District costs related to review of the request including: survey, legal and recording costs.

SUBMITTAL PROCESS:

1. Complete the information requested below.
2. Submit this checklist to the District (846 Forest Road, Vail, CO 81657, Attn: Customer Service) for its review and consideration.
3. The Application for Encroachment Agreement and exhibit will be reviewed and, if approved, an Encroachment Agreement will be prepared.
4. The property owner will be contacted by the District or Authority and asked to come to the Vail office to sign copies of the Encroachment Agreement, which will then be signed by the General Manager for the District or Authority and notarized. The District will record the encroachment agreement against the property at Eagle County Clerk & Recorder's office.
5. A copy of the signed encroachment agreement will be provided to the property owner upon payment of all charges due.
6. Completion of this process may take several weeks.

REQUIRED INFORMATION (Please print):

- Full legal name of property owner: _____
- Legal name and title of person authorized to sign as the property owner: _____
- Contact person (if different from owner): _____
- Telephone number (with area code) and e-mail: _____
- Legal description of property for which Encroachment Agreement is being requested (include lot, block, subdivision, etc.): _____
- Physical street address: _____
- Type of Easement (general utility or water/sewer specific): _____
- Length and width of District/Authority easement: _____
- Measured configuration of encroachment into District easement: _____
- Complete Description of the Encroachment: _____
- An 8.5" by 11" exhibit, stamped by an engineer or surveyor, (showing applicable property lines, easement boundaries, water and/or sewer mains, and the proposed encroachment) will need to be attached to the initial submittal.

Property Owner

Date